

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**November 27, 2007**

**Committee Members in Attendance**

Margarito Aranda  
Mark Boyden  
Donetta Goodall  
Staley Gray  
Jackie Hawkins  
Steve Kraal  
Cindy Lara  
Eliza May  
Carolyn Merritt  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Horace Willis  
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  
Scott Rouse  
Curt Shaw  
Tony Silva  
Velupillai Sivalingam  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. December Site Tour
- V. Follow-up of CBOC Report to Board of Trustees
- VI. Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Donetta Goodall called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The October minutes were approved as written.

II. 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

### III. Subcommittee Reports

At the conclusion of the subcommittee meetings, the Committee reconvened for a large group project discussion. Before the discussions began, Eliza May, on behalf of the CBOC, thanked the project managers for their hard work and commitment. Highlights of the individual subcommittee reports include:

#### North

There are 45 projects, of these projects, 11 are in warranty or substantially completed.

##### Garcia Middle School

- The punch list is almost complete.
- Pre-construction meetings for the adjacent tennis center, a joint project with the City of Austin, started today.
- The center will have 12 courts, all with lights.
- There will be one court with grandstands.

Eleven projects are underway. Twenty-three are in various phases of design or bidding. Many of these are group projects relating to card access, CCTV, or playslab covers.

#### Central

Many projects are in warranty or closeout. Others are in the bidding or design phase. Most projects are completed or under construction.

##### Webb Middle School

- Bids were opened today and were 80% over budget.
- This is a substantial project, which includes mechanical work, HVAC, and replacement of sanitary sewer lines under the kitchen.
- Staff will provide a status update on the bids at the next meeting.

#### South

Ten projects are in closeout or substantially completed. Three projects, Oak Hill Elementary School, Akins High School, and Saegert Bus Terminal, have been delayed because of a delay in the structural steel delivery.

Alternative Learning Center

- Deteriorated decking material must be replaced and will cost an additional \$108,000, which will be funded through M&O funds.

Nelson Bus Terminal

- Bids were \$150,000 over budget.

Sunset Valley and Joslin Elementary Schools

- Project is \$9,000 under budget

Southwest Middle School

- Bids will be taken in January.

Parking Lot Issues

A member suggested that it would be appropriate to have Broaddus & Associates produce another report on the state of the contingency. Curt Shaw agreed and noted that they have already been in communication with Broaddus & Associates and plan to have another contingency forecast report in the early spring, following the next round of bids.

IV. December Site Tour

- The site tour will take place on Tuesday, December 11<sup>th</sup>.
- The committee voted to visit Kealing Middle School and Overton Elementary School.
- The tour will leave the CAC at 6:00 p.m.
- AISD Transportation Department will provide a bus for those who do not want to drive. Other members may choose to drive and meet the tour at the schools.
- A box dinner will be provided.
- Members were asked to notify Pat Rossett by Wednesday, December 5<sup>th</sup>, if they will be going on the tour and if they will be taking the bus.
- An invitation has been extended to members of the Board of Trustees.

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

Tri-chairs reported on their recent meeting with the Board Officers:

- It was a very positive meeting
- The Board is supportive of the committee and appreciative of its good work.
- To ensure that the CBOC is staying on target, the tri-chairs reviewed the CBOC's charge with the Board Officers.
- The Board Officers stated that a process was being developed to determine the location of the two undesignated elementary schools in this bond program and that this was not part of the CBOC's charge.
- While some members felt that since the CBOC is charged with the execution of the bond program, that the CBOC has a role and obligation in

assisting the Board in determining the location of undesignated schools, other members stated that the role of the committee is to closely monitor bond projects and report to the Board and not to monitor and critique the Board of Trustees.

- Tri-chairs responded that the CBOC was an oversight committee and not an advisory committee and that this distinction had been made by the Board Officers. They reminded members that they have the opportunity to make their views known to the Board as individual citizens, as does every AISD community member.
- Another member was concerned that information relating to the location of the undesignated schools had been provided to the CBAC before it had been provided to the CBOC.
- A lengthy discussion ensued on what role the CBOC should have in designation of the two remaining elementary schools.
- At the conclusion of this discussion, a member asked that this topic be placed on the January agenda.
- It was also suggested that the Board Officers be invited to meet with the committee to clarify the CBOC's charge.

The tri-chairs then reported on their presentation to the Board:

- Eliza May and Bobby Jenkins presented the report to the Board.
- Members were interested in the progress of projects at schools in their district.
- Overall, members were pleased with the work of the committee and its oversight of the projects.
- A member stated she felt that the tri-chairs' message to the Board regarding the survey had not been strongly stated. She felt that the committee had, by consensus, directed the tri-chairs to express to the Board the committee's deep disappointment in the administration's lack of support for the survey.
- A tri-chair commented that this topic had been vetted with the Board Officers in a previous meeting.
- Another member noted that in the mail out materials, members had received copies of letters that associate superintendents were sending to principals. He felt that this step accomplishes the objective of the survey subcommittee.
- Gerard Washington announced that he had resigned as chair of the survey subcommittee, because he felt the subcommittee had accomplished its task.
- A member asked that a discussion on whether to continue with the survey and HUB subcommittees be placed on the next agenda.

#### VI. Agenda Items for Next Meeting

- Next meeting January 29, 2008
- Subcommittee meetings
- Subcommittee reports
- Follow-up of 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.