

**COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**November 18, 2008**

**Committee Members in Attendance**

Ramon Alvarez  
Margarito Aranda  
Mark Boyden  
Cari Clark  
Nan Clayton  
Staley Gray  
Jackie Hawkins  
Morris Hoover  
Bobby Jenkins  
Cindy Lara  
Eliza May  
Carolyn Merritt  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Armando Ruiz  
Horace Willis  
Peck Young

**Staff Members in Attendance**

Mario Alaniz  
Randy Baldwin  
Norman Barker  
Andrew Clements  
Bruce Davis  
Craig Estes  
Maria Guerra  
Mark Harris  
Deborah James  
Richard Kolb  
Bill McClure  
Florence Rice  
Pat Rossett  
Scott Rouse  
Curt Shaw  
Tony Silva  
Terry Wadsworth  
Idella Wilson

**Others in Attendance**

Laura Kunz  
Larry Larson  
Gray Salada  
Amy Wong Mok

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Technology Update
- III. PAC Task Force Update
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Discussion of Draft Report to Board of Trustees
- VII. Discussion of CBOC Retreat
- VIII. Agenda Items for Next Meeting

I. **Call to Order and Approval of Minutes**

Bobby Jenkins called the meeting to order and invited questions and modifications of the agenda from other CBOC members. He then introduced a new CBOC member, Ramon Alvarez. The October 28, 2008, minutes were approved as written.

## II. Technology Update

Gray Salada, Executive Director of Technology, and Larry Larson, project manager for the technology projects, gave an update on the 2008 Bond Program technology projects. Members received an update with a brief description of the intent and status of each technology project in the mail out.

- Gray Salada stated that the most complicated project was the classroom design.
- Because school buildings are so varied (type of construction and year of construction), wiring the different schools will present a budget challenge.
- A member asked what type of training would be provided for teachers. Gray Salada replied that his department is working closely with the curriculum department to determine the type of training needed for teachers.
- Gray Salada noted that their term cycle for computer replenishment is now longer than before. He also commented that the only funding available to the District to purchase this equipment was bond money.
- A member asked about data storage. Gray Salada explained that teachers are being trained to store data on the H drive and that there will be a multi-tiered storage system.
- Another member asked about support staff and if additional equipment would require additional support staff. Gray Salada acknowledged that his department was light in support staff. Currently, there are over 36,000 computers and only 12 technology support staff. He noted that new equipment had warranties so that service providers, such as Dell and Apple, would provide much of the initial support needed. Bond money is intended for equipment and software purchases.
- More energy will be saved by using more laptops. A desktop consumes \$130 of electricity; a laptop only consumes \$7 of electricity. This is a savings of \$113 for every laptop used over a desktop.
- Gray Salada explained how security is provided:
  - The drives are fully encrypted;
  - There is insurance protecting the equipment; and
  - Computers have low-jack, an anti-theft system that can track the location of any computer.
- A member asked if there was a recycling plan for old equipment. Gray Salada responded that the District:
  - buys Dell green certificates, where Dell recycles old equipment and gives the District half of the recycling payment; and
  - has a partnership with APIE, where old Apple computers are refurbished and provided to people in need.
- Technology updates will continue to be provided to the CBOC on a regular schedule.

### III. PAC Task Force Update

Amy Wong Mok, one of the tri-chairs of the Performing Arts Center (PAC) Task Force, provided an update on the work of the PAC Task Force.

- The initial charge of the task force is to:
  - Review the needs assessment, basis for recommendations and the AISD Performing Arts Advisory Committee recommendations to determine if all assumptions that were used to develop the design concept are still appropriate to develop site and building design specifications given the 2008 Bond Program Performing Arts Center budget and schedule. Make recommendations for modifications to the design concept and specifications as appropriate; and
  - Review criteria for the selection of the best possible site for the location of the PAC (e.g. district-wide access, cost, environmental and neighborhood considerations, parking, joint use opportunities, etc.).
- After staff and the real-estate consultant have identified potential sites and the Board selects a site the task force will:
  - Review the Board selected site for the PAC;
  - Review and provide input on the design concept for the PAC prior to the presentations of the proposed design concept to the Board of Trustees and the Community Bond Oversight Committee (CBOC);
  - Continue to provide input to staff during the design and construction phases of the project, serving the role similar to the Campus Task Force for a campus project;
  - Report, at least quarterly, to the CBOC on the progress of the PAC project.
- Amy Wong Mok stated that the task force had presented to the Board of Trustees its recommendations for site selection criteria. A list of the criteria was provided to members in the mail out and is also available on the AISD website.
- She noted that although the task force would have liked everything on the list, they understood there were constraints and prioritized items as highest, second highest, and third highest.
- A member noted that one of the criteria stated a preference for a centrally located site and asked what was meant by “centrally located.” Amy Wong Mok explained that the task force struggled with this. A joint-use facility with the Long Center would have been her first choice, but the cost of this was prohibitive. Ideally, she envisioned a theater district for the City of Austin, in the vicinity of the Long Center, Bass Hall, and Zachary Scott Theater, but finding sufficient and affordable acreage in this area is improbable.
- Another member asked about a Mueller site for the PAC. Amy Wong Mok replied that at one time someone had offered a site at Mueller, but this did not come to fruition because this person did not own the land being offered. She also noted that the Mueller Commission had its own

procedure for allowing developments at Mueller and that procedure must be honored.

At this time Curt Shaw gave an explanation of the site procurement process.

- After the site selection criteria is approved by the Board, AISD staff and the real-estate consultant will develop a Request for Proposal/Request for Offer, to be released in mid-December that will be provided to all commercial real-estate brokers and the development community.
- Development opportunities will be explored with local real-estate developers, local colleges and universities, the City of Austin, the State of Texas, and Travis County.
- In addition to the Request for Proposal/Request for Offer, throughout the site selection process, the real-estate consultant would utilize the following methodology to ensure that all available properties are considered:
  - Conduct on-site property investigations;
  - Search commercial real-estate and consultant's in-house databases for property that meets criteria;
  - Use tax records to identify properties that meet the criteria and contact property owners to solicit interest;
  - Initiate follow-up contact with unresponsive local real-estate brokers and developers; and
  - Compare plat maps to aerial photos to find potential sites.
- Upon receipt of the proposals in mid-January, the real-estate consultant will develop a matrix of property data to present to the Board of Trustees for consideration in Executive Session in early to mid-March.

#### IV. 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

#### 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:

## South

### Pleasant Hill Elementary School

- There have been issues with obtaining site development permits from the City of Austin.

## Central

Eighty percent of the 2004 Bond Program projects is complete.

### Webb Middle School

- The budget for the fine arts addition is now \$3.5 million.
- Seven contractors submitted bids.
- The spread among the bids was less than 5%.

## North

- There are 51 projects.
- Seventeen are under warranty or close out.
- Nine are under construction and the rest are in the bidding process.

### New North Central Elementary School

- The situation has not changed.
- There is still no site.

## Power Factor and Harmonic Distortion Corrections

- Currently, there are four of these projects involving multiple schools.
- Essentially, capacitor banks are being installed to improve power factor and balance electric power demand.
- Greater balance provides more predictability in energy usage.
- Capacitor banks must be installed at all facilities or else the District will be penalized by Austin Energy.

### McCallum High School

- There is some misunderstanding by the teachers regarding equipment replacement.
- The teachers were under the mistaken impression that because there was a renovation, they would receive new furniture.

## Parking Lot Issues

- How is FF&E determined?
  - Staff explained that FF&E stands for furniture, fixtures and equipment. When new space, a new school or classroom addition, is constructed there is frequently a need for furniture and equipment beyond that provided under the construction contracts, such as desks, chairs, tables, and overhead projects. The FF&E budget for new schools is approximately 5% of the construction budget and 4.5% for classroom additions. The district's practice has been to rely upon campus administrators—in cooperation with

the construction project manager—to manage the acquisition of these items. Generally principals are given broad latitude in ordering equipment and expending FF&E funds; however, there are a few guidelines. The money should be spent on things related to the construction project, and not other genuine needs that the school might have. Furthermore, the funds should not be used to purchase consumable supplies. Items purchased with FF&E money should have a life expectancy of at least two years.

VI. Discussion of Draft Report to Board of Trustees

- Board will be provided information on the Austin Energy Green Building Program star rating scale.
- The picture of Baranoff ES should be moved from the Prevailing Wage into slide to a separate slide.
- Members were encouraged to attend the Board meeting.

VII. Discussion of CBOC Retreat

- Members voted to hold the retreat on Saturday, January 10, 2009, at Blazier Elementary School, pending appointment of nine new CBOC members by the Board.
- The EWaS report should be combined with a tour of the school, showing the sustainability components.

VIII. Survey Subcommittee Update

- Mary Ann Neely reported that the surveys will be distributed to the schools on Monday, November 24, 2008.
- The associate superintendents were provided a letter to send to the principals.
- The subcommittee will meet after Thanksgiving to determine member calling assignments.

IX. Agenda Items for Next Meeting

- Next meeting is January 27, 2009, in the Board Auditorium
- Subcommittee Meetings
- Subcommittee Reports
- Follow-Up of CBOC Report for Board of Trustees

**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.

3. As the AISD gears up for the next bond program, it should utilize the oversight model established in the 2004 Bond Program.

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.