

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
June 26, 2007

Committee Members in Attendance

Willis Adams
Margarito Aranda
Donetta Goodall
Staley Gray
Bobby Jenkins
Cindy Lara
Eliza May
Carolyn Merritt
Mary Ann Neely
Jim Recek
Steve Rogers
Gerard Washington
Horace Willis

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

Agenda

- I. Call to Order and Approval of Minutes
- II. Approval of 2007-2008 CBOC Calendar
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Survey Subcommittee Report
- VI. Follow-up of CBOC Report to Board of Trustees
- VII. Site Tour Discussion
- VIII. Agenda Items for Next Meeting
- IX. Demographic Report

I. Call to Order and Approval of Minutes

Donetta Goodall called the meeting to order. At this time, there was not a quorum available to take action on the minutes or CBOC calendar for 2007-2008. These items were postponed until later in the meeting when enough members had arrived to obtain a quorum.

II. Site Tour Discussion

Bobby Jenkins reminded the committee that there was no meeting scheduled for July, but that a site tour has been planned for July 31st. Board members have been invited, and so far, three Board members, Vincent Torres, Lori Moya, and Cheryl Bradley, have accepted the invitation. Bobby Jenkins encouraged CBOC

members to participate. Members have been asked to let Pat Rossett know by July 20th if they are planning to attend, and if they will be riding on the bus or meeting up with the tour at one of the schools.

III. Follow-up of CBOC Report to Board of Trustees

- The Tri-Chairs presented the CBOC Report to the Board on June 21st.
- Once again, the report was well received by the Board.
- Trustee Torres complimented the project manager for McCallum and Reagan high schools' science classroom improvements. He also recognized the efforts of the Survey and HUB subcommittees.
- Trustee Moya also thanked the CBOC members for all their hard work. She urged the committee to continue working to include more qualified minority firms.
- New Board member, Sam Guzman, also commented that having more HUB participation is important. He was provided an in depth explanation of the CBOC charge and encouraged to attend a CBOC meeting.
- Board member, Delaney Smith, stated that after meeting with Curt Shaw, Mel Waxler, Jo Lynn Kallison, and Randy Baldwin, she felt comfortable with how the District is proceeding with prevailing wage policies and procedures.
- President Mark Williams asked what effects the excessive rainfall has had on the Bond Program. Curt Shaw stated that the heavy rains have impacted the schedule of several projects, most notably, Overton Elementary School.
- Mr. Williams also asked for an explanation of the cost differences between Overton and Blazier elementary schools. Curt Shaw explained that the difference could be attributed to costs associated with the Overton site and the need for reinforced suspended slab because of the expansive soils. Mr. Williams suggested that the District take soil conditions under serious consideration in the selection of future sites.
- Trustee Edwards complimented the supplement "Delivering on the Promise," that was included in the *Austin American-Statesman*. She was also pleased that the CBOC report is available online.
- Trustee Edwards asked what P.E. space would be available for Overton, since the City of Austin's recreation center gym will not be completed for the start of school. Curt Shaw noted that in addition to the covered playslab, Overton will have:
 - A walking track, provided by either the AISD Service Center or the contractor;
 - Use of commons areas and cafeteria as alternate sites; and
 - A larger outdoor activity area (City of Austin parkland) that is adjacent to the campus.

IV. Project Managers' Reports

A new project manager, Maria Guerra, was introduced to the committee. Ms. Guerra has taken Toni Thomasson's place and comes to AISD from the City of Austin. After the introduction, 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:

North

Dobie Middle School

- Mold has been discovered and this will delay the restroom renovations.
- The restrooms will not be ready for use when school starts, but because of the earlier construction of some new restrooms, this will not be a problem.
- The principal has already been apprised of the situation.

Overton Elementary School

- Completion of this school will be challenging. The contractor, who is experienced in school construction, is making every effort to finish the school for the start of school.
- The site has problematic soil and the heavy rains have exacerbated the problem.
- The rain and problematic soil have slowed the completion of the road.

Roofing Projects

- The rain has also delayed these projects.

Bowie High School

- The first bid for this project came in extremely over budget, so the project was reorganized into three separate projects: CCTV, drainage, and HVAC renovations.
- Splitting this project has resulted in bids from experts in the specific areas and bids that all under budget.
- This is an excellent strategy to achieve the allocated budget.

Garcia Middle School

- Waxing and stripping of floors is underway.
- Delivery of furniture and equipment is proceeding.

The North Group also acknowledged the hard work of the project managers in the north. Four project managers handle 51 projects, including two new schools.

Central

Central projects have also been impacted by the heavy rainfall.

Zilker Elementary School

- Partial roof replacement and security system installation are finished.
- The school has already taken advantage of the newly renovated cafeteria. Before classes ended, they had a sock hop.

Barton Hills Elementary School

- Electrical transformer work has been completed. Austin Energy has to set the meter and make a final inspection.

Becker, Metz, and Williams Elementary Schools

- These schools have 1970's style classrooms that are being refurbished with fire-rated corridors.

Casis Elementary School

- Window replacements are underway.
- Driveway and paving work has begun.

Gullett Elementary School

- Work is scheduled to be completed before school starts.

Maplewood Elementary School

- The kitchen/dock expansion and security systems work is scheduled for this summer.

CCTV Projects

- Work on all sites is scheduled to be substantially complete before school starts.

House Park

- Restroom renovations are on schedule.

Norman Elementary School

- The addition should be complete by the end of July.

Pearce Middle School

- Mold and asbestos floor tile was found in the renovation of the science classrooms.
- An outside abatement contractor will be hired, which will increase the cost of the project.
- The principal has been apprised and plans are being made should the renovation not be completed for the start of school.

Highland Park Elementary School

- This project is 29% over budget.
- Pre-construction activities are underway.

Media Services Control Room

- The lowest bidder could not secure bonding, so the contract has been awarded to the second lowest and only other bidder.
- It is anticipated that the project will be completed in 30 days.

Porter Middle School

- The parking and drainage work has been delayed because of the weather.

Mathews Elementary School

- The design work has been completed.
- The playslab cover will be completed by the fall.

South

The south projects' status is good with a few exceptions:

Travis Heights Elementary School

- An ongoing problem with the HVAC is a system-wide problem, not a part of the HVAC bond work that was completed.
- An AISD engineer will investigate the problem and address it before the start of school.
- This additional work will be funded through the M & O budget, not bond funds.

Baranoff Elementary School

- Classroom addition scheduled for completion in late December.
- Move in will occur during Winter Break.

Oak Hill Elementary School

- This project is over \$500,000 over budget.
- The overage is due to needing an enclosed space for the art room addition, which was not anticipated.
- The City of Austin's Wastewater Department wants to increase the size of the waterline pipes from 8 inches to 12 inches. The City would pay the increase in cost.
- If the City of Austin does not proceed in a timely fashion, the District will install eight-inch pipes in order to not further delay the project.

Parking Lot Issues

Card Access and Security Systems

- A member requested that a report be provided relating to the use and success of the card access and security systems that are being installed in the schools.
- The committee is interested in having an understanding of how the system is used and how it works.
- It was suggested that this report be done sometime in October, after the schools have had the opportunity to use the system for several weeks.

VI. Approval of Minutes and Calendar

At this time, with a quorum present, the committee approved the minutes as written and the CBOC meeting schedule for 2007-2008.

VII. Survey Subcommittee Report

Gerard Washington, chair of the Survey Subcommittee, gave an update of the committee's activities, after thanking the subcommittee members for all their time and hard work:

- Another survey will be sent out to a new set of schools in October.
- This group will include three new schools, Garcia Middle School, Overton Elementary School, and Blazier Elementary School.
- Strategies to improve response to the survey include:
 - Having the tri-chairs reiterate to the board officers the importance of having the Superintendent direct the Associate Superintendents to have their principals cooperate fully with distribution and completion of the survey by staff and parents.
 - Identifying more than one school where surveys will be sent home in backpacks as a pilot program.
 - Ensuring that principals understand that they should have an interest in the success of this bond program if they have facility issues they want addressed in future bond programs.

A discussion ensued relating to the importance of cooperation on the survey by the administration.

Mr. Washington also stated that at the next subcommittee meeting in August, the group would discuss their charge and the future of the subcommittee at that time.

VIII. Demographic Report

Assistant Director of Planning, Joe Silva, gave a presentation on the "Annual Review of Enrollment, Capacity, and Utilization":

- The current elementary school capacity:
 - Fourteen schools are over 115% capacity;
 - Six of those schools are over 125% capacity.
 - Eight of the fourteen are in the northern section of the District, four are in the southern part, and two are in the central section.

- Relief for some of the current overcrowding will come from some of the bond program projects: the classroom additions and new schools.
- Projected areas for overcrowded schools are:
 - North Central
 - Central (Linder)
 - Southeast (Blazier)
 - Southwest (Clayton)
 - Central (Mueller)
- Recommendations to the Board of Trustees for 2007-08:
 - Charge the Facility Use and Boundary Task Force with the development of recommendations on use of available capacity for two areas:
 - Central-Linder relief for the 2008-09 school year
 - North Central-Cook/Wooten relief for the 2008-09 school year.
 - Identify sites for the two undesignated elementary schools for this Bond Program, as well as identifying schools to include in the next bond program.
- Middle school recommendations:
 - Include southeast middle school funding in interim bond program; or
 - Relieve Paredes Middle School by adjusting boundaries using capacity provided by the opening of the new southwest middle school.
- High schools were projected to remain steady through 2010-2011.

IX. Agenda Items for Next Meeting

- Next meeting August 28th
- Subcommittee meetings
- Subcommittee reports
- Communications Consultant Report
- Follow-up of Site Tour on July 31st

Members requested that the following topics be placed on future agendas:

- Update on the Performing Arts Center
- Report on the Technology Budget and How it Works
- *Report on Card Access and Security Systems*

* *Denotes latest addition to agenda requests.*

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 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.***