

EDUCATION CHANNEL COMMITTEE MEETING MINUTES
TUESDAY, June 12 2007
Nashua School District Office Conference Room 1

A regular, monthly meeting of the Nashua School District Education Channel Committee was held Tuesday, June 12, 2007 at 9:00 a.m. in the Nashua School District Office Conference Room 1.

Chair Stacy Hynes, Director, Grants and Community Development presided; Dana Naas, Secretary, Grants and Community Development, recorded.

Committee members present:

Karen Cooper	Rivier College
Bernie Del Llano	Community Volunteer
Rick Farrenkopf	Nashua School District (CTAB)
Stacy Hynes	Nashua School District
Ed Lecius	Nashua Police Department (CTAB)
Charlie Matthews	Nashua Public Library (CTAB)
Diane Vienneau	Nashua School District
Kathy Vitale	Community Volunteer (CTAB)

Other attendees:

Jeff Poehnert	PEG Manager, City of Nashua
Thomas Vaughan	Board of Education

Stacy opened the meeting at 9:00 a.m. and performed roll call.

Review of Minutes from May 8, 2007 Meeting

Ed Lecius motioned the minutes be accepted; Rick Farrenkopf seconded.

Status of Channel 99 test mode; status of audio challenges in broadcasting BOE meetings from NHS North Lecture Hall

Jeff Poehnert said the audio worked flawlessly after a few initial glitches, and described briefly how he will be able to set up existing equipment for broadcast. Stacy said Board of Education meetings will continue to be broadcast live over Channel 99.

Stacy said she realizes he is trying to make the broadcast more reliable but right now recognizes limited equipment and staff. Jeff Poehnert said they are in the process of evaluating two contactors to establish a tv studio at Court Street and plan to make a recommendation the end of the week. A decision about a contractor should be made on May 20 when the BOA Finance Committee meets. It will be a couple of months to complete the tv studio installation.

Bernie Del Llano asked when the interim modulator at NHS South will be working and Jeff said it will be ready in a couple of days. Jeff wanted to know if it would be possible to have the new server housed at the Nashua Public Library to provide him easier access rather than NHS South, plus it is closer to Court Street where the other broadcast equipment is located. Charlie Matthews said he will talk to the NPL director.

Stacy said Rick Farrenkopf raised a good point about the frustration that he cannot see channel 99 on his office computer, therefore he cannot monitor what the public sees. Jeff does what he can from his office at City Hall but can no longer monitor channel 99 from his office. Rick

Farrenkopf identified Jay Sheehy, NSD Technology Department, to help Jeff with equipment problems but because of the great need for greater support with the day-to-day operations of channel 99, the committee agreed that the time is now to hire an Access Manager. Jeff said he can do now what is needed to fulfill the requirements of the position until an Access Manager is hired.

Tom Vaughan said an Access Manager would help build the groundwork with Jeff Poehnert, and handle essential duties to facilitate broadcasting on channel 99. Stacy asked members of the CTAB committee at the meeting, Ed Lecius, Charlie Matthews, Kathy Vitale, Richard Farrenkopf, about supporting the immediate hiring of an Access Manager. As suggested and agreed, Stacy will write and submit a letter to the CTAB chair and ask if the hiring of the much needed Access Manager be expedited. Jeff Poehnert added that at the CTAB meeting last Friday, it was decided that he, as PEG Manager, would handle access until a full-time manager is needed.

Diane Vienneau asked for clarification about who operates Channel 99. Stacy read from the CTAB Policy and Procedures Manual 4.2 Educational Access Channel "...The E Channel will have its day-to-day operations managed by the Education Channel Access Manager (see paragraph 7.2). The Access Manager will have daily operational responsibility for making sure the E Channel runs according to a program guide that has been established, and will coordinate and manage all content acquisition. Appendix B lists examples of the programs that can be cablecast on the E channel." Ed Lecius suggested Stacy attend the next CTAB meeting. Stacy said she believed that some time ago, it was established that the Access Manager would be housed at NHS South. Rick Farrenkopf concurred.

Rick Farrenkopf said a vendor is coming into NHS North tomorrow to resolve the residual audio problem.

Jeff Poehnert said he would like to recommend that the Nashua Public Library be the site for the server, a neutral location. Charlie Matthews asked Jeff Poehnert if there is a plan to broadcast Channel 99 from Court Street. Jeff said that eventually everything would come from Court Street, but for now for convenience he would like it to be at the Library. Everyone agreed Court Street is the ideal location.

Report from the Programming Protocols & Procedures (PPP) Subcommittee

Members of the subcommittee are Kathy Drolet, Bernie Del Llano, Jeff Poehnert, Pat Snow, Diane Vienneau, and Tom Vaughan. Stacy distributed copies of an email from Pat Snow, dated May 31, 2007.

The subcommittee had two meetings, May 16 and 29, 2007. At the first meeting, they discussed the process involved in bringing programs from conception to programming. They envision a link between Channel 99 and professional development for teachers. There will be authentic programming for student work and technical assistance to teachers to broadcast on the channel.

The second meeting involved nature of content. They started to put theories in place about how a teacher can have access to air a program. There was also general discussion of what programming may be questionable. Bernie Del Llano said the work from the high school has been very good; he personally felt that 80% of the programs from the high school were valuable. He noted there also other classifications of programming such as student forums, field trips, graduations. In addition, Stacy said there should also be a promotional piece from each of the 18 schools.

Stacy added that student content aired a few weeks is from the tv production classroom, taught by Jim Pfeiffer, the NHS South tv studio teacher.

Diane Vienneau said that schools are intimate places and inviting the public in presents new educational opportunities. It is a privilege of students and teachers to widen learning beyond the classroom. She also said that an Access Manager will be helpful to provide teachers with assistance in filming, etc.

There were several comments made about providing technical assistance to teachers, students embracing Channel 99, and teachers needing time to become accustomed to the technology.

Rick Farrenkopf asked if there is a program guide. Stacy said she and Jeff drew up a listing of broadcasting content.

The next PPP subcommittee meeting date has not been established.

Review of approval of suggested announcements

No additional announcements have been submitted since the last meeting. Stacy encouraged everyone to submit announcements.

Review and approval of suggested programming

The latest Superintendent's Roundtable taping, "Student Success," with Chris Hottel is ready for broadcast. Ed Lecius said the US Department of Education is coming to Nashua to present college funding information and even though it is short notice, possibly that could be filmed for viewing later. Possibly it will be shown on Channel 13 and could be obtained.

Charlie Matthews said there is an organization, NH Knowledge Network, that provides information for broadcast to public schools. Information can be obtained on their website. He also said he thinks a satellite dish is needed for live content. Jeff said he already spoke to the contractor about that. Bernie asked if the CTAB fees for the satellite dish would be a conflict; Ed said he will follow up with appropriate staff for a clarification.

NHS North and NHS South and Nashua Adult Education graduations will be filmed and the intent is to have them rebroadcast on Channel 99.

Communication

Stacy distributed copies of the 05.31.07 Patricia Snow and 06.05.07 Bernie Del Llano emails. Ed Lecius motioned to accept the two emails presented and place them on file; Bernie Del Llano seconded.

Public Comment

Tom Vaughan said that Education Channel procedures and membership need to be developed according to by-laws. He also said other educational institutions in the City should be involved from the beginning. Ed Lecius said he personally called and emailed all post-secondary schools and private schools to participate and Stacy has also called. He said a couple of schools came to the initial CTAB meeting, but since formal meetings have taken place, they have not returned. Everyone agreed that with the new school year and the system fully operational, there will be more interest. Stacy will follow up with additional inquiries to other Nashua schools.

Karen Cooper asked about a form Rivier faculty could use to solicit support for programming. Stacy said a draft of the form, based on the work of the PPP, will be available at the next meeting.

Bernie Del Llano met with PTO Presidents and mentioned they want to support the Education Channel and will submit messages, approved by their respective principals, for channel 99 announcements. He also asked why the Education Channel minutes from the last two meetings were not on the website. Stacy said she has asked Ben Delianis, and will remind him again to have the minutes posted.

Diane Vienneau motioned to adjourn the meeting at 10:12 a.m.; Ed Lecius seconded. The next meeting is on Tuesday, July 10, 2007, Nashua School District Office Conference Room 1.

Dana Naas, Secretary
Grants and Community Development
Nashua School District