

JEFFERSON COUNTY BOARD OF EDUCATION REQUEST FOR PROPOSALS EVALUATION COMMITTEE

Minutes of December 13, 2024

Jefferson County Board of Education Request for Proposal Evaluation Committee Meeting held at VanHoose Education Center, 3332 Newburg Road, Louisville, Kentucky, on Tuesday, December 13, 2024, at 2:00 p.m.

COMMITTEE MEMBERS PRESENT:

James Craig
Linda Duncan
Chris Hartman
Gail Logan Strange
David Tandy

STAFF PRESENT:

Kevin Brown, General Counsel
Edward D. Muns, Chief Financial Officer
Angie Gilpin, Assistant Secretary to the Board
Wyatte Wynn, Director of Purchasing

This meeting was conducted via videoconference pursuant to KRS 61.823 and KRS 61.826. The primary location for this meeting and where all members could be seen and heard by the public was VanHoose Education Center. Committee members were permitted to attend in person or via video teleconference pursuant to KRS 61.826. Members of the public were permitted to attend in person.

SPECIAL MEETING

I. Call to Order

Chairwoman Gail Logan Strange called the December 13, 2024, Jefferson County Board of Education (JCBE) Request for Proposal (RFP) Evaluation Committee Meeting to order at 2:06 p.m.

The purpose of this meeting was to discuss the RFP scoring process, including the weights to be assigned to each category, for the superintendent/executive search firms that submitted proposals.

II. Discussion of the RFP Scoring Process, Timeline of the Scoring Process, and Next Steps in the Scoring Process

Eddie Muns, Chief Financial Officer, provided an overview of the RFP process, including the timeline and subsequent steps. Committee members engaged in a discussion, sharing comments and posing questions.

The committee collaboratively determined the weighting factors for the scoring rubric. Prior to the next meeting, each committee member will independently review and score the four proposals.

Committee members are requested to submit their individual score sheets to Kevin Brown's office by noon on January 9th.

The committee will reconvene on January 10th to achieve consensus on the final scores.

III. Possible Closed Executive Session to Discuss the Evaluation of Responses to RFP #3139 Pursuant to KRS 61.810(1)(n)

No Executive Session was needed.

IV. Adjourn Closed Session

V. Set Next Meeting Date

The committee scheduled the next meeting for January 10th at 10:00 a.m.

VI. Adjournment

The meeting adjourned by consensus at approximately 4:00 p.m.