

## MINUTES

**MEETING DATE: June 12, 2013**

The CBOC met at 5:00 p.m., June 12, 2013, at the Brazosport Independent School District Administration Building, 301 W. Brazoswood Drive, Clute, Texas, with the following members present:

Donald Caldwell  
Edward Garcia  
Louis Guidry  
Terry McCollough  
John O'Connor

Gerald Roznovsky  
Vinay Singhanian  
June Strambler  
Johnathan Sublet  
Kirk Willson

The following members were absent:

Kay Aplin  
Jess Charpentier  
David Fritz

Carolyn Kirk  
Donald Lamont

The following staff and Board of Trustee members were present:

Monty Burger  
Danny Massey

Sandra McCoy-Jackson  
Daniel Schaefer

The following Board of Trustee members were absent:

John Craig  
Bill Frizzell  
Dr. Karin Holacka  
Mason Howard

Rebecca Kelley  
Jim Koch  
Christy Koury

The following individuals signed the register as visitors:

Lorrie Kloss

## AGENDA

### **Introduction and Welcome – Dan/Karin**

#### **Website Review/Comments/Recommendations**

Mr. Schaefer reviewed changes/improvements to the District website based on feedback from the last meeting along with reviewed updated data. No recommendations for improvement were made.

#### **Review and Approval of Minutes of March 27, 2013 Meeting**

Following a review of the minutes, a motion was made by Louis Guidry and seconded by Vinay Singhanian for approval of the minutes as presented. Motion passed unanimously.

#### **Review of Project Status**

Mr. Schaefer indicated that as of May 31, 2013, \$9,777,082 or 24.26% of the bond funds have been obligated for purchase. He further explained that some of these items are not complete but are ordered or the projects are in progress. Mr. Schaefer indicated that roughly \$4.2M of the purchases were made over the quarter with the majority of the purchases occurring in the area of instructional resources and technology. A complete list of purchases was reviewed in detail.

### **Review of Project Timelines**

Mr. Schaefer reviewed the project timelines posted to the District website. Per review of the listing there will be a great deal of activity going on around the District this summer. From top to bottom, roofs to flooring and items in between including whiteboards, projectors, computers, printers, networking infrastructure, HVAC, carpeting, security items (cameras, keyless entry, intercoms), freezer/coolers, etc.

21<sup>st</sup> Century Classrooms – Mr. Burger and Dr. Sandra McCoy Jackson again discussed the steps used to develop a standard 21<sup>st</sup> Century classroom along with discussing the grant program that will be used to ensure buy in from teachers for supplemental classroom technology. The last thing we want is to force technology on anyone, as experience has shown the technology would not be utilized. The grant program will require each teacher to submit a plan that will include a sustainability of the program.

### **Reallocation of Project Funds**

Mr. Schaefer reviewed the one allocation that was reviewed and approved by the committee via email to move \$55,530 from the "Intercom" line item to the "Keyless Entry" line item. The results of committee responses were provided and showed 10 members voted for and 1 against along with 4 that did not reply. The intent of both line items will be completed with this allocation.

Next Mr. Schaefer discussed the re-allocation thresholds previously established by the committee. Currently the threshold is as follows:

- Up to 20% variance per line items is reported to committee and board quarterly
- 20% or more requires committee and board approval prior to proceeding

As several bond line items exceed \$1M the level requiring pre-approval would be \$200K. The District wants to be as transparent as possible without hindering the timing of the projects and feels a specific dollar cap might add to the level of comfort for our community related to the spending.

On a motion by Vinay Singhania and seconded by Gerald Roznovsky, the committee approved variances of 15% not to exceed **\$25K** of the receiving line item to require quarterly reporting to the oversight committee and board. Anything above the threshold requires both committee and board approval prior to proceeding. Administration and the committee feel this will help ease any concern in the community regarding re-allocations.

As a reminder the variance thresholds above only applies to existing line items. If a re-allocation is for a new line item, the committee and board regardless of the amount are required to approve.

### **Question/Discussion/Suggestions of Items**

None

### **SCHEDULING AND UPCOMING MEETINGS**

Next meeting is September 18, 2013, from 5-6 pm at the Administration Building room D-7.

There being no further business, the meeting adjourned at 5:55 p.m.

