

## **Blueprint Schools Program Steering Committee Meeting Minutes**

September 9, 2025

Start Time - 6:00 pm

### **ATTENDANCE**

#### **Committee Members**

Dr. Deann Collins, Chief of Staff

Dr. Brian Wilbon, DCAO for Health, Human Services, and Education with PG County

#### **Program Staff and Partners**

Shawn Matlock, Director, OAIPD, PGCPs

Herb Allen, Project Manager, OAIPD, PGCPs

Paul Paolone, Fengate

Brian Hussain, Honeywell

Jack Chin, Perkins Eastman

Sean O'Donnell, Perkins Eastman

Rick Munford, MCN Build

Jam Kendrick, MCN Build

Yonas Menji, MCN Build

Robert Nelson, Brailsford & Dunlavey, Inc

Brittney Bennett, Brailsford & Dunlavey, Inc

### **WELCOME**

Brittney Bennett, meeting facilitator, welcomes attendees to the 2025 Quarter 3 Steering Committee Meeting and turns the meeting over to Prince George's County Public Schools (PGCPS) Chief of Staff, Dr. Deanne Collins, to officially call the meeting to order.

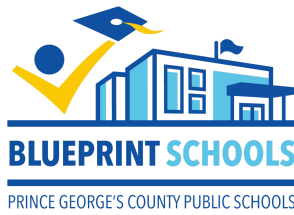
### **CALL TO ORDER**

The meeting is called to order by Dr. Collins:

*"The Quarterly meeting of the Blueprint Schools Program Steering Committee is officially called to order. Brittney, I'll hand it back over to you." - Dr. Deanne Collins*

Dr. Collins turns the meeting back over to Ms. Bennett to go over meeting logistics.





## **MEETING LOGISTICS**

Ms. Bennett reviews the meeting logistics and provides instructions for attendees.

- Spanish interpretation access ( Click the Globe at the bottom of the screen and select Spanish)
- ASL interpretation can be located at the top of the screen – occurs simultaneously.
- Q&A function – disabled
- Questions can be submitted on the program website: [bit.ly/PGCPS-blueprint](https://bit.ly/PGCPS-blueprint)
- Public comments - will be called on in the order in which you signed up

## **ROLL CALL**

Ms. Bennett takes roll for committee members.

- Dr. Deanne Collins was marked Present
- County Council Chair Burroughs was marked Absent
- Dr. Wilbon was marked Present

Ms. Bennett completes roll call and returns the meeting to Dr. Collins.

## **APPROVAL OF MEETING MINUTES AND AGENDA**

Dr. Collins moves to approve the Quarter 2 (06/10/25) Steering Committee meeting minutes.

- Motion made by Dr. Collins and seconded by Dr. Wilbon. All Steering Committee members voted in favor with no opposition or abstentions.

Dr. Collins moves to approve the Quarter 3 (09/09/2025) Steering Committee meeting agenda.

- Motion made by Dr. Collins and seconded by Dr. Wilbon. All Steering Committee members voted in favor with no opposition or abstentions.

## **REPORT OF THE DIRECTOR**

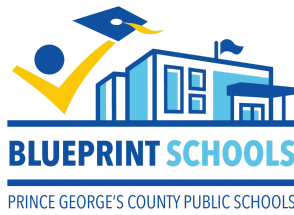
Dr. Collins turns the meeting over to Director Shawn Matlock to begin the Report of the Director.

Director Shawn Matlock presented the Phase 1 report, covering:

- Post-occupancy survey findings
- IAC Maintenance Effectiveness Assessments
- Corrective actions taken with Honeywell
- Staffing challenges in maintenance and custodial functions
- Summer deep cleaning, preventative maintenance, and system inspections
- Solar installation delays due to permitting

Within the Phase 1 report, Director Matlock turned the meeting over to Brailsford & Dunlavey Communication and Public Engagement Manager Robert Nelson to discuss the recently completed Phase 1





Post Occupancy Survey Initiative. Mr. Nelson provided a summary of the initiative, including its goals, methodologies employed, and key trends.

After completing the initiative discussion, Director Matlock proceeded with the Phase 2 report, covering:

- Delivery groups (A, B, C) and scheduled occupancy dates
- Active construction progress across all schools
- Topping-out and community milestone events
- Progress payment timelines
- Design review processes and required revisions
- Site permitting and coordination with county agencies
- Change orders informed by Phase 1 lessons learned (furniture mix, flooring materials, etc.)
- A developing stormwater management cost dispute pending resolution

### **COMMITTEE QUESTIONS**

Director Matlock completed his reports and paused for the Committee to ask questions. Dr. Wilbon asked about the potential impacts of delays in the Phase 1 solar installation:

*"One question I had on the Phase 1 report out around the facility maintenance: there was an issue around the potential delays with the solar installation. Do we anticipate any negative impact of those delays?" - Dr. Brian Wilbon*

Director Matlock explained that delays were caused by permitting issues. Work could not proceed during the school year due to disruptions. As such, completion will extend into 2026, and the delay will postpone the delivery of effective solar energy at the sites.

No additional committee questions were raised.

### **APPROVAL OF RESOLUTION 1**

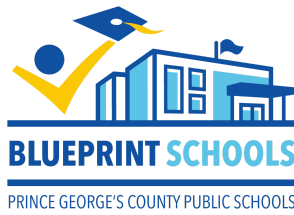
Director Matlock presented and read Resolution 1 to the Committee. Resolution 1 proposed establishing a Phase 2 Change Order Reserve Fund (up to \$30 million) and delegating authority to negotiate the agreement.

Dr. Collins motioned to approve Resolution 1. The motion was seconded by Dr. Wilbon. The Resolution was approved unanimously.

### **APPROVAL OF RESOLUTION 2**

Director Matlock presented and read Resolution 2 to the Committee. Resolution 2 requested approval of Phase 2 change orders above and below the threshold amounts, including items such as stormwater improvements, turf field upgrades, polished concrete flooring, gym capacity increases, additional mop sinks, washer/dryer additions, and nursing suite equipment.





Dr. Collins motioned to approve Resolution 2. The motion was seconded by Dr. Wilbon. The Resolution was approved unanimously.

Director Matlock turned the meeting over to Ms. Bennett to begin the public comment portion of the meeting.

**PUBLIC COMMENTS:**

Ms. Bennett noted that four (4) people signed up to speak and reiterated the instructions for public commenters.

Public commenters who signed up:

1. Joy Jones
2. Pamela Boozer-Strother
3. Migdalia Bustillo
4. Robert Smith

None of the commenters attended, so Ms. Bennett informed the Committee that the written comments would be sent to them after the meeting. Ms. Bennett then turned the meeting over to Dr. Collins.

**NON-AGENDA ITEMS:**

There were no non-agenda items.

**NEXT STEERING COMMITTEE MEETING:**

12/09/25

**MEETING ADJOURNMENT**

Dr. Collins motions to adjourn the meeting.

Motion made by Dr. Collins and seconded by Dr. Wilbon.

Meeting adjourned.

