



## Meeting Minutes – October, 12 2023

### Call to Order:

Chair Kasemeyer called the video-conference meeting of the Interagency Commission on School Construction to order at 9:00 a.m.

### Members in Attendance:

Edward Kasemeyer, Appointee of the President of the Senate, Chair  
Secretary Atif Chaudhry, Maryland Department of General Services  
Linda Eberhart, Appointee of the Speaker of the House, Vice-chair  
Jill Lemke as Designee for Secretary Rebecca Flora, Maryland Department of Planning  
Michael Darenberg, Appointee of the Governor  
Gloria Lawlah, Appointee of the President of the Senate

### Members Not in Attendance:

Brian Gibbons, Appointee of the Speaker of the House  
Dr. Sylvia Lawson, Acting State Superintendent of Schools

### Revisions to the Agenda:

There were no revisions to the agenda.

### Public Comment:

None.

### IAC Correspondence:

None.

#### 1. Executive Director's Report – [Informational Only]

Alex Donahue, IAC Executive Director, provided an update on the IAC's transition to independent status, the IAC's ongoing office move, the initial LEA submissions for the FY 2025 CIP, and Maryland's success and reputation nationally with the National Council on School Facilities for the innovative and proactive practices of the IAC.

#### 2. Consent Agenda – [Motion Carried]

Upon a motion by Ms. Lawlah, seconded by Vice-chair Eberhart, the IAC voted unanimously to approve the consent agenda.

##### A. September 14, 2023 Minutes

To approve the draft September 14, 2023 IAC Meeting Minutes, as presented.

##### B. Contract Awards

To approve contract procurement as noted below.

##### C. Revisions to Previously Approved Contracts

To approve the revisions to previously approved contract awards for Wicomico - Mardela Middle/High School (PSC 22.018.22/23) and Dorchester - Maple Elementary (PSC 09.010.22) to

accurately reflect the adjustments to the State and local participation in the contract amounts and/or corrections to project allocation information.

**D. FY 2024 Healthy School Facility Fund Project Correction**

To approve a correction to the project title and detailed description to reflect the inclusion of HVAC work in the Green Valley Elementary School HSFF project.

**E. School Closure - Baltimore County Public Schools - Golden Ring Middle School [Informational Only]**

**3. COMAR Revisions to Adopt GAB Square Footage Add-Ons and SRC Calculation Changes – [Motion Carried]**

Executive Director Donahue and Capital Projects Supervisor Melissa Wilfong presented the proposed Add-Ons for Career and Technology Education, communities with a concentration of poverty over 55%, and communities with a high percentage of English language learners. Staff also recommended proposed changes to the State Rated Capacity determination of the number of teaching stations in gymnasiums of varying sizes and for certain physical education rooms with equipment.

Upon a motion by Vice-chair Eberhart, seconded by Ms. Lemke, the IAC voted unanimously to

1. To approve amendments to COMAR 14.39.02 to enact a new COMAR 14.39.02.01 which incorporates the IAC's Gross Area Baselines by reference and to amend COMAR 14.39.02.06 Maximum State Construction Allocation to include gross area baseline square footage add-ons for school projects for Concentration of Poverty, English Learner, and Career and Technical Education (CTE);
2. To approve amendments to COMAR 14.39.02.04 State Rated Capacity to clarify the number of teaching stations included in gymnasiums of varying sizes and to, upon application to the IAC or its designee, allow the exclusion of one physical education classroom up to 2,500 net square feet that contains specialized equipment that cannot be stored or relocated;
3. To adopt the IAC CTE square footage Add-On Size Category listing as presented in this item and to direct staff to publish the listing to the IAC website; and
4. To renumber the provisions of COMAR 14.39.02 as needed to accommodate the amendments proposed herein.

**4. Adoption of Final 14.39.02.05 COMAR Revisions – [Motion Carried]**

The IAC previously approved the proposed COMAR 14.39.02.05 revisions for publication at their meeting on July 13, 2023. After publication in the Maryland Register said revisions were open to public comment for 30 days. Deputy Director for Administration Cassandra Viscarra addressed concerns raised in a public comment letter from Baltimore City Public Schools. Deputy Director Viscarra addressed Baltimore City Public School's concerns regarding the calculation of add-ons for facilities housing multiple programs, which is currently being worked on by MSDE and IAC Staff. Deputy Director Viscarra also indicated that of the other requests in the letter, due to Maryland law, the IAC is unable to either apply a district wide CPG rate or manually adjust Baltimore City's State Share to 95% or higher. IAC staff recommended the final adoption of the proposed actions on regulations as published in the August 25, 2023 Maryland Register.

Upon a motion by Mr. Darenberg, seconded by Vice-chair Eberhart, the IAC voted unanimously to adopt the final COMAR Revisions as published in the August 25, 2023 Maryland Register (Volume 50, Issue 17, Page 1011).

**5. Revisions to Executive Director Evaluation Form and Policy Approved in April 2023 – [Motion Carried]**

Vice-chair Eberhart presented minor revisions to the Executive Director Performance Evaluation Policy Form and the FY 2023 Executive Director Evaluation Form which was approved previously at the April 20, 2023 IAC Meeting. These revisions included the changing of the use of “shall” on page 2 to “may choose to”, and altering phrasing on item 10 to read “...provide feedback on the subcommittee evaluation to the evaluation subcommittee”, replacing the phrase “...to complete and return the evaluation form directly to the Committee Chair or a designated third party.”

Upon a motion by Vice-chair Eberhart, seconded by Ms. Lemke, the IAC voted unanimously to approve amendments as presented to the IAC Executive Director Evaluation Form and Policy originally approved by the IAC at their April 20, 2023 meeting.

**6. Executive Session**

Upon a motion by Mr. Darenberg, seconded by Vice-chair Eberhart, the IAC voted unanimously to meet in Executive Session to discuss a personnel matter at 9:30 a.m, and noted that the meeting would adjourn upon conclusion of the Executive Session.

**Announcements:**

There were no announcements.

**Adjournment:**

At the conclusion of the Executive Session, upon a motion by Mr. Darenberg, with a second by Vice-Chair Eberhart, the IAC voted unanimously to adjourn the meeting at 9:55 a.m.