Concord School District  
Board of Education  
Capital Facilities Committee

School Board Committee: Capital Facilities Committee  
Subcommittee for Rundlett Middle School: Educational Programming and Architectural Feasibility Services

Date: November 29, 2016

Time: 8:45 am – 3:15 pm

Subcommittee members present:
- Matt Cashman (Director of Facilities)
- Clint Cogswell (Board President)
- Rusty Cofrin (Facilities Committee Chair)
- Tom Croteau (Finance Committee Chair)
- Terri Forsten (Superintendent)
- Jack Dunn (Business Administrator)
- Jim McCollum (Principal)
- Joseph Guadagno (RMS Teacher)
- Robert Brown (RMS Teacher)
- Kate Weeks (School Counselor)

Agenda:
1. Meet to review interview processes
2. Conduct interviews
3. Create recommendation for the Capital Facilities Committee

The purpose of the meeting was to interview two firms, SLAM and HMFH, to consider professional services to evaluate Rundlett Middle School for both educational programming and structural analysis. The Concord School District is looking for a firm to work with administrative staff, teachers and community members to help understand the needs of the middle school. The committee was looking for a firm to lead and facilitate a Visioning Process for the District.

The committee interviewed each firm for two hours, allowing 90 minutes for a presentation and 30 minutes for questions. A list of questions to consider asking was provided. The subcommittee would meet for thirty minutes following each interview to evaluate each firm’s presentation and to share perceptions of their project proposals. At the end of the day, the committee determined which team to recommend to the Capital Facilities Committee for the Rundlett Middle School educational programming and architectural feasibility study.
9:00 – 11:00
Presentation by SLAM

11:00-11:30
Matt Cashman facilitated a conversation about the presentation by SLAM. Overall, there were an equal number of strengths noted as there were questions and weaknesses noted. Some of the positives included: variety of experience, capacity to weigh new versus renovate, emphasis on importance of relationships, and an inclusive process.

Some of the questions or weaknesses were: canned presentation, an absence of an educational consultant, lack of positive collaboration among their team during the presentation, wondered if they had listened to input when they visited, no vision for the project by their team.

11:30 – 12:30
Lunch Break

12:30 – 2:30
Presentation by HMFH

2:30 – 3:00
Mr. Cashman facilitated a conversation about the presentation by HMFH. There was a lot of very positive energy from this presentation. Notable among the comments: the presentation was highly personalized to RMS, including videos from their visit and pictures of the school; their value for positive relationship building was apparent as they addressed committee members by name; the education consultant was great; RFS Engineering was an active partner; several ideas from their visit were incorporated; and presented in a quick option for consideration. The only weakness seen by the committee was around a lack of specific security planning.

3:00 – 3:15
The subcommittee confidently moved forward with a recommendation to bring HMFH forward to the Capital Facilities Committee as its recommended firm for the Rundlett Middle School educational programming and architectural feasibility study.