



MEETING NOTES

MEETING: **Bond Oversight Committee Meeting**
2012 HISD Facilities Capital (Bond) Program

LOCATION: Condit High School
7000 S. 3rd Street
Bellaire, TX 77401

DATE: 26 July 2016

TIME: 8:30 A.M.

PRESENT: **Bond Oversight Committee (BOC)**

Mr. Gary J. White
Mr. Michael G. Davis
Mr. D.V. "Sonny" Flores
Mr. Robert M. Eury
Mr. Craig Johnson

Houston Independent School District (HISD)

Mr. Derrick Sanders, CS
Mr. Dan Bankhead, CS
Mr. Andreas Peeples, CS
Ms. Alexis Licata, Business Assistance
Ms. Sherrie Robinson, Interim Chief Financial Officer
Ms. Tonya Savoie, Controller's office
Ms. Sylvia Wood, Communications
Ms. Christine Manrique, CS
Ms. Holly Huffman, Bond Communications
Ms. Sara Butler, Communications
Ms. Jade Mays, CS
Ms. Mary Rochon, CS
Mr. Turrance Jackson, Information Technology
Mr. John Gerwin, Construction Audit
Mr. Dan Greenberg, Condit Principal

ABSENT: Mrs. Phoebe Tudor
Mr. David Quan
Ms. Jessica Diaz
Mr. Martin Debrovner

The general purpose of the meeting was to brief the Bond Oversight Committee on the current status of the new construction and renovation projects funded through the 2012 Facilities Capital Program. Related issues, questions and activities were also discussed:

Item 1 **Welcome**

Construction Services Officer Derrick Sanders welcomed the participants at 8:45 a.m. to the tour of Condit Elementary School. The goal of the tour was to showcase 21st century learning spaces and to show off one of the schools nearing completion. Condit is about 83,000 square feet and was designed by VLK Architects and constructed by Division One. It is scheduled to open for students in August 2016. Sanders turned over the tour to the Condit Principal Dan Greenberg, who encouraged participants to ask questions as he gave a brief history of the school, established in 1914. Some elements of the past remain in the new design, including the original Condit mural at the entrance.

Learning Commons :

Mr. Greenberg began the tour in one of the spaces designated as a learning commons, which he said he will function as a library but be more accessible to more students throughout the day because of the open design, soft seating and technology that will allow

HOUSTON INDEPENDENT SCHOOL DISTRICT

Construction and Facility Services • 3200 Center Street • Houston, Texas 77007-5909
www.HoustonISD.org • www.facebook.com/HoustonISD • www.twitter.com/HoustonISD



self-checkout of books. In designing the new school, Mr. Greenberg said the goal was to accommodate how students learn now and to be flexible enough to adjust to future changes.

Learning Centers or Classroom Spaces:

Mr. Greenberg noted that because of the school's ribbon design, classrooms aren't standard squares, rather they have unique shapes. All the classrooms include windows, smart boards and flexible furniture and storage. Outside the first and second grade neighborhood, Mr. Greenberg showed another commons space that will be used for books and a "makerspace" to inspire project learning and problem solving through doing.

Learning Stairs:

Mr. Greenberg mentioned the wide learning stairway will have a dual function as both an impromptu lecture space, as well as a functional staircase providing access to the second floor. The stairs are designed to allow students to gather and work collaboratively. A front wall will include a large interactive screen to enhance instruction.

Second floor:

Mr. Greenberg escorted attendees to the second floor, which includes more learning centers, as well as science labs. One unique feature of the school is a second floor balcony, which will be used by students for projects and extended learning. As with the first floor, the learning centers cluster around a commons area, which will be used as additional library space. Specifically, the school's librarian will be able to work in different areas of the building, rather than having one designated office. The second floor will feature colorful graphics, including one that displays the four seasons.

Restrooms

Mr. Greenberg said the new restrooms will feature electronic hand dryers to minimize the use of paper towels. Sets of restrooms are located near the clusters of learning centers on both the first and second floor.

Administrative areas/storage room

Mr. Greenberg said his administrative staff will work in different areas of the building, rather than being all in one space. The goal is to distribute supervision and enhance support across all learning areas to better support teachers and students. In addition, Mr. Greenberg noted a closet area that will serve as a repository for the school's guided reading resources and enhance instruction.

Conclusion of Tour

While the tour focused on the learning areas of the school, Mr. Greenberg noted that day-lit corridor that will take students to the "noisy" areas of the building, such as the cafeteria and gym space and main entrance. Mr. Sonny Flores asked about lockers in the building and Mr. Greenberg stated that learning centers will have cubby spaces for student belongings.

Item 2

July 26, 2016 Oversight Committee Meeting Minutes

Mr. Sanders asked if there were any issues with the minutes. There being none noted, the committee approved the minutes as presented.



**Items 3
and 4**

Introduction, Second Quarter Progress, and Restroom Renovations

Mr. Sanders welcomed the group to the formal part of the meeting, noting that all of Group 1 projects are now under construction, with six projects slated for completion for the start of the new school year. The majority of the other projects in Group 1 are 50 to 60 percent complete. In addition, projects in Group 2 continue to move forward. During the last quarter, three schools – Yates High School, Booker T. Washington High School and Parker Elementary School --- broke ground. By the next quarter, Sanders said he expects to have 10 more construction contracts in place. He noted in response to a question that most of the Group 1 projects will be done by the start of the school year in 2017.

Mr. Sanders reported there are currently 22 active construction sites, more than at any other time in HISD history. Within this quarter, seven contracts have been executed, including 1 for district wide projects. He told the committee that the expectation is to have all contracts, with the exception of Bellaire, executed by the end of the calendar year. He went through specific construction highlights for many schools and noted that several projects — including Delmar, DeBaKey and Sterling — will be substantially complete later this year. He also noted that contractors are pouring concrete at HSPVA and, after a slow start, the project is moving forward quickly. He added that the new Wisdom High School has all the steel in place and is impressive in its size. Mr. Dan Bankhead stated that the distance between the old school and the new school is only about 15 to 20 feet. On a recent trip on 610, Mr. Sanders noted that the new Milby High School is visible from the freeway and will be one of several projects that will be ready for students next fall. At North Houston Early College High School, contractors are working on punch list items and the project should be completely done by the time students come back in August.

Mr. Sanders noted that Phase 1 of the Worthing High School project has been completed and is ready for students. An Aug. 18 ribbon cutting ceremony is planned and he invited committee members to attend. Mr. Craig Johnson asked about Phase 2 of the Worthing Project, and Mr. Dan Bankhead discussed plans for a small classroom addition, gym, fine arts spaces, and cafeteria and auditorium repairs.

On Mark White Elementary, Mr. Sanders said he and his team are watching the project closely and that he expects students will be coming in the front door while construction workers go out the back door. On the Mandarin Immersion Magnet School, a tour is scheduled on Wednesday, July 27 for the trustee. He noted that the school has a unique design and that one of the best aspects of the 2012 building program is the fact that no two schools are alike.

He noted that the new Early Childhood Center in North Forest, which is a non-bond project, was nearing completion in time for the new school year. Mr. Flores asked about how that non-bond project is being funded. Interim Chief Financial Officer Sherrie Robinson and Ms. Tonya Savoie with the Controller's Office explained that the district is using the Public Facility Corporation to issue bonds and said that the funding mechanism has been used in the past for projects such as Chavez and Westside high schools and the Food Service Warehouse. The district is using a combination of state funds and bonds issued through the PFC to build North Forest High School, Energy Institute High School and the Early Childhood Center. In response to a question, Ms. Robinson noted that bonds sold through



the PFC must be designated for a specific school and cannot be transferred to other projects. She noted that the PFC bond projects will be paid back over the next five years using, in part, \$28 million given to the district from the state for North Forest High School. Mr. Flores asked if the conditions of the North Forest school buildings constituted an emergency when the state annexed the district to HISD. Ms. Robinson noted that some of the buildings had to be shut down immediately, and Mr. Sanders added that while the Early Childhood Center wasn't an emergency, it did need to be rebuilt to accommodate young children.

Mr. Andreas Peeples provided an update on the districtwide middle school restroom renovations, noting that the work was split into nine packages to allow more bid opportunities. The work is entering the last phase of packages and the district is planning to bid out the last package in the fall. All of the work will be under construction by the end of the year and the goal is to get all of the work done by third quarter 2017. The scope includes new partitions, fixtures and tile. In response to questions about electric hand dryers, Mr. Bankhead noted that while the district design standards encourage the use of electric hand dryers, schools do have some flexibility in determining what is best for their campus. In response to a question about ADA compliance, it was noted that all of the bathrooms meet ADA standards.

Item 5 Business Assistance (M/WBE) Report and Community Outreach

Business Assistance General Manager Alexis Licata directed the committee to page 123 of the binder for detailed M/WBE information. Ms. Licata reported that M/WBE commitments for contracts awarded to date are 54 percent for architect projects, 23 percent for construction firms, 48 percent for program management firms and 39 percent for other projects. Ms. Licata announced that HISD held three workshops during the second quarter as part of ongoing outreach activities, and that these events were proving quite popular among participants because of the experts the district has been able to bring in. In addition, the district participated in a variety of events with local chambers of commerce and M/WBE organizations. Of the 2012 total combined projects, committed MBE is nearly 26 percent, committed WBE is about 3 percent and non-M/WBE is about 71 percent.

Item 6 Bond Financial Report

Ms. Robinson directed the committee to page 143, where a new column has been added to detail the supplemental funding allocations for each project. Ms. Robinson reported that as of June 30, 2016, \$890 million of the total program dollars had been committed, including \$435 million in encumbrances and \$454 million in actual expenditures. She noted that the latest bond sale was on April 12, 2016, for \$560 million, bringing the total bonds sold to almost \$1.5 billion. With more contracts to be executed, she said district staff will be meeting to determine when the next sale will need to be made. She noted in response to a question on the Condit budget, that this school was funded using 2007 reserves.

Mr. Michael Davis asked about how the district determined how much supplemental funding each school would receive. Mr. Sanders responded that the team used a calculation of projected square foot cost against the size of the designed building. Specifically, the supplemental funding calculations were based on a percentage increase from the \$160-per-square-foot estimate used in 2012 to develop the original project budgets based on a construction escalation factor.



For projects bidding in the first quarter of 2016, the cost was calculated at \$222 per square foot. For projects bidding in or after the second quarter of 2016, the cost per square foot was calculated at \$235 per square foot. Mr. Sanders reiterated that ongoing concerns about construction escalation has pushed the team to get all projects under contract as soon as possible. He expects all projects to be under contract by the end of the year with the exception of Jordan, Bellaire, Austin, and Madison. He also noted that the team has seen prices stabilized. In response to a question about which projects have needed supplemental funding to date, Mr. Sanders said the schools include Milby, HSPVA and Mandarin. Ms. Robinson said that if all the supplemental funding approved by the board is not needed, the bonds won't be sold. Several committee members agreed that there needs to be a conversation with school communities that supplemental funding allocations aren't extra money to be spent unless needed. Ms. Robinson said if a school's contract doesn't require supplemental funding it won't be allocated. Mr. Flores asked about the 2007 reserves, and Ms. Savoie explained that the \$12 million remaining from that program has already been allocated to the supplemental funding account. Mr. Gary White said the important point was that everything promised in the 2007 program was completed. Ms. Savoie added that 2007 reserves were also used to fund the new Condit Elementary.

Item 7 Bond Communications

Ms. Wood reported that the big focus for the last quarter had been to help principals plan and prepare for the new school year. Specifically, she noted that the team has been reaching out to those individual principals who are transitioning into new buildings to determine the support needed. That may include letters, callouts, web updates, traffic maps and building plans for parents and students. She told the committee that another main focus has been to set up guidelines and processes for schools celebrating important project milestones. During the second quarter, Ms. Wood said that groundbreaking ceremonies were held at Parker, Yates and Booker T. Washington. Dedications were held at Tanglewood and Kate Smith Elementary from the 2007 bond program. She said more celebrations are being planned at Worthing, North Houston Early College High School, South Early College High School and Lawson Middle School. Ms. Wood showed the committee a booklet with helpful tips and checklists that was created to help guide principals through these celebrations.

Following up on Ms. Jessica Diaz' idea that a survey be done to gauge the effectiveness of communications efforts, Ms. Wood stated that a survey has been developed that can be sent to people who attend a community meeting. The team also plans to develop a more general survey for wider distribution once school is in session.

Ms. Wood noted that since the start of the program, there have been more than 100 community meetings and that another two dozen are anticipated as more projects break ground. During the fall months, Ms. Wood said the team will continue to focus on schools moving into new facilities this fall or during winter break.

Item 8 Looking Ahead

Mr. Sanders said by the end of September, the district will have six new schools open, 10 more contracts executed and seven more projects under construction. During the fall



months, he said he expects the following projects to be complete: Sterling, Delmar and the renovations at Waltrip. In addition, the Furr High School projects is currently trending ahead of schedule.

There being no further questions or discussion, the committee determined there was a need to meet in executive session, and the meeting was adjourned.

The information outlined above reflects the author's understanding of the key discussions and decisions reached during this meeting. Should you have any additions and/or clarifications to these meeting notes, please notify the author in writing promptly. These notes will be relied upon as the approved record of the meeting, unless a written notice to the contrary is sent to the author within seven (7) days of the submission of these meeting notes.

Prepared by Communications.