



## Meeting Minutes – May 8, 2025

### Call to Order:

Chair Edward 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  
Linda Eberhart, Appointee of the Speaker of the House, Vice-chair  
Secretary Atif Chaudhry, Maryland Department of General Services  
Michael Darenberg, Appointee of the Governor  
Chuck Boyd as designee for Secretary Rebecca Flora, Maryland Department of Planning  
Brian Gibbons, Appointee of the Speaker of the House  
Gloria Lawlah, Appointee of the President of the Senate  
Krishnanda Tallur as designee for Dr. Carey M. Wright, State Superintendent of Schools

### Members Not in Attendance:

None.

### Revisions to the Agenda:

Executive Director Alex Donahue noted that there was a slight modification to Item 3, to account for a conditional approval of the Fruitland Primary (PSC L22F016) replacement project, if and when a COMAR change is fully executed.

### Public Comment:

None.

### IAC Correspondence:

None.

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

Executive Director Alex Donahue reported to the Commission that unlike many State agencies, the IAC did not experience a reduction in Operating or Capital budget funds. He stated that the continuation of these funding levels show the importance and effectiveness of the IAC and the ongoing maintenance of Maryland school facilities. Additionally, Executive Director Donahue stated that IAC staff have scheduled two statewide meetings with LEA facility planning and construction staff in June and October of 2025, and that he would be attending the Association of School Board Officials Spring conference and the Summer Maryland Association of Counties conference in August.

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

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

##### a. **April 10, 2025 Meeting Minutes**

To approve the draft April 10, 2025 IAC Meeting Minutes, as presented.

**b. Contract Awards**

To approve the contract procurements and project reversions as presented on the following pages, contingent upon the approval of Item 2.G. of this agenda.

**c. Revisions to Previously Approved Contracts**

To approve the revisions to previously approved contract awards as presented to accurately reflect the adjustments to the State and local participation in the contract amounts and/or corrections to project allocation information.

**d. Project Closeouts**

To approve the final State project costs as presented.

**e. Easements**

To approve the conveyance of the easements as presented.

**f. FY 2024 Capital Improvement Program Amendment Correction - Allegany County Public Schools - Beall Elementary School (PSC L01F002) Exterior Windows and Doors**

To revise the rescission of the FY 2024 Capital Improvement Program (CIP) Allegany County Public Schools Beall Elementary (L01F002) exterior windows and doors project to change the reverted amount from the rounded number of \$404,000 to the exact number of \$403,750, and reduce the total amount transferred to the reserve account by \$250.

**g. Reversion Correction - Somerset County Public Schools - Crisfield Academy & High School (PSC L19F004) Limited Renovation Project**

To void the fund reversion from the Somerset County Public Schools (SCPS) Crisfield Academy & High School (PSC L19F004) limited renovation project as presented at the April 10, 2025 IAC meeting.

**3. FY 2026 Capital Improvement Program 100% Recommendations – [Motion Carried]**

Executive Director Donahue and Funding Programs Manager Arabia Davis presented the 100% Capital Improvement Program (CIP) recommendations for FY 2026, totaling approximately \$300 million in new bond and PAYGO authorizations, \$53.9 million in Enrollment Growth and Relocatable Classroom Funds (EGRC), and \$48.2 million in LEA, State, and Prior Year EGRC reserve funds. Ms. Davis noted that the summary report in the Item includes detailed information on each jurisdiction, including the tracking of projects receiving funding through other programs such as the Built to Learn Program, Pass-Through Grant Program, and/or Healthy School Facility Fund. Additionally, as mentioned at the beginning of the meeting, she noted that the proposed motion was changed to include an approval for the Maximum State Award for the Fruitland Primary (PSC L22F016) contingent on the final approval of a pending COMAR change which will be brought for final action at the June 2025 IAC meeting.

Mr. Darenberg asked staff for a clarification about the scope of the Baltimore County Sparrow's Point (PSC L03F051) Middle/High projects, and what portions of the middle and high school were being replaced and/or renovated. Action on the item was postponed until after Item 8 while the appropriate subject matter expert was contacted. Lisa Vaughn, Capital Project Manager, clarified that Baltimore County looked into four options and submitted a Feasibility Study to support its expected request to replace both the middle and high school buildings.

Upon a motion made by Secretary Chaudhry, seconded by Krishnanda Tallur, the IAC voted unanimously to approve the final Fiscal Year 2026 Capital Improvement Program as presented for the total amount of \$392.2 million, including \$390.3 million dedicated to school construction funding, and a reservation of \$1.8 million in new authorization for design/planning services and unanticipated project costs; and to authorize the IAC staff to make minor adjustments to awards based on calculation of the project's Maximum State Award amount to avoid the over-or under-funding of a

project. Project awards are contingent upon demonstrated compliance with the Programmatic Agreement between the Interagency Commission on School Construction and the Maryland Historical Trust Regarding Maryland School Construction Programs, which will be verified at the time of contract approval. Additionally, to approve revisions as presented to previously approved contract awards to adjust State and local participation amounts due to additional funding provided in the FY 2026 CIP and to approve the Maximum State Award for Fruitland Primary Replacement project contingent on the final approval of the proposed COMAR change to increase the cost per square foot for the net zero add-on.

#### 4. **Revised Administrative Procedures Guide – [Motion Carried]**

Deputy Director Cassandra Viscarra presented the final draft of the IAC's Administrative Procedures Guide to replace the current version, originally adopted in 1994. She noted that drafts were shared with LEAs in January and April, and that the new version is a modernized version that would streamline instructions to LEAs. Additionally, she noted that the names of two divisions under the Maryland State Department of Education (MSDE) recently changed, and staff would make the appropriate changes to references of the Division of Special Education and the Division of College and Career Pathways as non-substantive edits prior to posting on the website.

Krishnanda Tallur thanked the IAC for their collaboration with MSDE's Office of School Facilities, and asked if additional training sessions would be provided for LEAs to adapt to the new guidelines. Ms. Viscarra indicated that much of the document instructions are already in practice due to changes to COMAR and statute, but that as BMS processes are rolled out each month, IAC staff hold open office hours to give opportunities for LEAs to ask questions about new procedures for submissions, and that the IAC's Capital Projects Managers communicate regularly with LEAs and can advise on significant changes as well.

Chair Kasemeyer asked if the document was planned to be updated on a more regular basis than the prior APG. Ms. Viscarra indicated that this document is intended to be a living document, more so than the previous APG, which was challenging to update due to its format and size.

Upon a motion made by Mr. Gibbons, seconded by Secretary Chaudhry, the IAC voted unanimously to approve a new Administrative Procedures Guide, as presented, to replace the presently used Administrative Procedures Guide (APG), published originally in September 1994, and revised most recently on August 21, 2020; to authorize IAC staff to make non-substantive changes as needed; and to authorize staff to revise the presented Administrative Procedures Guide to reflect the continued rollout of the Business Management System (BMS) as processes are released for use by LEAs and prior submission procedures are no longer relevant.

#### 5. **FY 2026 Healthy School Facility Fund Administrative Procedures Guide and Application Schedule – [Motion Carried]**

Ms. Viscarra presented the updated Healthy School Facility Fund APG and application schedule for FY 2026, noting that the program is for the purpose of addressing environmental health related issues in schools such as faulty roofs, insufficient cooling and heating systems, and air quality issues. She additionally noted that \$90 million is allocated to the program for FY 2025, with half of that amount dedicated to Baltimore City Schools projects.

Upon a motion made by Mr. Darenberg, seconded by Chuck Boyd, the IAC voted unanimously to approve updates to the Healthy School Facility Fund (HSFF) Administrative Procedures Guide (APG) as shown in the presented draft document; to approve the FY 2026 HSFF Schedule, included as

Attachment 1; to authorize IAC staff to solicit applications from LEAs and the Maryland School for the Blind for projects that will improve the health of school facilities and to evaluate project requests based on a competitive application process; and, to authorize IAC staff to make non-substantive edits as needed.

**6. FY 2026 Amendments to the Aging Schools Program Administrative Procedures Guide and Schedule – [Motion Carried]**

Ms. Viscarra presented revisions to the Aging Schools Program (ASP) APG and an updated schedule for FY 2026. She noted that the changes to the procedures would delegate authority to the Executive Director of the IAC to approve exceptions to the \$10,000 minimum cost threshold required for all ASP projects, and corrected a typo in the previous schedule adopted by the IAC. She noted that the purpose for the delegation of authority is to ensure full utilization of all funding under the ASP, as FY 2026 is the final year of the program.

Upon a motion made by Secretary Chaudhry, seconded by Krishnanda Tallur the IAC voted unanimously to amend the FY 2026 Aging Schools Program (ASP) procedures and schedule as presented to allow the Executive Director to approve exceptions to the \$10,000 minimum project cost and to correct a typo in the approved schedule.

**7. Senator James E. “Ed” DeGrange NonPublic Aging Schools Program Delegation – [Motion Carried]**

Ms. Viscarra presented an Item which sought to grant authority to the Executive Director of the MSDE’s Office of School Facilities to approve up to three month extensions to reimbursement deadlines for NASP projects.

Upon a motion made by Secretary Chaudhry, seconded by Mr. Gibbons, the IAC voted unanimously to delegate authority to the Executive Director of the Maryland State Department of Education’s (MSDE) Office of School Facilities (OSF) to authorize extensions to the deadlines for projects receiving funding under the NonPublic Aging Schools Program (NASP) in FY 2023 to no later than June 30, 2025, and for FY 2024 to no later than June 30, 2026. Further, to amend the IAC’s motion of October 10, 2024 to delegate authority to the OSF Executive Director to approve extensions to deadlines for projects receiving funding under the NASP in FY 2025 to no later than June 30, 2027.

**8. FY 2023 Healthy School Facility Fund Project Extension Request - Cecil County Public Schools - Cecil County School of Technology (PSC L07F042) Chiller Replacement Project – [Motion Carried]**

Capital Projects Manager Sean Vorsteg presented a request from Cecil County for extensions to the substantial expenditure of funds and submission of reimbursement request deadlines from October 1, 2025 to October 1, 2026, and from May 1, 2025 to May 1, 2026, respectively, for the Cecil County School of Technology (PSC L07F042) chiller replacement project.

Upon a motion made by Chuck Boyd, seconded by Mr. Gibbons, the IAC voted unanimously to approve Cecil County Public Schools’ (CCPS) request to extend the FY 2023 Healthy School Facility Fund (HSFF) Cecil County School of Technology (PSC L07F042) Chiller Replacement project deadlines as presented.

**9. FY 2024 Healthy School Facility Fund Project Extension Request - Cecil County Public Schools - Cecil Manor Elementary (PSC L07F030) HVAC Replacement Project – [Motion Carried]**

Mr. Vorsteg presented a request from Cecil County for extensions to the HSFF deadlines for the Cecil Manor Elementary (PSC L07F030) HVAC replacement project. The extensions would bring the

deadlines for encumbrance of funds, substantial expenditure of funds, and reimbursement requests to October 9, 2025, August 30, 2026, and November 30, 2026, respectively.

Upon a motion made by Vice-chair Eberhart, seconded by Krishnanda Tallur, the IAC voted unanimously to approve Cecil County Public Schools' (CCPS) request to extend the FY 2024 Healthy School Facility Fund (HSFF) Cecil Manor Elementary (PSC L07F030) HVAC replacement project deadlines as presented.

**10. FY 2024 Healthy School Facility Fund Amendments - Garrett County Public Schools – [Motion Carried]**

Lead Capital Projects Manager Eugene Shanholtz presented a request from Garrett County Public Schools to realign funding awarded to two projects to account for higher than anticipated bids on the Southern High School (PSC L11F005) partial roof project.

Upon a motion made by Chuck Boyd, seconded by Krishnanda Tallur, the IAC voted unanimously to revert \$372,400 of the FY 2024 Healthy School Facility Fund (HSFF) award to the Garrett County Public Schools (GCPS) Northern High School (PSC L11F014) partial roof project to the HSFF Statewide Reserve Account, and to transfer \$170,100 from the HSFF Statewide Reserve Account to the GCPS Southern High School (PSC L11F005) partial roof project.

**11. 2025 Legislative Session Summary Presentation – [Informational Only]**

Ms. Viscarra and Policy Analyst Victoria Howard presented a summary of the 2025 Legislative Session, detailing the IAC's Operational and Capital budgets for the year, as well as an overview of bills which impacted the IAC. Ms. Viscarra noted three temporary restrictions on IAC Operating budget funding pending the submission of three reports, one of which has already been submitted. Additionally, she noted that the Capital budget bill was as anticipated, with no budget cuts, and an increase to EGRC funding from \$40 million to nearly \$54 million. Ms. Howard noted that the one passed bill that IAC staff were asked to provide an impact statement for, SB 175, had no impact on the IAC as the provisions restricting the use of corrugated steel tubing were already in effect for school construction.

**Announcements:**

Chair Kasemeyer stated that the July 2025 IAC meeting may be rescheduled, and that confirmation would be given at the June 12, 2025 IAC meeting.

**Adjournment:**

Upon a motion by Chuck Boyd seconded by Vice-chair Eberhart, the IAC voted unanimously to adjourn the meeting at 9:45 am.