Northern Berkshire Regionalization Study Steering Committee
Meeting Agenda - Wednesday, March 25, 2026 at 5:30PM
McCann Technical School Conference Room
70 Hodges Cross Rd, North Adams

Present: Erin Milne, John Franzoni, Dan Haskins, Damon Grimes, Tim Callahan, Curtis Elfenbein, Cassandra Rochelo, Amber CAproni, Jessica Chittenden, John Jacobbe, Suzan Oleson, Ron DeAngelis, Peter Breen, Aaron Dean

Guest: Carrie Burnett, grant and RFP consultant

Agenda: Vendor Selection Meeting

1. Call to Order, 5:41pm
2. Approval of Minutes - 2-25-26 Regionalization Study Steering Committee Meeting Minutes.docx
    - On motion from Curtis Elfenbein, second by Ron DeAngelis
    - Approved by a vote of 10-0-1
3. Updates on funding
    - We are pursuing another legislative earmark through Rep. Barrett's office in addition to the funds we already have. This can be used to finish this phase or begin the next.
4. Review of DRAFT Request for Proposals (RFP)
    - Revisions were drafted by the group of superintendents for review and revision by the group
    - Carrie will help with her knowledge of grants and RFPs and will assemble the final document
    - General & Objectives
        i. Make special education emphasis more explicit
        ii. Shift to more flexible language around the depth of analysis for differing scenarios
        iii. Increased importance of sustained community engagement
    - Submission Requirements & Evaluation Criteria
        i. All dates will need to be updated, with the idea that the RFP will be due one month following its release
        ii. Add required description of methodology
        iii. Question around electronic submission
            1. Complicates legality of sealed and separate envelopes
            2. Might require external submission platforms
        iv. Adding interview component of selection process

1. Can this only be done after the prices are opened? It should be able to be at any time in the process, but we should be explicit about when price proposals are taken into account
2. Carrie will double-check on the procedures and legalities of this, but it should not hold up the RFP
3. We will want to use this time to clarify application materials, plans for implementation, and how community engagement will be handled

- Anticipated Project Tasks, Scope, and Schedule
    i. Expanded data analysis to include regulatory and legal challenges
    ii. Limited scope to fit within existing funding by removing the option analysis and final report
    iii. Limited scope of deliverables to concise, project-oriented language that will enable decision-making
    iv. Condensed anticipated project schedule
- **Motion to accept the V2 RFP as amended, with any potential copyright edits or technical updates by the grant consultant.**
    i. Motion by Sue, Second by Damon
    ii. Motion passes unanimously, 11-0-0

5. Other Business
    - Will notify previous applicants that the RFP has been revised and re-issued.
6. Schedule Next Meeting
    - May 20, 2026 at 5:30pm in McCann Tech conference room
7. Adjournment at 7:14pm
    - Motioned by Elfenbein, Seconded by DeAngelis
    - Motion carried 11-0-0

Enclosures:

V2 Request for Proposals