

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

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

**MONDAY, MAY 24, 2021
3:00 P.M. OPEN SESSION**

AGENDA

LOCATION

**Conejo Valley Unified School District
District Operational Center
750 Mitchell Road
Newbury Park, CA 91320**

**Public advisory: The location of the Educational Television for the
Conejo Board of Directors meeting is closed to the public.**

Join Zoom meeting via Video

<https://conejousd-org.zoom.us/j/81240495905>

BOARD OF DIRECTORS

**Sue Wells, President (2021)
Denise Reader, Secretary (2023)
Victor Hayek, Ed.D., Treasurer (2022)
Mark McLaughlin, Ed.D., Director (2021)
Richard Blake, Director (2023)
Derrick Grimes, Director (2024)**

EXECUTIVE DIRECTOR

Terry McCallum

HELPFUL INFORMATION

PURSUANT TO THE EXECUTIVE ORDER, AND IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE EDUCATIONAL TELEVISION FOR THE CONEJO BOARD OF DIRECTORS MEETING, PLEASE CONTACT THE DISTRICT AT 805-498-4557, EXTENSION 7501 WITHIN 48 HOURS OF THE MEETING.

The Educational Television for the Conejo Board of Directors regular meeting will be teleconference meeting where one or more members of the Board will be attending the meeting via teleconference/video conference.

If you wish to register your opinion on a topic but not speak, you may submit your written comment via email to mneff@conejousd.org (please indicate the agenda number in the subject line). To give the Board of Directors adequate time to review your comments, please submit your comments prior to 10:00 a.m. on the day of the meeting (May 24, 2021). Members of the Board of Directors will review these written comments prior to the meeting.

If you wish to address the Educational Television for the Conejo Board of Directors, members of the public can address the Board of Directors via Zoom. If you would like to speak on an agenda item, please submit your request to speak via email to mneff@conejousd.org (please indicate the agenda number in the subject line) or by calling Business Services' office at (805) 498-4557, extension 7501, by no later than 3:00 p.m. the day before the meeting (May 23, 2021). When participating via teleconference, please remember that you are participating in an official meeting of the Educational Television for the Conejo Board of Directors. Disruptive individuals will be disconnected. Members of the public will be required to provide their name and be logged in to Zoom to address the Board of Directors when the item is being discussed during the meeting. Please be advised that communications directed to the Board of Directors are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions; will be printed/posted as submitted. Pursuant to the Brown Act, the Board of Directors cannot enter into a formal discussion, nor can a decision be made in regard to public comments. The Board of Directors 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. PLEASE NOTE: Public comments via Zoom will be limited to three minutes. On those occasions where there is an unusually large number of requests to speak, the Board of Directors President may make the decision to decrease the time for individual speakers and/or the total 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. Know that your comments may be heard by students who are present in this room or students who may watch the broadcast of this meeting.

REGULARLY SCHEDULED COMMITTEE MEETINGS 2021/2022

September 15, 2021

January 12, 2022

May 4, 2022

AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS

CVUSD District Educational Center, 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 Operational Center, 750 Mitchell Road, Newbury Park, CA

District website: www.conejousd.org

AGENDA
EDUCATIONAL TELEVISION FOR THE CONEJO (ETC)
BOARD OF DIRECTORS
Monday, May 24, 2021

I. 3:00 P.M. REGULAR SESSION

Opening Provisions

- A. President will 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 cannot take action on any issues raised during public comments that are not on the meeting agenda. Individual Board members may respond to public comments during the individual Board Member's Comments section of the agenda.

II. ACTION ITEMS

- A. Approval of Minutes of February 16, 2021 Meeting (Attachment A of this packet)
- B. Nomination and Appointment of Directors
 - a. Mark McLaughlin term expires 2021
 - i. Nominations _____
 - ii. Vote
 - b. Sue Wells term expires 2021
 - i. Nominations _____
 - ii. Vote
- C. Annual Elections for 2021-2022
 - a. President
 - b. Secretary
 - c. Treasurer
- D. Approval to submit funding request through the 2021-2022 Memorandum of Understanding with Conejo Valley Unified School District

III. INFORMATION

- A. Executive Director Report
- B. 2021-22 Budget

IV. ADJOURNMENT

NEXT MEETING
September 15, 2021

ATTACHMENT A

Tentative Minutes of the February 16, 2021, Committee Meeting
presented for action by the Committee on May 24, 2021
(Action Item II, A)

EDUCATIONAL TELEVISION FOR THE CONEJO (ETC) BOARD OF DIRECTORS

MINTUES – FEBRUARY 16, 2021 1:30 P.M.

**Conejo Valley Unified School District
District Operational Center
750 Mitchell Road, Newbury Park, California 91320**

OPEN REGULAR SESSION – OPENING PROVISIONS

Call to Order and Roll Call

Ms. Sue Wells called the meeting to order at 1:33 p.m. and called roll:

<u>Board of Directors</u>		<u>Other Attendees</u>	
Sue Wells, ETC President	Present	Terry McCallum, Executive Director	Present
Denise Reader, ETC Secretary	Present	Cindy Goldberg, Exec. Dir., CSF	Present
Victor Hayek, Ed.D. Treasurer	Present		
Mark McLaughlin, Ed.D. Director	Absent		
Richard Blake, Director	Present		

Ms. Sue Wells led the Pledge of Allegiance and read the procedural announcements.

Approval of the Agenda

Ms. Denise Reader made the motion to approve the Agenda as written, motion seconded by Mr. Richard Blake. Motion carried 4-0.

Comments

1. Public – None
2. Board of Directors – None

Executive Director Report

Mr. Terry McCallum made the following report:

- Currently on hold for everything that the program was doing since there's no sports, concerts, etc. at school sites.
- It's ETC's 25th anniversary and the plan is to create programming that highlights the last 25 years. Mr. McCallum is working on a plan with the high schools to create this program since technically their sites aren't open. They have been filming current programs from Hillcrest Center for the Arts.
- Gave an update from the Alliance for Community Media convention that Mr. McCallum attended last year and talked with the national general councils of ACM and NATOA and both organizations said ETC should be receiving PEG funds from the City for capital expenses. After talking with national attorneys on this, they said ETC should pursue and they will help draft anything we need to go forward with this since the City owes ETC around \$50,000. Mr. McCallum will draft a letter listing the equipment ETC would like to purchase.
- Held off pursuing Sponsors since most businesses are struggling right now due to the pandemic.
- All three high schools are scrambling to figure out sports this year. CIF has said there will be no fees or charges of sports covered for the next 3 months. Mr. McCallum is now just waiting for the scheduling to be done. However, the high schools have asked for no sports coverage.

- Newbury Park High School is planning to purchase automated camera systems and have them installed in all sporting venues at the school and those will connect to ETC's network.
- Thousand Oaks High School is considering their options since there's no network connection to their stadium.
- Have not made any purchases of equipment at this time because of pandemic, and do not expect to spend any money this year.
- CIF is having money issues. They are raising fees for high schools to participate to cover costs. CIF has told schools to manage their own games based on their county health regulations.

ACTION ITEMS

Approval of Minutes Dated January 23, 2020

Dr. Victor Hayek made the motion to approve the Minutes for January 23, 2020 as submitted, motion seconded by Mr. Richard Blake. Motion carried 4-0.

Discussion and Potential Approval of Revision to Bylaw Article 3, Section 2

Ms. Denise Reader made the motion to approve the change to the Bylaws in Article 2, Section 2, as submitted, motion seconded by Mr. Richard Blake. Motion carried 4-0.

Appointment (re-appointment) of Directors

Dr. Victor Hayek made the motion to accept the re-appointment of Ms. Denise Reader and the nomination for Mr. Derek Grimes for the Director positions, motion seconded by Mr. Richard Blake. Motion carried 4-0.

Annual Elections

Dr. Victor Hayek nominated Ms. Sue Wells for President for the 2020-2021 fiscal year.

Ms. Sue Wells nominated Ms. Denise Readers for Secretary for the 2020-2021 fiscal year.

Ms. Denise Reader nominated Dr. Victor Hayek for Treasurer for the 2020-2021 fiscal year.

Ms. Sue Wells made the motion to accept all nominations for the annual election, motion seconded by Mr. Richard Blake. Motion carried 4-0.

Approval to submit funding request through the 2020-2021 Memorandum of Understanding with Conejo Valley Unified School District

Dr. Victor Hayek made the motion to approve the 2020-2021 Memorandum of Understanding with Conejo Valley Unified School District as submitted, motion seconded by Mr. Richard Blake. Motion carried 4-0.

The Board of Directors discussed when this MOU would go to the Board of Education for approval and listed services that will be covered this year with the pandemic are broadcasting the school board meetings and repeat programming of district events.

Approval of 2021-2022 Meeting Schedule

Ms. Denise Reader made the motion to approve the 2021-2022 meeting schedule as submitted, motion seconded by Mr. Richard Blake. Motion was amended to include the meeting time of 3:30 pm. Motion carried 4-0.

INFORMATION / DISCUSSION ITEMS / OLD BUSINESS

Budget Update

Mr. McCallum presented the projected budget for 2021-2022. It was suggested to add another laptop to the budget in case the current one is broken and add the HD streaming server to the request to the City for PEG funding.

Topics for Next Meeting

Review Amended By-laws
2021-2022 MOU
Elections of Officers for 2021-2022

ADJOURNMENT

Ms. Wells adjourned the Open General Session at 2:10 p.m. The next scheduled meeting is:

Date: Thursday, May 5, 2021

Time: 3:30 p.m.

Place: Zoom

Date

President/Secretary

ATTACHMENTS

Memorandum of Understanding

Education Television for the Conejo (ETC) and Conejo Valley Unified School District (CVUSD)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Conejo Valley Unified School District and the Educational Television for the Conejo as independent contractors.

ETC, a public 501(c)(3) non-profit organization operates as a broadcast channel for the Conejo Valley to produce and broadcast educational programming over local cable television channels. Participating students enhance their skills in all aspects of production as well as learning behind the camera skills.

This MOU will serve as the agreement between Conejo Valley Unified School District (CVUSD) and the Educational Television for the Conejo (ETC).

CVUSD agrees to the following:

- Grants permission to ETC to produce and broadcast certain programming on ConejoTV
- Use of district conference room for board meetings
- Provide access to programs at school sites for requested broadcasting
- Programs covered by the agreement are: sport competitions and other athletic events, musical performances by students (pending licensing agreements), other student events as requested by CVUSD
- Ensure that all students photographed or on video will have parental consent
- Gives ETC the right to use the CVUSD name and logo on the ETC channel and website
- Gives ETC permission to broadcast CVUSD program(s) at various times as ETC see fit for up to one year from the date of this agreement
- Will pay annual \$5,000 administrative fee to ETC for processing and broadcasting CVUSD content

ETC agrees to the following

- Will produce the program(s) in any format required
- Assume all costs for the productions
- Be responsible for all students under their supervision
- Will obtain, at its own expense, all required insurance and liability coverage and will indemnify CVUSD for any and all claims resulting from this agreement

This MOU is at-will and may be modified by mutual consent of authorized officials from Conejo Valley Unified School District and Educational Television for the Conejo. This MOU shall become effective upon signature by the authorized officials from the CVUSD and ETC, and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from CVUSD and ETC this MOU shall end on June 30, 2022.

Educational Television for the Conejo

Signature

Print Name

Date

Conejo Valley Unified School District

Signature

Print Name

Date