

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**April 24, 2007**

**Committee Members in Attendance**

Margarito Aranda  
Mark Boyden  
Donetta Goodall  
Staley Gray  
Jackie Hawkins  
Morris Hoover  
Bobby Jenkins  
Cindy Lara  
Ana Martinez  
Eliza May  
Carolyn Merritt  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Gerard Washington  
Horace Willis  
Peck Young

**Staff Members in Attendance**

Mario Alaniz  
Randy Baldwin  
Norman Barker  
Andrew Clements  
Craig Estes  
Deborah James  
Flo Rice  
Pat Rossett  
Scott Rouse  
Curt Shaw  
Tony Silva  
Velupillai Sivalingam  
Toni Thomasson  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. Discussion of Self-Evaluation Instrument
- V. Review of Membership Terms
- VI. Update of Lessons Learned
- VII. Future CBOC Reports to Board of Trustees
- VIII. Site Tour Discussion
- IX. Agenda Items for Next Meeting

I. **Call to Order and Approval of Minutes**

Bobby Jenkins called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The March minutes were approved as written.

The order of the agenda was slightly modified to allow Bobby Jenkins an early departure. Committee members concurred with the modification.

II. **Review of Membership Terms**

- Bobby Jenkins reviewed the materials the members received in the mail regarding membership terms:
  - CBOC charge;
  - Membership chart with expiration dates; and
  - An attendance summary.
- Steve Rogers was commended for an exemplary attendance record – no absences.
- The tri-chairs noted that the Board recognized the dedication of the CBOC members and appreciated their commitment.
- Staff sent a memo to the Board of Trustees asking if they would like for members with expired terms to continue to serve or if they preferred a new appointment, given that some CBOC members were appointed by their predecessors. The Board has not asked to make any new appointments.
- Bobby Jenkins commented that he hoped all members would continue to serve and expressed the tri-chairs' appreciation for the members' commitment to the committee.
- If someone is unable to continue, the member should contact Pat Rossett.
- One member, who will no longer be serving on the CBOC, is Leroy Nellis. He has been appointed to another AISD committee: the Community Committee on Neighborhoods and Schools.
- Bobby Jenkins expressed the CBOC's appreciation to Leroy Nellis for all his hard work and much appreciated contributions to the committee.
- A member asked if the committee could be provided with a copy of the charge of the new committee to which Mr. Nellis has been appointed. Staff will provide the Community Committee on Neighborhoods and Schools' charge to the CBOC in the next mail out.

### III. Site Tour Discussion

Members were provided a handout at the start of the meeting with an itinerary for the next site tour.

- The date has been set for July 31, 2007. July was chosen since the committee traditionally does not meet in July.
- Since the CBOC visited schools in the southern section of the District in December, this tour will concentrate on schools in the north: Garcia Middle School (new school), LBJ High School (major renovation), and Norman Elementary School (classroom and core addition).
- Visiting Overton Elementary School was discussed. It was decided to postpone the visit to Overton until the City of Austin has completed the recreation center. This will allow the committee to see the full effect of the Bond Program's joint-use venture with the City of Austin.
- AISD buses will provide transportation. Members can meet at the CAC or at the first school on the schedule; whichever is most convenient for them.
- Box dinners will be provided.
- Board of Trustees will be invited to accompany the CBOC members on the tour.

#### IV. Project Managers' Reports

The Committee met in geographical subcommittees (north, central and south) to review the status of the projects in their assigned areas. Members received updated information from AISD senior project managers and individual project managers in the following areas:

- Project schedule
- Project budget
- General project information
- Project environmental components

#### V. Subcommittee Reports

At the conclusion of the subcommittee meetings, the Committee reconvened for a large group project discussion. Highlights of the individual subcommittee reports include:

##### Central

Things are proceeding well; there is nothing out of the ordinary.

##### Mathews Elementary School and O. Henry Middle School

- This is a Phase III project where there was an initial attempt to begin work this summer or during the winter.
- This will not be possible, so work will be completed as originally scheduled in 2008.

##### Bus Terminal

- There has still not been a site selection.
- Staff was asked to expedite the site selection.

A member asked if the classroom addition being constructed at Norman would provide sufficient space to accommodate students so that the portables at Norman could be removed.

- Two portables have already been relocated.
- Two or three more portables will be relocated.
- Four to five portables will probably remain.
- Additionally, Norman will have fewer students due to the opening of Overton Elementary School. A portion of Norman's attendance area has been reassigned to Jordan Elementary School.
- Staff will provide the member with a chart of portable assignments.

##### South

##### Nelson Field

- The District continues to work with the City of Austin on the storm water detention pond issue.
- Construction has begun on the project.

#### Baranoff Elementary School

- The contractor is concerned about meeting the Dec. 15, 2007, completion date.
- City of Austin is requiring a new site design to correct zoning setback requirements for rural residence.
- Earliest possible start of construction is May 15, 2007, if site development permit is received.

#### Cunningham Elementary School

- The contractor for this project is a small contractor and is experiencing difficulty in scheduling subcontractors.
- The project manager is actively working with the contractor to resolve this problem.

#### Southwest Middle School

- Schematic design was submitted to the Board on April 23, 2007.
- It was well received.
- The school is scheduled to open in August 2009.

#### North

There are 51 projects; some are in closeout or warranty, under construction, in design, or in the bid process.

#### Garcia Middle School

- All exterior and interior walls are complete at this time.
- Landscaping is underway.
- Lockers and air-conditioning units are being installed.

#### LBJ High School

- Pictures were shared and the theater arts building looks beautiful.

Things are going well with the playscape covers and CCTV (closed-circuit television) projects.

#### VI. Discussion of Self-Evaluation Instrument

- As was discussed in the last meeting, a copy of the self-evaluation instrument was provided in the materials' mail out and by e-mail.
- Members were asked to review the instrument ahead of time.
- A member questioned item number five under Individual Participation. He felt that the committee did not have a "committee" interest on which to vote. He believes each member votes on the best interest of the children and the District as a whole.
- A discussion ensued regarding the distinction between honoring the majority view and supporting the majority view.

- Respecting minority views was emphasized.
- Some items on the instrument were irrelevant to the CBOC's work and will be deleted such as the reference to conducting public hearings and legal responsibilities.
- Members felt some of the items were repetitious and that the instrument could be made more concise.
- A revised instrument will be disseminated.
- Members are asked to complete the revised instrument and submit it to Pat Rossett by May 15<sup>th</sup>.
- Results from the evaluation will be discussed at the next meeting.

VII. Update of Lessons Learned

- A member suggested that item five under Program Management, should read as follows: "Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee ~~and staff need~~ ~~needs~~ to be mindful of maintaining equity for all projects. "
- It was suggested that item A-2 be amended: "For larger, more complex projects, enlist paid services of architects, ~~and~~ engineers, **and appropriate construction professionals to conduct extensive and comprehensive site analysis** to determine the scope and budget for the project.
- Another member suggested that the following be added: ***Projects should be broken down into smaller packages to allow smaller contractors to bid these projects. The benefits of this approach are that bids would be at or below the project budget, and the District would be less dependent on the large contractors.***

VIII. Future CBOC Reports to Board of Trustees

- The next CBOC Report to the Board is scheduled for June 11<sup>th</sup>.
- Since the last report was just delivered at the end of March, this report will be abbreviated with an emphasis on the budget.
- Members received and approved an outline of the information to be presented.
- At the next CBOC meeting, a draft report will be provided.

IX. Agenda Items for Next Meeting

- Next meeting May 22<sup>nd</sup>
- Subcommittee meetings
- Subcommittee reports
- Subconsultant Report: HUB
- Discussion of Results of Self-Evaluation Instrument
- Review of Draft CBOC Report to Board of Trustees

**Lessons Learned**

(Strikethroughs indicate deletions and new language is shown in bold and italics.)

- A. Pre-Election Activities/Bond Program Planning:
1. Identify new schools using the description of schools to be relieved, rather than geographic designations.
  2. For larger, more complex projects, enlist paid services of architects, ~~and~~ engineers, **and appropriate construction professionals to conduct extensive and comprehensive site analysis** to determine the scope and budget for the project.
- B. CBOC\_ Establishment and Procedures:
1. Appoint CBOC members immediately after the bond initiative is passed.
  2. A thorough discussion of committee processes, procedures and charge is needed when the CBOC is first appointed.
  3. A simple English statement of what the charge is would help future committees.
  4. Responsible stewardship involves providing adequate resources to maintain and operate new schools and new construction properly.
  5. The process used by the CBOC to establish its structure and working committees was very successful.
  6. Schedule a retreat immediately after the CBOC is appointed and complete the self-evaluation tool at least twice annually.
  7. The Survey Committee should develop its own list of “lessons learned”.
    - a. There should NOT be surveys for each campus due to the need to compile data. Therefore, one survey will be created with all campuses listed and the first question will ask them to select their campus. Note: There will still be personalized emails, with individual project descriptions, sent to each campus.
    - b. One person should have central responsibility for collection and distribution of surveys.
- C. Program Management:
1. An additional 15% of square footage should be added to the educational specifications to allow for circulation. (Barton Hills)
  2. Front load the implementation of the bond construction program. Spending funds earlier helps reduce the impact of inflation on available bond funds.
  3. Differentiate between the dates for the completion of construction and when a building can be occupied. The general public believes the “completion of construction” date is the same as the date a building can be occupied.
  4. Establish a process with well-delineated criteria for determining the use of contingency funds.
  5. Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee **and staff need** ~~needs~~ to be mindful of maintaining equity for all projects.
  6. Because principals are key participants in the success of a construction project, a training workshop by construction management staff should be provided to new principals who have no experience with construction projects.

7. *Projects should be broken down into smaller packages to allow smaller contractors to bid these projects. The benefits of this approach are that bids would be at or below the project budget, and the District would be less dependent on the large contractors.*