

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

## **AGENDA**

**Tuesday, January 16, 2018  
11:00 a.m. Open Session**

## **LOCATION**

**Conejo Valley Unified School District  
District Office South Building  
Conference Room B1  
1400 E. Janss Road  
Thousand Oaks, CA 91362**

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**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).

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## **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 District Operations Facility, 750 Mitchell Road, Newbury Park, CA**

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

**AGENDA**  
**EDUCATIONAL TELEVISION FOR THE CONEJO (ETC)**  
**BOARD OF DIRECTORS**  
**TUESDAY, JANUARY 16, 2018, 11:00 A.M.**  
**District Office – Conference Room B1**

**I. 11:00 A.M. REGULAR SESSION**

**Opening Provisions**

- A. Call the Meeting to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements and Procedures
- D. Approval of the Agenda
- E. Public Comments

*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).*

- F. Board of Directors Comments
- G. Executive Director Report

**II. ACTION ITEMS**

- A. Approval of Minutes of October 19, 2017 Meeting (Section B of this packet)

**III. INFORMATION / DISCUSSION ITEMS / OLD BUSINESS**

- A. Programming Schedule – Terry McCallum
- B. BMI/ASCAP Licensing Update – Terry McCallum
- C. Satellite at Thousand Oaks High School
- D. MOU Between Conejo Valley Unified School District and Educational Television for the Conejo
- E. Insurance from Nonprofits Insurance Alliance Group
- F. 2017-2018 Budget
- G. Topics for the Next Meeting

**IV. ADJOURNMENT**

**NEXT MEETING**  
Tuesday, May 8, 2018  
11:00 a.m. – 12:00 p.m.  
Location: B1

## **MINUTES**

Tentative Minutes of the October 19, 2017, Committee Meeting  
presented for action by the Committee on January 16, 2018  
(Action Item II, D)

**AGENDA**  
**EDUCATIONAL TELEVISION FOR THE CONEJO (ETC)**  
**BOARD OF DIRECTORS**

**Thursday, OCTOBER 19, 2017, 11:00 A.M.**  
**District Office – Conference Room B1**

**I. 11:00 A.M. REGULAR SESSION**

**H. Call the Meeting to Order and Roll Call:**

Sue Wells, ETC President, called the meeting to order at 11:00 a.m. She called roll, as follows:

Board of Directors

Sue Wells, ETC President	Present
Denise Reader, ETC Secretary	Present
Victor Hayek, Ed.D., ETC Treasurer	Present
Sandee Everett ETC Director	Present
ETC Director	<i>Vacant</i>

Other Attendees

Terry McCallum, ETC Executive Director	Present
Richard Blake, CVUSD Audio Visual Technician	Present
Cindy Goldberg, Executive Director, Conejo Schools Foundation	Present
Mark McLaughlin, Interim Superintendent	Present

**I. Ms. Wells led the Pledge of Allegiance.**

**J. Ms. Wells read the Announcements and Procedures.**

**K. Approval of the Agenda**

Denise Reader moved to approve the Agenda as written, Sandee Everett seconded the motion, and the motion carried 4-0.

**L. Comments**

**1. Public**

(none)

**2. Executive Director**

Terry McCallum presented a history of Education Television for the Conejo and potential goals and plans going forward. Mr. McCallum announced that as of October 12<sup>th</sup>, Conejo Television is an accepted producer of CIF playoff games. Conejo Television is supposed to be receiving half of the PEG fees that the City of Thousand Oaks collects from cable franchising, Mr. McCallum is following up with the City on how to receive those funds. That money can be used to buy equipment, but not for salaries or services.

**II. ACTION ITEMS - GENERAL**

*(Each item requires a motion for approval)*

**B. Election of Dr. Mark McLaughlin**

- Denise Reader moved to nominate Dr. McLaughlin to replace Dr. Bonitatibus position for term ending 2018. Sandee Everett seconded the motion. The motion carried.

**C. Re-election of Denise Reader for Director**

- Sandee Everett moved to re-elect Denise Reader for Director term ending 2020. Sue Wells seconded motion. The motion carried.

**D. Elections of Officers for 2017-2018**

- Nominations for President (Term 1 year) – Dr. Hayek moved to nominate Sue Wells. Denise Reader seconded the motion. Sue Wells accepted the nomination and the motion carried.
- Election of Secretary (Term 1 year) – Dr. Hayek moved to nominate Denise Reader. Sue Wells seconded the motion. Denise Reader accepted the nomination and the motion carried.
- Election of Treasurer (Term 1 year) – Denise Reader moved to nominate Dr. Hayek as Treasurer. Sandee Everett seconded the motion. Dr. Hayek accepted the nomination and the motion carried.

**E. Approval of Minutes Dated June 12, 2017** (Section B of this packet)

- a. Denise Reader moved to approve the Minutes as submitted. Sandee Everett seconded the motion, and the motion carried.

**III. INFORMATION / DISCUSSION ITEMS**

**H. Insurance and Liability** (Attachments)

- a. Sue Wells conferenced in Paul Roman from Nonprofits Insurance Alliance Group to explain the four types of coverages the committee is looking to purchase (General Liability, Auto, Directors and Officers, and Volunteer Participant Accidents). Ms. Wells will provide a summary sheet from the company of all the policy coverages and charges for the committee to vote at the next meeting. Terry McCallum will work on an approved list of student volunteers to have on file for coverage that will be updated at the beginning of every school year.

**I. Final 2017-2018 Budget**

- Nothing presented on the budget.

**J. Programming calendar**

- Terry McCallum submitted a proposed weekly schedule for 2018. Mr. McCallum recorded the College Night at Newbury Park High School and Dr. McLaughlin's speech at the State of Schools address, will add to the schedule.

**K. BMI/ASCAP Licensing Update**

- Terry McCallum said ASCAP doesn't know how to categorize Conejo Television since they haven't worked with a PEG company before. Mr. McCallum is working with them to put together a proposal for broadcasting the school's concerts.

**L. Topics for the Next Meeting**

- Insurance (action)
- MOU(action)

- Budget (action)
- Programming Schedule

**IV. NEW BUSINESS**

- A. Richard Blake asked why we don't have to provide Closed Captioning. Per Terry McCallum there is a Closed Captioning clause in the FCC Requirement that cable television systems with less than a \$3 million budget per year is not required to provide closed captioning.
- B. Dr. Hayek set the goal to have 84 hours of programming, twelve hours for seven days, planned out by the January meeting or the committee needs to have the discussion of whether the program should exist.
- C. Richard Blake said if we aren't going to repair the satellite at Thousand Oaks High School, then he needs 24 hours broadcasting. Mr. Blake will have Tim McCabe get a quote for the removal of the satellite.

**V. ADJOURNMENT**

Sue Wells adjourned the meeting at 12:28 p.m.

The next scheduled meeting is Thursday, January 16, 2018 at 11:00 a.m. in Conference Room B1.

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Date

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President