The Board Workshop was called to order by Chair Bob Fay at 5:00 P.M. Members present included Terry Bower, Bob Fay, Jennifer Collins and Melissa Ryan. Chair Bob Fay led the flag salute.

Approval of the Agenda of Capital Project Board Workshop on December 1, 2015 – Terry Bower made a motion to approve the revised agenda. The motion passed.

**Introductions**
Bob Fay welcomed the following visitor(s): Justin Rogers, Shawn Meagher, Jen Humphrey, Pam Beaulieu, Callen Ryan, Todd Tovani, and Trent Hart

**Discussion**
a. Elementary Remodel Washington State Matching Funds and Requirements – Justin Rogers, OSPI reviewed how the state funding assistance works and all of the required forms along with their corresponding timelines/due dates.
b. Elementary Remodel Action Timeline – Architects, Todd Tovani and Trent Hart reviewed the projected timeline for the entire remodel project which included various form completions and submission.

**Adjourn the Meeting**
At 6:00 P.M. Jennifer Collins made a motion to adjourn. The motion passed.

________________________________________________________
Board Secretary                                      Board Chairman

Minutes recorded by LeeAnn Parker