

Guilford Public Schools BOE GHS Selection Committee
Central Office North Conference Room
Tuesday, March 9, 2010

Present: John Ireland, Chris Moore, Rick Misenti, Doug Baldwin, Jim Axley, George Kral, Mauro Rubbo, Scott Pinckney

Cliff Gurnham

The meeting began at 6:20 p.m.

Mr. Ireland reviewed the agenda for this evening along with the goals. There was some discussion and clarification on the goals. Once everyone was in agreement we moved forward.

Approval of the minutes from the last meeting was pushed until the next meeting since they are still in draft form.

Mr. Gurnham distributed the 13 submittals received from the RFQ stating that there were no disqualifications and they all came with the appropriate number of copies as well as an electronic form.

Mr. Gurnham distributed a review sheet that was designed to aid in determining if the potential firm met all of the basic requirements outlined in the RFQ. The RFQ responses were divided up amongst the members and reviewed. A discussion regarding each firm ensued, after discussing the firm's qualifications the firms were moved either into the next phase of evaluation or were recommended for elimination. A motion was made to eliminate four (4) firms from moving to the next phase. It was carried unanimously.

For the next elimination phase it was determined that a more detailed rubric was necessary. Discussion was had regarding its content and Mr. Ireland will push the set of questions to Mr. Rubbo for incorporation into a rating spreadsheet. It was requested that each Member review each of the remaining nine (9) proposals using the more detailed rubric and submit them to Mr. Rubbo for tabulation prior to next week's meeting.

Discussion ensued about the Educational Specifications and the need for some clarification points; however there were questions for Dr. Forcella. Dr. Forcella was not available and the discussion was moved to the next meeting.

Discussion moved to the RFP and some topics or content were discussed and it was decided that the next step is for everyone to read the RFP with the intent of making modifications at the next meeting if time permits.

The goals of the next meeting, along with the timeline for the remaining activities of the committee, were discussed. The group would like to get the RFP responses prior to the interviews but have the pricing remain separate and sealed to prevent any bias during the interviews. The next meeting was scheduled from 4pm until 7pm on March 16, 2010 prior to the Standing Building Committee in CO North. The goal of the meeting is to narrow the

potential firms down to the four (4) most qualified respondents to receive the RFP, further discuss the Ed Specs and if time permits work on the language for the RFP.

The following meeting is for March 23, 2010 from 6pm – 9pm to finalize the RFP and continue discussions on the Ed Specs if necessary. The RFP is scheduled to go out on March 24, 2010 with responses expected back on April 5, 2010. The responses without the pricing will be distributed so interviews can be held on April 7 and 8, 2010.

Next Meeting: Tuesday March 16, 2010 at 4:00 p.m. at CO North.

The meeting concluded at 8:45 p.m.

Respectfully submitted,
John Ireland