

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
October 23, 2007

Committee Members in Attendance

Willis Adams
Margarito Aranda
Mark Boyden
Ana Martinez
Eliza May
Carolyn Merritt
Jim Recek
Steve Rogers
Gerard Washington
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
Curt Shaw
Tony Silva
Velupillai Sivalingam
Paul Turner
Terry Wadsworth
Idella Wilson

Others in Attendance

Wayne Berry

Agenda

- I. Call to Order and Approval of Minutes
- II. Safety and Security Enhancements Report
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Eliza May called the meeting to order and invited questions and modifications of the agenda from other CBOC members. A member requested that the agenda be modified to include a discussion of the undesignated elementary schools. Since there was not a quorum at this time, the modification to the agenda and approval of the minutes were postponed until a quorum was present.

II Safety and Security Enhancements Report

Eliza May introduced Wayne Berry, who is with Life Safety Systems, a Division of the District Police. Mr. Berry presented the Safety and Security Enhancements Report, which had been provided earlier to members in the mail out. The 2004 Bond Program identified five systems for enhancement:

- Fire-Alarm Systems
- Kitchen Exhaust Hood Fire-Suppression System
- Intrusion-Alarm Systems
- Access-Control System
- Video Surveillance System

Fire-Alarm Systems

- The objective is to upgrade the District's older systems and to bring them into compliance with the American Disability Act (ADA).
- Fifteen of the 18 systems identified for improvement are substantially complete.

Kitchen Fire-Suppression Systems

- The objective is to upgrade the District's kitchen exhaust hood fire-suppression systems to comply with new standards.
- All of the 41 AISD fire-suppression systems identified as not in compliance have been replaced.

Intrusion-Alarm System

- The objective is to upgrade the older intrusion systems and to install a network connection to the server.
- All intrusion systems panels identified in high school and middle school buildings have been replaced.
- Identified panels at elementary schools and portable buildings are in the process of being replaced.

Access-Control System

- The objective is to provide additional security and eliminate most exterior door keys.
- At the beginning of the 2004 Bond Program, the District had 353 doors with card access. Now there are 775 doors with card access.
- This number represents 41 facilities with complete card-access installations.
- A member asked what was the total number of doors that would have card access when the project is completed. The total number will be 1200.

Video Surveillance System

- Forty-five of 115 facilities currently have an operational video system.
- Mr. Berry then provided a demonstration of the video surveillance system.
- Videos are saved for 30 days and can only be exported by a licensed peace officer.

- A member asked is any of the cameras were hidden. Mr. Berry stated that there are no covert or fake cameras in the District.
- Another member asked if any notices were posted indicating surveillance was taking place. Currently, there are no signs providing that notice.

At this point in the meeting, there were sufficient committee members to constitute a quorum, so before meeting with the project managers, the minutes were approved as written.

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:

South

Paredes Middle School

- Some traffic issues with the neighborhood are being worked out.

Baranoff Elementary School

- The delay in obtaining permits has pushed the completion date of this project to February 2008.

Cunningham Elementary School

- On Monday, the library has moved out of a portable into the new library addition.
- Problems with the roofing contractor may result in liquidated damages.

Hybrid Plug-In Bus

- The unveiling of the new plug-in hybrid school bus will be held at Garcia Middle School on November 7th. Members were invited to attend.

Burger Center

- Several doors are missing in the restrooms.
 - A member asked if M&O funds could be used to replace the doors and what was the process for this.

- Curt Shaw responded that M&O funds could be used and that it is the responsibility of the facility administrator to place a work order. This can be done online and the process can be monitored online. He emphasized that in order for repairs to be made, the Service Center must be informed of what needs to be done.

Central

Metz Elementary School

- Completion of the roofing work has been delayed.

Barton Hills Elementary School

- Areas of the new roof have to be replaced.
- PTZ cameras are not working. Manufacturers are working on the problem.

Baker Administration Center

- Renovation work is over budget.
- A portion, \$60,000, is coming from the M&O budget because of the relocation of media services from the Rio Grande campus to Baker.
- At the time the District sold the Rio Grande campus to ACC, a portion of those sale proceeds was earmarked for the relocation of media services.

New Bus Terminal

- A site has been approved and is under contract.
- The new site is off Burselson Road, west of Highway 183.

North

There are 49 projects, of these projects, 15 are in closeout or substantially completed.

Overton Elementary School

- Fifty percent of the punch list is complete.

Graham Elementary School

- The new driveway is being funded through Safety and Security Funds.

Lanier High School

- Site plan is complete except for the relocation of the agricultural farm.

Parking Lot Issues

Tennis Courts

- On October 15th, the Board approved an Interlocal Agreement with the City of Austin for the Austin Tennis Center that will be located on parkland adjacent to Garcia Middle School.

V. Added Agenda Item

By consensus, the committee agreed to add to the agenda a discussion of the undesignated elementary schools.

- Paul Turner explained that the Board of Trustees met in Executive Session in April to consider the locations of the two undesignated elementary schools.
- At this time, the Board is seeking additional information before finalizing its decision.
- A member asked to be provided the most recent demographic data in order to verify the projections.
- Another member expressed a strong concern that a south central elementary school has not been constructed as promised in the 2004 Bond Program. He stated that Blazier ES cannot be considered a south central school because it is located east of I-35.
- Paul Turner noted that Blazier ES did provide the south central elementary schools (Menchaca and Casey) with relief, which was the purpose of including a south central elementary school in the 2004 Bond Program.
- A member stated that Blazier ES only relieved Menchaca ES by 100 students. The approximate number of Menchaca students that were reassigned to Blazier is over 200.
- A discussion ensued regarding the CBOC's role in the location of the two undesignated elementary schools.
- Concern was also expressed about the Performing Art Center (PAC). A member felt this was an unfulfilled promise to the public.
- It was requested that the discussion of the undesignated schools be placed on the agenda for the next meeting and, if possible, that a representative of the Board of Trustees attend the meeting to answer committee members' questions.

VI. Agenda Items for Next Meeting

- Next meeting November 27, 2007
- Subcommittee meetings
- Subcommittee reports
- Technology Budget Report
- Follow-up of CBOC Report to Board of Trustees
- December Site Tour

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.