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

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| **Date & Time:** | May 15-17, 2023, Varying Times |
| **Location:** | Virtual – Microsoft Teams |

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| **Capital Construction Assistance Board Members:** | | |
| Jane Crisler – Chair | Kevin Haas | Brett Ridgway |
| Wendy Wyman – Vice Chair | Vaishali McCarthy | Matt Samelson |
| Brian Amack | Allison Pearlman | Michael Wailes |

**Day 1 – May 15, 2023**

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| I. | **Call to Order:** Meeting called to order by Jane Crisler at 8:31am |
| II. | **Roll Call:**  Members Present: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Jane Crisler |
| III. | **Approve Agenda:**  Motion moved: Brett Ridgway – *Approve Agenda as presented*  Second by: Vaishali McCarthy  All for: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Jane Crisler  All opposed: None  Motion passed |
| IV. | **Action Items (Day 1):**   1. Overview of Meeting Rules and Processes  * Andy reviewed the rules and meeting process with the group   Motion moved: Kevin Haas – *Approve meeting rules*  Second by: Brian Amack  All for: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Jane Crisler  All opposed: None  Motion passed   1. Grant Request Reviews and Q&A  * The board reviewed, discussed and voted on the FY23-24 grant applications and representatives from the districts answered questions. |
| V. | **Adjournment:** Day 1 adjourned by Jane Crisler at 2:57pm |

**Day 2 – May 16, 2023**

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| I. | **Call to Order:** Meeting called to order by Jane Crisler at 8:48am |
| II. | **Roll Call:**  Members Present: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Jane Crisler |
| III. | **Discussion/Action Items (Day 2):**   1. Overview of Meeting Rules and Processes  * Andy reviewed the rules and meeting process with the group  1. Grant Request Reviews and Q&A  * The board reviewed, discussed and voted on the FY23-24 grant applications and representatives from the districts answered questions. |
| IV. | **Adjournment:** Day 2 adjourned by Jane Crisler at 4:07pm |

**Day 3 – May 20, 2022**

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| I. | **Call to Order:** Meeting called to order by Jane Crisler at 8:47am |
| II. | Members Present: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Jane Crisler |
| III. | **Discussion/Action Items (Day 3):**   1. Overview of Meeting Rules and Processes  * Andy reviewed the rules and meeting process with the group  1. Grant Request Reviews and Q&A  * The board reviewed, discussed and voted on the FY23-24 grant applications and representatives from the districts answered questions. |
| IV. | **Action Items:**   * 1. Adopt the FY22-23 BEST Grant Prioritized List:   Motion moved: Vaishali McCarthy *– I move to direct Division staff to submit the prioritized list of BEST Cash grant projects to the State Board of Education 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: Matt Samelson  All for: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Brett Ridgway, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler  All opposed: None  Motion passed   * 1. Adopt the FY23-24 BEST Grant Prioritized List—Supplementals, Round 1 :   Motion moved: Vaishali McCarthy - *I move to approve the prioritized list of Round One 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: Kevin Haas  All for: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Brett Ridgway, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler  All opposed: None  Motion passed   * 1. Adopt Process for FY24 Supplemental Grants, Round 2 (Action Item): * Andy reviewed proposed process and timeline for the second round of supplemental grant applications. * It was decided that the grant review for these would take place at the August retreat.   Motion moved: Kevin Haas - *Per Senate Bill 23-220, I move to adopt the timelines and requirements for the second cycle of Fiscal Year 2024 BEST Supplemental Grants as shared in today’s meeting.*  Second by: Brian Amack  All for: Brian Amack, Kevin Haas, Vaishali McCarthy, Allison Pearlman, Brett Ridgway, Matt Samelson, Michael Wailes, Wendy Wyman, Jane Crisler  All opposed: None  Motion passed |
| V. | **Future Meetings (Discussion Item):**   * + - June Meeting – Cancelled     - July 20, 2023 - Virtual     - August 7-9, 2023 - AnnualBoard Retreat – Details TBA |
| VI. | **Board Report:**  The board members all expressed gratitude to the staff, applicants and CCAB for a great grant review meeting. |
| VII. | **Staff Report:**   * + - Andy shared photos from the Facility Insight team.     - Thank you to Allison Pearlman who will be stepping down from her position on the CCAB.     - Thank you to Cheryl who will be retiring at the end of June.     - Thanks to the CCAB, staff and districts for another successful grant meeting! |
| VIII. | **Public Comment:**  None submitted |
| IX. | **Adjournment:** Day 2 adjourned by Jane Crisler at 2:45pm |