



**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, May 2, 2011**
Meeting Time: **5:30 p.m.**

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

Members absent: Aviva Grasso, 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 April 11, 2011

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

3. Update on remaining installation and technical equipment

Gillis said there was very little left to install. Additional speakers approved by the JBC were expected to be installed within a week. A screen for the main meeting table had not arrived but would be installed by Gillis.

4. Review and approval of Smart Board quotes

Gillis said the lowest quote for two Smart Boards was received from Valley Communications at a cost of \$9,308. He said it was the lowest of four quotes. Valley Communications has worked with the City and School District before, he said.

Motion made by Lurvey, seconded by Trefethen, to approve the purchase of Smart Boards from Valley Communications for \$9,308. Unanimous.

5. Request for additional screen and projector

Gillis said the first School Board meeting was held in the new School Board chambers he said the presentations worked fine, but the School Board had requested an additional screen and projector on the wall opposite of the existing set-up. He said the board felt it was very difficult for board members on one side of the room to see the screen without craning their necks.

He said the original plan for the space did include two screens, but was left out because the cost of equipment was unknown.



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Gillis said he did not have quotes yet, but the cost would be similar to what was paid before, about \$2,000.

Gillis said he would get the quotes to the JBC via e-mail.

6. Other Business

a. Financial update

Gillis said the budget, including the purchase of the Smart Boards, is \$27,872.79.

b. Discussion of final meeting of JBC

Gillis said there were just a few items left to consider, including the plaque.

He said he was awaiting some information from the City Attorney about the procedure for dissolving the Joint Building Committee.

Trefethen said he was not opposed to waiting until the final report was ready for the last meeting and holding the open house before.

The JBC discussed some options for a date.

Lurvey said it would be nice to have the Smart Boards installed for the open house.

Gillis said he could get back to the JBC and consider a date at that time.

c. Other matters of interest

Lurvey asked about the use of the rooms and if outside groups were being charged.

Gillis said the rooms are already being used frequently. He said he, in consultation with others, is working out a fee schedule for groups that may need multimedia capabilities and the associated resources.

He said so far the groups meeting in the rooms have been either SAU or City personnel.



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Trefethen asked who was keeping the calendar.

Gillis said he is in charge of the calendar. He explained that the SAU and the City have priority in the rooms, including the School Board every Monday, and those conflicts down the road would need to be managed. He said he has discussed how to manage those conflicts with the SAU.

Lurvey said she assumed the SAU knows far in advance when they might need the space for various groups. Gillis said they have already booked the space, as needed, months in advance.

Gillis said he is still trying to connect with the sign vendor about designing signage for the Access Center.

7. Set Next Meeting

The next meeting was not set, pending information needed for the final meeting.

8. Adjourn

Motion made by Lurvey to adjourn. Seconded by Trefethen. Unanimous. Meeting adjourned at 5:57 p.m.