

CDE MEETING AGENDA



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: Thursday, April 18, 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
- II. Roll Call
- III. Approve Agenda
- IV. Approve Previous Meeting Minutes from: March 21, 2024
- V. Board Report
- VI. Staff Report
- VII. Discussion Items:
 - A. Legislative Update
 - B. CCAB Conflict of Interest
 - C. May Meeting Prep
- VIII. Future Meetings:
 - May 13-15, 2024 (9AM – 5PM) – Virtual
 - June 20, 2024 (State Board, June 12-13)
 - July 18, 2024 – Virtual
- IX. Public Comment
- X. Adjournment

CDE MEETING MINUTES



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

Date & Time: Thursday, March 21, 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 Jane Crisler at 1:02pm
- II. **Roll Call:**
Members Present: Kevin Haas, Vaishali McCarthy, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Michael Wailes, Wendy Wyman, Jane Crisler
- III. **Approve Agenda:**
Motion moved: Michael Wailes - *Approve agenda as presented.*
Second by: George Welsh
All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Michael Wailes, Wendy Wyman, Jane Crisler
All opposed: None
Motion passed
- IV. **Approve Minutes: February 15, 2024**
Motion moved: Vaishali McCarthy Wade Turner - *Approve Minutes with correction as presented.*
Second by: Wendy Wyman
All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Michael Wailes, Wendy Wyman, Jane Crisler
All opposed: None
Motion passed
- V. **Board Report:**
 - Wade Turner attended Colorado League of Charter Schools conference in February. Had the opportunity to meet other CCAB members and BEST Staff. Thanks to Brandon for his great BEST presentation.

VI. **Staff Report:**

- Andy provided staff updates on annual staff retreat, office move, GAINS and grant prep progress.
- Andy Shared some photos from our Assessment team of both Delta County and Pueblo 70 school district.

VII. **Discussion Items:**

- A. May Grant Review Meeting Prep – What to expect
 - Andy gave an overview of what the board members can expect during the grant review process. He shared some helpful tips with the CCAB for reviewing applications and things to look for.
- B. May Grant Review Meeting Schedule
 - Staff shared the draft schedule and review order for the upcoming 3day grant review meeting. The meeting will be May 13th-15th.
- C. Legislation Discussion
 - The group discussed HB24-1008 and SB 24-159 and potential impact on BEST.
- D. August Retreat Priorities/Policy Review
 - Andy reviewed staff progress on the COP match return retreat topic.

Action Items:

A. Recapture Clause and Lease Purchase Guidance Revision

Motion moved: Vaishali McCarthy - *I move to recommend that the Colorado Department of Education revise the BEST Grant Award Letter and Charter School Building Ownership Guidance to reflect the changes on the March 2, 2024 agenda sheet.*

Second by: George Welsh

All for: Kevin Haas, Vaishali McCarthy, Matt Samelson, Wade Turner, Lara Vincent, George Welsh, Michael Wailes, Wendy Wyman, Jane Crisler

All opposed: None

Motion passed

VIII. **Future Meetings:**

- April 18, 2024 – Virtual
- May 13-15, 2024 - Virtual

IX. **Public Comment:**

None

X. **Adjourn:** Meeting Adjourned by Jane Crisler at 2:16pm



COLORADO
Department of Education

Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: April 18, 2024

SUBJECT: Legislative Discussion

ITEM TYPE: Discussion Item

BACKGROUND:

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

Discussion Items:

*Nothing from staff.

STAFF RECOMMENDATION:

N/A

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

N/A



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: April 18, 2024

SUBJECT: Conflict of Interest Training and Forms

ITEM TYPE: Discussion

BACKGROUND:

Each year the CCAB reviews its conflict of interest policy. The Office of the Attorney General will provide training. Section 3 of the BEST Rules states:

3.1. Conflict of Interest

3.1.1. In regard to Board members providing information to potential Applicants:

3.1.1.1. Board members shall exercise caution when responding to requests for information regarding potential Applications, especially in regard to questions that may increase the chances that the Board would give a favorable recommendation on an Application or Project.

3.1.2. If a potential or actual conflict of interest occurs with a Board member, the Board member will complete a Conflict of Interest disclosure form and it will be presented at the following CCAB meeting. The Division shall document the date of the disclosure, the name of the board member and conflict disclosed, and the documented disclosure shall be retained and made available at all board meetings which evaluation of applications or voting occurs.

3.1.3. Board members, and their firms, shall not present their position on the Board to School Districts, Charter Schools, Institute Charter Schools, BOCES, or the Colorado School for the Deaf and Blind as an advantage for using their firm over other firms in a bid to provide services on any capital construction project.

3.1.4. In regard to Board members avoiding potential conflicts of interest in evaluation of and voting on Applications:

3.1.4.1. If a Board member's firm has no prior involvement regarding the Project included in an Application and the Board member does not have a direct or indirect substantial financial interest in an Application, the Board member may appropriately vote on the Application, but may not bid or work on the Project. The Board member's firm may bid or work on the Project, so long as the Board member plays no role in the entire procurement process and the Board member discloses any conflict of interest;

3.1.4.2. No Board member shall participate in the Board's evaluation process, including voting, for any Application when the Board member has a direct or indirect

substantial financial interest in the Project or Application or the Board member's firm has had prior involvement with the Applicant directly related to the Project or Application;

3.1.4.3. At all times Board members must exercise judgment and caution to avoid conflicts of interest and/or appearance of impropriety, and should inform the Division staff of any questionable situation that may arise. A Board member may recuse himself or herself from any vote.

3.1.4.4. Board members shall be aware of and comply with the Colorado Code of Ethics, § 24-18-108.5(2), C.R.S., and shall not perform any official act which may have a direct economic benefit on a business or other undertaking in which the member has a direct or substantial financial interest.

3.1.4.4.1. A financial interest means a substantial interest held by an individual which is (i) an ownership interest in a business, (ii) a creditor interest in an insolvent business, (iii) an employment or prospective employment for which negotiations have begun, (iv) an ownership interest in real or personal property, (v) a loan or any other, or (vi) a directorship or officer ship in a business.

3.1.4.4.2. An official action means any vote decision, recommendation, approval, disapproval or other action, including inaction, which involves the use of discretionary authority.

3.1.5. In cases where a Board member has violated the conflict of interest policy as determined by the board chair, the Division Director will notify the Board member's appointing authority of the violation in writing. In the event of a conflict involving the board chair, the vice-chair will make the determination.

STAFF RECOMMENDATION:

Review the rules, ask questions, and complete forms.

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

Attached (to email) Conflict of Interest Disclosure Form



Public School Capital Construction Assistance Board
Meeting Agenda Sheet

MEETING DATE: April 18, 2024

SUBJECT: May Meeting Prep/Grant Selection Overview

ITEM TYPE: Discussion

BACKGROUND:

Staff will walk CCAB members through the:

- Summary Book
- Evaluation Tool
- Waiver Evaluation Tools

STAFF RECOMMENDATION:

N/A

STAFF RECOMMENDED MOTION:

N/A

DOCUMENTATION:

Necessary documents or links to be shared day of meeting.