

Issues raised in Audit of EISD Facility Lease Agreements

Non-Athletic

- 9/4/01 Agreement shows Austin Youth Symphony, Priority 7-but wasn't required to have COI
- 11/7/01 Girl Scouts charged for building usage—no other packs charged.
- 4/11/02 An e-mail from Barbara Hall indicates that the group will be charged on the basis that they're willing to pay.
- 3/25/02 The Boy Scouts had been using our facilities without a rental agreement—therefore not paying for HVAC. Agreement submitted on 3/25/02, not approved until 6/05/02.
- 9/4/02 WHS Teen Teachers were charged for custodial for putting on a dance for 8th grade EISD students. (A/P office repeatedly informs M&O that they "Cannot charge students for use of school facility")
- 10/16/02 In a letter to Riverbend Church, Thomas Wolfe indicates that we had been giving them a discounted rate.
- 3/31/03 A consortium of various EE staff members were given a priority 4 in order to sell their own arts & crafts at the Shriner Parking lot. No COI was requested.

Volleyball (Athletes In Motion)

- 8/7/00 Agreement shows Priority 6, COI Required, no fees. (Future agreements, not approved)
- 8/7/00 Given a 1/2 price deal on building use fees.
- 8/21/01 Facilities being used without an approved lease agreement.
- 12/3/01 An e-mail from Laura Santos-Farry indicates Facilities being used without COI, and a general confusion about what to charge for since the facilities were being used without approval.
- 4/18/02 An e-mail from Cheryl Barrios indicates at that time AIM was still using facilities (since 11/01) without approved lease. Again, this caused confusion about who to charge for what.
- 4/19/02 An e-mail from Thomas Wolfe indicates still no COI, and that several people had tried to get one. The facilities were still being used.
- 6/18/02 A note on an invoice indicates EISD personnel were unaware of when their facilities were or were not being used.
- *This is obviously a violation of GKD (Local) according to "Ineligibility" subheading.*

Westlake Stars Basketball

- 2/5/02 Agreement shows priority 8, COI required, fees should be charged.
- 5/1/02 E-mail from Supt. Weaver shows he cut a deal for 1/2 price to this org. In a summary sheet, it's noted that Weaver and Peterson were known to play golf together and that Peterson threatened that he "would talk to Jeff" to get it straightened out.
- *From the file this looked like a terrible situation. Too many Chiefs. He was delinquent in payment of an already discounted rate. This is a file short and succinct enough, that it should be reviewed.*

Austin Basketball Officials

- 8/27/01 Agreement shows Priority 6, COI required, fees should be charged. Also, not approved until after meetings had begun.
- 8/30/02 Agreement shows Priority 8, COI required, no fees charged.
- 10/9/01 An e-mail from David Poole indicates “no billing for this group” A note attached indicates Thomas Wolfe (TW) would start charging them (See next bullet)
- 10/14/02 An e-mail from Cheryl Barrios indicates we still do not charge this group that provides services to all central TX UIL teams. She questioned the wisdom of not charging a group (\$1400) because they do business with private schools as well, and that EISD was being left to shoulder the expense.
- *It should be noted that in other ORR's its shown these officials already charge us for their services...we are also bearing the cost of allowing them free usage of facilities.*

TX. Invitational Basketball

- 4/23/02 Invoices indicate no charge for building usage.

Lacrosse

- 5/31/01 Agreement shows Priority 2, No COI required, no fees. Not approved until 1 month after event began.
- 9/14/01 Agreement shows Priority 6, COI required, no fees.
- 5/2/02 An e-mail from Cheryl Barrios shows that Lacrosse parents were painting our fields without authorization.
- 6/19/02 Invoice for “Lacrosse Banquette” has note “Okayed by B. Jocius” indicating “Not part of cirr. Lease was organized through M&O not Rick Dyer. They are NOT a UIL sport—there is no Lacrosse team at WHS.”
- 2/1/02 Agreement shows Priority 5, No COI required, no fees.
- 7/29/02 Agreement shows Priority 9, COI required, no fees. Not approved until 1 month after event began.
- 4/15/03 Agreement was unapproved

Western Hills Little League

- Unapproved

Chaps Legion Baseball

- 6/5/03 Agreement shows Priority 8, COI Required, fees charged. Not approved until 1 month after event began.
- 8/12/03 E-mail from Cheryl Barrios asks “how much do we charge?” Also indicates, the organization had not been invoiced a month after the event terminated.
- 8/15/03 E-mail from Cheryl Barrios shows we charged for clean-up one year, they paid custodian directly another, and don't know arrangements for this year. Also, this was the first time they had been charged. We were to charge them “per Athletic Dept.”—no one knew how much that was.
- 10/31/03 E-mail from Oscar Zepeda decides only to charge the cost of a stadium manager.

- *Once again, too many people in charge...no one knew who should be charged. The baseball coach stopped responding, so people didn't try to charge anyone This discussion went on for over 2 months. Why isn't ONE person in charge of ALL rental agreements?*

Pop Warner Football

- 5/14/01 Agreement shows Priority 6, COI required, no fees.
- 6/28/02 Agreement shows Priority 8, COI required, fees should be charged. Approval not dated.

Westlake Youth Soccer

- 5/30/01 Agreements shows Priority 6, COI required, fees should be charged--No invoices were found indicating follow through. (On front page of each [not fee page] agreement shows: for BCE \$58/hr should have been charged, VVE, no charge "N/C", CCE, no charge "N/C", FTE no charge "N/C", BPE no charge "N/C")
- 5/30/01 Agreement shows WRMS & WHS were unapproved.
- 5/23/02 Agreement shows Priority 6, COI required, fees should be charged.
- 7/16/02 Agreement shows Priority 6, COI required, fees should be charged.
- 5/1/02 (??) E-mail from Cheryl Barrios shows this group used CCE with an unapproved lease agreement. Asks for guidance on whether to charge. (*Invoices found, none indicate it was paid*)
- 5/1/02 *Point of Interest* E-mail from Thomas Wolfe shows the Facilities Committee was concerned that "the fields get too much use as it is."
- 3/28/02 Note from Thomas Wolfe shows that WYSA schedules all use of EISD fields, and that other groups wishing to use **EISD** fields should contact **WYSA**.
- 7/1/03 Agreement @ VVE shows Priority 8, COI required, fees should be charged, but then crossed out.
- 7/1/03 Agreement @ FTE shows Priority 8, COI required, fees should be charged, but then crossed out.
- 7/14/03 Agreements @ BCE, BPE, WRMS shows Priority 8, COI required, no fees.
- 7/14/03 Agreement @ CCE for 8/23 shows Priority 8, COI required, fees should be charged, but then crossed out on 7/29/02. On 11/10, TW decided to charge.
 - Same for 7/14/03 agreements (all approved 7/29/02) @ CCE for 8/3; 7/16/03 agreement @ CCE for 8/23, 7/17/03 agreement @ CCE for 8/17
 - *This is likely due to the e-mail from Laura Santos-Farry alerted Thomas Wolfe to this oversight. He replied on 11/10/03, the same day these leases got marked to be charged.*
- 8/7/03 Agreement @ CCE for 8/22 shows Priority 8, COI required, fees should be charged, not approved until 3 months (11/4/03) after event. A note from ?? asks if "we are going to charge for these?" Only then (11/18/03) was it decided to charge.

- 10/22/03 agreement @ CCE for 11/15 shows Priority 8, COI Required, fees charged. *Good job—got one right!*

Westlake Youth Basketball Assn.

- 9/10/01 WHS, BCE, BPE, CCE, EE, VVE, WRMS, HCMS agreements were never approved.
- 10/22/01 an e-mail from Thomas Wolfe shows that a woman associated with WYBA had been giving the keys to the HCMS gym to her kids. This woman also had lost keys to EE in prior years, but was still given keys to HCMS
- Undated (presumably around 11/01) An e-mail from Cheryl Barrios indicates NGC VP Hankins was “uncomfortable on how much access these keys & codes will allow.” Giving WYBA the keys to the NGC gym & alarm code would allow access to much of the rest of the school.
- 11/25/01 E-mail from Laura Santos-Farry shows that WYBA was issued 2-3 sets of keys to EE, CCE, VVE, FTE, BCE, BPE Gyms & WHS Field House gym, NGC gym & PE Gym. HCMS requested their gym doors be re-keyed, but WYBA would be issued the new keys.
- 12/4/01 Invoices issued for issuance of 37 keys plus deposit—no evidence of payment.
- 1/4/02 e-mail from Laura Santos Farry details problems with giving keys to WYBA: Master Burglar Alarm was called, the EISD on-duty officer had to go to BCE to investigate. Furthermore, the on-duty officer found that BCE was left unsecured when WYBA left. Thomas Dowdy indicates problems at other campuses with similar instances. EISD was never reimbursed for the time of the on-duty officer or the false alarm call at Master. Also, LSF states that the key fees were never paid.
- 1/30/02 e-mail from Cheryl Barrios indicates payment of key fees.
- Calendar for gymnasiums show WYBA using gyms between 2-5 nights per week at times.
- A rental schedule used to determine how to bill WYBA for 2001-02 shows they were only billed \$20/day. Furthermore, they were billed on “approximate days usage each month”, *no one checked to see “actual days usage each month.”* At HCMS, gym used virtually every night.
 - *Renting all our facilities at \$20/day brought \$14,640 in revenue. Using the NORMAL rental rate, for our CHEAPEST school (EE @ \$42) we would have produced \$30,744, or more than double what we actually made. If we charged exactly per our schedule (Business Operating Guidelines 1.02.00) we would have made: \$207,716 or 14.2 times the actual revenue. This does not account for custodial charges, which would bring the total revenue to \$222,356 (A 15.2-fold increase in revenue).*
- 9/27/02 agreements show Priority 9, COI required, fees should be charged
- 10/1/02 meeting notes show that \$31,500 was donated last year. No records in rental agreement account for this. *Where did this money go?*
- 4/24/03 an e-mail from Thomas Wolfe wanted to know if he could use all the revenue generated by WYBA lease agreements, plus a donation from

WYBA to refinish floors. (The lease agreements only produce enough revenue to pay the custodians)

- 4/29/03 An e-mail between Carolyn Ryder & Cheryl Barrios shows the problems with WYBA “They use our facilities and don’t like to monitor the parent[s] of their kids, who bring in food & drink despite signs we’ve posted. They also take keys we issue to them and have them cut for whomever they wish against our instructions.”
 - *Why are we giving priority 9 renters keys to our buildings at all!??*