

MINUTES
Sacramento Educational Cable Consortium
Board Meeting
Thursday, August 13, 2020

Present:

*Jerry Jones	SCOE
*Marvin Lord	Center Unified School District
*Gabe Ross	Los Rios Community College District
Joe Parente	Process Theatre Inc

Liz Rhodes	SECC
Doug Niva	SECC
Abby Jaske	SECC
Jessica Rhodes	SECC

Not Present:

Tara Gallegos	Sacramento City Unified School District
* Barbara Schiffner	Twin Rivers Unified School District
*Steve Mate	Elk Grove Unified School District
*Mark Lawler	Robla School District
*Jason Gregg	Natomas Unified School District
Peter Skibitzki	San Juan Unified School District
Michael Borggaard	Elverta Joint Unified School District
Gerardo Martinez	Gault Joint Unified School District
*David Stone	Folsom Cordova Unified School District
Lois Yount	Galt Joint Unified School District

(* Indicates SECC Executive Board Member)

Call to Order & Order Agenda:

Jerry Jones called the meeting to order at 12:06pm.

Reports:

A. June Financial Report

Liz Rhodes began by stating that even during unusual times the June Financial Report looks good. Rhodes announced that the CPA that SECC has used for its annual financial reviews, Dan Ross, is transferring out of doing this type of work and would be referring SECC to another company next year. Ross had previously told Rhodes that the fee to do the annual review would be doubled because of the amount of work involved. After speaking with Mark Lawler and Jerry Jones the decision has been made not to annual review this year to save funds. Rhodes noted that an annual financial review is not contractually required by the Cable Commission, if this changes in the future the Commission will supply funds to do so. SECC will be moving to cash basis reporting which is simpler and how the organization operates. There will be carryover funds for projects that were supposed to be completed last year but will now be done this year. For example, PEG Fees that were set aside for cameras will be held until

there is a better picture of what funding this year will be. As SECC is a non-profit and does not pay taxes there will not be a large impact by changing the reporting.

Rhodes reported that the bank charges on the June Financial Report were high due to CD fees that have since been moved to another account. In addition, the interest income is significantly higher and more than offsets the fees. SECC is over budget in facility costs, but this was expected. These were PEG funds, so the budgeted number needed to be low to ensure that they were all spent. Everything else looks fine, the organization ended the year with surplus.

Jerry Jones inquired about the ending numbers as they looked balance on the report. Rhodes responded that the numbers reflect a little differently because BESTNet and ZAYO funds are recorded on the statement but are tracked differently than all the others.

B. June Minutes

There were no changes or additions to the minutes.

There were not enough members present for a quorum so no vote to accept the financial report or approve the minutes was taken. This will be done at the next Board Meeting.

BESTNet/Cable Commission Update:

A. Backbone Update:

Jones spoke about the last upgrade to the network that was done about five years ago. The current connect is 10 gigabits, SCOE's team is looking at upgrading to 100 gigabits. To be able to do this type of upgrade there is the need to replace the equipment, this is also needed to allow more routing capability. Some sites are creating a second connection to act as a backup in case the first connection goes down. This upgrade is needed to allow for the second connection as well. Jones is planning to setup meetings with SECC/BESTNet district representatives to discuss the findings and recommendations from the work that the SCOE team has done. SCOE is recommending, if possible, to utilize BESTNet contingency funds to prepay the ongoing maintenance fees that the equipment will require. The goal is to prepay the maintenance out for five to seven years to avoid any ongoing costs.

Rhodes thank Jones and the SCOE team for all the work that has been done. Rhodes clarified that the meetings with the districts will be an open conversation to ensure that all ideas are shared and the districts move forward with the best deal that is affordable. Jones will poll the SECC Board to determine best dates and times for each district.

B. BESTNet Post 2023 Agreement Update

Jones recapped the meeting that Rhodes and Jones had earlier in the day with LeeAnn and Philip to review the BESTNet renewal. Comcast is waiting for the official ok on how prepayment for backbone will work. The goal is to lock in the backbone fiber and to prepay the fees until 2033 so there is no ongoing cost for the districts. Districts will only need to pay for the Comcast fiber to their sites.

Comcast is working on what the cost will be, once the agreement is finalized SECC can prepay fiber maintenance cost until 2033. Comcast seems to be on board for the changes and the Commission will vote on final approval during the September meeting.

Executive Director's Report:

A. SECC 2020-2021 Membership Dues

Rhodes informed the Board that membership invoices typically go out in August. The spreadsheet of district amounts was included with the board packet. There is good news for some districts since the number of students has dropped some dues are lower than they have been in the past. There were no objections from the Board so invoices will be sent out in the next week.

B. COVID 19 Office Update

Rhodes stated that SECC is considered essential, so business has continued with a few minor changes. Staff is working in the office but being very careful to have no more than three, sometimes four, staff members in at a time. Everyone has their own office so social distancing has been easy to follow. SECC provides all PPE gear and has all the cleaning items needed. Contracted cleaning staff is taking extra precautions. Rhodes has spoken to employees and everyone is ok with the changes and what is being done.

C. SECC Updated Personnel Policies

Rhodes pointed the Board's attention to the new personnel policies that were sent out. The policies were previously approved by Personnel Committee. SECC policies were originally created by a law office, but many things have changed and it has been a while since they were updated. Every effort was made to keep the benefits the same, gave in some areas but gained in others. What has been the most difficult is the way laws are written, SECC has always operated understanding that it is a give and take with mutual trust with employees, but laws are not written this way. The laws look at the negative and assume the worst. Rhodes does not feel this applies to the SECC team, there is mutual trust.

Jessica Rhodes went over the major changes to the personnel policies including the addition of a more detailed explanation of exempt vs. non-exempt status, lunch tracking, the removal of comp time for non-exempt employees and the addition of a social media policy. One of the biggest changes is the wellness policy which gives employees a day off for every sixty days without absence. This policy replaces the sick time to vacation time that employees had previously done at year end. Also, with this new policy sick time is now capped at 80 hours. This helps protect SECC. Previously staff received two personal days to be taken throughout the year, by state law these days need to be tied to an event or holiday so they will now be taken during Thanksgiving.

Jones asked about the travel pay policy and what it relates to. Rhodes explained that the policy would apply for travel for example if a non-exempt

employee was traveling to a conference. If staff goes beyond 8 hours a day this would kick in for the time that was spent traveling to the location.

D. SEVA Program

a. Teacher Training

Rhodes told the Board about the two half day trainings that SECC put on for local media teachers, it went really well. Videos of the sessions are on SECC's website for everyone that was not able to attend. Evaluations were sent to everyone that attend and those received were very positive. SECC was able to refund all teachers that had paid for the original in person training as this virtual training was free. Had amazing presenters, including a few teachers that did receive a stipend. The training was put together in a little over two weeks because that is what the teachers had requested.

b. SEVA Student Media Day Reimagined

Rhodes announced the 2020 SEVA CON. Student Media Day will not be possible this year due to COVID so SECC, with the help of the SEVA Teachers, came up with SEVA CON. This is an opportunity for students to network amongst themselves and allows the opportunity to create follow-up videos. There is a great deal of support from local media and SECC hopes to utilize this during these trainings. SECC's goal is to keep the positivity going, by keeping students engaged and helping teachers by providing regular events that help support their teaching. There will be no charge for the students, and SECC is hoping to build upon the excitement and success of what has been done in the past while creating even more with the new format.

SEVA TV – Doug Niva said that SEVA TV will look a little different this year. In the past SEVA TV interviews have been done at the school sites after all entries are received. This year SECC reached out to students at home with the help of SEVA Award Night host Nebaiot Lemma. Lemma hosted interviews with students, their families and panels of students to discuss their videos and what video means to them during these unusual times. SECC has 15 shows written and every other show will have a guest student host from different age groups. Rhodes added that students have been asked to share tips and tricks that they have learned so these can be shared with fellow students.

c. PEG Funding – SEVA Student Teacher Needs

Rhodes, and the rest of the SECC Team, worked together with the SEVA Teachers to put together this year's SEVA Funding request. SECC hosted a meeting with the teachers, followed by a survey, asking what student needs would be while learning from home. The survey, which included various package options, had 35 responses from teachers. SECC asked teachers to look at what students may already have and what could be handed out from current studios. In total there was \$111,000 in requests for 60+ classes with 2,000 students benefiting. SECC is not asking for any district support, match

funds will come from teachers and parents. The goal is for students to create small SEVA Studios in their homes with the help of their parents. SECC printed 2,000 SEVA posters so every student that has a lab in their home has a poster as well. Stickers and t-shirts will also go out as a part of the SEVA Lab Kit. SECC hopes that these kits, in collaboration with the trainings being offered, new students will participate, and current students will be excited to continue. Throughout events content will be pulled together and share through YouTube and the cable channels.

WeVideo is the Software that teachers have been using for video production, but it has become expensive. Center Unified pays for WeVideo in SEVA labs and it is Marvin Lord's understanding that students are allowed to take the software home and use it from there. Rhodes said that SECC reached out to WeVideo in inquire what the cost would be if prepaid for 3 years and got a quote of \$12,000. \$6,000 will come from Comcast and the other \$6,000 from money not used for the annual financial review. This is another way to support and grow media programs for the next three years. Lord asked if districts/sites would be able to request more licenses if they already have some but need more for growing numbers. Rhodes said of course! The whole point of this agreement is to help support teachers and media programs at home.

All Board members present supported the idea and approve SECC moving forward with the agreement.

E. Superintendent Messages

Gabe Ross said that Los Rios is covered with the resources currently available to them. The district will be doing Convocation Messages for all four sites. Ross will look into pulling the Chancellor's messages from these to use on the channels.

Jessica Rhodes told the Board about the Superintendent messages that SECC has captured including a survey explanation for Galt Elementary, welcome back messages for Sac City, Elk Grove and Folsom Cordova and an update about curriculum for Robla. SECC has truly enjoyed capturing these messages and sharing them out on Social Media as well as the cable channels. Hopefully these relationships will continue and there will be the opportunity to capture more. SECC has asked additional questions while on site that will be used as individual pieces to be shared out.

F. Cable Programming for 2020-2021

Jessica Rhodes announced the new programming blocks that will be released in October. Older content that has been played repeatedly will be replaced and district blocks will be added back into the schedule. Rhodes will be reaching out to district PIOs and board members to get approval on timing.

G. Local Production

