

**Baltimore City Public School Construction Program
Executive Committee Meeting Minutes
Wednesday, December 4, 2013
3:00 pm**

PARTICIPANTS

Maryland Stadium Authority

Michael Frenz
David Raith
Cynthia Hahn
Lisa Johnson

Gary McGuigan
Eric Johnson
Joe Mayzck

City Schools

Tisha Edwards
Victor De La Paz
Dawanna Sterrette
Alison Perkins-Cohen
Larry Flynn

Keith Scroggins
Lynette Washington
Jennifer Bell-Ellwanger
Shawn Matlock

Baltimore City

Kym Nelson
Carolyn Blakeney

Tom Stosur

IAC

David Lever

Bill Levy

Additional Participants

Suzanne Brogan, State Treasurer's Office
Rachel Hise, Department of Legislative Services

APPROVALS

Executive Committee-Chairperson Appointment

Tisha Edwards called the meeting to order at 3:10 pm and asked for recommendations for a Chairperson for the Executive Committee. Ms. Edwards nominated Michael Frenz, Executive Director of MSA. David Lever seconded the motion, and the vote was unanimous. Mr. Frenz will serve a 1 year term as the Executive Committee Chairperson.

School Closure Forms

Cynthia Hahn discussed the school closure forms B1-B3 and C. After a discussion of the content of the forms, they were modified as follows: The form numbers were deleted on the forms. An address field was added to form B1. A payoff field was added as #4 on form B-1. Form C added the date of June 30 of each year for reporting to STO, IAC, MSA, Baltimore City and City Schools. IAC was added as a recipient of all forms. Revised forms are attached hereto.

All forms were approved with changes listed above.

INFORMATIONAL

Committee Membership

Member representatives were chosen for the Stat Committee, Coordinating Committee, Collaborative Group and are attached hereto.

Status Reports

Financial

David Raith gave a summary of the MSA financial budget attached hereto.

City Schools Report

Larry Flynn discussed that there are eight feasibility studies on track for submission by December 30, 2013. Four studies were placed on hold for various reasons until the December 17, 2013 school board meeting. Utilization Target rates are currently on the agenda for approval at the school board meeting. The Comprehensive Maintenance Plan is on schedule for submission by December 15, 2013 to the IAC.

MSA Report

Eric Johnson discussed the status of the Project Management Software Procurement and the contract, which is in negotiations and is anticipated to be negotiated by January. He also noted upcoming procurements, hiring of additional staff and the hiring of a Project Management Consultant. Please see MSA Update sheet attached hereto.

Tom Stosur inquired about procuring an art preservationist to coordinate and recommend actions for the existing art in schools associated with the 10 year plan. Eric Johnson stated that there will be a follow up discussion to address this concern.

IAC Report

David Lever discussed that the IAC received a request on October 15, 2013 for thirteen MSA funded projects and that request is under review. The IAC will be reviewing the feasibility studies upon submission in December and January.

Upcoming MOU Milestones

Gary McGuigan discussed the upcoming MOU milestones, see sheet attached hereto.

10 Year Plan Amendment Update

Tisha Edwards discussed details of the 10 year plan amendment. The school board will vote on the amendment on December 17, 2013. It was decided that a meeting needed to be scheduled with all parties to discuss Program vs. Building Closures and COMAR process. Ms. Edwards volunteered to schedule the meeting.

Next Executive Committee Meeting will be held March 5, 2014.

Sub-Committees

Coordinating Committee-Meets with all City Agencies

- Tom Stosur, Colin Tarbert (Baltimore City)
- Eric Johnson (MSA)
- Lynette Washington, Laura Kiesler, Larry Flynn (City Schools)

Collaborative Group

- Gary McGuigan, David Raith (MSA)
- Sharon Pinder, Karen Sitnick, Kym Nelson (Baltimore City)
- Jennifer Bell-Ellwanger, Keith Scroggins (City Schools)

Stat Committee

- Gary McGuigan, Eric Johnson (MSA)
- Chad Kenney, Kym Nelson (Baltimore City)
- David Lever, Bill Levy (IAC)
- Larry Flynn (City Schools)

Annual Report on Use of Closed or Transferred School Facilities

Fiscal Year Beginning: _____

Completion Date of this Report: _____

Entity Submitting Report (check one):

City Schools _____

City of Baltimore _____

Name and Number of School Facility	Date of Closure or Transfer	Uses Since Closure* or Transfer**	Charter School Use?		Short-Term or Periodic Rentals?		Long-Term Rentals?		Parking Lot or other?		Changes since Closure or Transfer?	
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

*City Schools to report on uses since closure of a school facility.

**City of Baltimore to report on uses since transfer of a closed school facility from City Schools.

For any response of "yes" on this Form, please supply details by way of separate page attachment.

Report prepared by: _____

Name

Title

*****INSTRUCTIONS FOR COMPLETION AND TRANSMITTAL*****

This Report is to be completed annually by City Schools (for closed schools) and the City of Baltimore (for transferred schools).

Copies to be provided by [date] of each year to: State Treasurer's Office, Interagency Committee on School Construction, Stadium Authority, City of Baltimore, and City Schools.

CLOSURE FORM: SCHOOL BOARD

**Detailed Analysis of Outstanding Debt on
Closed School Facilities in Funded 10-Year Plan**

Name and Number of School Facility: _____

Anticipated Closure Date: _____

Analysis of Outstanding School Board Debt:

1. Outstanding School Board debt as of Anticipated Closure Date? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

2. Outstanding School Board debt has federal tax implications? Yes _____ No _____

Explain: _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

3. Remediation necessary to address federal tax implications? Yes _____ No _____

Explain: _____

4. Pay-off amount as of Anticipated Closure Date: _____

Person completing this form:

Name: _____

Date: _____

Title: _____

*Above form to be completed by School Board and provided to
State Treasurer's Office, City of Baltimore, and Stadium Authority
within 45 days of notification pursuant to Section 10.A.4 of MOU.*

CLOSURE FORM: STATE TREASURER'S OFFICE

**Detailed Analysis of Outstanding State Debt on
Closed School Facilities in Funded 10-Year Plan**

Name and Number of School Facility: _____

Anticipated Closure Date: _____

Analysis of Outstanding State Debt:

1. Outstanding State debt as of Anticipated Closure Date? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

2. Outstanding State debt has federal tax implications? Yes _____ No _____

Explain: _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

3. Remediation necessary to address federal tax implications? Yes _____ No _____

Explain: _____

4. Pay-off amount as of Anticipated Closure Date: _____

Person completing this form:

Date:

Name: _____

Title: Director of Debt Management
for the State Treasurer's Office ("STO")

*Above form to be completed by State Treasurer's Office and provided to
School Board, City of Baltimore, and Stadium Authority
within 45 days of receipt of notification pursuant to Section 10.A.4 of MOU.*

CLOSURE FORM: CITY OF BALTIMORE

**Detailed Analysis of Outstanding City Debt on
Closed School Facilities in Funded 10-Year Plan**

Name and Number of School Facility: _____

Anticipated Closure Date: _____

Analysis of Outstanding City Debt:

1. Outstanding City debt as of Anticipated Closure Date? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

2. Outstanding City debt has federal tax implications? Yes _____ No _____

Explain: _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

3. Remediation necessary to address federal tax implications? Yes _____ No _____

Explain: _____

4. Pay-off amount as of anticipated closure date: _____

Person completing this form:

Name: _____

Title: _____

*Above form to be completed by City of Baltimore and provided to
School Board, State Treasurer's Office, and Stadium Authority
within 45 days of receipt of notification pursuant to Section 10.A.4 of MOU.*

FORM B-1

**Completion Checklist for Detailed Analysis of Outstanding State Debt on
Closed School Facilities in 10-Year Plan**

Name and Number of School Facility: _____

Anticipated Closure Date: _____

Analysis of Outstanding State Debt:

1. Outstanding State debt as of Anticipated Closure Date? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

2. Outstanding State debt has federal tax implications? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

3. Required remediation necessary to address federal tax implications? Yes _____ No _____

Explain: _____

Person completing this form:

Date:

Name: _____

Title: Director of Debt Management
for the State Treasurer's Office ("STO")

This Checklist to be Submitted to School Board with copy to the Authority.

FORM B-2

**Completion Checklist for Detailed Analysis of Outstanding City Debt on
Closed School Facilities in 10-Year Plan**

Name and Number of School Facility: _____

Anticipated Closure Date: _____

Analysis of Outstanding State Debt:

1. Outstanding City debt as of Anticipated Closure Date? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

2. Outstanding City debt has federal tax implications? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

3. Required remediation necessary to address federal tax implications? Yes _____ No _____

Explain: _____

Person completing this form:

Date:

Name: _____

Title: _____

This Checklist to be Submitted to School Board with copy to the Authority.

FORM B-3

**Completion Checklist for Detailed Analysis of Outstanding School Board Debt on
Closed School Facilities in 10-Year Plan**

Name and Number of School Facility: _____

Anticipated Closure Date: _____

Analysis of Outstanding School Board Debt:

1. Outstanding School Board debt as of Anticipated Closure Date? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

2. Outstanding School Board debt has federal tax implications? Yes _____ No _____

If answer to above question is "no," then stop here. If "yes," move on to next question.

3. Required remediation necessary to address federal tax implications? Yes _____ No _____

Explain: _____

Person completing this form:

Date:

Name: _____

Title: _____

This Checklist is for internal use by the School Board.

FORM C

Annual Report on Use of Closed or Transferred School Facilities

Fiscal Year Beginning: _____

Completion Date of this Report: _____

Entity Submitting Report (check one):

City Schools _____

City of Baltimore _____

Name and Number of School Facility	Date of Closure or Transfer*	Uses Since Closure or Transfer	Charter School Use?		Short-Term or Periodic Rentals?		Long-Term Rentals?		Parking Lot or other?		Changes since Closure or Transfer?	
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

*City Schools to report on uses since closure of a school facility;
 City of Baltimore to report on uses since transfer of a closed school facility from City Schools.

For any response of "yes" on this Form, please supply details by way of separate page attachment.

Report prepared by: _____
 Name

 Title

Report to be submitted to STO, IAC and City (for closed schools) or School Board (for transferred schools).
Courtesy copy to be submitted to the Authority.

Maryland Stadium Authority
Pgm 56 & 57 - Baltimore City Public Schools
Statement of Revenues and Expenses
3 Periods Ended 9/30/2013

(Unaudited)

	CURRENT MONTH	BUDGET MONTH	CURRENT YTD	BUDGET YTD	ANNUAL BUDGET
REVENUES:					
Total Revenues	\$3,333,333	\$3,333,333	\$3,333,333	\$3,333,333	\$18,000,000
EXPENSES:					
Subtotal-Salaries, Wages & Fringe Benefits (\$14,682	\$35,251	\$75,409	\$123,379	\$1,770,709
Subtotal-Technical and Special Fees (Object	\$0	\$0	\$0	\$0	\$0
Subtotal-Communications (Object .03)	\$0	\$1,833	\$71	\$5,500	\$22,000
Subtotal-Travel (Object .04)	\$0	\$2,253	\$221	\$6,760	\$27,040
Subtotal-Contractual Services (Object .08)	\$720	\$500	\$720	\$1,500	\$3,024,000
Subtotal-Supplies and Materials (Object .09)	\$0	\$1,000	\$0	\$3,000	\$12,000
Subtotal-Equipment Additional (Object .11)	\$0	\$0	\$0	\$0	\$402,500
Subtotal-Fixed Charges (Object .13)	\$0	\$0	\$0	\$0	\$164,000
Subtotal-Land and Structures (Object .14)	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$15,402	\$40,838	\$76,421	\$140,139	\$5,422,249

G/L Transactions Listing - In Functional Currency (GLPTLS1A)

Include Accounts With No Activity [No]
 Include Trans. Optional Fields [Yes]
 Include Balances and Net Changes [No]
 Include Posting Seq. and Batch-Entry [No]
 From Period [01] To [03]
 For Year [2014]
 Sort By [Account No.]
 Sort Transactions By Transaction Date [No]
 From Account No. [] To [ZZ]
 From Account Group [] To [ZZZZZZZZZZZZ]
 From Account [400000] To [ZZZZZZ]
 From Department [56] To [57]
 Last Year Closed 2013
 Last Posting Sequence 3292
 Use Rolled Up Amounts [No]

Account Number/

Prd.	Source	Date	Description	Reference	Debits	Credits
451443-56			Baltimore City - Retirees Health Insurance	Opening Balance:		0.00
03	GL-JE	9/30/2013	Baltimore City	September 2013		3,333,333.33
				Totals: Baltimore City - Retirees Health Insurance	0.00	3,333,333.33
				Ending Balance:		3,333,333.33
601010-57			Regular Earnings	Opening Balance:	0.00	
01	GL-JE	8/31/2013	MSA Salaires	July 2013	20,652.69	
02	GL-JE	8/31/2013	MSA Payroll	August 2013	23,666.98	
03	GL-JE	9/30/2013	Payroll	September 2013	19,231.73	
03	GL-JE	9/30/2013	Payroll Coorection July/Aug 2013	September 2013		8,439.79
				Totals: Regular Earnings	63,551.40	8,439.79
				Ending Balance:	55,111.61	
601510-57			Social Security Contributions	Opening Balance:	0.00	
01	GL-JE	8/31/2013	MSA Salaires	July 2013	923.60	
02	GL-JE	8/31/2013	MSA Payroll	August 2013	1,077.38	
03	GL-JE	9/30/2013	Payroll	September 2013	748.76	
03	GL-JE	9/30/2013	Payroll Coorection July/Aug 2013	September 2013		549.19
				Totals: Social Security Contributions	2,749.74	549.19
				Ending Balance:	2,200.55	
601520-57			Health Insurance	Opening Balance:	0.00	
01	GL-JE	8/31/2013	MSA Salaires	July 2013	2,133.90	
02	GL-JE	8/31/2013	MSA Payroll	August 2013	2,426.80	
03	GL-JE	9/30/2013	Payroll	September 2013	1,933.30	
03	GL-JE	9/30/2013	Payroll Coorection July/Aug 2013	September 2013		815.10
				Totals: Health Insurance	6,494.00	815.10
				Ending Balance:	5,678.90	
601540-57			Health Insurance For Retirees	Opening Balance:	0.00	
01	GL-JE	8/31/2013	MSA Salaires	July 2013	1,173.65	
02	GL-JE	8/31/2013	MSA Payroll	August 2013	1,334.74	
03	GL-JE	9/30/2013	Payroll	September 2013	1,063.32	
03	GL-JE	9/30/2013	Payroll Coorection July/Aug 2013	September 2013		448.10

G/L Transactions Listing - In Functional Currency (GLPTLS1A)

Account Number/ Prd.	Source	Date	Description	Reference	Debits	Credits
Totals: Health Insurance For Reti					3,571.71	448.10
Ending Balance:					3,123.61	
601620-57 Employees' Pension System					Opening Balance:	0.00
01	GL-JE	8/31/2013	MSA Salaires	July 2013	3,363.21	
02	GL-JE	8/31/2013	MSA Payroll	August 2013	3,854.08	
03	GL-JE	9/30/2013	Payroll	September 2013	3,131.82	
03	GL-JE	9/30/2013	Payroll Coorection July/Aug 2013	September 2013		1,206.57
Totals: Employees' Pension Syst					10,349.11	1,206.57
Ending Balance:					9,142.54	
601740-57 Unemployment Compensation					Opening Balance:	0.00
01	GL-JE	8/31/2013	MSA Salaires	July 2013	55.96	
02	GL-JE	8/31/2013	MSA Payroll	August 2013	64.15	
03	GL-JE	9/30/2013	Payroll	September 2013	52.10	
03	GL-JE	9/30/2013	Payroll Coorection July/Aug 2013	September 2013		20.14
Totals: Unemployment Compensa					172.21	20.14
Ending Balance:					152.07	
630200-57 Telephone					Opening Balance:	0.00
02	GL-JE	8/31/2013	Verizon	August 2013	70.99	
Totals: Telephone					70.99	0.00
Ending Balance:					70.99	
640100-57 In State/Routine Operations					Opening Balance:	0.00
02	GL-JE	8/31/2013	Gary McGuigan	August 2013	44.83	
02	GL-JE	8/31/2013	Gary McGuigan	August 2013	2.26	
02	GL-JE	8/31/2013	Gary McGuigan	August 2013	106.32	
02	GL-JE	8/31/2013	Gary McGuigan	August 2013	67.26	
Totals: In State/Routine Operatio					220.67	0.00
Ending Balance:					220.67	
680100-57 Advertising					Opening Balance:	0.00
03	AP-IN	9/25/2013	The Bank of America - Credit Card	JOBTARGET LLC	250.00	
03	AP-IN	9/25/2013	The Bank of America - Credit Card	BALTIMORE SUN MEDIAGROUP	275.00	
03	AP-IN	9/25/2013	The Bank of America - Credit Card	LINKEDIN	195.00	
Totals: Advertising					720.00	0.00
Ending Balance:					720.00	
Report Totals:					87,899.83	3,344,812.22

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
December 4, 2013

Maryland Stadium Authority Update

Current Status:

- Project Management Software System
 - Proliance System selected and recommended for award by selection committee (City Schools/MSA). Procurement approved by MSA Board November 5, 2013. Currently in contract negotiations.
 - Anticipate January 2014 implementation to begin, six month process for planning, configuration, training, and integration
- Program Management Consultants
 - Currently in technical submission review. Selection committee (City Schools/MSA) anticipate recommendation for approval mid-January, coincide with launch of Project Management Software
- Staffing
 - Sr. Project Manager hired (Joe Mayzck) dedicated to schools construction program. Currently in process for adding 2 more project management positions, anticipate January 2014 start.

Next Steps/Procurements:

- Architect/Engineer Procurements
 - Begin RFP process December 2013
- Sustainability Consultant Procurement
 - Begin RFP process December 2013
- Construction Managers Procurement (pre-construction)
 - Begin RFP process February 2014
- Commissioning Agents Procurement
 - Begin RFP process February 2014

Projected Schedule:

- Winter 2013-2014
 - A/E & Sustainability Consultant Procurements, Project Management Software Launch, Program Manager selection and notice to proceed
- Spring 2014
 - Plan Year 2 Feasibility Studies begin, procurements for planning/design of Plan Year 1 schools
- Summer 2014
 - Plan Year 1 schools planning/design begins, Feasibility Studies for Plan Year 2 schools completed
- Fall 2014
 - Procurements for planning/design of Plan Year 2 schools

MOU Action items- December 13 - March 14		
Date of Action	Type of Action	Party (ies) Involved
By December 15, 2013	Submit CMP for IAC Approval, with comment by the Authority.	Written Plan Approved By School Board
By December 31, 2013	Set a final and intermediate Utilization Rate target collaborated with and approved by the IAC.	School Board
Annually: Mid-December	Review any proposed 10-Year Plan amendments, and reject, modify, or approve them as final amendments.	School Board
Preliminary Phases of Feasibility Study	Present the proposed final version of the Feasibility Study to the Coordinating Committee for final review & comments.	City Schools, The Authority & Consultants
Prior to Enhanced Approval Package	Approve package	All Parties

DRAFT - CONFIDENTIAL - OVERVIEW FOR MOU PARTNER DISCUSSION ONLY - 10/23/13
SUMMARY OF PROPOSED 10-YEAR PLAN RECOMMENDATIONS

Proposed 10-year Plan Amendments					Close 2014	Announce in 2013, Close in out year	Remains open
School	Building	Recommendation	Category	Enrollment as of 9/30/13	Implementation Date	Requires 10-year plan amendment	Requires COMAR process this year
Friendship Academy of Science and Technology	Canton Building	3 year renewal, move program to new building, Canton building renovated in year 1	Renewal	680	June 2015	Yes - Move Canton building to Year 1	No
Grove Park ES/MS	Grove Park	Close School; Vacate Building	Building	319	June 2017 - after completion of Arlington and Rodwell	Yes - Vacate building	No
Baltimore Community HS	Southeast building - already slated to be vacated in 10-year plan	Close School	Program	421	June 2014	No	Yes
Excel Academy @ Francis M Wood	Harbor City Building	Remain open	Program	292	Immediate	Yes - Renovate in Year 10	No

Augusta Fells Savage HS	Harlem Park Building	Close School, vacate building	Building	386	June 2017	Yes - Vivien T. Thomas moves to Year 1	No
Baltimore Talent Development High School	Harlem Park Building	Non-renewal, close school	Renewal	394	June 2014	Yes - Vacate building	Yes
Viven T. Thomas HS	Francis M. Wood Building	Remain open	Program	456	June 2017	Yes - Renovate in Year 1	
Bluford Drew Jemison STEM Academy West	Walbrook Building	Non-renewal, close, vacate building	Renewal	599	June 2014	Yes - Vacate building	Yes
Civitas MS/HS	Walbrook Building	Close School, Vacate Building	Program	344	June 2014	Yes - Vacate building	yes
One Cherry Hill School (TBD)		Close School	Building	1231 (for 3 schools)	June 2017 - after completion of other two Cherry Hill schools	Yes - Vacate building	No