

MINUTES OF THE
SUBCOMMITTEE FOR RFP REQUIREMENTS FOR
LONG TERM PLANNING CONSULTANT
MAY 27, 2014

The meeting was called to order at 6:00 p.m. at the Administration Building with the following in attendance: Karen Bachus, Camille Vella-Wilkinson, Neena Savage, Celeste Mullane, Mary Iadevaia, and Dean Burdon (Jennifer Mann later in the meeting)

Review of the Minutes for the meeting of May 20th, correction to the spelling of Mary Iadevaia. A motion was called to accept the minutes.

MOTION 2014-7: Moved by Ms. Iadevaia, seconded by Mr. Burdon, to accept the Minutes presented.

MOTION PASSES (6-0)

[Ayes: Bachus, Vella-Wilkinson,
Savage, Mullane, Iadevaia, Burdon]

Ms. Savage commented that Ms. Ahearn has requested information that we had discussed at the last meeting, and she should have it any day. Ms. Vella-Wilkinson said she had requested the RFP information from the City and was working with Dan Geagan to get a copy. The original amount was \$150,000 with \$10,000 additional “add ons.” He will be getting hard copies for her.

Ms. Vella-Wilkinson said Dan Geagan had suggested staff be identified by name, who the project lead would be, who the day to day operations contact would be, and what process would be followed if there was a change in leadership.

Ms. Savage said we should get the substance into the document first, and then go back work further to make changes. Discussion regarding when a school was turned back over to the City and how it just got lost. Ms. Vella-Wilkinson said there is a plan and the City Council should be notified. Further discussion about closing of a school, transition, how district wants to reuse it, is it a school district asset, how to move it over to municipal side, who pays for the building once it is closed, maintenance, insurance, etc.

After review and discussion of the draft proposal, several additions and corrections were made: under #I (Introduction.....) 2 but no more than 3 plans; also adding *maximizing effective use of all facilities*.; leave the table of content for last; #2 CV’s prior to and also new people; program manager and point of contact person identified by name; transition plan (if there is a gap), combining #2 and #4 under Scope of Services (Ms. Savage will provide language).

Under B - Standards of Study (page 4) – Ms. Savage will research education-based planning standards. Ms. Mullane didn’t think that #5 fit; #12 will be moved to #1; and Ms. Savage commented that C and D have similar concepts.

Mr. Burdon said he saw three final projects. Ms. Vella-Wilkinson said the vendor should make suggestions of tasks that school district might not need to do any more. Ms. Mann said that capital improvement plan is critical. It was noted that city leadership is important and there should be a liaison between the School Committee and the City Council. There should also be a list of key people. With a big project like this there should be a project lead that will give status either daily or weekly. It was noted again that there should be a detailed transition plan.

Changes were made under Scope of Services and B. standards for study of school district. #

It was noted that under H. #3, perhaps 30 days not enough time.

Mr. Burdon will look over the “facilities” section and edit them and send his suggestions to Ms. Savage. Corrections will be made to the proposal and Ms. Savage will circulate a new red-line proposal.

Public comment: Bill Melone remarked that transportation was very important, transportation went from 2% up to 4.5% and was not sure if we were saving money by closing a school. He said the consultant what cost for additional transportation would be, and to ask parents what will you do with your children if a school is closed. Martha Cruciani commented that Rhodes is deteriorating and Greene is being maintained as it is used by administration and half is rented out. She also said that having a building closed by grades is a good idea. She hoped that the present committee would do the interview of candidates.

Ms. Mann said we should get some answers to why people are leaving. Ms. Vella-Wilkinson wanted to know if there was an “exit question” when a student leaves, and the answer was no. Mr. George Landri said we do a bad job on PR and one of our greatest programs is the Special Education program. ALAP has been cut, cutting the librarians, seems like the bad gets in the paper.

Discussion re meetings – one more meeting – bring what we have to the table and ask for more meetings. Next week June 3 will meet at 6:00 p.m. Also discussion about presentation of the RFP, will there be a power point presentation? Ms. Savage commented it has been said that a general RFP is not very detailed; this is very detailed, and she didn’t want it to be torn apart. Ms. Mann said an RFP for planning is very different. If we do this right it will be good PR for the City and schools. It was suggested that perhaps there could be a website, but if there is, there should be someone to give feedback.

MOTION 2014-8. Moved by Ms. Mann, seconded by Mr. Burdon, to adjourn the meeting.

MOTION PASSES (6-0)

[Ayes: Bachus, Vella-Wilkinson,
Savage, Mullane, Iadevaia, Burdon]

Meeting adjourned at 8:40 p.m.