

# **REGULAR MEETING OF THE EDUCATIONAL TELEVISION FOR THE CONEJO (ETC) BOARD OF DIRECTORS**

## **AGENDA**

**Tuesday, October 18, 2016  
11:15 a.m. Open Session**

## **LOCATION**

**Conejo Valley Unified School District  
District Office North Building  
Conference Room A  
1400 E. Janss Road  
Thousand Oaks, CA 91362**

---

**If you wish to address the Educational Television for the Conejo Board of Directors**, it is necessary to complete a speaker form (blue) and hand it to the recording secretary. If you would like to make comments about items not on the agenda, a speaker form should be completed and *submitted prior to the Public Comments section* of the agenda. If you wish to address an agenda item, please complete and *submit your form prior to the Action section* of the agenda. Pursuant to the Brown Act, the Committee cannot enter into a formal discussion nor can a decision be made in regard to public comments. The Committee may provide a reference to staff or other resources of information, request staff to report back at a subsequent meeting, or direct staff to place an item on a future agenda. Public comments will be limited to three minutes. On those occasions where there is an unusually large number of speaker cards, the Committee President may make the decision to decrease the time. Please present your comments in a factual, respectful, and dignified manner that models how we expect our children to participate in the democratic process.

**If you wish to register your opinion on a topic but not speak**, please fill out a public written statement form (yellow) and hand it to the recording secretary. Members of the Board of Directors will review these forms following the meeting.

**Your input is greatly appreciated.** The information on the speaker cards will assist the President in conducting the meeting and is needed for the official minutes. The information on the cards will become public record. Thank you for your cooperation and compliance with these guidelines. Please feel free to call the Business Services office if you have any questions (805-497-9511 x206).

---

## **AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS**

**CVUSD District Office, 1400 E. Janss Road, Thousand Oaks, CA**

*This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)*

### **Additional Locations**

**Newbury Park High School, 456 Reino Road, Newbury Park, CA  
Thousand Oaks High School, 2323 Moorpark Road, Thousand Oaks, CA  
Westlake High School, 100 N. Lakeview Canyon Road, Westlake Village, CA  
CVUSD Grounds and Mechanics Office, 750 Mitchell Road, Newbury Park, CA**

District website: [www.conejousd.org](http://www.conejousd.org)

**SECTION A: AGENDA**  
**EDUCATIONAL TELEVISION FOR THE CONEJO (ETC)**  
**BOARD OF DIRECTORS**  
**TUESDAY, OCTOBER 18, 2016, 11:15 A.M.**

**I. 11:15 A.M. REGULAR SESSION**

**Opening Provisions**

- A. Secretary Calls the Meeting to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements and Procedures
- D. Approval of the Agenda
- E. Board Vacancy
  - 1. Election of President  
*No need for a second when making nominations for office. The newly elected President assumes leadership of the meeting.*
- F. Comments
  - 1. Public  
*Pursuant to the Brown Act, the Board members cannot enter into formal discussion with individuals making public comments to the Board. The Board members cannot take action on any issues raised during public comments that are not on the meeting agenda. Board members may respond to public comments during the Individual Board Members Comments section of the agenda (I.E.3).*
  - 2. Board President
  - 3. Individual Board Members
  - 4. Treasurer's Report
  - 5. Executive Director

**II. INFORMATION / DISCUSSION ITEMS**  
*(Each item requires a motion for approval)*

- A. Committee's Vision and Purpose
- B. Preparation of Required Tax Filing and Organizational Documents

C. Transmission Equipment at Thousand Oaks High School and Current Programming Process

D. Topics for the Next Meeting

**III. ACTION ITEMS - GENERAL**

A. Approval of Minutes of Regular Meeting held August 16, 2016 (Section B of this packet)

B. Repeal Memorandum of Understanding with Conejo Schools Foundation Originally Approved May 18, 2016 (Refer to Section C of this packet)

**IV. ADJOURNMENT**

**NEXT MEETING**

Tuesday, January 17, 2017

11:15 a.m.– 12:15 p.m.

Conference Room A

**AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS**

CVUSD District Office, 1400 E. Janss Road, Thousand Oaks, CA

CVUSD Website: [www.conejousd.org](http://www.conejousd.org)

*This serves as the main posting sites pursuant to the Brown Act, Government Code §54954.2(a)*

Newbury Park High School, 456 Reino Road, Newbury Park, CA

Thousand Oaks High School, 2323 Moorpark Road, Thousand Oaks, CA

Westlake High School, 100 N. Lakeview Canyon Road, Westlake Village, CA

CVUSD Grounds and Mechanics Office, 750 Mitchell Road, Newbury Park, CA

## **SECTION B: MINUTES**

Tentative Minutes of the August 16, 2016, Committee Meeting  
presented for action by the Committee on October 18, 2016  
(Action Item II, A)

# EDUCATIONAL TELEVISION FOR THE CONEJO, INC. (ETC)

## BOARD OF DIRECTORS

August 16, 2016, 11:15 a.m.

Location: Conejo Valley Unified School District  
1400 E. Janss Road, Thousand Oaks, CA 91362

## MINUTES

### OPENING PROVISIONS

#### **A. Opening Provisions / Pledge / Announcements**

Peggy Buckles, ETC President, called the meeting to order at 11:16 a.m. She conducted the Pledge of Allegiance and made procedural announcements.

#### **B. Roll Call**

Mrs. Buckles called roll, as follows:

##### Board of Directors

Peggy Buckles, President, ETC Present

Ann Bonitatibus, Ed.D, Secretary, ETC Present

Sue Wells, Vice President, Conejo Schools Foundation Present

Denise Reader, Secretary, Conejo Schools Foundation Present

##### Other Attendees

Victor Hayek, Ed.D., Assistant Supt, CVUSD Business Services Present

Terry McCallum, Executive Director, ETC Present

#### **C. Approval of Agenda**

Sue Wells moved to approve the Agenda as written, Denise Reader seconded the motion, and the motion carried 4-0 with the Treasurer position being vacant.

#### **D. Public Comments**

(None)

#### **E. President's Comments**

(None)

#### **F. Individual Board Members' Comments**

Dr. Ann Bonitatibus introduced Dr. Victor Hayek, new Assistant Superintendent of Business Services for Conejo Valley Unified School District. She discussed new technology being used in Conejo Valley Unified School District (CVUSD) including live streaming of Board of Education meetings, Facebook, a mobile telephone application, and BoardDocs.

#### **G. Treasurer's Report**

Dr. Victor Hayek provided the following summary of ETC's bank account at Wells Fargo:

\$8,370.50	Balance reported at ETC Meeting on June 21, 2016
(14.00)	Wells Fargo Bank Fee as of June 30, 2016
<u>(14.00)</u>	Wells Fargo Bank Fee as of July 31, 2016
\$8,342.50	Remaining Balance June 21, 2016

Yesterday, ETC received a letter from the Franchise Tax Board (FTB) approving ETC's tax exempt status effective January 31, 1996.

**H. Executive Director's Comments**

Terry McCallum reported that taping has resumed following the summer lull.

**INFORMATION / DISCUSSION ITEMS**

**A. Discuss Terms of Office**

Victor Hayek reported that the terms of Directors are to be for three years and staggered 2-2-1, per the ETC Bylaws. In order to clarify terms, it was agreed that Directors' terms will expire as follows:

Peggy Buckles	2017
Ann Bonitatibus	2018
Sue Wells	2018
Denise Reader	2017
Treasurer (to be determined)	2019

**B. Discuss School Broadcast Program Contract with National Federation of State High School Associations (NFHS)**

Terry McCallum reported that there are two methods of live streaming (viewing via the internet):

- 1) each viewer can be charged when they log in to live stream, or
- 2) live streaming services can be contracted through National Federation of State High School Associations (NFHS) at a cost of \$2,500 for the first year. For any single football event, the first 500 live streaming viewers can log in free, then beginning with the 501<sup>st</sup> viewer a fee will be charged at the time of login. There is no viewer charge to live stream events other than football.

Terry noted that the Contract included in the ETC Agenda today was not the most current version; the current contract will be emailed to the ETC Directors. Concerns were discussed regarding the Contract language, privacy, Title IX, and logistics. It was suggested that the Contract be reviewed by legal counsel. When the review is complete, a special Committee meeting may be scheduled.

**ACTION ITEMS**

**A. Approval of Minutes – June 21, 2016**

Sue Wells moved to approve the Minutes as written, Ann Bonitatibus seconded the motion, and the motion carried 4-0 with the Treasurer's position vacant.

**B. Nomination and Election to fill Chief Financial Officer/Treasurer Vacancy**

At the last Committee meeting on June 21, 2016, Dr. Jon Sand announced that he was resigning. Sue Wells moved to nominate Dr. Victor Hayek to fill the vacant position of Chief Financial Officer/Treasurer, Ann Bonitatibus seconded the motion, and the motion carried 4-0.

Sue Wells moved to elect Dr. Victor Hayek to fill the vacant position of Chief Financial Officer/Treasurer, Denise Reader seconded the motion, and the motion carried 4-0, with Dr. Hayek abstaining.

**C. ETC Meeting Schedule for 2016/2017**

Sue Wells moved to revise the meeting schedule to the third Tuesday of August, October, January, March, and May, at 11:15 a.m. Victor Hayek seconded the motion, and the motion carried 5-0.

**ADJOURNMENT**

Peggy Buckles adjourned the meeting at 12:15 p.m. The next regularly scheduled meeting is Tuesday, October 18, 2016, at 11:15 a.m., in Conference Room A at the District Office.

---

Date

---

President

**SECTION C: Agenda Reports**





Memorandum of Understanding  
Educational Television For the Conejo (ETC) with  
Conejo Schools Foundation (CSF)  
January 1, 2016

Educational Television for the Conejo (ETC) a 501(c)3 corporation providing Educational Television services in the Conejo Valley and the State of California, wishes to contract for Business Services with Conejo Schools Foundation a 501(c)3 corporation supporting the Conejo Valley Unified School District.

ETC is authorized under a State Franchise agreement by the California Public Utilities Commission. This agreement allows ETC to solicit, collect and report on, funds necessary to run the educational broadcast stations.

As technology changes occur, the method of broadcast has evolved from strictly cable TV Public, Educational, Government (PEG) channel to numerous channels on several cable networks, online streaming services, and IP broadcasts.

The ETC Board has requested that the Conejo Schools Foundation (CSF) provide those business services for a fee. Services include:

1. Accounting
  - a. The ETC Board, or their representative, will provide CSF with the ETC budget
  - b. CSF will provide quarterly financial reports
  - c. CSF will establish bank account and management of those accounts
  - d. CSF will submit IRS and California Franchise Tax board reports
2. Office services
  - a. CSF will provide office support for all pertinent activities
  - b. The ETC Executive Director will provide FCC Channel scheduling reports and legal presence for programming
3. Website Management
  - a. The ETC Executive Director will coordinate the ETC website with support from CSF staff
4. Business Marketing
  - a. The ETC Board and/or its representative will work with CSF staff for marketing efforts, including collateral materials.
  - b. A CSF identifying logo ("bug") will be put on ETC/Conejo TV channels regularly in recognition of their partnership.

**Fees**

1. For the 2016-17 school year, CSF agrees to waive all fees related to the above services provided. In subsequent years, said fees will be negotiated annually at the first ETC Board meeting of the year.

This MOU will be effective from July 1, 2016 to June 30, 2017, with review and renewal to be decided upon in the Spring of 2017.

For the Conejo Schools Foundation:

Cindy Goldberry  
Date: May 18, 2016

For Educational Television for the Conejo:

Reggie Buckles  
Date: May 18, 2016