

**Baltimore City Public School Construction Program
Executive Committee Meeting Minutes
Wednesday, June 4, 2014
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
Laura Kiesler
Alison Perkins-Cohen
Larry Flynn
Jennifer Dull

Keith Scroggins
Lynette Washington
Jennifer Bell-Ellwanger
Shawn Matlock

Baltimore City

Vu Dang
Dawn Kirstaetter

Tom Stosur
Mary Sloat

IAC

David Lever

Bill Levy

APPROVALS

Michael Frenz called the meeting to order at 3:00 pm and asked for a motion to approve the open and closed minutes from the March 5, 2014 and March 24, 2014 meetings, respectively.

Motion: Ms. Edwards
Second: Dr. Lever

The vote was unanimous with no discussion.

Mr. Frenz asked for a motion to approve The Enhanced Approval Packages for Frederick Elementary School, \$30,856,000 and Fort Worthington Elementary/Middle School, \$42,187,379.

Motion: Dr. Lever
Second: Ms. Edwards

There was a brief discussion on what constitutes an Enhanced Approval Package which is defined in the MOU.

INFORMATIONAL

Committee Reports

Coordinating Committee (Tom Stosur) (Attachment)

Mr. Stosur started by stating the committee has had one meeting since the last Executive Meeting that was on April 23, 2014. All Coordinating Committee meetings are subject to the Open Meetings Act and will be open to the public.

Collaborative Group (Mary Sloat) (Attachments)

Ms. Sloat stated there have been three meetings since the last Executive Committee meeting.

Status Reports

Financial

David Raith gave a summary of the MSA financial budget attached hereto. He also noted that that we were still under budget which is due to the programmatic timeline moving slower than scheduled.

City Schools Report

Larry Flynn gave an update on Baltimore City Schools attached hereto.

MSA Report

Please see MSA Update sheet attached hereto submitted by Eric Johnson.

IAC Report

David Lever discussed the Enhanced Approval Package for two schools, Frederick and Fort Worthington were approved by the IAC with comments and provided an update which is attached hereto.

Upcoming MOU Milestones

Gary McGuigan discussed the MOU Milestones dates from June-September attached here to

Next Executive Committee Meeting will be held September 3, 2014.

The meeting adjourned at 4:00 pm.

Motion:	Dr. Lever
Second:	Ms. Edwards

Baltimore City Public School Construction Program
Executive Committee Meeting Agenda
Wednesday, June 4, 2014
3:00 pm

OPEN SESSION

Approvals

- Minutes, March 5, 2014
- Enhanced Approval Packages
 - Frederick Elementary School
 - Fort Worthington Elementary/Middle School

Informational

- Committee Reports
 - Coordinating Committee (Tom Stosur)
 - Collaborative Group (City Representative)

- Status Reports
 - Financial (David Raith)
 - City Schools Report (Larry Flynn)
 - MSA Report (Eric Johnson)
 - IAC Report (David Lever)
 - Upcoming MOU Milestones (Gary McGuigan)

City-BCPS Coordinating Committee Meeting on School Construction

Summary - June 4, 2014

- April 23, 2014 Coordinating Committee meeting was the first under open meetings act
- Attendees – Schools, MSA, Planning, Mayor's Office, Rec and Parks, BOPA State School construction
- Year 1 Feasibility almost complete, waiting for Lake Clifton and Cherry hill schools
- Year 2 – will begin when new pool of architects is completed
- BCPS has RFP out for evaluation proposals
- Transfer of vacated property to City is moving along for two already surplused properties, Paquin and CORPS
- Architect teams selections almost complete, proposals then get submitted based on large/small, rehab, new.
- Architects get approved after the EAP for each school approved, August BPW at the soonest, 30% completion late 2014
- Sustainability Consultant and Program Manager selection underway by MSA
- City updated on INSPIRE Program--Investing in Neighborhoods and Schools to Promote Improvement, Revitalization and Excellence
- MSA paying for public art study/ assessment at all Year 1 schools
- Abell Foundation- The schools mutually agreed upon as possible are Calvin Rodwell and Calverton, they are both prominent locations and likely new construction. Executive Committee decided to confer with the new Schools CEO before taking further action on the design competition proposal.
- Coordinated Website was agreed to and progress has since begun on that, with MSA consultant taking the lead.
- MSA has submitted flow chart of process leading to EAP.

Next Scheduled Coordinating Committee Meeting

July 16, 2014 at 9:00 a.m.

School Collaborative – Workforce Opportunity Subgroup Meeting

March 31, 2014

9:30 – 10:30

Meeting Minutes

In Attendance:	Tim Butera, LiUNA	Kate McShane, Jumpstart
	Ernest Dorsey, MOED	Jason Perkins-Cohen, JOTF
	Al Fitzsimmons, DLLR	David Raith, MD Stadium Authority
	Mark Foster, Second Chance	Karen Sitnick, MOED Chair
	Glynnis Gladden, CFUF	Mary Sloat, MOED
	Moses Hammett, CFUF	Julie Squires, DLLR
	Jermaine Jones, LiUNA	Michael Thomas, BCPS
	Roger Lash, DLLR	

Welcome

Karen Sitnick welcomed everyone to the meeting and requested the group review the roster and share any changes. It was noted that ABC Contracting numbers were not accurate and a new roster is attached.

Subgroup Primary Tasks

The Workforce Opportunities Subgroup's Primary Tasks were reviewed. It was agreed that the City School Workforce Opportunities Subgroup's and the City School Student Learning to Work Subgroup's work is aligned and therefore, should be collapsed into one subgroup.

Subgroup Engagement of Community/Neighborhood Organizations

Many committee members are receiving calls from community organizations seeking membership to the workforce subgroup. The subgroup discussed the need for a communication mechanism to keep all communities up-to-date and it was clarified that this is the task of the School Collaborative Executive Committee. David Raith stated that the Executive Committee meetings are open to the public and the meetings are posted on the Maryland Stadium Authority website and the Baltimore City School construction site. After further discussion, it was agreed that there should be an opportunity for a community forum for comment on the comprehensive local hiring plan before it is finalized.

Review of a Draft Local Hiring Plan

Karen introduced a draft local Hiring Plan for discussion. Several suggestions were made to change the document, and key phases. The process was also clarified and it was stated that the bid process is "best value" verses "low bid" and that local hiring is not a compliance issue. All

contracts will go to the Board of Public Works for approval and the Maryland Stadium Authority will submit the agenda two weeks prior to the meeting. Construction awards are generally expected to be a two-step process. The group was asked to send comments and recommended changes to Mary Sloat at msloat@oedworks.com by April 14, 2014.

Maryland Apprenticeship and Training Presentation

Roger Lash provided an overview of the Maryland Apprenticeship and Training program. Highlights of the presentation and the power point will be sent under separate cover.

Next Steps

A doodle poll will be sent out soon to identify the April meeting date. A revised Local Hiring Plan will be sent out prior to the next meeting and members should come prepared with suggested dates for the local hiring plan community input meeting.

**School Collaborative
Workforce Opportunities Subgroup**

Primary Tasks

The Workforce Opportunities Subgroup of the School Construction Collaborative is comprised of representatives from the local and state public workforce system, labor and non-union construction trades organizations, apprenticeship, non-profit workforce training organizations, the public school system and community.

The subgroup's primary tasks are:

- 1) Identify all employment, training and work-based learning opportunities that will be generated by the School Construction Project;
- 2) Work collaboratively to create a comprehensive local hiring plan which will include strategies for both internal and external communication about the employment opportunities and a streamlined process for connecting qualified city residents to these jobs
- 3) Explore ways to increase awareness of, exposure to and training for jobs and careers in the construction and related industries.

**School Construction Collaborative
Workforce Opportunities Subgroup Meeting**

April 29, 2014

1:30 –2:30 p.m.

Meeting Minutes

In Attendance:	Steve Bountress, Living Classrooms	Jason Perkins-Cohen, JOTF
	Al Fitzsimons, DLLR	Gary McGuigan, MD Stadium Authority
	Mark Foster, Second Chance	Karen Sitnick, MOED Chair
	Glynnis Gladden, CFUF	Mary Sloat, MOED
	Roger Lash, DLLR	Julie Squire, DLLR
		Kym Nelson, Mayor's Office

Welcome

Karen Sitnick welcomed everyone to the meeting and requested the group to introduce themselves.

Approval of March 31, 2014 Minutes

It was noted that the minutes from the March 31, 2014 meeting would be amended to correct the spelling of last names; changes were made and a new revised March 31, 2014 meeting minutes is attached. Karen requested that Roger Lash send a copy of his PowerPoint to attach to the minutes. Minutes were approved and seconded.

Student Learning to Work Discussion

Michael Thomas was able to join the meeting today. This item will appear on the agenda for each meeting to ensure that access to apprenticeship, internships, work-based learning and employment for students are discussed.

Draft Local Hiring Plan

- **Review, Refine, Finalize Workgroups Draft:** All were asked to review the new draft Local Hiring Plan. It was noted that changes recommended by Michael Thomas have been incorporated into the new draft. It was also noted that Tim Butera's recommendations for specific goals were sent to Gary McGuigan and Gary has crafted a new section IV. Gary circulated the basis for the new section (see attached *Governor's Office of Minority Affairs Guidelines for Liquidated Damages Provision for Contracts Containing Minority Business Enterprise Participation Goals*.) The group reviewed, and discussed the new section. Gary clarified that all requests for bids will require bidders to submit specific hiring goals, that there will be technical points for the workforce plan

and MSA will impose penalties should the awardee not demonstrate a good faith effort to meet the goals set in the proposal.

- **Plan for Community Review and Input:** The subgroup discussed several mechanisms for vetting the Draft Local Hiring Plan.
 - Kym Nelson shared a chart, *Community Engagement in the School Design Process*, noting that the continuum at the bottom of the chart (orange) may be one approach for reaching the communities that are affected by the new and renovated school process.
 - A second community audience was identified; those needing jobs but are not subject to the community review and input process.
 - It was noted that the draft local hiring plan was not a community-based document. The community will want information on the type of jobs, the process for applying for those jobs and how we will communicate this information.
 - It was noted that a communication plan is needed; a website is needed.

Program Management Award Contract

Gary advised the group that a Program Management consultant has been identified and the award will be announced next Tuesday, May 6, 2014. There will be two consultants assigned to work on the community piece and they can be tasked to identify a plan.

Action Items

1. Kym Nelson will share a breakdown of the Year 1 and Year 2 projections and maps.
2. Once the Program Award is made on Tuesday, May 6, 2014, a meeting will be scheduled within the next two weeks to debrief the Program Management Consultant on the task(s) of the workgroup subcommittee.
3. Request the Program Management Consultant recommend a plan for community engagement and vetting of the local hiring plan and for developing communication protocols to include a website and hosting community meeting(s).

Next Steps

A doodle poll will be sent out soon to identify the May meeting date.

Attachments:

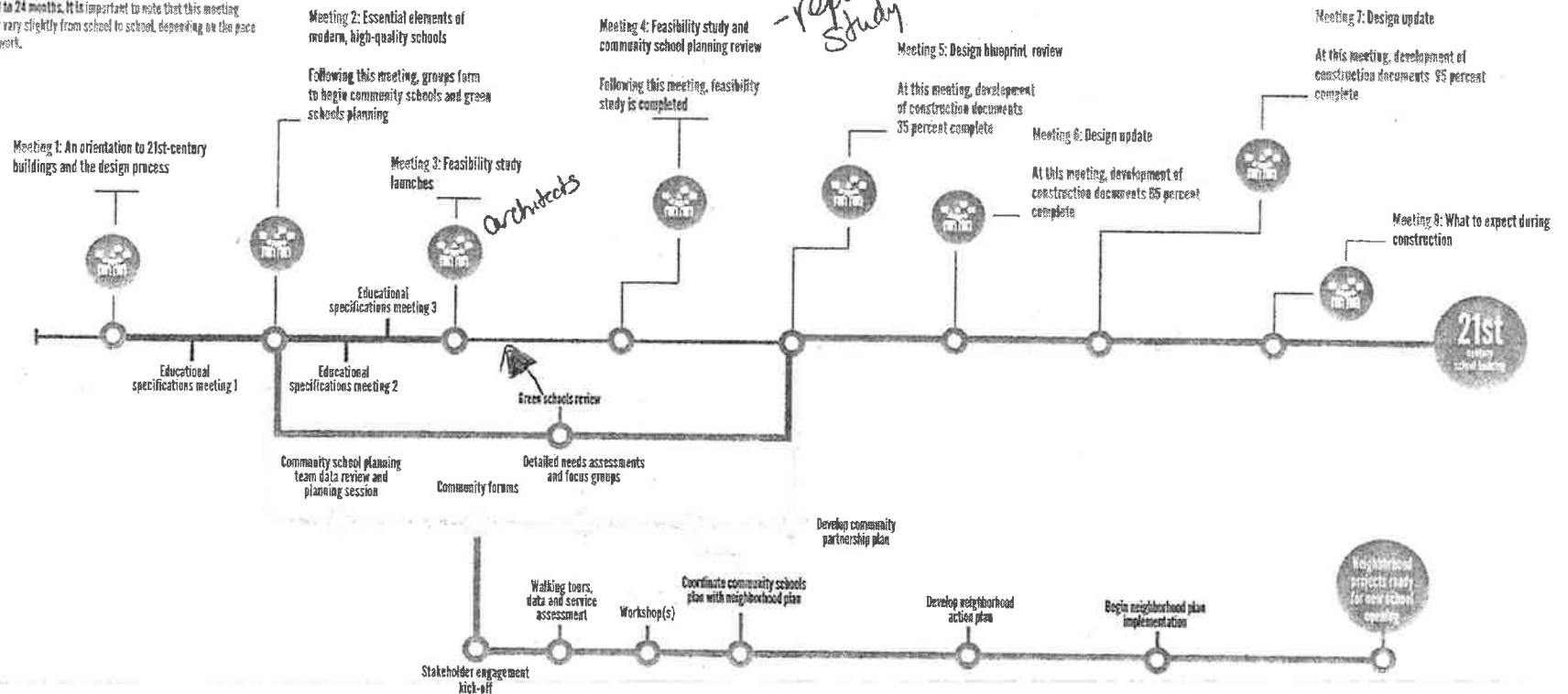
- 1. Revised March 31, 2014 minutes**
- 2. Roger Lash Power Point from March 31, 2014 meeting**
- 3. Governor's Office of Minority Affairs Guidelines for Liquidated Damages Provision for Contracts Containing Minority Enterprise Participation Goals**
- 4. Community Engagement in the School Design Process Year 2 and Beyond**

COMMUNITY ENGAGEMENT IN THE SCHOOL DESIGN PROCESS YEAR 2 AND BEYOND

21st-CENTURY BUILDINGS FOR OUR KIDS:

The essential role of school communities in the design process

Each school community is unique. Creating modern, high-quality learning environments that meet the needs of individual school communities and support their vision for student success is a collaborative process. The process for designing these buildings in Baltimore City Public Schools is marked by multiple opportunities for school communities to provide input. Each community has the opportunity and responsibility to help shape the design of their school building, the community services it may provide and the way it can help promote overall neighborhood improvements. The diagram below identifies these opportunities, which inform the overall design process. The meetings take place throughout the design process, which lasts 18 to 24 months. It is important to note that this meeting sequence may vary slightly from school to school, depending on the pace of the design work.



**Governor's Office of Minority Affairs
Guidelines for
Liquidated Damages Provision for Contracts Containing
Minority Business Enterprise Participation Goals**

Chapter 154, Laws of Maryland 2012 required the Board of Public Works (BPW) to promulgate a regulation that included a requirement that all contracts containing minority business enterprise participation goals contain a liquidated damages provision that applies in the event that the contractor fails to comply in good faith with the provisions of the Subtitle 11 of Title 21 or the pertinent terms of the applicable contract. See § 14-303(b) (5), State Finance and Procurement Article, Maryland Annotated Code (SFP).

The regulation promulgated by the BPW, effective May 13, 2013, states that: "All contracts containing certified MBE participation goals shall contain a liquidated damages provision that applies if the contractor fails to comply in good faith with the provisions of State MBE laws or the pertinent terms of the procurement contract." Code of Maryland Regulations (COMAR) 21.11.03.10(E).

To assist agencies in drafting the required liquidated damages provision, the Governor's Office of Minority Affairs (GOMA), as part of its mission "to promote and coordinate training regarding the requirements of the [MBE] program,"¹ and "to promote, coordinate, and participate in the plans, programs, and operations of the State government that promote or otherwise affect the establishment, preservation, and strengthening of [MBEs],"² is providing a provision that may be used by agencies in fulfilling the requirements of SFP § 14-303(b)(5) and COMAR 21.11.03.10(E).

Procurement Officers should consult with their agency's legal counsel in crafting the clause for a particular contract subject to these requirements.

Recommended Form: Liquidated Damages Provision

"Liquidated Damages. This contract requires the contractor to make good faith efforts to comply with the Minority Business Enterprise ("MBE") Program and contract provisions. The State and the Contractor acknowledge and agree that the State will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the

¹§ 9-305(b) (2), State Government Article, Maryland Annotated Code.

²§9-305(b) (3), State Government Article, Maryland Annotated Code.

MBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the State might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision.

Therefore, upon a determination by the State that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or contract provisions, the Contractor agrees to pay liquidated damages to the State at the rates set forth below. The Contractor expressly agrees that the State may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

- a. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$_____ per day until the monthly report is submitted as required.
- b. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$_____ per MBE subcontractor.
- c. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.
- d. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.
- e. [DO NOT INCLUDE IN CONTRACTS THAT ARE SUBJECT TO SECTION 15-226 OF THE STATE FINANCE AND PROCUREMENT ARTICLE – CONSTRUCTION CONTRACTS – PROMPT PAYMENT OF SUBCONTRACTORS]. Failure to promptly pay all undisputed amounts to an MBE subcontractor in full compliance with the prompt payment provisions of this contract: \$_____ per day until the undisputed amount due to the MBE subcontractor is paid.

Notwithstanding the use of liquidated damages, the State reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.”

Recommended Dollar Values to be Inserted in the Liquidated Damages Provision:

The suggested agency process for determining the dollar amounts to be inserted in Sections a, b and e of the liquidated damages provision is as follows:

Step 1: Work Hours. The following are the estimated number of work hours expended in a week to identify a violation and complete the necessary steps to bring the contractor into compliance, including, without limitation, personnel hours to review contract files and reports, phone discussions, internal discussions regarding the breach or violation, and preparation of written internal and external documents and correspondence (including emails) regarding the breach or violation:

Section a (failure to submit one of the monthly payment reports) = 4 hours

Section b (failure to include subcontractor payment report provision per MBE contractor) = 2 hours

Section e (failure to pay an undisputed subcontractor payment) = 15 hours

Step 2: Work Allocation. Allocate the estimated number of weekly work hours determined in accordance with Step 1 among the employees who are involved in identifying and completing the necessary steps to bring a contractor into compliance. For example, using the estimate of 4 weekly work hours for Section a of the liquidated damages provision, an agency could allocate 3.5 weekly work hours for the work performed by the MBE Liaison and .5 weekly work hours for the work performed by the Procurement Officer.

Step 3: Pay Rate. Determine the fully loaded hourly pay rate for each of the employees who were identified in Step 2. The fully loaded pay rate shall include the base salary and any State-paid benefits. For example, for the MBE Liaison, the agency will determine the salary for the applicable position, add the dollar amount for the estimated State-benefits and, based on this information, determine the fully loaded hourly pay rate. Instead of the actual salary, the agency may use the mid-point of the appropriate position classification to estimate the hourly rate. Agencies should consult their human resources department to determine these rates.

Step 4: Weekly Rate. Multiply the number of weekly work hours allocated for each employee in Step 2 by the fully loaded hourly pay rate determined for that employee in Step 3 to obtain the weekly rate for each employee.

Step 5: Agency Rate. Determine the agency rate by totaling the weekly rates from Step 4 for all of the employees. The agency rate in the example would be calculated by adding the weekly rate for the MBE Liaison to the weekly rate for the Procurement Officer.

Step 6: Complete Section b. Insert the agency rate as the dollar amount for Section b of the liquidated damages provision.

Step 7: Daily Rate. Divide the agency rate calculated in Step 5 by 7 to determine the daily rate.

Step 8: Complete Sections a and e. Insert the daily rate as the dollar amount for Sections a and e of the liquidated damages provision. Notwithstanding the foregoing calculations, it is recommended that the daily liquidated damages amount for Section e not exceed \$100 per day and should only be included in non-construction contracts that include a prompt-payment provision.

Best Practice Compliance Procedures for Assessing Liquidated Damages

Before an agency may recover liquidated damages, the agency must first make a determination that the contractor did not make good faith efforts to comply with the MBE Program requirements and pertinent contract provisions ("MBE requirements"). The fact that the contractor failed to comply with MBE requirements, including any goal/subgoal commitments, shall not, in and of itself, constitute a failure to make good faith efforts. The recommended procedures for determining whether the contractor made good faith efforts to meet the MBE requirements are shown below:

- (1) The following, along with any other pertinent information, may be considered by the MBE Liaison in its review as to whether the contractor has acted in good faith in fulfilling its MBE requirements:
 - a. The contractor's efforts to monitor and enforce compliance with the MBE participation commitments and requirements;
 - b. The contractor's efforts to ensure timely responses to information requests made by the MBE Liaison or Procurement Officer;
 - c. The contractor's efforts to maintain accurate records;
 - d. The contractor's efforts to provide accurate information;
 - e. The contractor's efforts to implement procedures to comply with the MBE requirements;
 - f. The contractor's efforts to adopt company policies or procedures that are consistent with the objectives of the MBE Program; and
 - g. Whether the failure to meet any of the MBE requirements was the result of the actions of another party and was outside the contractor's control.
- (2) The MBE Liaison will provide the Procurement Officer with information regarding the contractor's efforts to comply with the MBE requirements. Upon consultation with the MBE Liaison and agency counsel, and with the approval of the agency head or designee, the Procurement Officer shall make an initial determination as to whether the contractor has failed to make good faith efforts. When an initial determination has been made that the contractor has failed to make good faith efforts, the agency head or designee shall provide written notice to the contractor specifying the deficiencies noted in the initial determination and provide the contractor with a period of 10 days from receipt of the written notice (or such

longer period as may be provided by the procurement agency in writing) to provide a written response to the initial determination, including any pertinent documentation.

- (3) After considering any response or lack of response from the contractor, the Procurement Officer, in consultation with the MBE Liaison and agency counsel, and approval of the agency head or designee, should determine whether the contractor made good faith efforts to comply with the specified MBE requirements.
- (4) If the agency determines that the contractor failed to make good faith efforts to comply with the specified MBE requirements, the agency head or designee shall issue a written notice to the contractor of the agency's determination to recover liquidated damages from the date of the initial determination.
- (5) If the agency determines that the contractor has made good faith efforts to comply with the specified MBE requirements, the agency head or designee shall issue a written notice to the contractor of the agency's determination to not recover liquidated damages.
- (6) Agencies shall act promptly to determine and assess appropriate liquidated damages; however, delay in assessing liquidated damages does not constitute a waiver of any such damages. Liquidated damages may be assessed after the completion of work under the contract.
- (7) Agencies shall consider whether it is appropriate to include in the contract a definition of the word "day" for purposes of determining liquidated damages. If the contract does not include a definition of the word "day," it shall have the meaning set forth in COMAR 21.01.02.01(B) (32).

Procurement Officers should consult with their agency's legal counsel in applying these Guidelines and in determining whether the contractor has made good faith efforts to comply with MBE Program requirements and pertinent contract provisions with regard to the particular contract.

Questions regarding these guidelines may be addressed to:

Governor's Office of Minority Affairs
6 Saint Paul Street, Suite 1502
Baltimore, MD 21202
410-767-8232
compliance.goma@maryland.gov

**School Construction Collaborative
Workforce Opportunities Subgroup Meeting**

May 20, 2014

3:00 –4:00 p.m.

Meeting Minutes

In Attendance:	Vu Dang, Mayor's Office	Elisabeth McCollum, City School Partners
	Katie Faulstica, ACT	Sabrina Page, City School Partners
	Gary Griffin, IBEW #24 BBT	Sara Paraniham, Baltimore City Planning
	Rosalind Howard, MOED	Jason Perkins-Cohen, JOTF
	David Janifer, City School Partners	David Raith, MSA
	Reni Lawal, ACT	Karen Sitnick, MOED
	Willard Mangrum, City School Partners	Mary Sloat, MOED
	Gary McGuigan, MD Stadium Authority	Julie Squire, DLLR
	Kate McShane, ABC/Project JumpStart	

Welcome

Karen Sitnick welcomed everyone to the meeting and requested the group to introduce themselves. Karen introduced Vu Dang, Assistant Deputy Mayor (Health, Human Services, Education and Youth) will now represent the Mayor's Office on the School Construction Collaborative.

Approval of April 29, 2014 Minutes

Karen called for a review and approval of the minutes. It was noted that the minutes had attachments which included *Governor's Office of Minority Affairs Guidelines for Liquidated Damages Provision for Contracts Containing Minority Business Enterprise Participation Goals*, a draft Local Hiring Plan, Neighborhood Planning Program map, "Year 1" Schools list and "Year 2" Schools list. Minutes were approved and seconded.

Introduction of Project Manager – City School Partners

Gary McGuigan shared that the newly selected Project Manager for the School Construction project was City Schools Project. Willard Mangrum introduced himself and the other partners from the Business Transformation Group and American Communities Trust. These organizations have worked in joint ventures in several areas including Washington D.C., Detroit, Los Angeles,

Chicago and Philadelphia in a similar capacity assisting with workforce, compliance and reporting. Will invited his partners to introduce themselves. Sabrina Page ,from the Business Transformation Group, has over twenty years' experience in workforce and curriculum development. She and her colleagues, David Janifer and Elisabeth McCollum are working on the Purple and Red Line project, Northern VA 95 project, a project in Hampton VA on small business and workforce compliance. The third entity, American Community Trust (ACT) was represented by Reni Lawal and Katie Faulstica. ACT's roll is to enhance public and private partners and identify capital to improve projects.

Gary McGuigan shared that there was a fact finding meeting was held earlier today and a proposal detailing the outcomes will be forthcoming.

Introduction of Baltimore City Planning Representative

Sarah Paranilam from the City Planning Department advised the group that there are three components to the overall 10 Year School Construction Plan: 1) Physical school construction led by MSA and the Baltimore City Public School System, 2) Community School Process which will be facilitated by the Family League of Baltimore City; and 3) Neighborhood Process called Inspire- which will be led by the Baltimore City Planning Department to identify initiatives surrounding the new/renovated schools that could further support students and families. Family League has scheduled kickoff events with two thirds of year one schools in the first two weeks of June. Baltimore City planning will participate. The majority of workshops and events will then pick in the fall.

The committee discussed the merits of participating in these events as a way to share the draft local hiring plan to gain feedback from the community. After weighing in on the targeted audience and purpose of these events, it was decided that it would be more valuable to request the school system, via Michael Sarbanes, to include a reference to work-based learning and local hiring in the power point presentation delivered at the community schools information sessions. It was decided that there would be no need for committee members to present at these sessions. Instead, it was agreed that the draft local hiring plan would be posted on several websites including MSA, MOED, BCPSS, Mayor/City with accompanying Frequently Asked Questions and an invitation to share comments. A subgroup of the committee will meet before the June meeting to identify a timeline, confirm locations for posting the draft local hiring plan, and other tools to inform city residents.

Student Learning to Work Discussion

Michael Thomas was unable to join the meeting today. Alice Cole stated that the school system looks forward to working on a plan to offer learning to work options for students and employment opportunities for the graduation class of 2015 who will have credentials in related sectors.

Draft Local Hiring Plan

Review, Refine, Finalize Workgroups Draft: All were asked to review a new draft Local Hiring Plan. It was noted that changes were made to the language on the second page, second dot point and page two, section IV, section dot point. New wording was proposed and Karen will make the changes and send out to the committee.

Action Items

1. Karen will circulate revised Local Hiring Plan
2. Sabrina Page will assist in the development of the FAQ for the local hiring plan
3. A subgroup will meet before the next meeting to craft a timeline, identify the websites, visual map and review the FAQ; this will be the plan for inviting input on the draft Local Hiring Plan

Next Steps

A doodle poll will be sent out soon to identify the June meeting date and seek agenda items.

Attachments:

1. Revised Local Hiring Plan

DRAFT-FOR DISCUSSION PURPOSES ONLY

The Baltimore City Public Schools Construction and Revitalization

LOCAL HIRING PLAN

As stated in the Memorandum of Understanding for the Baltimore City Public Schools Construction and Revitalization Act of 2013, the Mayor's Office of Employment Development (MOED) is charged with developing a comprehensive local hiring plan to support the goals of the Collaborative. This plan will leverage the resources of MOED's One Stop Career Center Network and work collaboratively with a broad range of City educational, workforce/training, faith-based and community organizations to assist in the training and preparation of City residents for employment opportunities created by the Ten-Year Plan Project.

A *Workforce Opportunities* subgroup, chaired by MOED, has been formed to ensure the local hiring plan maximizes opportunities to prepare and connect City residents to employment while streamlining the hiring process for employers. The subgroup will collectively support and promote the key components of the local hiring plan that address both sides of the workforce equation- the job seeker and the employer- and includes a broad based outreach and communications effort.

I. The Employer Connection:

- As Baltimore City's designated Local Workforce Investment Area, MOED will serve as the lead point of contact for the construction contractors and subcontractors regarding their employment needs. Employers will have one number to call/ one email address to connect to post jobs and to access qualified city job candidates.
- Working with members of the Workforce Opportunities subgroup, MOED will create a team of School Construction Business Service Representatives (SCBSR) that will meet with employers to assess their workforce needs and help them develop a Workforce Plan. The Workforce Plan will describe the general scope of the work, total projected staffing, projected number of new hires, the type of skills and expertise needed for new hires and a timeline for commencing the work.
- All open positions will be posted in a newly created School Construction website.
- MOED and the team of SCBSR will actively market the *Employ Baltimore Ready To Work for You* talent pipeline to all contractors and sub-contractors, informing them of the pre-screened job ready candidates that will be referred to them through this service. MOED and the SCBSR team will increase awareness of this service by attending and providing presentations at vendor open house events, pre-bid meetings, and outreach events to subcontractors, consultants and on site subcontractor meetings to explain and promote the EB services and to collect information on job openings available from these entities.
- The SCBSR team will inform the contractors and subcontractors of any incentives available to enhance the hiring process such as tax incentives aligned with hard to serve

populations, opportunity to create state certified apprenticeships and job training offered by local workforce partners.

II. Job Seeker Preparation and Connection:

- MOED and members of the Workforce Opportunities subgroup will host multiple meetings and community forums to share information about the *Employ Baltimore Ready To Work For You* talent pipeline. Workforce, educational, community and faith-based organizations will be invited to enroll job ready City residents from all communities in the pipeline for referral to the construction openings.
- The objective will be to encourage the continued employment of workers who have successfully completed work on these projects.
- MOED will share with workforce, community, faith-based and educational partners a new 21st Century Job Readiness curriculum to assist in preparing job seekers with the necessary skills to apply and interview for positions. A series of “train the trainer” workshops will be held to expand the opportunities for City residents to access the curriculum.
- Utilizing the resources of MOED’s One Stop Centers and Community Job Hubs, a series of Job Readiness sessions will be implemented on an ongoing basis. These will be scheduled on the School Construction website.
- Pre-Apprenticeship and construction skills training opportunities will be marketed on the School Construction website

III. Communication:

- A new School Construction website will provide ongoing and up to date information on employment opportunities, hiring events, skills training classes and other relevant information
- The Workforce Opportunities subgroup will meet no less than quarterly to assess the progress of the local hiring plan. Information about hiring outcomes will share regularly with community stakeholders.

IV. Promoting Local Hiring:

- Include technical criteria evaluation goals in construction manager (CM) RFP’s for private local hiring plan and goal setting by the CM.
- Enforce financial damages on CM’s who do not meet their own goals
- Include technical criteria evaluation goals in construction manager(CM) RFP’s for apprenticeship plan and goal setting by the CM
- MSA will project the hourly workforce expectations on a trade by trade basis.

"Year 1" Schools

Arlington
Elementary/Middle

Forest Park High School

Frederick Elementary

Ft. Worthington

John Eager Howard
Elementary

Lyndhurst
Elementary/Middle

Patterson High School

Pimlico
Elementary/Middle

Co-Location
Reach!
Claremont

Co-Location
ACCE
Independence

BALTIMORE CITY

GREAT KIDS
GREAT SCHOOLS

PUBLIC ⁷SCHOOLS

"Year 2" Schools

Bay-Brook
Elementary/Middle

Calverton
Elementary/Middle

Calvin M. Rodwell
Elementary

Cross Country
Elementary/Middle

Govans Elementary

James Mosher
Elementary

John Ruhrah
Elementary/Middle

Northwood Elementary

Mary E. Rodman
Elementary

Medfield Heights
Elementary

Montebello
Elementary/Middle

New
Elementary/Middle in
the Southeast- Canton
Building

Robert W. Coleman
Elementary

Vivien T. Thomas High
School

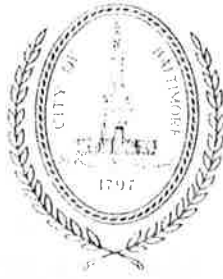
Co-Location
Walter P. Carter &
Lois T. Murray

Co-Location
Harford Heights &
Sharp Leadenhall

BALTIMORE CITY

GREAT KIDS
GREAT SCHOOLS

8
PUBLIC SCHOOLS



STEPHANIE RAWLINGS-BLAKE
MAYOR

*100 Holliday Street, Room 250
Baltimore, Maryland 21202*

May 23, 2014

Congressman Elijah E. Cummings
1010 Park Avenue, Suite 106
Baltimore, Maryland 21201-5037

Dear Congressman Cummings:

Thank you for your letter of May 15, 2014, regarding the Baltimore City Public Schools Construction and Revitalization Act of 2013. We are extremely grateful for this legislation that will provide Baltimore's children the education they deserve in state of the art facilities offering 21st century teaching and learning. And, through the physical transformation of our city's public schools, we will also be creating significant opportunities for city residents to access employment in our growing construction industry.

I appreciate and share your interest in ensuring our most challenged citizens have the chance to connect to these jobs and become productive members of the community. We are committed to developing a robust local hiring initiative that will provide Baltimore's job seekers with the tools and the support needed to secure employment. Led by the Mayor's Office of Employment Development (MOED), the hiring plan will leverage the resources of MOED's One Stop Career Center Network and engage a broad range of educational, workforce/training, faith-based and community organizations to assist in training and preparing City residents for the jobs.

I am pleased to share with you highlights of the proposed plan, which will address both sides of the workforce equation- the job seeker and the employer.

Job Seeker Preparation and Connection:

- MOED will share a new 21st Century Job Readiness curriculum with workforce, community, faith-based and educational partners to assist in preparing job seekers with the necessary skills to apply and interview for positions. A series of “train the trainer” workshops will be held to expand the opportunities for City residents to access the curriculum.
- Pre-Apprenticeship and construction skills training opportunities will be marketed on a new School Construction website.
- MOED and its partners will host multiple meetings and community forums to share information about the *Employ Baltimore Ready To Work For You* talent pipeline, which will accelerate the job connection. Workforce, educational, community and faith-based organizations will be invited to register job ready City residents from all communities in the pipeline for referral to the construction openings.
- A new School Construction website will provide ongoing and up to date information on employment opportunities, hiring events, skills training classes and other relevant information.
- A major goal of the plan is to promote long term employment for city residents and this will be done by supporting the transition of workers who complete work on one project to employment on another project.

The Employer Connection:

- In order to streamline the hiring process for the employers, MOED will serve as the lead point of contact for the construction contractors and subcontractors regarding their employment needs. Employers will have one number to call/ one email address to connect to post jobs and to access qualified city job candidates.
- MOED will tap its workforce, faith based and workforce partners to create a team of School Construction Business Service Representatives that will meet with employers to assess their workforce needs and help them develop a Workforce Plan. The Plan will describe the general scope of the work, total projected staffing, projected number of new hires, the type of skills and expertise needed for new hires and a timeline for commencing the work. All open positions will be posted on a newly created School Construction website.
- MOED and the team will actively market the opportunity to refer pre-screened job ready candidates to all contractors and sub-contractors by attending and providing presentations at vendor open house events, pre-bid meetings, and outreach events to subcontractors, consultants and on site subcontractor meetings to explain and promote the team’s referral services and to collect information on job openings available from these entities.

- The team will inform the contractors and subcontractors of any incentives available to enhance the hiring process such as tax incentives aligned with hiring hard to serve populations such as ex-offenders; opportunities to create state certified apprenticeships and job training offered by local workforce partners.

We are also working closely with the Maryland Stadium Authority (MSA) and the Baltimore City Public School System (BCPSS) to ensure local hiring strategies are infused into the awarding of construction contracts. MSA has agreed to include technical criteria evaluation goals for local hiring and apprenticeship plans in all Requests For Proposals, and will enforce liquidated damages on contractors who do not meet their goals.

We welcome your support and would appreciate any assistance you can lend in identifying federal resources that might be utilized to expand the scale and scope of job training and preparation services for our citizens, especially for those most in need of workforce development support.

Should you have any questions or would like additional information, please feel free to contact Ms. Karen Sitnick, Director of the Mayor's Office of Employment Development at 410-396-1910 or by email at ksitnick@oedworks.com.

I value your continued commitment to the citizens of Baltimore and look forward to the positive impact this opportunity will have on our city.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Rawlings-Blake". The signature is fluid and cursive, with the first name "Stephanie" written in a larger, more prominent script than the last name "Rawlings-Blake".

Stephanie Rawlings-Blake

Mayor

City of Baltimore

cc: Kaliope Parthemos, Chief of Staff
Colin Tarbert, Deputy Mayor, Office of Economic and Neighborhood Development
Andrew Smullian, Deputy Mayor, Office of Legislative and Government Affairs
Karen Sitnick, Director, Mayor's Office of Employment Development

School Collaborative Workforce Opportunities Subgroup

David Raith Chief Financial Officer, MSA	(410) 333-1560	draith@mdstad.com
Michael Thomas Director - Office of Learning To Work, BCPSS	(443) 642-3928	mdthomas@bcps.k12.md.us
Karen Sitnick Director, MOED	(410) 396-1910	ksitnick@oedworks.com
Mary Sloat Assistant Director, MOED	(410) 396-1910	msloat@oedworks.com
Rod Easter President, Baltimore Bldg. & Trades	(410) 242-0522	rod.easter.bbctc@verizon.net
Tim Butera Director, Laborer's International Union	(240) 338-6335	tbutera@maliuna.org
Mike Henderson President, Assoc. Builders & Contractors	(410) 821-0351	mhenderson@abcbaltimore.org
Kate McShane Associate Builders & Contractors	(410) 821-0351 X115	Kmcshane@jumpstarttraining.org
Jason Perkins Cohen Executive Director, JOTF Jump Start	(410) 234-8045	jason@jotf.org
Ojeda Hall Lead Organizer, BUILD	(410) 528-0305	omhall10@gmail.com
James Bond President, Living Classrooms Foundation	(410) 685-0295	james@livingclassrooms.org
Joe Jones Executive Director, Center for Urban Families	(410) 367-5691	jjones@cfuf.org
Julie Squire Asst. Secretary, DLLR Office of Workforce and Adult Education	(410) 767-2400	jsquire@dllr.state.md.us
Mark Foster President, Second Chance	(410) 385-1700	markf@secondchanceinc.org
Ron DeJuliis Commissioner of Labor and Industry, DLLR	(410) 767-2241	ronald.dejuliis@maryland.gov
Roger Lash Labor and Industry, DLLR	(410) 767-2232	roger.lashjr@maryland.gov
Steve Bountress VP of Operations, Living Classrooms Foundation	(410) 685-0295 ext. 220	steveb@livingclassrooms.org
Melvin Wilson Zion Baptist Church, BUILD	(410) 837-4181	mwilson830@yahoo.com
Jermaine Jones Construction Laborers' Local 710	(410) 444-1550	jjones@bwldc.org
Ernest Dorsey Assistant Director, MOED	(410) 396-6772	edorsey@oedworks.com
Gary McGuigan Project Executive, Maryland Stadium Authority	(410) 223-4150	gmcguigan@mdstad.com
Kym Nelson Deputy Chief of Staff, Office of the Mayor	(410) 396 4873	kym.nelson@baltimorecity.gov
Moses Hammett Organizational Liaison, CFUF	(410) 367-5691	mhammett@cfuf.org
Sara Paranilam, Division Chief Department of Planning, Comprehensive Planning	(410) 396-5935	sara.paranilam@baltimorecity.gov
Vu Dang, Assistant Deputy Mayor Mayor's Office of Health and Human Services	(410) 396-4877	vu.dang@baltimorecity.gov



Martin O'Malley
Governor

Michael J. Frenz
Executive Director

Members

John Morton III
Chairman

Leonard J. Attman
Joseph C. Bryce
John P. Coale
Weldon H. Latham
Kaliopé Parthemós
Manervia W. Riddick

Finance

David A. Raith
Chief Financial Officer

The Warehouse at Camden Yards
333 W. Camden Street, Suite 500
Baltimore, MD 21201
410-333-1560
1-877-MDSTADIUM
Fax: 410-333-1888

msa@mdstad.com
www.mdstad.com

Voice: 800-201-7165
TTY: 800-735-2258

To: Executive Committee
From: David Raith 
Date: June 4, 2014
Re: Financial Status as of March 31, 2014

Please find attached a copy of the financial report as of March 31, 2014.

Revenues:

For the quarter ending March 31, 2014, revenues received were \$5.67 million consisting of a payment of \$4.0 million from Baltimore City from the bottle tax revenues and one (1) bi-monthly payments from Baltimore City of \$1.67 million. A second payment was received in March 2014 but not booked until April 2014.

For the year, the budget included one (1) payment of the bottle tax for \$4.0 million and five (5) bi-monthly payments of \$1.67 million each for a total of \$8.33 million from Baltimore City for a total of \$12.33 million. The bottle tax and five (5) bi-monthly payments were received but one payment of \$1.67 million was not booked until April 2014.

The remaining budget includes a second payment of the bottle tax for \$4.0 million and one (1) final payment from Baltimore City of \$1.67 million to bring the annual revenues to \$18.00 million.

Expenditures:

Salaries, wages and fringe benefits are under budget for the quarter by approximately \$300,000 and under budget for the year by approximately \$370,000. The budget included additional positions that to date have not been filled and allocation of certain Maryland Stadium Authority personnel being lower than projected.

Communications are under budget for the quarter by approximately \$2,700 and under budget for the year by approximately \$14,500. The primary reason was the budget included the purchase of landline phones for \$15,000 which to date was not spent.

Travel is under budget for the quarter by approximately \$5,400 and under budget for the year by approximately \$18,000. The travel budget was based on several trips being made by several employees each week and at this time, the number from employees traveling, trips made and miles traveled are substantially lower.

Contractual services are under budget for the quarter and the year by approximately \$1.3 million. The budget included payments to the construction manager, feasibility studies for plan year 2 schools and reimbursement to Baltimore City Public Schools for personnel costs related to the program. To date there has been nothing spent related to those items. Included in the actual are temporary staffing, software acquisition, cost estimates and Maryland Stadium Authority overhead.

Supplies, Material and Equipment are under budget for the quarter by approximately \$70,000 and under budget for the year by \$366,000. The original budget included a large furniture purchase but to date the offices have been furnished by existing furniture and the purchase of furniture from the previous tenant.

Fixed charges are on budget for the quarter and the year. This is the rent related to the office space being utilized by the program.

If you would like to see detailed information, please let me know and I will forward anything you would like to see.

Maryland Stadium Authority
Pgm 56 & 57 - Baltimore City Public Schools
Statement of Revenues and Expenses
9 Periods Ended 3/31/2014

(Unaudited)

	CURRENT QUARTER	BUDGET MONTH	CURRENT YTD	BUDGET YTD	ANNUAL BUDGET
REVENUES:					
Total Revenues	\$5,666,667	\$3,333,333	\$10,666,667	\$12,333,333	\$18,000,000
EXPENSES:					
Subtotal-Salaries, Wages & Fringe Benefits (\$207,093	\$505,726	\$365,677	\$734,858	\$1,770,709
Subtotal-Technical and Special Fees (Object	\$0	\$0	\$0	\$0	\$0
Subtotal-Communications (Object .03)	\$1,859	\$5,500	\$1,930	\$16,500	\$22,000
Subtotal-Travel (Object .04)	\$1,358	\$6,760	\$1,947	\$20,280	\$27,040
Subtotal-Contractual Services (Object .08)	\$100,564	\$1,460,000	\$143,145	\$1,463,000	\$3,024,000
Subtotal-Supplies and Materials (Object .09)	\$16,575	\$3,000	\$19,415	\$9,000	\$12,000
Subtotal-Equipment Additional (Object .11)	\$20,607	\$102,500	\$25,955	\$402,500	\$402,500
Subtotal-Fixed Charges (Object .13)	\$41,264	\$41,000	\$41,264	\$41,000	\$164,000
Subtotal-Land and Structures (Object .14)	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$389,322	\$2,124,486	\$599,333	\$2,687,138	\$5,422,249

BALTIMORE CITY PUBLIC SCHOOLS

MEMO

To: MOU Executive Committee
From: Tisha Edwards, Interim CEO
Date: June 4, 2014
Re: Enhanced Approval Packages

On May 27, 2014, the Board of School Commissioners approved the Enhanced Approval Package (EAP) for Fort Worthington E/M and Frederick ES. Subsequently, the Interagency Committee on School Construction (IAC) voted to approve the feasibility studies and project justification at a meeting on May 28, 2014. The EAP reflects comments provided by representatives from each of the MOU partner organizations. Per the MOU, I am requesting the administrative approval of these EAPs from the MOU Executive Committee.

Below you will find a summary of each of the projects that includes information about the recommendation, schedule, and budget for each school.

Enhanced Approval Package Recommendation for Frederick Elementary School

Project: Frederick Elementary School

Recommended Action: Renovation with Addition

Prior Approvals:

- May 27, 2014- Baltimore City Board of School Commissioners approved Feasibility Study and Enhanced Approval Package
- May 29, 2014- Interagency Committee on School Construction approved Feasibility Study and project justification

Proposed Schedule:

- Design- Begin late summer 2014
- Construction- Begin Late Fall 2015
- Open- Fall 2017 school year

Proposed Budget:

- \$ 30,856,000

BALTIMORE CITY PUBLIC SCHOOLS

Enhanced Approval Package Recommendation for Fort Worthington ES/MS

Project: Fort Worthington ES/MS

Recommended Action: Replacement

Prior Approvals:

- May 27, 2014- Baltimore City Board of School Commissioners approved Feasibility Study and Enhanced Approval Package
- May 29, 2014- Interagency Committee on School Construction approved Feasibility Study and project justification

Proposed Schedule:

- Design- Begin late summer 2014
- Construction- Begin Late Fall 2015
- Open- Fall 2017 school year

Proposed Budget:

- \$ 42,187,379

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
June 4, 2014

Baltimore City Schools Update

Feasibility Studies

- The feasibility studies and enhanced approval packages (EAP's) for the projects at Fort Worthington and Frederick were approved by the Board of School Commissioners on May 27th and by the IAC on May 28th. Final administrative approval of the EAP's is expected to occur at this meeting.
- Three studies are essentially complete and the A/E teams are proceeding on the development of the enhanced approval packages.
 - Lyndhurst
 - Robert Poole Building
 - John Eager Howard
- Four studies are undergoing final review and refinement by City Schools and MSA and will soon be ready for the A/E teams to proceed on the development of the enhanced approval packages.
 - Arlington
 - Pimlico
 - Forest Park
 - Patterson
- The status of the remaining 4 studies is as follows:
 - Lake Clifton Building – Community meetings are progressing and the anticipated completion date for a draft for internal and partner review is late June.
 - Cherry Hill Area Schools (3 studies) - Anticipated completion date for drafts for internal and partner review is mid July. The studies are for Cherry Hill, Arundel and Dr. Carter G. Woodson. Of these three sites, two will remain. Based on the feasibility study work performed to date and community input, it appears that the Arundel site will be the location of an early childhood to grade 2 facility and that the Cherry Hill site will be the location of a grade 3 to 8 facility. Three studies were necessary to provide justification, developed by an independent professional, regarding which two sites were more suited for the renovation/new construction.

Professional Services Request for Qualifications (RFQ)

- The architect/engineer team RFQ responses were received on March 21st. A total of 65 A/E teams submitted their qualifications for consideration to be selected to the pool of teams eligible for 10 Year Plan projects. Following the review of the submissions by the selection committee, the group was cut from 65 to 31 teams.
- The A/E final pool selection initial review meeting was held at MSA on June 3rd and the methodology for the final selection was set. Anticipated completion time is approximately 2-3 weeks.
- The sustainability/LEED consultant selection process is complete and expected to go to the MSA Board on June 3rd. Please see the MSA update for additional information.
- The remaining RFQ's to be issued are for the construction management firms and building commissioning firms. Please see the MSA update for scheduling.

Surplus Buildings

- The Board resolutions and the IAC forms 501.1 for the Paquin and CORPS buildings were submitted to the City on May 6th. The Space Utilization Committee has notified all City agencies of the buildings availability and feedback was due back to them on May 27th.
- Next steps are review and acceptance by the Space Utilization Committee followed by Board of Estimates acceptance.

Maintenance Plan (CMP)

- The CMP was submitted in December and we are completing an iterative process of weekly meetings to finalize the document. The final document is proposed to be submitted to the Board of School Commissioners in June.
- The RFP for the computerized maintenance management system (CCMS) is in final draft form and is being reviewed by MSA and Operations staff. Current plans target the RFP to be on the street by late June and to have the implementation of the first phase of the system (work orders) in progress by Fall 2014.

Comprehensive Educational Facilities Master Plan (CEFMP)

- The document is complete and was presented to the Board of School Commissioners (BOSC) on May 27th as an information item. Final BOSC approval is anticipated at the June 10th meeting. Following BOSC approval, the CEFMP will be presented to the Baltimore City Planning Commission for approval on June 19th and the document will be submitted to the IAC on July 1st.

Abell Foundation Sponsored Design Competition

- We are working with City Planning and MSA to analyze what Plan Year 2 schools would be suitable for this type of competition. The recommendations that will be submitted for internal agency vetting are the Calverton site or the Calvin Rodwell site. The final recommendation will be presented to the Executive Committee in the near future.

Greater Baltimore Committee (GBC) Technology Presentation

- City Schools and Baltimore City staff attended the joint Innovation & Technology and Education & Workforce committee meeting on May 8th and made a presentation of the technology plans for the 21st century schools and the expansion of Baltimore City's existing fiber network, which was very well received. The presentation featured an explanation of the architecture of City Schools' current network, our plans for 21st century school technology infrastructure and equipment and the cooperative effort of City Schools and the City in expanding the existing fiber network from firehouses to educational facilities as well as new fiber initiatives

BALTIMORE CITY PUBLIC SCHOOLS
MOU EXECUTIVE COMMITTEE - IAC REPORT
June 4, 2014

MOU §4.C IAC AND BPW PROCESS – 10-Year Plan Project Submissions

- IAC approved two projects on May 28, 2014:
 - Fort Worthington Elementary/Middle Replacement
 - Frederick Elementary Renovation/Addition
- MSDE has issued comments on the EAPs (Enhanced Approval Package) for the two projects, including items in each that should to be studied and resolved during the design process.

MOU §11 COMPREHENSIVE AND BUILDING MAINTENANCE PLANS

- Comprehensive Maintenance Plan (CMP):
 - CMP was approved by Board of School Commissioners (BOC) on December 17, delivered to IAC on December 18
 - Comments were provided to C.O.O. and head of FM&O on February 21
 - Revised CMP was provided to IAC in early April, with subsequent revision provided in early May based on IAC comments.
 - Final draft was provided 5/28/14, with appendices provided 6/3/14.
- IAC staff will recommend IAC approval on June 12, with comments.
 - BOC to approve on June 10.
 - UPDATE 6/10/14: Per conversation with Mr. Scroggins, City Schools staff will present the CMP to the BOC on July 8. Consequently, we will present the CMP to the IAC for approval at a meeting in late July or early August.
- On-going process (weekly or bi-weekly meetings between IAC and City Schools):
 - Address Metrics
 - Address Building Maintenance Plan (BMP)
 - Address elements specified in Exhibit 7 that are missing
 - Address overall maintenance process
- School tours (Bill Levy):
 - Discussed how he is prioritizing the schools he visits.

MOU §12 SCHOOL UTILIZATION PLAN & TARGETS

- IAC asked that the Utilization Plan be highlighted within the City Schools Executive Committee update of the CEFMP, since this is a specific component of the MOU.

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
June 4, 2014

Upcoming MOU Milestones

MOU Milestone Dates June-September

July 1 – Section 6-C-4

- City provides Executive Committee revenue projections on Beverage Container Tax, Video Lottery Facility Rent, and Table Games proceeds for next 5 years

June 30 – Section 10B-2a-Retained Facilities

- School Board report to City and State Treasurer's Office on the use of any School Building that the School Board retains after the closure of School Program

June 30 – Section 10B-2b-Transferred Facilities

- City Report to School Board and State Treasurer's Office on the use of any School Building that the City retains after it has been closed by the School Board and transferred to the City

June 30 – Section 12-B-1c2

- City Schools update of IAC facilities inventory database (Adjacent Schools)

Late June – Exhibit 3

- Comprehensive Education Facilities Master Plan submission to the State, aligned with 10 Year Plan Amendments

Baltimore City Public School Construction Program
Executive Committee Meeting Attendance Sheet
Wednesday, June 4, 2014
3:00 pm

Name	Agency	Signature
Carolyn Blakeney	Baltimore City	
Kym Nelson Dawn Kirstoette	Baltimore City	V.D.
Tom Stosur	Baltimore City	Tom Stosur
Alison Perkins-Cohen	City Schools	Alison Perkins-Cohen
Dawanna Sterrette	City Schools	
Jennifer Bell-Ellwanger	City Schools	
Keith Scroggins	City Schools	Keith Scroggins
Larry Flynn	City Schools	
Lynette Washington	City Schools	
Shawn Matlock	City Schools	came late
Tisha Edwards	City Schools	Tisha Edwards
Victor DeLa Paz	City Schools	
Bill Levy	IAC	
David Lever	IAC	
Cynthia Hahn	MSA	attended
David Raith	MSA	
Eric Johnson	MSA	
Lisa Johnson	MSA	
Gary McGuigan	MSA	
Joe Mayzck	MSA	
Michael Frenz	MSA	
ALAN BURTON	MACDONALD-BEDFORD	Alan Burton
MARY SLOAT	Baltimore City MOED	Mary Sloat
Susanne Brogan	State Treasurer's Office	Susanne Brogan
Laura Miles	City Schools-on	
Jennifer Dunn	City School	
Vu Dang	Baltimore City	V.D.
Rachel Hise	DLS	Rachel Hise
Susanne Brogan	Treasurer's Office	Susanne Brogan