

CDE MEETING AGENDA



COLORADO
Department of Education

VISION

All students graduate ready for college and careers, and prepared to be productive citizens of Colorado.

MISSION

Ensuring equity and opportunity for every student, every step of the way.



Public School Capital Construction Assistance Board Agenda

Date & Time: September 21, 2023, 1:00pm-3:30pm

Location: Virtual, Microsoft Teams

Capital Construction Assistance Board Members:

Jane Crisler – Chair	Vaishali McCarthy	Michael Wailes
Wendy Wyman – Vice Chair	Matt Samelson	George Welsh
Kevin Haas	Lara Vincent	

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve Previous Meeting Minutes from: August 7-8, 2023
- V. Board Report
- VI. Staff Report
- VII. Discussion Items:
 - A. New Board and Staff Introductions
 - B. Match Weights
- VIII. Action Items:
 - A. Approve BEST Timeline
- IX. Future Meetings:
 - October 19, 2023 – Microsoft Teams
 - November 16, 2023 – Microsoft Teams
 - December 21, 2023 – Microsoft Teams (or CASB, December 7-9 at the Broadmoor Hotel, Colorado Springs)
- X. Public Comment
- XI. Adjournment

CDE MEETING MINUTES



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Public School Capital Construction Assistance Board Meeting Minutes

Date & Time: August 18-19, 2022, Varying Times

Location: Canon City Middle School - Canon City, CO

Capital Construction Assistance Board Members:

Jane Crisler – Chair	Kevin Haas	Matt Samelson
Wendy Wyman – Vice Chair	Vaishali McCarthy	Michael Wailes

Day 1 – August 7, 2023

- I. **Call to Order:** Meeting called to order by Jane Crisler at 1:02pm
- II. **Roll Call:**
Members Present: Kevin Haas, Vaishali McCarthy, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler
- III. **Approve Agenda:**
All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler All opposed: None
Agenda approved with added timeline item.
- IV. **Approve Minutes:** April 20, May 15-17, July 20, 2023
Motion moved: Vaishali McCarthy - *Approve minutes as written*
Second by: Kevin Haas
All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler All opposed: None
Motion passed
- V. **FY24 Supplemental Grants, Round 2 Review and adoption**
 - The board reviewed, discussed and voted on the FY23-24 Round 2 Supplemental grant applications and representatives from the districts answered questions.
 - The Board reviewed the prioritized list of FY24 Round 2 Supplemental Grants
Motion Moved: Kevin Haas - *I move to approve the prioritized list of Round Two FY24 BEST Supplemental Grant Projects based on eligibility, subject to the availability of funds and financing and any other noted conditions, with any adjustments to the grant amount and match amount as may be imposed by C.R.S. 22-43.7-109(10)(a) and with adjustments necessary to maximize use of all eligible appropriations.*
Second by: Vaishali McCarthy
All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler All opposed: None
Motion passed
- VI. **Adjourn:**
Day one adjourned at 4:18pm by Jane Crisler

Day 2 – August 8, 2023

- I. **Call to Order:** Meeting called to order by Jane Crisler at 9:35am
- II. **Roll Call:**
Members Present: Kevin Haas, Vaishali McCarthy, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler
- III. **Discussion Items:**
 - A. BEST and Facility Insight Updates:
 - Dustin gave an overview of the facility insight program and the progress that has been made in the last year.
 - B. Lessons Learned from Past Cycle:
 - Staff reviewed survey results and discussed the past grant cycle.
 - The CCAB provided suggestions for improvement and feedback.
 - C. Match Rule Change and Weights Revisions
 - Staff reviewed changes and potential changes to match weight calculations. The group discussed and provided feedback.
- IV. **Action Items:**
 - A. **Match Rule Change**
Motion moved: Vaishali McCarthy - *Per CRS 22-43.7-106, I move to revise Rule 4.1 of the Capital Construction Assistance Board rules pertaining to the Building Excellent Schools Today grant program, per the redline document attached to the August 9, 2023, Board Packet.*
Second by: Matt Samelson
All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler
All opposed: None
Motion passed
 - A. Approve FY24 BEST Grant Timeline:
After discussion, the CCAB made the decision to table this item until the September meeting.
- V. **Future Meetings (Discussion Item):**
 - September 21, 2023 – CASBO, Vail (September 27-29)
 - October 19, 2023 – Microsoft Teams
 - November 16, 2023 – Microsoft Teams
- VI. **Adjourn:** Meeting adjourned by Jane Crisler at 4:33pm



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: September 21, 2023

SUBJECT: Staff and Board Introductions

ITEM TYPE: Discussion Item

BACKGROUND:

Two new CCAB members have been appointed:

- Lara Vincent, construction manager appointed by the Governor's Office
- George Welsh, superintendent appointed by the State Board of Education

Two new staff recently started:

- Duane Robinson, Facility Assessor
- Katie Van Kooten, Regional Program Manager Southeast Region

STAFF RECOMMENDATION:

Introductions from board and staff.

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

N/A



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: September 21, 2023

SUBJECT: Match Weights

ITEM TYPE: Discussion Item

BACKGROUND:

A subcommittee consisting of board members and staff met several times in 2021 and 2022 to review match factors for districts and charter schools. As a result of that work, stakeholder engagement and board input, several changes were made to the match factors in statute in 2023. A Rule Change is in process and a public hearing will be held at the October 2023 CCAB meeting.

In the meantime, now that the factor changes are set, the board needs to determine the weight impact of each factor. The match subcommittee of the board met on September 12, 2023, to review the recommendations we will present today.

After the September 2023 CCAB meeting a survey poll will be sent to stakeholders to gather final input. We will plan to vote to finalize weights at the October CCAB meeting.

STAFF RECOMMENDATION:

Discuss and provide feedback on recommended match weights.

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

Presentation will be provided at meeting.



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: September 21, 2023

SUBJECT: FY24-25 BEST Timeline

ITEM TYPE: Action Item

BACKGROUND:

Per 22-43.7-109 The Capital Construction Assistance Board shall establish an annual financial assistance timeline for use by applicants in applying for BEST grants and for use by the board in reviewing and recommending financial assistance to the State Board of Education.

STAFF RECOMMENDATION:

Review and approve the timeline.

STAFF RECOMMENDED MOTION:

I move to approve the timeline for FY2024-2025 Building Excellent Schools Today grant awards per the attached.

DOCUMENTATION:

BEST FY24-25 Timeline

Building Excellent Schools Today Grant Program (BEST) Timeline for FY2024-2025 Grant Awards

YEAR-ROUND

- BEST Regional Program Managers provide technical support by meeting with applicants to assist in identifying and prioritizing needs, defining potential grant project scope, recommending delivery methods, assisting with procurement, and reviewing diligence materials.
- Facility Insight assessments continuously performed, with priority given to current applicants.
- Applicants evaluate needs, and complete master planning and other due diligence to establish project goals.

PREPARATION

July–December 2023

- Awarded FY23-24 projects begin work.
- Potential applicants work with consultants and BEST staff to define project scope and develop budget.
- Notifications for upcoming grant cycle published.
- **No later than November 30:** All Districts and Charter Schools must notify BEST of intent to apply.
- Final FY23-24 project list is established based upon November election results.
- **December 30, 2023** FY23-24 Grant Agreements not fully executed may be rescinded in order to fund backup projects.

APPLICATION

January 2024

- Match percentages available.
- Online training available.
- Applicants assigned Grant Manager accounts to submit applications.
- **January 8 - February 5:** Application open, submissions due at 4 pm on February 5th.

APPROVALS

February–June 2024

- **February 6 - April 18:** Staff review of FY24-25 applications. Summary Book published. Conditional Commitment Vouchers delivered.
- **April 18 - May 13:** CCAB review period
- **May 13 - May 15:** Capital Construction Assistance Board meets to prioritize recommended projects for FY24-25.
- **No later than June 20:** State Board of Education meets to approve prioritized list.
- **No later than July 15:** Capital Development Committee meets to approve Lease Purchase project recommendations.

2023 | 2024



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