



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 305, 61 Locust St.
Meeting Date: **Monday, March 14, 2011**
Meeting Time: **5:30 p.m.**

Members Present: Parks Christenbury, Aviva Grasso, Audra Lurvey, Kirt Schuman, Dean Trefethen

Members absent: Sarah Fuller

Others Attending: Media Access Coordinator Mike Gillis, Libby Simmons (SAU)

Meeting commenced at 5:30 p.m.

1. Call to Order

Christenbury called the meeting to order at 5:30 p.m.

2. Approval of meeting minutes for February 14, 2011

Motion made by Schuman, seconded by Lurvey, to approve the minutes. Unanimous.

3. Update on furniture and equipment installation

Gillis said the majority of furniture and equipment has been installed. He said the remaining pieces of furniture to be installed were approved after the initial list and includes the credenzas and additional meeting tables and chairs.

Gillis said that most of the equipment has been installed. Some audio work was continuing, including troubleshooting some interference. He said the remaining multimedia equipment was starting to arrive.

He said Smart Boards were awaiting bids.

4. Additional furniture request from SAU

Gillis said SAU asked if it would be possible to add two additional tables and four chairs to the set-up in Room 305 and extend the existing tables. Gillis said he thought the request made sense and seemed practical because of the way the tables could be connected or rearranged for a different setting, such as a classroom.

Gillis said he sought a quote from W.B. Mason, which had provided the existing tables and chairs. He said two more tables and four more chairs would be \$1,546.



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Grasso asked if adding tables and chairs would still allow for people to sit around the table and if for larger chairs were needed.

Gillis said the chairs could be lined up in such a way that would not limit the space and would allow the smaller chairs to be set up around it. He said for other set ups, the tables could be moved to the other end of the room.

Christenbury said he would defer to the SAU request and if they felt the furniture was needed.

Trefethen moved to accept the request and approve the purchase. Seconded by Lurvey. Unanimous.

5. Punch list of remaining furnishings and/or equipment

Gillis said one of the final pieces of business is the final furnishings needed, including clocks, trash cans, microwave, flags and nameplates; a lot of small things. He said the aggregate of those items were probably not more than \$1,000. He said he wanted to make sure the JBC was aware of those purchases.

Christenbury said he would entertain a motion to allow spending up to \$1,000 on those furnishings, and to come back to the JBC if that figure needs to be exceeded.

Trefethen moved to allow the purchases of up to \$1,000. Seconded by Lurvey. Unanimous.

6. Update on furniture installation

Gillis said the remaining furniture was scheduled to be installed on Monday, Feb. 21. Following that, Access A/V would return to install the remaining audio equipment.

7. Other Business

a. Financial update

Gillis said the project remains under budget. The remaining budget is \$43,219.78. He said the Smart Boards are likely the largest ticket item remaining.

b. Discussion on sign or display for School Board table

Gillis said there was discussion about the seal and what was appropriate. He said the City would like the City seal displayed, and the SAU has ideas about another logo, yet to be designed.



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Lurvey said she thought the symbol should be as simple as possible.

Gillis said he thought it would make sense to use digital signage to display a seal that was relevant to the body at the table. He said an LED screen made more sense and could also be used to display other logos for other groups.

He said the options he had looked at were under \$1,000, but he would continue to look at options.

Christenbury said it was a good idea and has future uses, as well.

Grasso asked if there would be issues with displaying the wrong seal or forgetting to change it. Gillis said that would likely become one of the tasks assigned to the camera operator before the meeting.

Gillis said he would send along some options to the JBC for consideration.

c. Plaque update

Gillis said he wanted to know what names the JBC would like to be displayed on the plaque. After brief discussion, it was decided the plaque would include the JBC, City Council, School Board, City Manager and Superintendent.

Schuman said it would also include the City seal and whichever logo the SAU chooses. He said he would work on a proof to present to the JBC

d. Other matters of interest

Gillis said it is getting close to the time to dissolve the JBC and there were likely about two meetings left. Gillis said there is a formal process to do so. He said there would be an open house and ceremony to conclude that process.

Lurvey asked if it was possible that the School Board would meet in the space soon? Gillis said that would likely happen next month.

8. Set Next Meeting

The next meeting was set for Monday, March 28, at 5:30 p.m.



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7. Adjourn

Motion made by Schuman to adjourn. Seconded by Grasso. Unanimous. Meeting adjourned at 5:53 p.m.