

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: Wednesday, October 16, 2024, 1:00pm – 3:30pm

Location: The Hythe Hotel 715 W Lionshead, Vail, CO - Salon I/J

Capital Construction Assistance Board Members:

Wendy Wyman – Chair	Jody Hovde	Lara Vincent
Kevin Haas – Vice Chair	Matt Samelson	Mark Wilsey
Alan Ford	Wade Turner	George Welsh

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve Previous Meeting Minutes: September 19, 2024
- V. Board Report
- VI. Staff Report
- VII. Discussion Items:
 - A. Board Training with Attorney General’s Office
 - B. Legislative Updates and Discussions
 - a. Colorado Outdoor Equity Grant Program
 - b. HB24-1448 and the State Facility Incentive Grant
 - C. Review of Priorities from August Retreat
 - a. Staff Evaluation Criteria
- VIII. Future Meetings:
 - November 21, 2024 – Microsoft Teams
 - December 5, 2024 – CASB Colorado Springs
 - January 16, 2025 - Microsoft Teams
- IX. Public Comment
- X. Adjournment

CDE Values: All Students, Collaboration, Communication,
Customer Service, Honesty, Innovation, Integrity, Respect, Transparency.

CDE MEETING MINUTES



VISION
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Public School Capital Construction Assistance Board (CCAB) Meeting Minutes

Date & Time: Thursday, September 19, 2024- 1:00pm-3:30pm

Location: Virtual – Microsoft Teams

Capital Construction Assistance Board Members:

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

- I. **Call to Order:** Meeting called to order by Wendy Wyman at 1:03pm
- II. **Roll Call:**
Members Present: Alan Ford, Kevin Haas, Jody Hovde, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Mark Wilsey, Wendy Wyman
Guests: Sheldon Rosenkrance, CDE
- III. **Approve Agenda:**
Motion moved: Kevin Haas *Approve agenda with changes suggested.*
Second by: Matt Samelson
All for: Kevin Alan Ford, Kevin Haas, Jody Hovde, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Mark Wilsey, Wendy Wyman
All opposed: None
Motion passed
- IV. **Approve Minutes: July 18, 2024**
Motion moved: Wade Turner - *Approve Minutes as revised.*
Second by: George Welsh
All for: Alan Ford, Kevin Haas, Jody Hovde, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Mark Wilsey, Wendy Wyman
All opposed: None
Motion passed
- V. **Board Report:**
George Welsh: Attended Chavez Huerta ribbon cutting and enjoyed event. Also visited Holly and was impressed by their facilities as well.
Matt Samelson: Shared that he has been having some dialogue with outdoor equity folks and how those have been going. They would love to come to a meeting and address the CCAB.

Wade Turner: Enjoyed the August retreat and the valuable information discussed. Attended a couple of ribbon cutting and groundbreaking events in August and enjoyed the ceremonies as well as the feedback from the community.

VI. **Staff Report:**

- Andy shared some division updates and new goals developed, as well as some upcoming ribbon cutting and ground breaking ceremonies.
- The CCAB was given several project updates from across the state.

VII. **Discussion Items:**

A. Introductions

- The staff and CCAB members introduced themselves and welcomed the newest appointed CCAB members, Alan Ford, Jody Hovde and Mark Wilsey.

B. CCAB Responsibilities

- CCAB responsibilities and expectations were reviewed with the group.
- Wendy offered some helpful tips for the CCAB when attending events.

C. Review of Priorities from August Retreat

- Meg reviewed with the group the work staff has been doing on improvement to the staff comment process.
- The CCAB asked questions and provided feedback.

Action Items:

A. CCAB Officer Elections

Board Chair

Nomination: George Welsh nominated Wendy Wyman for Board Chair.

Nomination Second by: Matt Samelson

All in favor: Alan Ford, Jody Hovde, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Mark Wilsey, Wendy Wyman

All opposed: None

Absent: Kevin Haas

Nomination accepted by Wendy Wyman

Vice Chair

Nomination: Wade Turner nominated Kevin Haas for Vice Chair.

Nomination Second by: Laura Vincent

All in favor: Alan Ford, Jody Hovde, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Mark Wilsey, Wendy Wyman

All opposed: None

Absent: Kevin Haas

Nomination accepted by Kevin Haas (written)

VIII. **Future Meetings:**

- October 16, 2024 – CASBO Vail, The Hythe
- November 21, 2024 – Microsoft Teams – Canceled
- December - CCAB would like to hold this meeting in Colorado Springs during the CASB conference. More details will be announced once finalized.

IX. **Public Comment:**

None

X. **Adjourn:** Meeting Adjourned by Wendy Wyman at 2:53pm



COLORADO
Department of Education

BoardPublic School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: October 16, 2024

SUBJECT: Board Training with the Attorney General's Office

ITEM TYPE: Discussion Item

BACKGROUND:

The Attorney General's Office will present best practices for State boards and commissions, per CRS 24.3.7-102.

STAFF RECOMMENDATION:

N/A

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

AG presentation will be provided at meeting.



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: October 16, 2024

SUBJECT: Legislative Discussions

ITEM TYPE: Discussion Item

BACKGROUND:

This will be a placeholder for discussions about potential legislation that could impact the Building Excellent Schools Today Grant Program, the Capital Construction Assistance Board, or CDE’s Capital Construction Unit.

Discussion Items:

- **Colorado Outdoor Equity Grant Program (OEGP)**
 - The OEGP was created in [HB21-1318](#).
 - Colorado Lottery proceeds are allocated to the Department of Local Affairs, Department of Natural Resources, and Great Outdoor Colorado (GOCO). The GOCO allocation is subject to an annual cap. Revenue in excess of this cap is allocated as outlined in the attached FY24 distribution report.

- **HB24-1448 and the State Facility Incentive Grant**
 - CDE’s Schools of Choice Unit was officially awarded the grant. To qualify HB24-1448 increased revenue to Charter School Capital Construction Program with a transfer from the Capital Construction Assistance Fund annually.
 - Brandon and Andy will now serve on the grant’s “Core Team” providing oversight and guidance on how funds are spent.

	FY25	FY26	FY27	FY28	FY29	TOTAL
HB1448/AF	\$ 11,500,000.00	\$ 12,000,000.00	\$ 13,000,000.00	\$ 14,000,000.00	\$ 15,000,000.00	\$ 65,500,000.00

STAFF RECOMMENDATION:

N/A

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

- Colorado Lottery Proceeds Distribution Report, FY24
- OEGP One Pager



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: October 16, 2024

SUBJECT: Review of Priorities from August Retreat

ITEM TYPE: Discussion Item

BACKGROUND:

At the August board retreat, staff and board reviewed several topics from the previous grant round's applicant survey. Staff have reviewed notes and prioritized next steps. The highest prioritized topics are outlined below with our target timelines to address and bring back to the board for review and further discussion.

Topic	Timeline / Completed	Responsible Team
Grant Round Modifications <ul style="list-style-type: none">• Summary Book Improvements• May Meeting Adjustments• In Person vs. Virtual	March 2025	Staff and Board
Staff Evaluation Criteria	December 2024	Staff and Board
Program Policies/Guidelines <ul style="list-style-type: none">• Master Planning• COP Match Returns	Ongoing	Staff and Board

STAFF RECOMMENDATION:

N/A

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

N/A



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: October 16, 2024

SUBJECT: Staff Evaluation Criteria

ITEM TYPE: Discussion Item

BACKGROUND:

At the September board meeting, staff and board reviewed high level concepts related to changes in how the board scores projects and how staff provides comments on the projects.

GOALS:

- 1) Lessen the amount of information the board must digest and score for each project, while still giving them the ability to evaluate the critical components of the grant request and have ultimate decision-making authority
- 2) Allows an opportunity for staff to provide input on projects, particularly around the areas that involve backup documentation that the board does not review and is able to be more objectively scored
- 3) Eliminates duplicative, less helpful staff comments for the board's review.

UPDATE:

Taking the outline presented last month, staff developed detailed evaluation criteria for each identified Staff Evaluation category. Each of the seven categories includes a three-level scale (1. Priority is not scored) for staff to determine if the application meets either the highest, middle or lowest level of alignment with the grant requirements. CCAB will still be responsible for the bulk of evaluation, looking at strength of deficiencies, appropriate solutions, financial considerations, and how to efficiently use state funds.

As a reminder, staff would evaluate their criteria to produce a final staff score for each project. This would be shared with the CCAB within the scoring system and added to the CCAB score, before being ranked by each CCAB member.

Following this discussion, staff will take into account any feedback, then work on assigning point values to the scales and creating a matrix to help staff further discern between high, mid and low ranges, as needed.

Next Steps:

- *October Meeting:* Review proposed evaluation scales
- *December Meeting:* Review recommend final version of scoring rubric and CCAB will vote.

STAFF RECOMMENDATION:

Review following three pages outlining the Staff Evaluation Criteria, as well as the CCAB Evaluation Criteria, and be prepared to ask any questions and provide feedback.

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

Staff Evaluation Criteria and CCAB Evaluation Criteria

Staff Evaluation Criteria *(7 categories, 3 point scales)*

- 1) **Priority:** Based on the identified deficiencies and proposed solutions, the division would categorize this application as Priority XX.
- 2) **Demonstrated Need:** The proposed project is supported by the Facility Condition Index (FCI) from the statewide facility assessment, or an assessment provided by the applicant. (*a high FCI may indicate the need to replace an entire facility while a lower FCI may indicate the need to replace systems only)
 - a. **High/A+:** The FCI or additional assessment fully supports the project
 - b. **Mid/A:** The FCI or additional assessment partially supports the project
 - c. **Low/A-:** The FCI or additional assessment conflicts with the project
- 3) **Planning:** Facility Master Plan has been...
 - a. **High:** Completed within the last 5 years
 - b. **Mid:** Completed greater than 5 years ago; or partial master plan, facility systems audit or capital planning effort completed, or narrow scope and conditions do not necessitate further planning
 - c. **Low:** Not completed and scope warrants further planning
- 4) **Deficiencies:** Deficiencies well supported by statewide facility assessment and/or additional investigations undertaken by the applicant
 - a. **High:** Deficiencies are supported by both CDE's facility assessments and additional assessments performed by an outside entity within the last 5 years.
 - b. **Mid:** Deficiencies are not fully supported by CDE's facility assessments, however, applicant provided additional assessments do support it.
 - c. **Low:** Deficiencies are not supported by either CDE's facility assessments or third-party assessments.
- 5) **Solution:** Appropriate due diligence demonstrated and provided appropriate submittal documents for the scope of the project.
 - a. **High:** Solution is supported by complete submittal requirements based on project type, demonstrating appropriate due diligence.
 - b. **Mid:** Solution somewhat supported by complete submittal requirements based on project type, partially demonstrating due diligence.
 - c. **Low:** Solution minimally supported by incomplete submittal documents, inadequately demonstrating due diligence.

- 6) **Project Cost:** The costs are clear, align with the solution presented and well supported by backup documents.
 - a. **High:** Complete Detailed Project Budget submitted with appropriate soft/hard costs and multiple contractor quotes provided to support the hard costs.
 - b. **Mid:** Complete Detailed Project Budget submitted with appropriate soft/hard costs and a single or partial contractor quote(s) provided to support the hard costs.
 - c. **Low:** Complete Detailed Project Budget not submitted and/or contractor quotes missing to support the grant project budget.

- 7) **Project Size:** The proposed project uses facility square footage efficiently for the student population and program. In the case of narrow scope projects, the affected area of the project is supportable and appropriate for the proposed scope of work.
 - a. **High:** Gross sf/pupil and program appears efficient relative to the current and/or projected enrollment, and scope area is supportable.
 - b. **Mid:** Square footage inefficiencies exist, however the project is of a narrow scope and area is supportable.
 - c. **Low:** Square footage does not appear to be utilized efficiently and/or project area exceeds necessary scope to resolve stated issues.

- 8) **Procurement:** The applicant has or is willing to follow CDE's procurement policy to pursue a fair, competitive, and transparent selection process for contractors and consultants or has identified a reasonable alternative.
 - a. **High:** Applicant intends to meet or exceed CDE's procurement policy for all vendors.
 - b. **Mid:** Applicant intends to follow their local policy, which is not as restrictive as CDE's policy.
 - c. **Low:** Applicant doesn't intend to follow CDE's procurement policy and has not provided copy of local policy.

CCAB Evaluation Criteria *(9 categories, 5 point scales)*

- 1) **Priority:** Based on the identified deficiencies and proposed solutions, the division would categorize this application as Priority XX.
- 2) **Historic Contributions:** Historically the applicant has contributed a suitable amount towards the capital needs of their facilities, given available resources.
- 3) **Deficiencies:** The deficiencies presented in the application are compelling.
- 4) **Solution Addresses Deficiencies:** The solution presented by the applicant effectively and efficiently resolves all critical deficiencies noted within the application.
- 5) **Appropriate Solution:** The scope of work proposed in the solution appears to be reasonable and well planned

- 6) **Time Sensitivity:** The project is urgent in nature.
- 7) **Future Commitment:** The applicant has demonstrated a suitable commitment to the maintenance and renewal of this proposed project upon completion.
- 8) **Efficient Use of Funds:** The project cost is appropriate and an effective use of state resources
- 9) **Partnership Efforts:** The applicant has illustrated concerted efforts to leverage available state and local resources or community partnerships to enhance their financial contribution to the project.
- 10) **Supplemental Grants:** This application is for supplemental assistance to complete a previously awarded BEST grant, due to compelling unforeseen circumstances.