

**Baltimore City Public School Construction Program Executive  
Committee Meeting Minutes  
Open Session**

**Wednesday, September 6, 2023 2:00 p.m.**

**Chair: Alex, Donahue, Interagency Commission on School Construction**

**MEETING MINUTES**

**ATTENDEES**

Alex Donahue, IAC	Larry Flynn, MSA	Nichole Stewart, Baltimore City
Melissa Wilfong, IAC	Marissa Berk-Smith, City Schools	Jillian Storms, MSDE
LaQuay Fleming, IAC	Cynthia Smith, City Schools	Chad Hayes, DOP
Fallon Armstrong, MSA	Chris Ryer, Baltimore City	Eli Pousson, DOP
Kym Douglas, MSA	Jaffa Weiss, Baltimore City	

**Virtual meeting called to order by Alex Donahue at 2:03 p.m.**

**APPROVALS / NOTICES**

1. Approval of June 7, 2023 meeting minutes.
  - Motion was made to approve by Larry Flynn.
  - Motion seconded by Cynthia Smith.
  - Motion carried unanimously.

**REPORTS**

**IAC Report: Melissa Wilfong**

- *See Report to the Executive Committee.*
- Staff continues to carry out the responsibilities set forth in the Memorandum of Understanding for the Construction and Revitalization of Baltimore City Public Schools.
- **IAC Processes:**
- IAC staff continues to collaborate with the Partners on design of the Year 3 renovation / addition project.

**Coordinating Committee: Jaffa Weiss and Eli Pousson, Baltimore City**

- *See Report to the Executive Committee.*
- &&& 'BCD-F9'5fYUGjXkU\_ FYdUfgongoing coordination work with DOT.
- John Ruhrah EMS INSPIRE plan.
- Briefing for Govans ES INSPIRE plan.
- REACH! Partnership + Harford Heights Building INSPIRE Plan.
- Commodore John Rogers INSPIRE EMS.
- REACH! Partnership School at Lake Clifton Building: Water Infiltration.
- Montebello ES Water Infiltration.

**STAT Committee: Kym Douglas, MSA**

- *See Report to the Executive Committee.*
- No changes in contract updates and totals for MBE participation.
- No changes in quarterly change order reports by project and vendor with returned contingencies.
- Workforce development totals for completed schools to date.

**Collaborative Group: Deral Falls, OED**

- *See Report to the Executive Committee.*

**Financial Report: Larry Flynn, MSA**

- *See Report to the Executive Committee.*
- Revenue and expense breakdown for the quarter ending March 31, 2023.

**MSA Report: Larry Flynn, MSA**

- *See Report to the Executive Committee.*
- Cross Country E/M School - Ribbon cutting is scheduled for December 13, 2023 at 2 p.m.
- Year 1 schools:
  - All of the eleven Year 1 buildings, currently housing twelve schools and fully occupied.
- **Year 2 Schools**
  - Fifteen of the seventeen Year 2 buildings, housing seventeen schools, are open and occupied.
  - Cross Country E/M School – Cross Country construction is nearing completion.
  - Commodore John Rodgers E/M School –The Design Development submission is nearing completion.
- **Year 3 School**
  - Frederick Douglass HS/Joseph C. Briscoe Academy – The Schematic Design submission was submitted on July 18, 2023, and has been reviewed by MSA and City Schools.
- **Current Procurements:**
  - RFP Commodore John Rodgers CM Preconstruction Services.
  - RFP – Frederick Douglass HS/Joseph C. Briscoe Academy Building Commissioning Services.
- **Upcoming/Anticipated Procurements:**
  - RFP – Commodore John Rodgers Testing and Inspection.
  - RFP – Frederick Douglass HS/Joseph C, Briscoe Academy Testing and Inspection.

## **21<sup>st</sup> Century/City Schools Report: Cynthia Smith, 21<sup>st</sup> Century/City Schools**

- See *Report to the Executive Committee*.
- **Staffing Update:**
  - Merging of the two Directors of Design into one position, and the creation of an additional Senior Program Coordinator and a Senior Project Manager to lead all interior design projects.
  - The City Schools 21st Century Office currently has two vacancies:
    - Manager - Engineering & Operations
    - Associate Engagement Assistant
- **Furniture, Fixtures & Equipment (FF&E)**
  - Design, in collaboration with City Schools administration, welcomed summer interns who play a pivotal role in the BCPSS Summer Internship Program.
- **Technology**
  - The 21st Century Schools Technology Team continued the design, procurement, and plan installation of technology packages for the three projects under construction including Cross Country Elementary/Middle School, Commodore John Rogers Elementary/Middle School and Frederick Douglas High School.
- **Swing Locations & Logistics**
  - Currently, there are two schools in swing locations.
- **Community Engagement**
  - The Engagement team continues to work with schools, communities, elected officials, and others to provide (hybrid) project updates and solicit input from school communities.

## **DISCUSSIONS/ OPEN FORUM**

- N/A

## **MOTION TO ADJOURN:**

- Motion to adjourn announced at 2:18 p.m.
- Motion was made by Alex Donahue and seconded by Kym Douglass and Cynthia Smith.
- Motion carried unanimously.

Next meeting scheduled for March 2024, chaired by City Schools.