
EDUCATION CHANNEL COMMITTEE MEETING MINUTES
TUESDAY, November 13, 2007
Nashua School District Office Conference Room 1

A regular, monthly meeting of the Nashua School District Education Channel Committee was held Tuesday, November 13, 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:

Cecile Carlton	Nashua School District
Robert Cioppa	Nashua School District
Kathleen Drolet	Nashua School District
Richard Farrenkopf	Nashua School District
Ed Lecius	Nashua Police Department (CTAB)
Charlie Matthews	Nashua Public Library (CTAB)
Diane Vienneau	Nashua School District
Karen Weidner	Bishop Guertin

Other attendees:

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

Stacy opened the meeting at 9:00 am and performed roll call. She asked Jeff Poehnert if today's meeting will be filmed for broadcast and he said it will not.

Review of October 9, 2007 Meeting Minutes: Ed Lecius motioned to accept; Diane Vienneau seconded.

Stacy said she emailed committee members since the last meeting to let them know that at the regular CTAB Committee meeting the members voted 5-4 to grant a temporary waiver to Appendix B to allow the TV and Production Students to produce interviews with presidential candidates on Channel 99. The Board of Aldermen passed the amendment on October 23. Appendix B remains in tact.

PEG Manager/Education Channel Access Administrator Report:

Preparing for Channel 99 Launch: Current Start-Up Mode

Jeff Poehnert said the server is installed and working. Today he will start to transfer files. Stacy asked about the major hold-ups in the sequence of events, such as delivery and installation of the server, the license, and cameras.

Jeff said digitization of program tapes is time-consuming, but he will be able to run the programs for the weekend and for now the programs cannot be run the next day as is hoped for in the future. Two cameras were purchased which will work very well in the classroom, and he wants to wait to see how these cameras work out before purchasing two more in case a different model is

needed. Half of the "Studio in a Box" packages will be delivered between November 11 and 13. Videographers have been scheduled for the upcoming Turkey Bowl football game on Thanksgiving Day; two students are willing to help with production.

Stacy asked if this Saturday's 12:30 pm championship football game can be broadcast. Jeff said if all equipment is installed based on delivery of the "Studio in a Box" this week it can and he will let her know. Stacy said broadcast of this game will be a good test run. She also asked if the December high school basketball tournament, or at least the North and South game, could be broadcast and Jeff said they could.

- Hiring Education Channel Access Administrator – Six applications were received and three candidates are being considered, two from California and one local. The two candidates from California will be interviewed via teleconference at City Hall on Thursday; the local candidate will have a personal interview at that time. Stacy asked Jeff to email and confirm the interview place and time.

Interview Team - Stacy said the candidate should have a technical background as well as strong personal interactive skills. Stacy, Ed Lecius, Bernie Del Llano and Jeff Poehnert will sit on the interview committee and she will let them know who the BOE member will be. Andrew Cernota, Chair, John Barker, and Fred Teeboom are also on the interview committee.

- Status of Development of Announcement Template– Jeff Poehnert said he does not have anything on that yet. Stacy said it needs to be a high priority. Jeff said in the meantime PowerPoint slides can be used on the bulletin board to post announcements. Jeff said he has never scheduled a 24/7 program run from his office.

Kathy Drolet arrived at 9:15 am.

PPP Sub-Committee: Kathy Drolet asked Tom Vaughan to provide an update of the sub-committee progress.

Tom said they arrived at two tangible points by considering where the committee is now and what it should be doing. They established short-term and long-term focuses.

In the short term, Tom Vaughan said Bernie Del Llano (PPP committee member) had an idea to broadcast profiles of each school as a first project. A videographer would be hired to present a view of the schools. Kathy Drolet said that from the teacher's perspective they would do a project in a format of photo stories of the history of each school. The goal is to build awareness of the Education Channel and at the same time build history about the schools in a short and simple style.

In the long term, Diane Vienneau said programs will remain in line with those originally envisioned for the Education Channel and that it is corroborate between education and community through integration of technology into the classroom. Diane said that later different users will likely launch programs within the mission of sharing and learning.

Tom Vaughan added that the short term idea is understandable and will establish a framework for ideas and allow us to see what problems may arise from initial programs. Kathy Drolet and Jeff Poehnert said that the schools already have photographs and materials available for this project.

Review and approval of suggested announcements/suggested programming: None to report.

Communication: None to report.

Public Comment: Stacy said it is critical to place announcement slides on the Education Channel. Jeff said the new server will provide for this. Stacy said that in the meantime critical events are coming up and she will talk with Jeff about this after the meeting.

Jeff Poehnert asked Ed Lecius if the voice-over for the Turkey Bowl football has been taken care of. Ed said it has and to call WGAM staff to schedule it.

Stacy said at the Turkey Bowl station WGAM has advertizing. Ed said there will be pauses in the programming during the advertizing. This year it will be more challenging because the program is live rather than an edited taped version.

Kathy Drolet added that the PPP Sub-Committee discussed the idea of a website for centralizing and communication. Rick Farrenkopf needs to be contacted for specifics. Tom Vaughan said there should be a website presence so people know when to view the Education Channel.

Stacy said the TV and Production students have a website that can be viewed as an example. Stacy said that will fold into the much needed announcement template.

Tom Vaughan asked a question about coverage of the Board of Education meetings and noted the videographers do an exceptional job. Tom asked if there is a priority scheme to which meetings are taped. Stacy said she asked about this and wants all BOE meetings to taped, but understands some are not because of scheduling videographers. Jeff Poehnert said the new cameras, once installed, will solve that.

Tom Vaughan said it may be less expensive and practical not to have videographers but to use remote cameras. Jeff Poehnert said they are working on that. Tom said he mentioned it because the BOE will be doing their budgeting to cover the costs. Stacy said the costs will come from CTAB. Jeff Poehnert said they are waiting on splitting the financial responsibilities until the new Access Administrator is hired. Money is brought in every quarter, approximately \$59,000, which pays for equipment and videographers. Stacy said a monthly expenditure spreadsheet is a priority with Chris Hottel too. Jeff Poehnert said it will be broken out on a financial statement every month. Stacy said funding is a good point, but it is not under the District operational budget.

Jeff said robotic cameras would be controlled from Court Street and videographers will not be needed. He thanked Rick Farrenkopf for helping them install the server. Stacy said that hiring the Education Channel Access Administrator and equipment are a priority.

Stacy thanked everyone for their work on the start-up and hopefully now equipment installation will be started.

The meeting was adjourned at 9:37 a.m. The next meeting is Tuesday, December 11, 2007 at 9:00 a.m. at District Office, Conference Room 1.

Dana Naas, Secretary
Grants and Community Development
Nashua School District