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

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| **Date & Time:** | August 13 and 14, 8:00AM – 12:00PM |
| **Location:** | Web - Microsoft Teams |

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

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|  | **DAY ONE – 8/13/20** |
| I. | **Call to Order:** Meeting called to order at 8:04am by Scott Stevens |
| II. | **Roll Call:**  Members Present: Brian Amack , Jane Crisler, Brett Ridgway, Allison Pearlman, Matt Samelson, Scott Stevens, Denise Pearson, Michael Wailes  Members Absent: Cyndi Wright  Guests: Cathern Smith, AG’s Office, Mattie Prodanovic and Jason Simmons, Hilltop Securities |
| III. | **Approve Agenda – Day One:**  Agenda approved |
| IV. | **Approve Previous Meeting Minutes from:** June 1st Special Meeting, June 18th, 2020  Motion moved: Jane Crisler - Approve minutes.  Second by: Brett Ridgway  All for: Brian Amack , Jane Crisler, Brett Ridgway, Allison Pearlman, Matt Samelson, Scott Stevens, Denise Pearson, Michael Wailes  Absent: Cyndi Wright  All opposed: None  Motion passed |
| V. | **Action Items:**   1. Lake County West Park ES Request for Additional Program Area.   Motion moved: Brian Amack *- I move to allow Lake County School District to increase the size of the West Park Elementary School Replacement Project, approved by this board in May 2019, to allow for the inclusion of two additional PK classrooms. This change in scope is to be accomplished within the existing project funding limit of $34,676,114.00.*  Second by: Michael Wailes  All for: Brian Amack , Jane Crisler, Brett Ridgway, Allison Pearlman, Matt Samelson, Scott Stevens, Denise Pearson, Michael Wailes  Absent: Cyndi Wright  All opposed: None  Motion passed   1. Approve FY21 Best Grant Timeline   Motion moved: Jane Crisler *- I move to approve the timeline for FY2021-2022 Building Excellent Schools Today grant awards per the attached.*  Second by: Matt Samelson  All for: Brian Amack , Jane Crisler, Brett Ridgway, Allison Pearlman, Matt Samelson, Scott Stevens, Denise Pearson, Michael Wailes  Absent: Cyndi Wright  All opposed: None  Motion passed |
| VI. | **Discussion Items:**   1. BEST 101; Facility Insight Updates:  * Andy shared BEST 101 presentation outlining the BEST program, structure, accomplishments and future. * Dustin reviewed the facility assessment history and current/future process.  1. Board Training from Office of Attorney General:  * Cathern Smith from the AG’s Office reviewed the guidelines and regulations for CCAB meetings, public records and best practices.  1. Review of CCAB Responsibilities:  * Andy outlined the 11 main responsibilities of the CCAB members. |
| VII. | **Adjournment:** Meeting adjourned at 11:43pm |

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|  | **DAY TWO – 8/14/20** |
| I. | **Call to Order:** Meeting called to order at 8:00am by Scott Stevens |
| II. | **Roll Call:**  Members Present: Brian Amack , Jane Crisler, Brett Ridgway, Allison Pearlman, Matt Samelson, Scott Stevens, Denise Pearson, Michael Wailes  Members Absent: Cyndi Wright  Guests: Cathern Smith, AG’s Office |
| III. | **Approve Agenda – Day Two:**  Agenda approved |
| IV. | **Discussion Items:**   1. Board Review and Applicant Feedback    * The board discussed the grant review process and gave feedback for improvement.    * BEST staff will consider feedback and potentially make changes. 2. Evaluation Tool    * The board discussed the new application evaluation tool and gave feedback for improvement.    * BEST staff will consider feedback and potentially make changes. 3. Quality of Application/Project    * The board discussed application quality and project consideration and provided feedback. 4. Ongoing Efforts, Recap/Takeaways |
| V. | **Future Meetings:**   * + September 17, 2020, 1-3pm, Microsoft Teams   + October 15, 2020, 1-3pm, Microsoft Teams (\*CASBO Fall Conference, Vail CO Oct 14-16, 2020)   + November 19, 2020, 1-3pm, Microsoft Teams   + December 17, 2020, 1-3pm, Location TBD (\*CASB Annual Convention, CO Springs, CO Dec 3-6, 2020)   *\*potential conferences* |
| VI. | **Public Comment:** None |
| VII. | **Adjournment:** Meeting adjourned at 11:43pm |