

**Special Education Cost Model Task Force  
Minutes of Meeting  
July 12, 2018**

**Call to Order**

Pursuant to notice filed with the Secretary of the State, the Special Education Cost Model Task Force met on Thursday, July 12, 2018 in North Meeting Room D of the State Office Building, 450 Columbus Boulevard, Hartford, Connecticut.

Matthew Galligan, chair, called the meeting to order at 9:26 AM.

Task force members in attendance:

- Kathy Demsey, Chief Financial Officer, State Department of Education
- Stephen DiCenso, Consulting Actuary, Milliman, Inc.
- Liz Donohue, Deputy Chief of Staff, Office of the Governor
- John Flanders, Executive Director, Connecticut Parent Advocacy Center
- Matthew Galligan, Town Manager, South Windsor (Chair)
- Matthew Grove, Assistant Superintendent for Operations and Finance
- Jeffrey Kitching, Executive Director, EdAdvance
- Patrice McCarthy, Deputy Director and General Counsel, Connecticut Association of Boards of Education
- Marie Salazar Glowski, Assistant Executive Director, Connecticut Association of Schools
- Jan Perruccio, Superintendent, Old Saybrook Public Schools

Task force members participating by phone:

- Jeyaraj Vadiveloo, Director, Goldenson Center for Actuarial Research, University of Connecticut

Task Force Members Absent:

- David Scata, Executive Director, Connecticut Council of Administrators of Special Education

Others in attendance:

- Kyle Abercrombie, Connecticut School Finance Project
- Martha Deeds, Connecticut School Finance Project
- Leah Grenier, Office of Policy and Management
- Katie Roy, Connecticut School Finance Project

**1. Review and Acceptance of Minutes**

Task force members reviewed the draft meeting minutes from the June 21st, 2018 meeting. Ms. Glowski moved, and Ms. McCarthy seconded, a motion to accept the minutes of the June 21st, 2018 task force meeting.

VOTE ON MOTION

In favor: DiCenso, Donohue, Flanders, Galligan, Glowski, McCarthy, Vadiveloo, Perruccio  
Opposed: 0  
Abstained: Demsey, Grove, Kitching, Perruccio  
Absent: Scata

**2. Review and vote on Feasibility Study RFP prepared by OPM**

Mr. DiCenso exited the room for the discussion of the RFP, because he has recused himself from any votes or discussion of the RFP in order to avoid any actual or perceived conflict of interest.

Ms. Donohue presented the final draft of the RFP and noted that the overall substance of the document has not changed since the scope of work was approved at the June task force meeting. Ms. Donohue clarified that the RFP bids will be due August 24, 2018. Ms. McCarthy how the consultant will look at other models. Mr. Galligan stated that the consultant will begin by reviewing the Co-op model and existing reports and will recommend any alternative models as they see fit based on their professional expertise. Ms. Donohue responded that the task force will also include models from other states in its final report.

Mr. Flanders made a motion, and Ms. McCarthy seconded a motion to approve the request for proposals, as presented without edits.

**VOTE ON MOTION**

In favor: Demsey, Donohue, Flanders, Galligan, Glowski, Grove, Kitching, McCarthy, Perruccio, Vadiveloo  
Opposed: 0  
Abstained: DiCenso  
Absent: Scata

**3. Review OPM RFP Rating Sheet and set weights for rating criteria**

Ms. Glowski asked that the documents be titled. Members discussed whether RFP respondents would be disqualified if they did not meet the criteria set out in the RFP, and it was explained that technical advisors from the Office of Policy and Management and Connecticut Insurance Department will provide technical advice as to the qualifications of applicants.

The task force agreed to the following weights on the OPM RFP Rating Sheet:

1. Statement and Presentation of Work – 40%
2. Operational Capacity – 20%
3. Staffing Plan – 20%
4. References – 5%
5. Cost – 10%
6. Affirmative Action Efforts – 5%

Dr. Kitching moved, and Ms. Demsey seconded, a motion to approve the Rating Sheet weights.

**VOTE ON MOTION**

In favor: Demsey, Donohue, Flanders, Galligan, Glowski, Grove, Kitching, McCarthy, Perruccio, Vadiveloo

Opposed: 0

Abstained: DiCenso

Absent: Scata

**3. Appoint 3-4 people to serve on the Feasibility Study RFP Selection Committee**

Ms. Demsey, Ms. McCarthy, Dr. Vadiveloo, and Mr. Galligan volunteered to serve on the Selection Committee. OPM will also have a staff person serve as a member of the Selection Committee.

Ms. Donohue moved, and Dr. Kitching seconded a motion to approve the above task force members to serve on the selection committee.

**VOTE ON MOTION**

In favor: Demsey, Donohue, Flanders, Galligan, Glowski, Grove, Kitching, McCarthy, Perruccio, Vadiveloo

Opposed: 0

Abstained: DiCenso

Absent: Scata

**4. Appoint 3-4 people to serve on the Feasibility Study RFP Selection Committee**

Mr. DiCenso re-joined the group after the votes on the RFP and its associated Rating Sheet.

Ms. Donohue stated that the official contact for the RFP will be Kerry Kelley, Section Director, Education and Workforce Programs, email: Kerry.Kelley@ct.gov. All communications with potential vendors regarding the RFP must go through her, including distributing the RFP to potential bidders. If task force members send Ms. Kelley the name and email of potential vendor(s), she will send them the RFP directly. Task force members were cautioned not to discuss the contents of the RFP with anyone outside of the task force until a contract is signed between OPM and the vendor.

**5. Sign Ethics and Confidentiality Agreements**

Attorneys from State Department of Education joined the meeting to witness and sign the ethics and confidentiality agreements of those individuals serving on the Selection Committee.

## **6. Update from CPAC on Parent Focus Group RFP**

Mr. Flanders reported that there have not been any responses to the Parent Focus Group RFP, but that the deadline to respond is not until July 16. Ms. Glowski asked what would happen if there are no applicants. Ms. Demsey stated that the SDE could potentially manage parent focus groups if no applications are received.

## **7. Adopt Rating Sheet and weights for Parent Focus Group RFP**

Members agreed to the following weights for the parent focus group RFP:

1. Statement and Presentation of Work – 25%
2. Operational Capacity – 25%
3. Staffing Plan – 30%
4. References – 5%
5. Cost – 15%

Ms. Glowski moved, and Ms. Perruccio seconded a motion to adopt the Rating Sheet weights for the parent focus groups RFP.

### **VOTE ON MOTION**

In favor: Demsey, DiCenso, Donohue, Flanders, Galligan, Glowski, Grove, Kitching, McCarthy, Perruccio Vadiveloo

Opposed: 0

Abstained: 0

Absent: Scata

Mr. Flanders disclosed that it is possible he will have a personal relationship with a possible vendor(s) who apply for the parent focus group RFP. Mr. Galligan accepted this disclosure. The task force will wait to see if conflicts arise in applications, once the parent focus group RFP application period closes, and then make a determination about whether task force members need to recuse themselves from participating in the selection process.

## **8. Other Business**

Ms. Donohue will schedule the next meeting for September 6 or September 7, so that the task force can approve the feasibility study selection committee's choice of vendor and OPM's contract negotiations can commence on schedule.

## **9. Adjournment**

At 10:06 PM, Ms. McCarthy moved, and Ms. Glowski, seconded a motion to adjourn the meeting.

### **VOTE ON MOTION**

In favor: Demsey, DiCenso, Donohue, Flanders, Galligan, Glowski, Grove, Kitching, McCarthy, Perruccio, Vadiveloo

Opposed: 0  
Abstained: 0  
Absent: Scata