



## COMMUNITY BOND OVERSIGHT COMMITTEE

August 30, 2016 6:30 P.M.

Carruth Administration Center, Board Auditorium  
1111 West 6th Street, Austin, Texas

### MEETING SUMMARY

#### ATTENDANCE

##### Members:

Willis Adams, Sara Atkins, Jennifer Carson, Nan Clayton, Robert Doggett,\* Matt Teo Gonzales, Monica Guzman, Lawrence Huang, Lori Moya,\* Stan Strickland, Andrea Stover, Dale Sump,\* Peck Young, Cindy Schaufenbuel

\*Denotes a committee tri-chair.

##### Staff:

Marc Brewster, Chaneel Daniels, Craig Estes, Laura Gass, Kathy Genet, Robert Hengst, Rick Kaven, Michael Mann, Paul Medrano, Andrew Miller, Lee Ray, Flo Rice, Randall Sakai, Roben Taglienti, Joey Crumley, Chris Lewis, Melissa Sabatino and Nicole Conley

##### Visitors:

Bobbie Garza-Hernandez, Jeff Travillion, and Christine Moses

#### CALL TO ORDER – 6:35 PM

#### 1. APPROVAL OF MINUTES

June 28, 2016 and August 2, 2016 meeting minutes were approved with the following edit to the June meeting minutes: spell out "MRSA infection".

#### 2. CITIZENS COMMUNICATIONS

There were no speakers.

#### 3. NEW BUSINESS – BOND PROGRAMS REPORT

##### A. Status of Individual Projects – Dale Stump

A written report containing the status, scope and budget information for each project was made available to the committee for review. Members asked that a few copies of the report be made available at each meeting and that highlights of the report be discussed with the CBOC.

Twelve project managers attended the meeting and presented updates (with photographs and video) of work in progress or completed during Summer 2016.

## B. CBOC Training

Melissa Sabatino, Administrative Supervisor for Public Information, presented information on open records law. The Texas Public Information Act (TPIA) applies to the CBOC because it is a board appointed committee. Exceptions would include attorney-client privileged communication and documents. 'Attorney advice requested' or 'Seeking attorney advice' should be in the subject line if the email is attorney-client privileged. District email is retained for two years.

Joey Crumley, Planning Supervisor, discussed the role of an AISD advisory body with the committee and provided a copy of the CBOC 2016 Sunset Review. A member asked if the CBOC could change its bylaws. It was explained that the bylaws were approved by the board and minor changes could be made administratively by staff and communicated to the Board. Nicole Conley indicated that the bylaws of other district advisory bodies do not require that the board approve the appointment of members.

**It was put forth that the CBOC bylaws should not require board approval of the trustee's appointments to the CBOC, if there are no objections. There were no objections.**

Ylise Jansen, General Counsel, explained board agenda posting requirements and the Open Meeting Act. The board has provided that there will be a two-minute limit for speakers. The CBOC is subject to a quorum and must not have walking quorum. The CBOC reviews draft agenda items before the board receives them. This is a unique position. Members should be prudent, keep their distance from vendors and be wary of being approached in a covert manner, especially when major awards are pending. This is a period of "no contact". CBOC Tri-chair Lori Moya mentioned that in the agenda review process members review the analysis and the tabulation, not the proposals. Members are not evaluating the proposals.

**The CBOC requested that the CBOC's responsibility to review agenda items be added to its charge.**

## C. Undesignated 2013 Bond Fund Update

A motion of support to address emergency health and safety conditions at McCallum High School and Means YWLA by using undesignated 2013 bond funds was made, seconded and supported unanimously, to be ratified at the next meeting. The scopes of work and amounts are as follows:

- McCallum boys' athletic/locker room. HVAC/ventilation improvements are needed to resolve health-safety issues (\$300,000).
- Means YWLA 600-wing. HVAC/ventilation equipment, insulation of chilled water piping, and ventilation of the crawl space (\$450,000).

## D. HUB Subcommittee Update

The HUB Policy and Program were approved by the Board of Trustees on August 29, 2016. The HUB report was presented by Peck Young, HUB Subcommittee Chair, who also announced the appointment of Debra Boone as AISD's first HUB Director. The new HUB program will be fully implemented by November 15, 2016.

## 4. FUTURE AGENDA ITEMS

- Criteria for Selection of Contractors
- Better Builder Program
- Draft CBOC Board Report