



C A M B R I D G E
S C H O O L C O M M I T T E E

(Official Minutes)

Special Meeting

January 7, 2025

Called for immediately following the Tuesday, January 7, 2025 Regular Meeting held in and broadcast from the Dr. Henrietta S. Attles Meeting Room, Cambridge Rindge and Latin School for the purpose of discussing the superintendent search.

Members Present: Member Harding, Member Hudson (ABSENT), Vice Chair Hunter, Member Rachel
Member Rojas, Member Weinstein, Mayor Simmons

Others Present: Ashley Pierre, Executive Director of Human Resources, CPSD
Elizabeth Unger, Director of Purchasing, City of Cambridge (REMOTE)

Mayor Simmons in the Chair.

A quorum of the School Committee being present, **Mayor Simmons** called the meeting to order at 8:15 p.m. **Mayor Simmons** read the call of the meeting and explained that the meeting is being televised and recorded. Votes may be taken.

The meeting proceeded to the first order of business with a roll call of members present: Member Weinstein, PRESENT; Vice Chair Hunter, PRESENT; Member Harding, PRESENT; Member Hudson, ABSENT; Member Rachel, PRESENT; Member Rojas, PRESENT; Mayor Simmons, PRESENT

It was noted that there were no registrants for public comment.

On a motion by Member Harding, seconded by Member Rachel, public comment was closed on the following roll call vote: Member Weinstein, YEA; Vice Chair Hunter, YEA; Member Harding, YEA; Member Hudson, ABSENT; Member Rachel, YEA; Member Rojas, YEA; Mayor Simmons, YEA (6-0-1)

Mayor Simmons gave a brief overview of the Committee's progress to date relating to the Superintendent search process. She welcomed and thanked Ms. Pierre and Ms. Unger for joining the discussion.

Mayor Simmons shared that the Community Engagement working group did not have an update from the previous meeting. She then turned the meeting over to **Member Rachel** who shared the progress of the working group with Member Rojas focused on the RFP and the district profile. Their work was initially guided by the Request for Proposals (RFP) that the Committee used for the superintendent search in 2015. Ms. Unger explained that there was an increased threshold requirement for the state to conduct a request for proposal process which impacts the City's options. She detailed the differences between the Request for Quote (RFQ) and the (Invitation for Bid) IFB processes including the scope of services, quality requirements and decision-making criteria.

In brief, the RFQ process involves the school department drafting the scope of services while the IFB requires public advertising and bid documents. Ms. Unger further clarified that the RFQ process allows for more control over the firms contacted, while the IFB is more publicly advertised. Both processes are driven by price but only after it is confirmed that the submissions meet the quality requirements that are set out in the bid or quote documents. A detailed discussion ensued regarding the differences of the two processes and the pros and cons of each one.

The group discussed the importance of ensuring the selected firm met with the community engagement requirements and it was suggested that the document outline the specific groups and community partners in which to engage. Ms. Pierre briefly reviewed the 2015 RFP document and the group discussion focused on the scope of services and quality requirements.

After a detailed discussion the group agreed to move ahead with the IFB process.

On a motion by Member Harding, seconded by Member Rojas, the School Committee agreed to undergo a bid process for the procurement of a search firm to assist in the superintendent search under the following roll call vote: Member Weinstein, YEA; Vice Chair Hunter, YEA; Member Harding, YEA; Member Hudson, ABSENT; Member Rachel, YEA; Member Rojas, YEA; Mayor Simmons, YEA (6-0-1)

The Committee discussed the best ways to include updated district and leadership profiles in the bid process. For next steps, the working groups planned to submit their updated materials to the Executive Secretary by Tuesday, January 21 who would then forward the information to Ms. Pierre. The Committee confirmed a follow-up meeting for Tuesday, January 28 at 4:00 p.m. (9:20 p.m.)

Attest:

A handwritten signature in cursive script that reads "Katherine Christo".

Katherine Christo
Executive Secretary to the School Committee