**Public School Capital Construction Assistance Board Meeting Minutes**

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| **Date & Time:** | Thursday, March 12, 2020 1:00pm – 3:00pm |
| **Location:** | Talking Book Library – 180 Sheridan Blvd. Denver, CO |

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| **Capital Construction Assistance Board Members:** |
| Scott Stevens - Chair | Allison Pearlman | Michael Wailes |
| Jane Crisler – Vice Chair | Denise Pearson | Cyndi Wright |
| Brian Amack | Brett Ridgway | Matt Samelson |

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| I. | **Call to Order:** Meeting called to order by Scott Stevens at 1:00pm |
| II. | **Pledge of Allegiance** |
| III. | **Roll Call:** Members Present: Scott Stevens, Denise Pearson, Matt Samelson, Brian Amack (via phone), Jane Crisler, Allison PearlmanMembers Absent: Cyndi Wright, Michael Wailes, Brett RidgewayGuests: Dave Young, State Treasurer, Eric Rothaus, Treasurers Office (via phone), Cathern Smith, AG’s Office, Mattie Prodanovic, Hilltop Securities (via phone) |
| IV. | **Approve Agenda:**Motion moved: Allison Pearlman - Approve agenda.Second by: Brian Amack (via phone)All for: Scott Stevens, Denise Pearson, Matt Samelson, Brian Amack (via phone), Jane Crisler, Allison PearlmanAbsent: Cyndi Wright, Michael Wailes, Brett RidgewayAll opposed: NoneMotion passed |
| V. | **Approve Previous Meeting Minutes from:** December 2019, February 2020Motion moved: Denise Pearson - Approve minutes.Second by: Matt SamelsonAll for: Scott Stevens, Denise Pearson, Matt Samelson, Brian Amack (via phone), Jane Crisler, Allison PearlmanAbsent: Cyndi Wright, Michael Wailes, Brett RidgewayAll opposed: NoneMotion passed |
| VI. | **Board Report:**Scott: Attended the Alsup groundbreaking along with Cheryl. Scott and Andy have been working behind the scenes on some funding scenarios. A letter was sent to and received by the Governor’s office in regard to the board’s concerns with the kindergarten funding request.  |
| VII. | **Director’s Report:*** Welcome to Cathern Smith our new representative from the AG’s office. She has been with the AG’s office for over 12 years.
* Legislative Updates: The Governor’s all day kindergarten request has not yet been approved.
* Andy attended a funding committee kick off meeting. The main topic of discussion was threats to funding sources.
* Met with representative Bird’s office to discuss a bill that would allow for an increase in COP funding. The group discussed the state of the market and Scott asked Matty to look at different options to be discussed in April.
* A cure letter went to Sierra Grande School District expressing concerns over different aspects of their project’s progression. We are awaiting a response. Andy will provide an update in April.
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| VIII. | **Discussion Items:** 1. Legislative Updates:
	* The following proposed bills were reviewed and discussed:
		+ SB20-027 School District School Safety Plans
		+ SB20-124 School Construction Guideline Utility Consultation
		+ SB20-089 Educator Pay Raise Fund
2. Conflict of Interest Training and Forms:
	* Cathern Smith (AG’s office) discussed state conflict of interest policies and guidelines including:
		+ Statutes
		+ Ethics
		+ Repercussions
		+ Transparency
	* Board members who have identified a conflict of interest, must complete and submit a Conflict of Interest form and submit to both Scott and Andy.
	* A copy of the new form will be emailed to the group.
3. List of Initial Applicants/ May Schedule:
	* There are 69 applications, and just over one billion dollars in projects.
	* The format of the May meeting was discussed.
	* The board agreed they like the previously used 2 day format best.
4. What to Expect in Grant Review:
	* Scott reviewed the process for board members on grant review. He provided tips, suggestions and timelines on how to best approach the review process.
	* Once you receive your summary books, send any application questions to Andy. He and the BEST staff will work to obtain answers from the applicants.
	* Scott suggested newer members review past grant round information available on the website.
5. Match Percentage Calculation and Waiver Process
	* Andy reviewed how match percentages are calculated and the waiver process, including:
		+ Factors in creating match percentages
		+ Charter & CSI match percentage adjustment
		+ Waiver application
		+ Application review
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| IX. | **Action Items:** None |
| X. | **Future Meetings:** April 15, 2020, Colorado Association of School Business Officials Conference, Westin Hotel, Westminster, COMay 13-15, 2020, Clayton Early Learning Campus, Denver, CO |
| XI. | **Public Comment:** None |
| XII. | **Adjournment:**Motion moved: Jane Crisler - AdjournSecond by: Brian AmackAll for: Scott Stevens, Denise Pearson, Matt Samelson, Brian Amack (via phone), Jane Crisler, Allison PearlmanAbsent: Cyndi Wright, Michael Wailes, Brett RidgewayAll opposed: NoneMotion passed: Meeting adjourned at 2:59pm |