
EDUCATION CHANNEL COMMITTEE MEETING MINUTES
TUESDAY, August 14, 2007
Nashua School District Office Conference Room 1

A regular, monthly meeting of the Nashua School District Education Channel Committee was held Tuesday, August 14, 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:

Bernie Del Llano	Community Volunteer
Rick Farrenkopf	Nashua School District (CTAB)
Stacy Hynes	Nashua School District
Ed Lecius	Nashua Police Department (CTAB)
Jennifer Liskow	Rivier College
Kathy Vitale	Community Volunteer (CTAB)
Karen Weidner	Bishop Guertin High School
Diane Vienneau	Nashua School District

Other attendees:

John Barker	IT Manager, City of Nashua
Jeff Poehnert	PEG Manager, City of Nashua
Fred Teeboom	Board of Aldermen, CTAB
Thomas Vaughan	Board of Education

Stacy opened the meeting at 9:00 a.m. and performed roll call. Stacy introduced Frank Walant, videographer, and explained that Jeff Poehnert and John Barker were delayed and will be bringing the camera. She also introduced Jennifer Liskow from Rivier College, who will no be attending in place of Karen Cooper. Karen received a promotion at Rivier College and has another position.

Review of Minutes from July 10, 2007 Meeting

Ed Lecius motioned the minutes be accepted; Karen Weidner seconded.

Preparing for September Launch of Channel 99

Since the July 10 meeting there have been two CTAB meetings. At the July 13 CTAB meeting Stacy expressed on behalf of the Education Channel Committee that this is the time to hire an access manager. She said the committee is now striving for “start-up” mode for program viewing reliability. To date, Channel 99 has been in test mode. There is a rhythm to the school year and the Education Channel needs to come together as quickly as possible for the new school year. There is quite a bit of content already approved for programming and some still needs to be reviewed. The Board of Education and its subcommittee meetings are also being broadcast. The access manager will facilitate bringing the channel from test mode to start-up mode. The access manager job description has been written and salary range defined. The position reports to PEG Manager. Job performance is evaluated by the City of Nashua IT Manager. The Access Manger works under the direction and advisement of the Education Channel Committee.

The Access Administrator will be housed at Nashua High South; therefore requiring District new hire clearances. The Access Administrator is a similar position to the School Resource Officers who are employed by the Nashua Police Department but work at the schools.

There was discussion about the title of the position. Bernie Del Llano said that after looking through the job description, the responsibilities are more closely that of a technical manager and the title "Educational Channel Coordinator" should be changed to "Educational Channel Manager." Ed Lecius said that City Hall interpreted "manager" differently in terms of salary and responsibilities. Rick Farrenkopf entered the meeting at 9:15. Bernie Del Llano said that the seven items marked off in Section 9 of the job description listed duties performed by a manger. There was more general discussion among members about clarification of the job title and all agreed the title should clearly reflect job responsibilities. And Education Channel Access Administrator was suggested.

Stacy said in Section 10 "interpersonal" skills should be included in the requirements. Diane Vienneau said the description should also include a knowledge or understanding of the education environment.

Ed Lecius said he believes there is some misconception by CTAB about Jim Pfeiffer. They do not understand his first responsibility as a teacher is to the classroom, and they feel that for now an access manager is not yet needed because Jim can fill in, which he cannot do because he is teaching full time.

Tom Vaughan said that in Section 2 of the CTAB manual the position looks different. Stacy said the access manager reports to the PEG Manager, John Barker. The position would require attending all Education Channel meetings.

John Barker and Jeff Poehnert arrived at 9:25 with the camera. Stacy briefly stopped the meeting and it was decided to go ahead and tape the meeting. John Barker questioned why a subcommittee meeting was being taped since it is not required. Because the videographer was already there they decided to continue. Stacy re-started the meeting and introduced everyone and briefly went over what had been previously discussed.

John Barker said the position is a Grade 12 with a salary range of \$32-55,000, and the target range is \$40-45,000 and is a full-time position. It is a merit position of 40 hours per week, with flexible hours required. "Evenings" and "weekends" will be added to the requirements.

John Barker said that City Hall Human Resources wants better descriptive language of the job position because adding the education factor changes the salary range. Stacy said she wants to clarify the job description to include some understanding of the education environment.

Stacy asked if another CTAB meeting is needed to move forward. John Barker said an "ad hoc" meeting may be held to concur with Human Resources to post the position. He has to recommend the description be finalized and is appropriate. Human Resources approves the position and filling it at this meeting. He said it will be about four weeks to identify a candidate, plus identify additional equipment to record events, and identify an interview team.

Stacy asked Jeff Poehnert about the Needs Assessment Survey. Jeff said the survey does not identify equipment needs, but it was before CDA (firm contracted to build City-Wide TV Studio) for review.

Stacy said some start-up programs are already available such as the Board of Education and subcommittee meetings, the Nashua Public Library and some student-produced programs to move forward. Jeff said they are still waiting on the server to come in.

John Barker said that even if enough cameras are available there are not enough videographers and asked if volunteers or students can help. Tom mentioned this had been discussed at a previous meeting; Jim Pfeiffer pointed out that in the past when this was tried there was not a large pool of students who wanted

to do filming, mostly due to the inconsistency and various times of the filming. John said possibly some communities are different, and colleges should be explored for help. Stacy said we should remember that students' first responsibility is to school work and we should be very guarded as far as using them as a source to draw on as paid videographers.

Karen Weidner asked if a page could be put on the Education Channel about a need for videographers and Jeff said he could.

Jennifer Liskow said students at Rivier College are interested in television work and she will post opportunities. Jeff Poehnert said there could possibly be an internship position.

Bernie Del Llano motioned to amend the position title to Education Channel Access Administrator; Ed Lecius seconded.

Stacy said that at the end of July, Jeff Poehnert; Dave Lajoie, Parks and Recreation; Jim Pfeiffer; a COMCAST technician, and she met. Necessary electrical support and coaxial cables will be ready to go at Stellos Stadium for game broadcasts.

John Barker asked to whom CDA can talk with about sports production to keep in mind proper equipment. Stacy said to have them call her.

Re-soliciting Colleges and Parochial Schools for Committee Membership

Karen Weidner said she sent emails to local parochial schools and colleges and is starting to get some responses and hopes to have more by the end of the month. Information about school openings should be available.

Review Draft Education Channel Committee Bylaws

Stacy has done a rough draft. She asked committee members to email her by next Tuesday, August 21, about serving on a subcommittee to develop the bylaws further.

John Barker said he recommends the Education Channel 99 join two media organizations: ACM, Alliance for Community Media, a national organization, and NHCCM, New Hampshire Community Cable Media. He will send information to Stacy.

PPP Sub-Committee

It will be on the September meeting agenda to identify teachers to identify student-orientated, pilot programming

Review and approval of suggested announcements/suggested programming

- August 27, 8:30, broadcast all-staff meeting at Nashua High School South
- August 23 Nashua Goes Back to School – an announcement will be posted.
- Varsity fall sports schedules; www.NHIAA.org already has the schedules listed.
- Add photos/content to “Where Do You Go to School?” slides.

Stacy asked if it would be possible to add music or some type of sound to make the viewing of these announcements more engaging. Jeff Poehnert said the computer is not big enough now. John Barker said playing music may have a licensing requirement. Stacy suggested the student school bands or choral groups music could be broadcast and John said that will be possible with the new server. John also said it is possible to subscribe to a music service, but he likes the idea of the student-provided music better.

Communication

There was no communication to report.

Public Comment

There was no public comment.

Stacy adjourned the meeting at 10:00 a.m. Karen Weidner motioned; Ed Lecius seconded.

The next meeting is on Tuesday, September 11, 2007, Nashua School District Office Conference Room 1.

Dana Naas, Secretary
Grants and Community Development
Nashua School District