
EDUCATION CHANNEL COMMITTEE MEETING MINUTES
TUESDAY, September 11, 2007
Nashua School District Office Conference Room 1

A regular, monthly meeting of the Nashua School District Education Channel Committee was held Tuesday, September 11, 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:

Jennifer Liskow, Rivier College

Charlie Matthews, Nashua Public Library (CTAB)

Other attendees:

Jeff Poehnert PEG Manager, City of Nashua

Stacy opened the meeting at 9:06 a.m. The meeting was taped by videographer Frank Walant. Stacy welcomed attendees to the monthly Education Channel meeting and started with roll call. She introduced Jeff Poehnert, PEG Manager and Dana Naas, secretary. Stacy said there are not enough attendees at this meeting for a quorum, but open discussion can still proceed. Review of the minutes for the August meeting will be on the October meeting agenda and the minutes are posted on the website for public access. She checked with Steve Bennett, legal counsel for the City, about Robert's Rules to confirm the committee is following proper procedure.

PEG Manager Report; Preparing for Channel 99 Launch: Current Start-Up Mode
Jeff Poehnert, PEG Manager, described status of the Channel 99 Launch.

Hiring Education Channel Access Administrator – The position description was refined by John Barker and will be going for approval at this Friday's CTAB meeting at City Hall.

Server – The new server did not arrive as scheduled on Monday, September 10; hopefully it will arrive on Tuesday or Wednesday. There was a problem with a power cord.

Programming Capabilities – Prospective contractors to provide two "studio in a box" packages have been narrowed down to Sony and Panasonic. John Barker has been working out the IT side details with the contractors. The "studio in a box" is a convenient recording package schools will use, such as in the classroom, and is in a file format that can be changed or added-to on a computer.

Stellos Stadium Cabling Project – Last week COMCAST came back with a contract to upgrade Stellos Stadium recording cabling. COMCAST requires payment up front and a check has been sent; installation will be scheduled as soon as possible. All electrical requirements at the stadium have been met. Quick set-up of two cameras used at the same will now be possible. Also, robotic cameras will be installed that do not require videographers.

Stacy asked if City Park and Recreation is helping and Jeff said they are providing a great deal of help. Stacy said she will make a note to thank them for their assistance.

Jeff said there will be two to four small DVD cameras for classroom use that are user-friendly. There will be a sign-out procedure to use the cameras. He noted every piece of equipment has to be incorporated into the system and compatible.

Stacy said she hopes to have fall filming of sports at Stellos, especially the Turkey Bowl at Thanksgiving. Jeff said that he and Jim Pfeiffer have discussed. He also said wireless cameras may be an option in the future and should be within budget.

Charlie Matthews asked about COMCAST cabling costs. Jeff said CTAB approved \$2,843.00 to cover the cost and described some of the cabling installation details.

Re-soliciting Colleges and Parochial Schools for Committee Membership: Stacy said Karen Weidner is continuing to work on soliciting committee members. Presently there are 13 members. Stacy will follow-up with a contact at NH Homeschooling Coalition.

Status of Draft Education Channel Committee Bylaws: Stacy is continuing research; Jennifer Liskow offered to help. Stacy and Jennifer will meet to refine draft bylaws; draft will be ready for October meeting.

PPP Sub-Committee/Status of Teacher Group: Stacy said PPP continues to hold meetings. In the last few weeks they have identified teachers who are interested in participating in charter group, and they will provide a report at the next meeting in October. Stacy's hope is to dedicate time each week on Channel 99 for teachers.

Review and approval of suggested announcements/suggested programming: Stacy said that since there is not a quorum at this meeting, she will send an email to members for comments. All announcements now listed have been discussed by the committee. She foresees more announcements about school sports and parent/teacher conferences.

Stacy asked Jeff Poehnert about development of an announcement template to add uniformity and for expedient approval. She suggested keeping the template simple and possibly put the Channel 99 logo in the corner. Jeff will develop a template for Stacy's review as soon as possible.

Jeff said they had discussed at length how to get Jim Pfeiffer involved in an appropriate way and mentioned that Keefe Auditorium may be useful to Jim's students in relation to the school curriculum.

Stacy said she thinks there will not be a lack of projects students will want to be involved in. The nature of Jim's work naturally involves him. Jeff also pointed out that Rivier College will want to participate. He said all editing will be Mac-based for avid editors, using AVID software.

Jeff mentioned the CTAB facility at Court Street is now occupied by them. He said there is a line of sight from the tower at Court Street to City Hall and the library for fiber. Stacy mentioned she

plans to attend the Friday CTAB meeting and advocate moving forward with the Access Administrator position.

Schedule 2008 Education Channel Meetings: Stacy said there would not be a vote today on next year's meeting schedule because there is not a quorum. General consensus of attendees agreed that the monthly second Tuesday at 9:00 a.m. is fine.

Communication: Stacy distributed copies of three recent emails to committee members. 09.05.07 email from Mr. Fred Teeboom to John Barker/Stacy Hynes re Access Administrator status

8.14.07 emails from Ms. Stacy Hynes to Education Channel Committee (2)

- Broadcasting of freshman orientation
- Distributed amended ordinance 0-07-118, eliminating CTAB Programming Committee

Public Comment: There were no comments.

The meeting was adjourned at 9:30 a.m. The next meeting is Tuesday, October 9, 2007 at 9:00 a.m. at District Office, Conference Room 1.

Dana Naas, Secretary
Grants and Community Development
Nashua School District