

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Retreat**  
**August 20, 2005**

**Committee Members in Attendance**

Mark Boyden  
Jimmy Castro  
Donetta Goodall  
Staley Gray  
Morris Hoover  
Bobby Jenkins  
Ana Martinez  
Carolyn Merritt  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Vince Torres  
Gerard Washington  
Horace Willis  
Peck Young

**Staff Members in Attendance**

Pat Rossett  
Curt Shaw  
Paul Turner

**Agenda**

- I. Call to Order
- II. CBOC Processes, Procedures and Protocols
  - Protocol for Regular CBOC Meetings
  - Member Expectations in Conducting CBOC Business
  - Organizational and Operating Structure to Address BOT Charge
  - Making Presentations to and Communication with the CBOC
  - Member Requests for Information from Staff
  - Definition of Substantive Change
  - Process for Revisiting Projects at the Conclusion of the Construction Phase
  - CBOC Self Assessment
- III. Survey Subcommittee Update
- IV. Proposed Changes to the CBOC Charge
- V. Bond Campaign Communication
- VI. Agenda Items for Next Meeting

I. Call to Order and Approval of Meeting Summary

Dr. Donetta Goodall called the meeting to order and invited questions and modifications of the agenda from the other CBOC members.

## II. CBOC Processes, Procedures and Protocols

Each tri-chair lead a discussion of the following topics regarding the CBOC processes, procedures and protocols and invited member comments and suggestions regarding the draft document. Because of limited time, the following were rescheduled for subsequent meetings. Members agreed to dedicate one hour at the beginning of each meeting for the discussion and refinement of these areas.

- Member Requests for Information from Staff
- Definition of Substantive Change
- Process for Revisiting Projects at the Conclusion of the Construction Phase
- CBOC Self Assessment

Member suggestions and comments include the following:

- A procedure needs to be established to address agenda items that the Committee is unable to cover in the allotted meeting schedule.
- Committee members need to receive project status reports early enough to prepare questions and comments for the meeting.
- Committee members need to receive all information related to activities, agenda items and meetings that pertain to the 2004 Bond Program.
- The Committee should have more latitude in meeting as subcommittees. Individual meetings should be set with the senior project manager to ensure a more efficient use of time.
- Schedule two meetings a month with one specifically dedicated to project updates.
- For ease of scheduling, adjust meeting time to address set agenda items. Another meeting a month is too much for people with busy schedules.
- Rather than having subcommittee meetings at different times, it should continue as a group process so that all members can benefit from the sharing of information. The way it is currently organized works well.
- The members agreed that the meeting should be scheduled from 5:30 p.m. – 9:30 p.m.

The Committee agreed to the new meeting schedule and that the outstanding processes and procedures would be finalized at the beginning of subsequent meeting with a one-hour discussion of each and the remainder of the meeting would be dedicated to project discussion and subcommittee reporting.

### Minority Report/Opinion

After a discussion of the inclusion of a minority report in CBOC decisions and recommendations, the Committee agreed to the following:

- When three or more members disagree with a CBOC decision, they prepare a minority report, with the signature of each of the dissenting member, to be included in the CBOC report or recommendation.

### III. Survey Subcommittee Update

- Members of the survey subcommittee include:
  - Mark Boyden
  - Staley Gray
  - Carolyn Merritt
  - Vince Torres
  - Gerard Washington (chair)
  - Peck Young
- The committee has met twice (July and August).
- Patti Summerfield from TateAustin has been facilitating the subcommittee's activities.
- Paul Turner is the staff representative on the committee.
- The focus of the first meeting was to review the charge and organize the subcommittee to work efficiently and effectively
- The primary purpose of the survey is to obtain information on existing issues, potential issues and opportunities for improvement.
- Some possible survey formats, to obtain information from the larger AISD community, that have been discussed include:
  - Electronic surveys,
  - Roundtable meetings,
  - Telephone calls, and
  - Paper surveys.
- The Survey Subcommittee will work to:
  - Design surveys,
  - Develop questionnaires to review major projects and new construction,
  - Determine the number of times to conduct a survey, and
  - Determine the best way to obtain information from impacted groups.
- The subcommittee felt that it has missed major opportunities for obtaining input by starting so late.
- Projects with a duration greater than nine months will be surveyed.
- The subcommittee will continue to develop a timeline for its activities.

### IV. Proposed Changes to the CBOC Charge

Board President, Doyle Valdez, and Vice-President, Ave Wahrmond, reviewed the Committee charge and proposed changes and guided the following discussion topics with members.

- Field Visits
  - Members use consultant information to identify best practices.
- CBOC Member Vacancies
  - The goal for appointing new members is August 29, 2005.
- Bond Program Audit
  - A draft report will be provided to the Board of Trustees by the end of October.

- A final report will be prepared by mid-November.
- Committee Charge
  - All changes to the charge will be finalized in November.
- Working Relationship with Board of Trustees Officers and CBOC Tri-Chairs
  - The Board of Trustees will continue to work closely with the CBOC Tri-Chairs and set up regular opportunities for discussion of issues.
- Lessons Learned
  - The Board of Trustees requests that the CBOC keep an ongoing list of lessons learned.

Committee members provided the following comments regarding this discussion:

- The Board of Trustees should have looked to the CBOC for input regarding the change of the 40-classroom elementary from the southeast to the southwest.
- The location of the South Central Relief Elementary School is east of IH-35. This does not meet the criteria of a south central school, but that of an undesignated elementary school. Voters are feeling betrayed because of this change.
- There is a feeling in the community that we are not getting off to a “good start”.
- Major changes have taken place without CBOC oversight or process.
- The timing for the formation of the CBOC was late by about six months.
- The swap from 32- to 40-classroom elementary school from the southeast to the southwest raises an environmental concern. A larger school would have a more difficult time meeting SOS standards. Additional property is needed to meet the SOS requirement. Contiguous mitigation land would be the solution for meeting the requirement.
- The Committee and Board of Trustees should look to the successes of the Health & Safety Bond Program.
- One member asked about the schedule for the selection of a principal at Reagan High School. The Board members informed the Committee that a principal would be selected by September 6, 2005.
- Another member requested that the Committee and Board Members to strongly consider participation in the Plug-In Hybrid Vehicle Program sponsored by Austin Energy.

#### Communication Requests

- Members asked that staff provide copies of the following:
  - Letter to the Zilker Elementary School principal, and
  - Letter to the Galindo Elementary School Neighborhood Association
- The tri-chairs requested that Mark Boyden serve as the liaison for the communication efforts.

V. Bond Campaign Communication

Linda Rife, a subconsultant with TateAustin, shared copies of communications that were provided to Austin citizens during the campaign for the 2004 Bond Program. She provided:

- Parents for the Bonds Tool Box
- Advocacy Flyers

VI. Agenda Items for Next Meeting

- Finalization of outstanding CBOC Processes and Procedures items
- Subcommittee project reviews and group discussions
- Demographic Update