

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
August 28, 2007

Committee Members in Attendance

Willis Adams
Margarito Aranda
Mark Boyden
Donetta Goodall
Staley Gray
Jackie Hawkins
Morris Hoover
Bobby Jenkins
Steve Kraal
Cindy Lara
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
Maria Guerra
Mark Harris
Deborah James
Flo Rice
Pat Rossett
Scott Rouse
Curt Shaw
Tony Silva
Velupillai Sivalingam
Paul Turner
Terry Wadsworth
Idella Wilson

Others in Attendance

Tim Deagan
Laura Kunz
Ashley Smith

Agenda

- I. Call to Order and Approval of Minutes
- II. Communications Consultant Report
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Bond Program Update
- VI. Follow-up of Site Tour and Discussion of Future Site Tour
- VII. 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 June minutes were approved as written, however, Horace Willis was inadvertently left off the list of Members in Attendance. The minutes have been corrected.

II. Communications Consultant Report

Laura Kunz and Ashley Smith of TateAustin delivered the communications update for Patti Summerville, who was on vacation.

Database and Hotline and Website Inquiries:

- The contacts in the database have increased to 1961 from 1916.
- The number of web site inquiries was 90 as compared to 55 in the last report.
- The majority of these inquiries were related to boundary issues or questions about the new schools.
- The number of hotline inquiries was 80 as compared to 44 in the last report.
- The majority of these inquiries were related to new school construction and boundary issues.
- The number of total “hits” on the website was 332,205.

Community Outreach:

- TateAustin met with the Council of PTAs in the fall of 2006 and attended the spring 2007 meeting on January 25th, where they shared the most recent bond project updates with approximately 80 PTA presidents.
- TateAustin attended PTA meetings at the following schools throughout the spring of 2007:
 - Reagan High School
 - Sanchez Elementary School
 - Martin Middle School
 - Clayton Elementary School
 - Dobie Middle School
 - Fulmore Middle School
- A member asked how they reach out to communities/schools that don’t have a strong PTA/PTO. Laura Kunz responded that they are always looking for opportunities to contact the community and that they try to work with a school’s existing calendar and attend existing meetings versus setting up special ones. They also contact parent specialists and other staff at schools with little PTA/PTO participation.
- In the spring, a survey relating to bond project issues was conducted at 20 schools. Another survey of 22 schools is scheduled for this fall.
- Other communication outreach methods utilized by TateAustin include:
 - Sending E-blasts to distribute regular email communications related to the 2004 Bond Program;
 - Publishing the March edition of the *InSiDer*, which provides bond program updates and highlights, including construction photos; and
 - Distributing the Annual Report in the *Austin American-Statesman* in June 2007.

Interactive Map:

- After much consideration, the TateAustin team has moved toward this idea of an interactive map concept rather than the creation of a video documentary to communicate 2004 Bond Program progress. This concept was demonstrated for the committee.

- Some of the issues raised by the committee for TateAustin to consider as they continue to develop this concept were:
 - Can school boundaries be included in the map?
 - Can schools be color coded to differentiate those that have fully completed projects?
 - Is there a way to reuse the information in the CBOC's monthly reports in the map concept?
 - How will the public be made aware of the website? How will media attention be drawn to this site?
 - Not all schools will have completed pictures, so it is not a good idea to include pictures of some schools and not others. One member felt that questions aren't raised about completed projects, but about projects that are still underway.

Focus Groups:

- In May 2007, TateAustin conducted a focus group for Service Center personnel. Five key service personnel (structural foreman, electrical foreman, plumbing foreman, HVAC foreman, locksmith coordinator) participated.
- Another focus group, for Architects/Engineers, was also held in May 2007. Twenty-nine A/E's participated.
- In addition, a third focus group for general contractors was conducted in May 2007. Nine general contractors participated.

Overton Communication:

- To inform students and parents about the status of the joint-use gymnasium and the school kitchen area, TateAustin developed a letter and FAQ document that was mailed to every student's residence.

Media Events:

- TateAustin worked with the District on two other media events:
 - The back-to-school media event held at Garcia Middle School on August 23; and
 - Dedication ceremonies at Blazier Elementary School and Garcia Middle School, which are scheduled as follows:
 - Garcia Middle School – Sunday, November 11, 2007
 - Blazier Elementary School – Sunday, November 18, 2007

III. 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

IV. 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:

North

There are 52 projects: Thirteen are in closeout or warranty.

Garcia Middle School

- Substantially completed, pending some punch list items.

Overton Elementary School

- A good job was done completing necessary work for the start of school.
- Permits were obtained and the kitchen is in operation.
- There is still some ongoing construction.
- Although this project was \$2.5 million over budget, largely due to the extra cost for the foundation due to soil conditions, some of this cost will be reimbursed by the City of Austin and the Austin Housing Finance Corporation: One-half of the roadway cost and reimbursement for the parking lot, driveway, and extension of utilities.
- In order to obtain the necessary permits and open the school on time, the road had to be paved with an alternate material that was more costly. Later on, the road will be repaved with the specified materials.
- A member asked if the District had gone on record opposing the tank farm near Garcia MS. In a presentation to the Travis County Commissioners, the District took the position that it preferred the relocation of the tank farm.

Graham Elementary School

- Although asbestos abatement delayed the work, the interior renovations were completed for the start of school.
- Construction is now starting on the classroom addition.

Central

There are 54 projects. Thirty percent (30%) of these are under warranty or substantially complete. Thirty percent (30%) are under construction and of the remaining 40%, a few projects are being bid, the majority of the projects is under design.

House Park

- The women's restrooms will be ready for this Friday's game; however, renovations are still underway in the men's restroom facilities.

South

The roofing projects are ongoing and will be monitored to ensure minimal disruption on the instructional program :

Blazier Elementary School

- Temporary Certificate of Occupancy has been issued.
- Remaining sidewalks and landscaping is underway.

Crockett High School

- CCTV backlog has delayed the use of the cameras. There has been a problem with the zoom component but it will not hinder operation.

Oak Hill Elementary School

- The project manager is meeting with the principal to coordinate the work that has been delayed due to the rain.

Parking Lot Issues/New Lesson Learned

During the subcommittee report a discussion regarding project permitting issues emerged. In order to better deal with problems related to obtaining permits from the City of Austin, which have caused numerous delays and have increased the number of change orders, CBOC members recommended that staff:

- Research the city requirements before establishing a budget for renovations.
- Have the Construction Management staff and City Health Department conduct a survey of the kitchens to determine in advance what an architect should include in the design.
- Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.

V. Bond Program Update

Curt Shaw gave an update on the bond program.

- He commended project managers for the major effort put forth in getting projects completed for the start of school.
- He noted that this had been an extraordinary summer in terms of the amount of work and the amount of rain.
- He commented that there had been great cooperation from the general contractors in completing projects for the start of school.
- He also commended the work of the AISD Service Center staff for the efforts to successfully prepare schools for the first day of classes.
- The bond program is starting its fourth phase.
 - Requests for Proposals (RFP) for architects and engineers have been issued and submittals are due on September 7, 2007.
 - This phase only has 14 projects.
 - The one significant project is one of the previously “undesigned” elementary schools, which will be located in the north central

- section. The exact site has not yet been determined. The District is currently in negotiations for the property.
 - There is one large renovation project at Wooldridge Elementary School.
 - The remainder of the projects are renovations to various campuses and the installation of playslab covers.
 - There has been no designation for the last elementary school under this bond program. The Board wants to consider the latest demographic information before making a decision.
 - Curt Shaw provided an update on the Performing Arts Center (PAC).
 - District-wide fine arts faculty has conducted a preliminary study on what should be included in such a facility.
 - A possibility is a joint-use project with the Long Center.
 - This concept is being presented to the Board and has been presented to Long Center staff.
 - Another level of investigation will need to occur, to determine the feasibility of construction additions to the Long Center.
 - The 2004 Bond Program only provides half of the funding required. The other half has yet to be funded. Inclusion of the remaining funding in a future bond program will be necessary.
 - A member asked about the bus terminal. Curt Shaw stated that the Board has approved the issuance of a contract for purchase of a site. The site is located in southeast Austin.

VI. Follow-up of Site Tour & Discussion of Future Site Tour

- Bobby Jenkins commented that the tour had been a resounding success and thanked staff for making all the arrangements.
- There was excellent attendance from both the CBOC members and the Board of Trustees.
- Six board members took the tour: Mark Williams, Vince Torres, Cheryl Bradley, Lori Moya, Annette LoVoi, and Johna Edwards.
- The first stop was Garcia MS. Everyone was extremely impressed with the design and site. The placement of the building on the site provides spectacular views of downtown Austin.
- Former mayor, Gus Garcia, welcomed the group to his namesake and takes great pride in being an integral part of the campus.
- The group then visited LBJ High School and saw the wonderful new theater arts building, which had an impressive design, and state-of-the-art components that are certainly a great asset to any fine arts program. The theater arts teacher was kind enough to give the group a demonstration of the features of the building. The teacher also commented on the high level of interest being demonstrated by students in the fine arts program as a result of the new building.
- A committee member commented that the District should track the number of students taking fine art courses after the renovation and compare with the number of students who took the courses before the renovation. This would be a helpful statistic in promoting bond programs.

- Another member noted that the Austin theater community was also very excited about using the new facility.
- Unfortunately, the group was not able to tour the Norman Elementary School classroom addition because all the lock cases had been replaced with construction cases, and no one had a key that would open the doors.
- Because of the late hour, the tour ended after LBJ and the visit to the AISD Service Center was postponed for another time.
- December 4th and 11th were suggested as possible dates for the next site tour.
- Two tour options were presented for consideration:
 - North Tour:
 - Overton ES-new school
 - Norman ES-addition
 - Kealing MS-major renovation
 - South Tour:
 - Blazier ES-new school
 - Akins HS-addition
 - Crockett HS-major renovation

VII. Agenda Items for Next Meeting

- Next meeting September 25, 2007
- Subcommittee meetings
- Subcommittee reports
- Prevailing Wage Status Report
- Sustainability Consultant Report
- Survey Committee Update
- Review of Draft CBOC Report to Board of Trustees on October 22, 2007

Lessons Learned

- 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, 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 completes 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 different 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 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.***
8. ***In order to better deal with problems related to obtaining permits from the City of Austin, which have caused numerous delays and have increased the number of change orders, CBOC members recommended that staff:***
 - ***Research the city requirements before establishing a budget for renovations.***
 - ***Have the Construction Management staff and City Health Department conduct a survey of the kitchens to determine in advance what an architect should include in the design.***
 - ***Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.***