



**DOVER SCHOOL  
DISTRICT**

**JOINT BUILDING COMMITTEE-DOVER HIGH  
SCHOOL AND REGIONAL CTC  
MEETING MINUTES**

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Center
Meeting Date:	<b>Tuesday, July 22, 2014</b>
Meeting Time:	<b>4:30 p.m.</b>

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, July 22, 2014 at 4:45 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Amanda Russell and Jason Gagnon. Also present were Superintendent Elaine Arbour, Business Administrator Karen Taylor, citizen Ken Costello, Fosters, and Facilities director Jeff White. CTC Director Louise Paradis arrived at 4:55p.m.
- II. APPROVAL OF MEETING MINUTES FROM JULY 8, 2014:** Minutes were not approved due to the lack of a quorum. They will be added to the Agenda of the August 5, 2014 meeting.
- III. CITIZENS' FORUM:** No citizens spoke during citizen's forum.
- IV. DISCUSSION OF SCORING/RUBRIC FOR RFQ:** Bob Carrier distributed a handout that was used during the Dover Police Facility presentation criteria. He recommended using a similar format since many of the questions may be able to be used for this purpose. Mr. Carrier continued to say that many of the reference check questions for the police facility are generic and can be used as is or modified for this specific purpose.

Ms. Russell agreed, stating this document is a helpful tool and will help to narrow down potential interviewees. Mr. Carrier noted that school experience will be an important addition to the questions. After the list of candidates is reduced to 5 or 6 candidates, interviews will be scheduled.

Mr. Gagnon asked if each bullet point should be individually ranked or if each group should be given one score. Ms. Russell responded that it is open to individual perception and will be helpful because each person will have different ideas as to what is needed and will target different areas, balancing at the end of the process. The most important factor is that each individual score consistently.

Mr. Carrier added that after discussion of scores and viewpoints, scores may change.

Dr. Arbour asked if both advisory and voting members of the JBC would be completing rubrics. Mr. Carrier responded that both parties would be completing rubrics. Mr. Gagnon agreed since some advisory members are involved with day to day operations and should also be included in the decision-making process.

Documents will be emailed to all committee members and any suggestions or input on the questions and/or format should be emailed to Melissa Glidden at [m.glidden@dover.k12.nh.us](mailto:m.glidden@dover.k12.nh.us).

Mr. Carrier commented that an important part in selection of a company will be the amount of school-related projects in which they have been involved. Dr. Arbour added that another



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important component would be if the company had built a school in New Hampshire since different states have different guidelines.

Mr. Gagnon asked if the JBC is able to tour projects of potential companies. Mr. Carrier responded that that could happen as part of the process and many companies will send information from past projects with their qualifications.

Since it had been determined that the JBC would like to tour area high schools, Ms. Taylor asked if it is appropriate to ask for the names of architects when they are touring these schools. Mr. Carrier responded that it would be appropriate and would be a good idea.

The questions will be fine-tuned at the next meeting which will be held on Tuesday, August 5, 2014 at 4:30 pm.

- V. GENERAL DISCUSSION:** Mr. Carrier commented that there are some areas of the high school that are missing representation. He feels that it will be important to receive feedback from all areas. Ms. Russell agreed, adding that sub-committees may need to be formed so that the entire JBC is not attending numerous meetings. It could be a more efficient way to get information which could then be given to the JBC through a representative of the sub-committee.

Mr. Gagnon commented that information at times will be shared with staff of DHS and if they feel strongly, they are welcome to attend a JBC meeting to discuss their ideas. Dr. Arbour added that Peter Driscoll and Louise Paradis will be important advisory parts of the committee and will bring information back to the JBC from input that they receive in staff meetings.

Dr. Arbour asked if the JBC is asking architects to assist with the decision on whether to renovate or construct a new building. Mr. Gagnon responded that Phase I is a feasibility study to determine the best way to proceed. Mr. Carrier added that the architect will contact many different school personnel to help determine the best way to proceed.

- VI. ADJOURNMENT:** There was no motion to adjourn due to lack of a quorum. The meeting ended at 5:15 pm.

Respectfully submitted,

*Robin LaFleur*

Robin LaFleur, Recording Secretary