



Federal Communications Commission
Washington, D.C. 20554

OFFICE OF THE
GENERAL MANAGER
MEDIA PROGRAMS

66358

WLRN-TV

MIAMI, FL

2015 FEB 11 PM 6:2015
February 6, 2015

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FL

172 NE 15TH STREET

MIAMI, FL 33132-1348

FILE COPY

Dear Licensee:

1. In accordance with 47 C.F.R. § 73.2080(f)(4) of the Commission's rules, the station employment unit (the "Unit") that includes your above-referenced station (the "Station") has been randomly selected for an audit of its Equal Employment Opportunity ("EEO") program. A copy of Section 73.2080 of the Commission's rules is enclosed for your reference.

2. If the Unit is not required under our rules to have an EEO recruitment program due to the nature of its full-time workforce (having fewer than five full-time employees, defined as employees regularly assigned to work 30 hours a week or more), you must still respond to this audit letter. However, in your response, you are required only to provide a list of the Unit's full-time employees, each noted by job title, the number of hours each is regularly assigned to work per week, and a response to Question 3(e) below. Also, in formulating your response, please see Questions 4(a)-(d) below regarding brokers and brokered stations for instructions for situations in which the applicable employment unit has fewer than five full-time employees.

3. **Audit Data Requested.** If the Unit employs five or more full-time employees (and all units, for Question 3(e)), provide the following information, including an explanation regarding any requested information that you are unable to provide:

(a) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit's most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit's most recent EEO public file report must be linked to either the unit's site or the general corporate site, pursuant to 47 C.F.R. § 2080(c)(6).

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice. In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each

time the ad aired. We may ask for them for verification, but you need not provide them at this time. Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in Section 73.2080(c)(1)(ii).

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

(e) Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

(f) In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

(j) Among items we do not need in your response to this letter are copies of applicants' resumes, your company training manuals, posters, employee handbooks, or corporate guidebooks. If you believe any of the information in various corporate manuals or posters are relevant to any part of this audit letter, you may summarize what is in them. If you believe this letter requires you to provide an unusually burdensome volume of documentation, you may contact us prior to the response deadline to discuss possible ways of condensing your response.

4. Time Brokerage.

(a) **Licensee of brokered station(s).** If the Unit employs fewer than five full-time employees and any station included in it is subject to a time brokerage agreement, in addition to responding to this letter and providing us a list of the Unit's full-time employees listed by job title (and the number of hours each employee is assigned to work) and a response to Question 3(e) above, you must immediately forward a copy of this letter to the broker under each such agreement, which must respond to Question 4(b) below. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 3 above, and also forward the letter to the broker so the broker may respond to Question 4(b) below.

(b) **Broker receiving audit letter from brokered station licensee.** If you are the broker of a station, and the station you are brokering receives an audit letter, the licensee of the brokered station must forward the audit letter to you. You should respond to the audit letter concerning EEO information relating only to your own full-time employees at the brokered station. *See* Section 73.2080(f)(3).

(c) **Broker receiving audit letter directly from Commission.** If you are a broker, but the target station in this audit letter is a station licensed to you, you must submit information requested herein for the EEO program at your station (or employment unit). If you maintain EEO data for a station you are brokering with that for your own station that is the target of this audit letter, and lack the ability to separate the information, you must include in your response the information requested herein pertaining to your full-time employees at the station(s) you broker. *See* Section 73.2080(f)(3).

(d) **Broker described under 4(b) or 4(c) above.** If your full-time employees at the station you are brokering, combined with your full-time employees at your owned station(s), total fewer than five, however, you need only respond to this letter by the deadline described below by submitting a list of your Unit's full-time employees (listed by job title and number of hours regularly assigned to work per week) and the same type of list for the full-time employees you employ at the brokered station(s), and a response to Question 3(e) above.

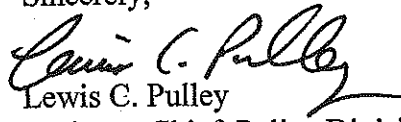
5. Procedures. Direct your response to EEO Staff, Policy Division, Media Bureau, Federal

Communications Commission, 445 12th Street, S.W., Washington, DC 20554. The response must be received by the Commission by March 24, 2015. You need only submit your original response; no copies are needed. You should direct your response to the above address, *not* the office of the FCC Secretary. The Secretary does not process responses to EEO audit letters. If you file your response in person and wish to have the filing date-stamped, personnel at the security desk in the 12th Street lobby of the FCC headquarters building can date-stamp the filing. The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (See Section 1.16.) The response may be in the form of a CD or other electronic medium, as long as the certification provided refers to the material submitted and is on paper with an original signature. To knowingly and willfully make any false statement or conceal any material fact in response to this audit is punishable by fine or imprisonment (see 18 U.S.C. § 1001; see also 47 C.F.R. § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Extensions of time must be requested in writing (or sent by e-mail to lewis.pulley@fcc.gov) and will be granted only upon a showing of extraordinary circumstances. Unless and until the EEO Staff grants such a request the original deadline remains in effect. Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with Section 73.2080(g).

6. In accordance with Sections 73.3526(e)(10) (for commercial stations) and 73.3527(e)(11) (for noncommercial educational stations), copies of which are enclosed, you must place a copy of this letter and your response in the public inspection file of each affected station. Consequently, your response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. We do not require that employment units retain such information in their records, or that such information be provided in response to this letter.

7. If our EEO random audits sent any time in 2013 or 2014 included the Station, or if the Station's most recent license renewal application was granted, by final order, within the past 18 months, you may not have to respond to this letter. If the Station falls within one of these categories, before responding, please tell us the dates of public file reports included in an audit response or the date of the Station's renewal, in an e-mail sent to lewis.pulley@fcc.gov. We will then advise you if a response is necessary. Should you have any questions, please contact the EEO Staff at (202) 418-1450. Thank you for your cooperation.

Sincerely,


Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau

Enclosures

47 C.F.R. § 73.2080

CODE OF FEDERAL REGULATIONS
TITLE 47--TELECOMMUNICATION
CHAPTER I--FEDERAL
COMMUNICATIONS COMMISSION
SUBCHAPTER C--BROADCAST RADIO
SERVICES
PART 73--RADIO BROADCAST SERVICES
SUBPART H--RULES APPLICABLE TO ALL
BROADCAST STATIONS

§ 73.2080 Equal employment opportunities (EEO).

(a) General EEO policy. Equal opportunity in employment shall be afforded by all licensees or permittees of commercially or noncommercially operated AM, FM, TV, Class A TV or international broadcast stations (as defined in this part) to all qualified persons, and no person shall be discriminated against in employment by such stations because of race, color, religion, national origin, or sex. Religious radio broadcasters may establish religious belief or affiliation as a job qualification for all station employees. However, they cannot discriminate on the basis of race, color, national origin or gender from among those who share their religious affiliation or belief. For purposes of this rule, a religious broadcaster is a licensee which is, or is closely affiliated with, a church, synagogue, or other religious entity, including a subsidiary of such an entity.

(b) General EEO program requirements. Each broadcast station shall establish, maintain, and carry out a positive continuing program of specific practices designed to ensure equal opportunity and nondiscrimination in every aspect of station employment policy and practice. Under the terms of its program, a station shall:

(1) Define the responsibility of each level of management to ensure vigorous enforcement of its policy of equal opportunity, and establish a procedure to review and control managerial and

supervisory performance;

(2) Inform its employees and recognized employee organizations of the equal employment opportunity policy and program and enlist their cooperation;

(3) Communicate its equal employment opportunity policy and program and its employment needs to sources of qualified applicants without regard to race, color, religion, national origin, or sex, and solicit their recruitment assistance on a continuing basis;

(4) Conduct a continuing program to exclude all unlawful forms of prejudice or discrimination based upon race, color, religion, national origin, or sex from its personnel policies and practices and working conditions; and

(5) Conduct a continuing review of job structure and employment practices and adopt positive recruitment, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility.

(c) Specific EEO program requirements. Under the terms of its program, a station employment unit must:

(1) Recruit for every full-time job vacancy in its operation. A job filled by an internal promotion is not considered a vacancy for which recruitment is necessary. Religious radio broadcasters who establish religious affiliation as a qualification for a job position are not required to comply with these recruitment requirements with respect to that job position or positions, but will be expected to make reasonable, good faith efforts to recruit applicants who are qualified based on their religious affiliation. Nothing in this section shall be interpreted to require a broadcaster to grant preferential treatment to any individual or group based on race, color, national origin, religion, or gender.

(i) A station employment unit shall use recruitment sources for each vacancy sufficient in its

reasonable, good faith judgment to widely disseminate information concerning the vacancy.

(ii) In addition to such recruitment sources, a station employment unit shall provide notification of each full-time vacancy to any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers; upon request by such organization. To be entitled to notice of vacancies, the requesting organization must provide the station employment unit with its name, mailing address, e-mail address (if applicable), telephone number, and contact person, and identify the category or categories of vacancies of which it requests notice. (An organization may request notice of all vacancies).

(2) Engage in at least four (if the station employment unit has more than ten full-time employees and is not located in a smaller market) or two (if it has five to ten full-time employees and/or is located entirely in a smaller market) of the following initiatives during each two-year period beginning with the date stations in the station employment unit are required to file renewal applications, or the second, fourth or sixth anniversaries of that date.

(i) Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions;

(ii) Hosting of at least one job fair;

(iii) Co-sponsoring at least one job fair with organizations in the business and professional community whose membership includes substantial participation of women and minorities;

(iv) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities;

(v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;

(vi) Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies);

(vii) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;

(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;

(ix) Establishment of a mentoring program for station personnel;

(x) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;

(xi) Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting;

(xii) Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities;

(xiii) Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;

(xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;

(xv) Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;

(xvi) Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

(3) Analyze its recruitment program on an ongoing basis to ensure that it is effective in achieving broad outreach to potential applicants, and address any problems found as a result of its analysis.

47 C.F.R. § 73.2080

(4) Periodically analyze measures taken to:

(i) Disseminate the station's equal employment opportunity program to job applicants and employees;

(ii) Review seniority practices to ensure that such practices are nondiscriminatory;

(iii) Examine rates of pay and fringe benefits for employees having the same duties, and eliminate any inequities based upon race, national origin, color, religion, or sex discrimination;

(iv) Utilize media for recruitment purposes in a manner that will contain no indication, either explicit or implicit, of a preference for one race, national origin, color, religion or sex over another;

(v) Ensure that promotions to positions of greater responsibility are made in a nondiscriminatory manner;

(vi) Where union agreements exist, cooperate with the union or unions in the development of programs to ensure all persons of equal opportunity for employment, irrespective of race, national origin, color, religion, or sex, and include an effective nondiscrimination clause in new or renegotiated union agreements; and

(vii) Avoid the use of selection techniques or tests that have the effect of discriminating against any person based on race, national origin, color, religion, or sex.

(5) Retain records to document that it has satisfied the requirements of paragraphs (c)(1) and (2) of this section. Such records, which may be maintained in an electronic format, shall be retained until after grant of the renewal application for the term during which the vacancy was filled or the initiative occurred. Such records need not be submitted to the FCC unless specifically requested. The following records shall be maintained:

(i) Listings of all full-time job vacancies filled by the station employment unit, identified by job title;

(ii) For each such vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to paragraph (c)(1)(ii) of this section, which should be

separately identified), identified by name, address, contact person and telephone number;

(iii) Dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing vacancies;

(iv) Documentation necessary to demonstrate performance of the initiatives required by paragraph (c)(2) of this section, including sufficient information to fully disclose the nature of the initiative and the scope of the station's participation, including the station personnel involved;

(v) The total number of interviewees for each vacancy and the referral source for each interviewee; and

(vi) The date each vacancy was filled and the recruitment source that referred the hiree.

(6) Annually, on the anniversary of the date a station is due to file its renewal application, the station shall place in its public file, maintained pursuant to § 73.3526 or § 73.3527, and on its web site, if it has one, an EEO public file report containing the following information (although if any broadcast licensee acquires a station pursuant to FCC Form 314 or FCC Form 315 during the twelve months covered by the EEO public file report, its EEO public file report shall cover the period starting with the date it acquired the station):

(i) A list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title;

(ii) For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to paragraph (c)(1)(ii) of this section, which should be separately identified), identified by name, address, contact person and telephone number;

(iii) The recruitment source that referred the hiree for each full-time vacancy during the preceding year;

(iv) Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in

47 C.F.R. § 73.2080

connection with such vacancies; and

(v) A list and brief description of initiatives undertaken pursuant to paragraph (c)(2) of this section during the preceding year.

(d) Small Station Exemption. The provisions of paragraphs (b) and (c) of this section shall not apply to station employment units that have fewer than five full-time employees.

(e) Definitions. For the purposes of this rule:

(1) A full-time employee is a permanent employee whose regular work schedule is 30 hours per week or more.

(2) A station employment unit is a station or a group of commonly owned stations in the same market that share at least one employee.

(3) A smaller market includes metropolitan areas as defined by the Office of Management and Budget with a population of fewer than 250,000 persons and areas outside of all metropolitan areas as defined by the Office of Management and Budget.

(f) Enforcement. The following provisions apply to employment activity concerning full-time positions at each broadcast station employment unit (defined in this part) employing five or more persons in full-time positions, except where noted.

(1) All broadcast stations, including those that are part of an employment unit with fewer than five full-time employees, shall file a Broadcast Equal Employment Opportunity Program Report (Form 396) with their renewal application. Form 396 is filed on the date the station is due to file its application for renewal of license. If a broadcast licensee acquires a station pursuant to FCC Form 314 or FCC Form 315 during the period that is to form the basis for the Form 396, information provided on its Form 396 should cover the licensee's EEO recruitment activity during the period starting with the date it acquired the station. Stations are required to maintain a copy of their Form 396 in the station's public file in accordance with the provisions of §§ 73.3526 and 73.3527.

(2) The Commission will conduct a mid-term review of the employment practices of each broadcast television station and each radio station

that is part of an employment unit of more than ten full-time employees four years following the station's most recent license expiration date as specified in § 73.1020. Each such licensee is required to file with the Commission the Broadcast Mid-Term Report (FCC Form 397) four months prior to that date. If a broadcast licensee acquires a station pursuant to FCC Form 314 or FCC Form 315 during the period that is to form the basis for the Form 397, its Report should cover the licensee's EEO recruitment activity during the period starting with the date it acquired the station.

(3) If a station is subject to a time brokerage agreement, the licensee shall file Forms 396, Forms 397, and EEO public file reports concerning only its own recruitment activity. If a licensee is a broker of another station or stations, the licensee-broker shall include its recruitment activity for the brokered station(s) in determining the bases of Forms 396, Forms 397 and the EEO public file reports for its own station. If a licensee-broker owns more than one station, it shall include its recruitment activity for the brokered station in the Forms 396, Forms 397, and EEO public file reports filed for its own station that is most closely affiliated with, and in the same market as, the brokered station. If a licensee-broker does not own a station in the same market as the brokered station, then it shall include its recruitment activity for the brokered station in the Forms 396, Forms 397, and EEO public file reports filed for its own station that is geographically closest to the brokered station.

(4) Broadcast stations subject to this section shall maintain records of their recruitment activity necessary to demonstrate that they are in compliance with the EEO rule. Stations shall ensure that they maintain records sufficient to verify the accuracy of information provided in Forms 396, Forms 397, and EEO public file reports. To determine compliance with the EEO rule, the Commission may conduct inquiries of licensees at random or if it has evidence of a possible violation of the EEO rule. In addition, the Commission will conduct random audits. Specifically, each year approximately five percent of all licensees in the television and radio services will be randomly selected for audit, ensuring that, even though the number of radio licensees is significantly larger than television licensees, both services are represented in the audit process. Upon request, stations shall make records available to the Commission for its review.

47 C.F.R. § 73.2080

(5) The public may file complaints throughout the license term based on a station's Form 397 or the contents of a station's public file. Provisions concerning filing, withdrawing, or non-filing of informal objections or petitions to deny license renewal, assignment, or transfer applications are delineated in §§ 73.3584 and 73.3587-3589 of the Commission's rules.

(g) Sanctions and Remedies. The Commission may issue appropriate sanctions and remedies for any violation of this rule.

47 C.F.R. § 73.3526

**CODE OF FEDERAL REGULATIONS
TITLE 47--TELECOMMUNICATION
CHAPTER I--FEDERAL
COMMUNICATIONS COMMISSION
SUBCHAPTER C--BROADCAST RADIO
SERVICES
PART 73--RADIO BROADCAST
SERVICES
SUBPART H--RULES APPLICABLE TO
ALL BROADCAST STATIONS**

§ 73.3526 Local public inspection file of commercial stations.

(e)(10) Material relating to FCC investigation or complaint. Material having a substantial bearing on a matter which is the subject of an FCC investigation or complaint to the FCC of which the applicant, permittee, or licensee has been advised. This material shall be retained until the applicant, permittee, or licensee is notified in writing that the material may be discarded.

47 C.F.R. § 73.3527

**CODE OF FEDERAL REGULATIONS
TITLE 47--TELECOMMUNICATION
CHAPTER I--FEDERAL
COMMUNICATIONS COMMISSION
SUBCHAPTER C--BROADCAST RADIO
SERVICES
PART 73--RADIO BROADCAST
SERVICES
SUBPART H--RULES APPLICABLE TO
ALL BROADCAST STATIONS**

§ 73.3527 Local public inspection file of noncommercial educational stations

(e)(11) *Material relating to FCC investigation or complaint.* Material having a substantial bearing on a matter which is the subject of an FCC investigation or complaint to the FCC of which the applicant, permittee, or licensee has been advised. This material shall be retained until the applicant, permittee, or licensee is notified in writing that the material may be discarded.



Federal Communications Commission
Washington, D.C. 20554

April 20, 2015

Joseph A. Belisle
Belisle Law Firm P.A.
P.O. Box 970620
Miami, FL 33197-0620

FILE COPY

Re: WLRN-TV, Miami, FL
Facility ID# 66358
WLRN-FM, Miami, FL
Facility ID# 66339
WKWM-FM, Marathon, FL
Facility ID#122606

Dear Mr. Belisle:

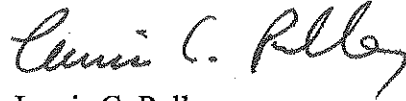
We have completed our review of the response of your client, the School Board of Miami-Dade County, Florida ("The Board"), licensee of the above-noted stations, to the February 6, 2015 random audit letter sent to it in accordance with the provisions of Section 73.2080(f)(4) of the Commission's Equal Employment Opportunity (EEO) rules. As a result of our review, we find no further action is required. In accordance with Section 73.3527(e)(10), if commercial, or Section 73.3527 (e)(11), if non-commercial, of the Commission's rules, The Board must place a copy of this letter, our February 6 audit letter, and its audit response in its stations' public inspection files. It must maintain these materials in the files until grant, by final order, of the next renewal application of its license for the station to which the file relates. Additionally, pursuant to Section 73.3526(e)(10) of the Commission's rules for commercial stations or Section 73.3526(e)(11) for non-commercial stations, The Board must upload a copy of this letter, our February 6, 2015 audit letter, and its audit response in the stations' online public inspection files. The materials must remain in the online public files until the next grant of the renewal application of its license for the station to which the file relates.

2015 APR 27 PM 2:52

OFFICE OF THE
GENERAL MANAGER
ADMINISTRATIVE SERVICES

Should you have any questions regarding this matter, please contact the EEO Staff at (202) 418-1450. Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lewis C. Pulley".

Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau

CC: The School Board of Miami-Dade County, Florida
172 NE 15th Street
Miami, FL 33132-1348



March 20, 2015

Via Express Mail

EEO Staff
Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

FILE COPY

Dear Mr. Pulley:

This responds to your letter of February 6, 2015, to Station WLRN-TV, Miami, Florida, regarding EEO matters.

Stations WLRN-TV and WLRN-FM, Miami, Florida and Station WKWM(FM), Marathon, Florida, are a single employment unit¹, employing five or more full time employees. Attached as Exhibits 1 and 2 are their 2013 and 2014 EEO Public File Reports.

Stations WLRN-TV, WLRN-FM and WKWM(FM) have the following web site: <http://wlrn.org/>. The stations' EEO Public File Report is linked to this web site.

The date of the full time hire identified in the 2013 and 2014 EEO Public File Reports is:

Position:

Date Hired:²

TV Master Control Supervisor

9/16/2014

Advertisements, bulletins, letters, faxes, emails and other communications ("Announcements") announcing the job position are appended hereto as Exhibit 3. The stations retain copies of all notices sent to all sources used, as required by Rule 73.2080.

During the period covered by the attached EEO Public File Reports, the employment unit did not use on-air announcements to recruit employees. Further, no group or agency has requested notification of job vacancies.

¹ Station WKWM operates from the WLRN-FM studios in Miami under a main studio waiver. WLRN-FM's employees are responsible for WKWM's operations.

² This position was filled by an internal promotion of an existing full-time station employee and the date provided is the date of the promotion.



Public Radio 91.3 FM • 91.5 FM Florida Keys • Public Television Channel 17 HD • Instructional Television Services
www.wlrn.org • 172 NE 15th Street • Miami, FL 33132 • Tel. 305.995.1717 • Fax 305.995.2299



There were 2 interviewees for the 9/16/2014 position and the source of these interviewees was the School Board of Miami-Dade County's Website.

Miami-Dade County Public Schools Website	2 interviewees
Total	2 interviewees

Documentation with respect to the performance of unit recruitment measures is appended hereto as Exhibits 4-11. In the interest of economy, this response is limited to WLRN-TV recruitment measures implemented by the WLRN-TV Production Staff and generally follows the activities of the Television Production Staff as reflected in the Television Production calendars appended as Exhibits 4 and 8. The following employment unit personnel were involved with the recruitment measures specified:

- A. Television Internship Program. This program is ongoing and continued throughout the two years covered by the EEO Public File Reports. It is administered by WLRN-TV's TV Production Manager, William "Chip" Richards. Unlike the radio internship program, which focuses on college-level journalism students, the TV internship program is available to high school and college students and covers basic television program production skills. Station personnel assisting Mr. Richards in this program during the relevant period included Alfonso "Al" Chicoy, Dominick "Mike" Altimari, Adson "Rick" Pressage, John Stubbs and Douglas Clark.
- B. Technical Assistance to High School Students. Communications students from local high schools are assigned production projects in connection with local school or School Board functions. WLRN's production staff often provides equipment and assists students in the completion of these tasks. On April 1, 2013 Douglas Clark assisted Miami Beach Senior High School television production students, providing sound support for their production. On December 17, 2013, Miami Senior High School students received assistance from Chip Richards, Doug Clark and Mike Altimari in recording a lecture given by the School Board's Attorney's Office. The WLRN-TV Production Staff produces live broadcasts of each monthly School Board meeting. Sometimes, communications students from various local high schools are invited to participate in producing these programs. WLRN-TV Production Staff worked with invited high school communications students to produce live telecasts of monthly School Board Meetings on the following dates: January 15, 2014 (Miami Beach High School students), February 12, 2014 (John A. Ferguson Sr. High School students), March 12, 2014 (William H. Turner Technical Arts High School students), April 9, 2014 (Arthur and Polly Mays Conservatory of the Arts students), May 7, 2014 (Robert Morgan Educational Center students), and June 18, 2014 (Miami Senior High School students). Mike Altimari and Chip Richards were the primary WLRN-TV staff members participating in the production of these monthly telecasts of the School Board meetings.
- C. Station Tours. Throughout the two years covered by the EEO Public File Reports WLRN-TV conducted numerous station tours for groups of Miami-Dade County Public School students. School tours of station facilities included general information on television station equipment and functions and opportunities for students to ask questions

of station personnel. The TV Production Calendar shows tours on October 22 and 26, November 6, and 30, 2012, February 15, May 10 and 23, October 4 and 11, November 1, December 5, and 19, 2013, May 2, 8 and 27, and June 3, 2014. There was also a station tour for University of Miami international students on July 9, 2013. The following station personnel participated in station tours during this period: Uli Schackmann, Chip Richards, Marie "Mia" Laurenzo, Al Chicoy and other staff present as the tours moved through the station.

- D. College Classes. Professor Church of Florida International University sometimes conducts one of his communications classes at WLRN-TV. During the relevant period, Professor Church's classes were held in Studio A on November 28, 2012 and April 14, 2014. The following station personnel participated in Professor Church's visits to WLRN-TV: Al Chicoy, Mike Altimari, Rick Pressage, John Stubbs and Douglas Clark.
- E. Guest Speakers. Station personnel are available to speak at local schools and colleges on career and communications related topics. During the relevant period, the TV Production Calendar shows station personnel speaking at Barry University (March 18 and October 28, 2013), Law Enforcement Officers Academy (April 12, 2013), Hialeah Gardens High School (April 23, 2013), IPrep High School (May 6, 2013), Fulford Elementary School (May 21, 2013 and May 12, 2014), Highlands Oak Middle School (June 5, 2013), Nova Southeastern University (October 22, 2013), Hialeah Gardens High School (February 4, 2014), Robert Morgan Educational Center (May 7, 2014), and Madison Middle School (May 23, 2014). Station personnel participating in these activities included Chip Richards, Mike Altimari, Douglas Clark, John Stubbs, and Mia Laurenzo.
- F. Job Fairs. Chip Richards participated in job fairs held at the University of Miami on April 13, 2013 and April 12, 2014.
- G. Staff Training. The TV Production Calendar shows staff training sessions were held on June 25, 2013 (Synergy Training-Doug Clark and John Stubbs were taught the Teachers Choice System), September 9 and 10, 2013 (Scientific Utah training-Doug Clark, Turline Joseph and Annette McKyer were taught the new Master Control upload system), February 11, 2014 (Solid State Audio Truck Demo-Doug Clark, Armando Valdes, Charlie Grodson, Chip Richards, Rick Pressage, Mike Altimari, John Stubbs and Al Chicoy participated), August 14, 2014 (Production Training for New Lighting-Doug Clark gave presentation to Al Chicoy, Chip Richards, Mike Altimari, John Stubbs and Rick Pressage), September 5, 2014 (Tricaster Training-Doug Clark gave presentation to Chip Richards, and Al Chicoy), September 6, 2014, (CPR Training-while this was actually a School Board video shoot, Chip Richards and Doug Clark learned CPR in the process), September 16, 2014 (Camera Training-Doug Clark gave the presentation to Al Chicoy, Chip Richards, Mike Altimari, John Stubbs and Rick Pressage). Additionally, the TV Production Manager, Chip Richards, participated in the activities of the National Academy of Television Arts & Sciences, serving as President of the Local Chapter and Trustee for the National Chapter.

The licensee has 33 full-time employees in the WLRN-TV, WLRN-FM, WKWM employment unit. There are more than 3.5 million people in the Miami-Fort Lauderdale, Florida Designated Market Area and this would lead to the conclusion that four initiatives are required each two-year period.

There are no pending or resolved EEO complaints filed against Station WLRN-TV during the current license term (the period beginning January 31, 2013).

The stations' General Manager and Department Heads are responsible for implementing the stations' FCC and MDCPS employment unit's EEO policies. To that end, information on all full-time vacancies is disseminated through internal station postings and posting on the Miami-Dade Public Schools Website. When jobs involve specialized skills that might not be available in the general population, they may be advertised in trade publications or posted with professional societies. Station management uses its EEO outreach efforts, including its radio and television internship programs, its speaking engagements, station tours and job fair participation, to inform interested members of the public of career opportunities in public broadcasting. Further the stations' EEO policies are posted on line. Job applications notify employees that the School Board is an equal opportunity employer. The School Board's website includes webpages devoted to the School Board's Office of Civil Rights Compliance whose policies are set out at the following web address:

http://crc.dadeschools.net/anti-d_policy.asp

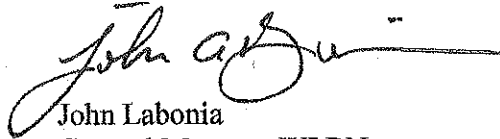
The stations' employment unit is part of a governmental organization governed by Florida's K-20 Education Code, Title XLVIII of the Florida Statutes, embracing Chapters 1000 through 1013 of the Florida Statutes. Among other things, these 604 pages of statutes and the numerous regulations implementing them, govern all aspects of employment, including employment budgets, job descriptions, hiring, salaries, promotions, and employee discipline. The statutes specifically prohibit discrimination against students and employees in the Florida K-20 public education system. See Fla. Stat. Sect. 1000.05. Florida's Department of Education, Office of Equal Educational Opportunity, is charged with conducting periodic reviews of school districts and Florida College System institutions to insure compliance with EEO requirements. See Fla. Stat. Sect. 1000.05(6)(b). It has been the experience of station management during the current license period that its adherence to Florida governmental employment requirements and FCC regulations has resulted in referrals of a diverse pool of prospective employees.

The Miami-Dade County Public Schools is the largest employer in the largest county in the State of Florida, with more than 40,000 employees supporting 345,000 students in 392 schools. The employment unit's pay, employment, benefits and seniority practices apply to School Board employees system-wide, including the School Board's station employees. During the current license term, Station WLRN-TV's employment unit has not experienced any issues concerning discriminatory pay or benefits or seniority policies. Employee unions are aware of the School Board's non-discriminatory employment policies and cooperate with management to insure EEO compliance.

The licensee is not a religious broadcaster. The stations are not brokered and the licensee does not broker any other station.

I have reviewed the information set out above and I certify that it is true and correct to the best of my knowledge, information and belief.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Labonia", with a long horizontal flourish extending to the right.

John Labonia
General Manager WLRN

Attachments

EEO Public File Report

September 2013-October 2014

by Chip Richards, TV Production Manager

The WLRN Internship Program is designed to give an enriched experience in the television media. The idea is to provide on-the-job experience as well as teach and enforce basic principles already taught in the college or high school classroom. WLRN's philosophy is to work the intern as a team member, working a consistent schedule. Every opportunity is given to expand the student's knowledge and each internship is structured on a case-by-case basis. WLRN's objective is to treat the student intern just like a regular staff person.

Training is designed to have the intern work with, but not limited to the following situations:

Camera operator for live and taped productions

Character generator operator for live and taped productions

Teleprompter operator for live and taped productions

Stage manager / Floor director for taped (possibly live) productions

Video tape operations for taped (possibly live) productions

Simple editing (with observations of complex editing)

Single camera remote productions

Multi-camera remote productions

Working with Producers to help formulate a program/production

Working with Directors to help formulate and design a production and assist in that program as either a Technical Director or other crew position

WLRN will design the internship program around the student's class schedule. Additional opportunities will be offered to further enhance the student's experience, but will not be required. A formal interview process will be required before acceptance into the internship program. The student will be required to provide all necessary paperwork that is requested by the educational institution and will help guide WLRN's intern director on their institution's policies and time lines required for their internship. Only interns that receive a grade in their internship will be accepted.

WLRN is a non-profit organization, owned and operated by the Miami-Dade County Public School System. Interns in this program are not compensated for their time other than the grade requirements set forth by their school.

Enclosed are examples of the different grade evaluation forms for different schools and students. In a few cases, no record of grades were available due to online grading, so email correspondence and/or resumes are shown to try and justify their working with us.

High School Outreach/Mentoring Days involve coming to WLRN and working a television program with a select group of students from the following schools: iPrep High School, Miami Senior High School, Miami Beach High School, Arthur & Polly Mays Conservatory, Turner Technical High School, Robert Morgan Technical High School and John A. Ferguson High School. Also, we do an annual outreach with Florida International University as they bring a theatre/broadcasting group in each year, using WLRN studios for a day, with Dr. Philip Church's class.

Career Days at local schools are also part of our outreach program. Various staff from WLRN either host tours here at WLRN or go out to School locations and get involved in classroom discussions. Station tours were given to: Dunbar Elementary, Primary Learning Center, Westland High School, iPrep Academy High School, and Hibiscus Elementary. Class visits to Fulford Elementary, Madison Middle School, Hialeah Gardens Senior High and Toussaint L'Ouverture Elementary. Speaking to Intern's classes at Barry University as well as Nova University were also done to encourage future interns and generate further interest in the broadcasting field in general.

Enclosed is the corresponding Production Calendar listing the dates of the above interactions with Schools in the South Florida area. Also, if available and a certificate was given by the school, copies are added after the month in which the event took place.

College Career Day is an annual event during this time frame that the University of Miami coordinates in which the National Academy of Television Arts and Sciences Local Chapter supports, at the University of Miami (and which I am President). It is frequented by students in the Communications field. Schools invited and assumed attended are from the following local colleges: Florida International University, Miami International Art Institute, Ft. Lauderdale International Art Institute, Miami-Dade College, Broward College, Florida Memorial College and Barry University and of course the University of Miami. Members from the Chapter as well as other guests engage these students, looking at their resumes and demo reels reviews, along with discussions on careers in Broadcasting. This event is generally held in April of each year.

Miami-Dade County Public Schools

Office of Community Engagement

Honors and Executive Internship Program

1450 NE 2nd Avenue, Miami, FL 33132

Tel: 305 995-3050/Fax: 305 995-2888

asmartinez@dadeschools.net

First Quarter Grade Report

Due Friday, October 11, 2013

Mentor Name: Chip Richards

Company: WLRN

E-mail: crichards@wlrn.org

Fax number: 305-995-2191

Intern's Name: Tomas Pena

ID Number: 5846269

School: iPrep Academy Biscayne Campus

I. Academic Grade Matrix	Max. Points	
Attendance/Punctuality/Communication with Mentor	40	<u>38</u>
Meets Deadlines/Academic responsibilities assigned by mentor	40	<u>38</u>
Necessary Internship Skills acquired/learned	20	<u>18</u>
		Academic Grade: <u>94</u>
II. Effort		
Outstanding Effort - 1	Satisfactory Effort - 2	Insufficient Effort - 3
		Effort Grade: <u>1</u>
III. Conduct		
Excellent Conduct - A	Good Conduct - B	Satisfactory Conduct - C
Conduct Needs Improvement - D	Unsatisfactory Conduct - F	
		Conduct Grade: <u>A</u>

Mentor Signature: Chip Richards Digitally signed by Chip Richards
DN: cn=Chip Richards, o=WLRN, ou,
email=crichards@wlrn.org, c=US
Date: 2013.10.10 13:45:25 -04'00' **Date:** _____

Comments:

Good student, enjoy watching him improve and grow over time!

PLEASE NOTE: ANY MISSING GRADE(S) OR N/A WILL AUTOMATICALLY BE ENTERED AS an "F" GRADE

*Student ID 5846267
iPrep Academy/Biscayne Campus*

Tomas Pena

200 SE 15th Road Miami, FL 33129

Cell Phone: 786-350-0158 E-Mail: pena.tomas2112@gmail.com

Summary

Hard-working, punctual high school junior eager to learn and provide a positive contribution.

Education

iPrep Academy Biscayne Campus, Miami FL

2011-Present

High School Diploma anticipated in June 2015

Junior, GPA 3.22

Courses taken include AP World History, Biology Honors, Geometry Honors, English Honors I and II, Chemistry Honors, and Algebra 2 Honors. Current enrolled classes include Pre-Calculus Honors, AP US History, and English Honors III.

Volunteer & Community Service

iPrep Key Club

- Coordinated volunteer events and participated in various activities to benefit the homeless community.

Community Events

- Provided support and setup at the 2013 ING Marathon.
- Participated in both the 2011 and 2012 Miami Coastal Clean-up.
- Volunteered at the HistoryMiami Museum.

Skills & Interests

- Racquetball
- Producing screen casts and original videos
- Proficient in Microsoft Office
- Knowledge of how to properly research information on the Internet
- Foreign and interstate travel (Spain, New England, and New York City)

*Laura Hernandez - iprep internship
10-15 hrs. a week*

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Tel: 305 995-3050/Fax: 305 995-2888

asmartinez@dadeschools.net

First Quarter Grade Report

Due Friday, October 11, 2013

Mentor Name: Chip Richards

Company: WLRN

E-mail: crichards@wlrn.org

Fax number: 305-995-2191

Intern's Name: Beth Leone

ID Number: 9860700

School: iPrep Academy Biscayne Campus

I.	Academic Grade Matrix	Max. Points	
	Attendance/Punctuality/Communication with Mentor	40	<u>35</u>
	Meets Deadlines/Academic responsibilities assigned by mentor	40	<u>37</u>
	Necessary Internship Skills acquired/learned	20	<u>18</u>
			Academic Grade: <u>90</u>
II.	Effort		
	Outstanding Effort - 1 Satisfactory Effort - 2 Insufficient Effort - 3		Effort Grade: <u>2</u>
III.	Conduct		
	Excellent Conduct - A Good Conduct - B Satisfactory Conduct - C		
	Conduct Needs Improvement - D Unsatisfactory Conduct - F		Conduct Grade: <u>A</u>

Mentor Signature: _____

Chip Richards

Digitally signed by Chip Richards
DN: cn=Chip Richards, o=WLRN, ou,
email=crichards@wlrn.org, c=US
Date: 2013.10.10 13:45:25 -04'00'

Date: _____

Comments:

She is learning the ropes, needs to concentrate more, but will be fine.

PLEASE NOTE: ANY MISSING GRADE(S) OR N/A WILL AUTOMATICALLY BE ENTERED AS an "F" GRADE

Miami-Dade County Public Schools
Office of Community Engagement
Honors and Executive Internship Program
 1450 NE 2nd Avenue, Miami, FL 33132
 Tel: 305 995-3050/Fax: 305 995-2888
 asmartinez@dadeschools.net
 Second Quarter Grade Report

Due Friday, January 9, 2015

Mentor Name:
 Company:
 Address:
 City, State Zip:
 E-mail:
 Fax number:

Intern's Name:
 ID Number:
 School:

<p>I. Academic Grade Matrix</p> <p align="right">Max. Points</p> <p>Attendance/Punctuality/Communication with Mentor 40</p> <p>Meets Deadlines/Academic responsibilities assigned by mentor 40</p> <p>Necessary Internship Skills acquired/learned 20</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>Academic Grade _____</p>
<p>III. Effort</p> <p>Outstanding Effort - 1 Satisfactory Effort - 2 Insufficient Effort - 3</p>	<p>Effort Grade _____</p>
<p>IV. Conduct</p> <p>Excellent Conduct - A Good Conduct - B Satisfactory Conduct - C</p> <p>Conduct Needs Improvement - D Unsatisfactory Conduct - F</p>	<p>Conduct Grade _____</p>

Mentor Signature: _____ Date: _____

PLEASE NOTE: ANY MISSING GRADE(S) OR N/A WILL AUTOMATICALLY BE ENTERED AS an "F" GRADE

Richards, William

From: Beth Leon <leon.beth1234@gmail.com>
Sent: Tuesday, August 20, 2013 5:30 PM
To: Richards, William
Subject: Follow Up Email

Follow Up Flag: Follow up
Flag Status: Flagged

Chip,

It was so great to talk to you in person today. I, again, thank you so much for giving me this amazing opportunity to work with such a great organization that benefits so many people in Miami. I talked to my mom about letting my stay after hours a little bit to help you and the "crew" record the meetings and she was totally fine with swinging by and picking me up.

My mom and I would like to request a calendar which have all the dates and times of when I need to stay after hours to help you with board meetings. She is a single parent and I have a lot to do after school, so I definitely need to ensure that I am attending as many (if not all) of the board meetings as possible.

Additionally, my mom wanted to give you some of her information just in case anything happens. It's always better to be safe than sorry! My moms name is Ellen Haas. My moms personal email is ellenhaas2001@yahoo.com.

Her home phone is 305-267-2919
Her cell phone is 305-896-5543
and lastly, her work phone is 305-714-1839

If push comes to shove, you can always contact my dad, Noel Leon, at 305-342-2351.

Just to mention, as I already said today, I am a Lieutenant Governor for Division 25c for the Florida District of Key Club International. Twice a month, iPrep has a meeting from 3-4pm. These meetings are always held on a Thursday. I just wanted to let you know that I will need to attend these meetings because it is a part of my duty as an LTG.

One more thing, I know this email is probably ridiculously long, sorry! As you already know, I am in an intensive reading class with is my 5th period. I will rotate every other day between internship and intensive reading. Because I only do internship half the time I normally would, I will only be able to minimum work 5 hours a week for you. I take a retake of a reading test in October, they will automatically pull me out of the intensive reading program. So if (and when) I pass, I will let you know so I may continue to start working 10 hours a week.

Again, I am so happy to start working with you and WLRN! See you soon.

Yours in service,

Beth Anne Leon
Lieutenant Governor of Division 25C
Zone K of the Florida Key Club
(786)316-5291
divison25c@floridakeyclub.com

Richards, William

From: Beth Leon <leon.beth1234@gmail.com>
Sent: Tuesday, May 06, 2014 7:34 AM
To: Richards, William
Subject: Fwd: Congratulations on your winning entry in the FJA / FBA Essay Contest

I have scheduled the phone call for 1:30 PM to 2:30 PM; so I can not attend internship Friday.

Yours in friendship & service,

Beth Anne Leon
Immediate Past Lieutenant Governor for Division 25C
Florida District of Key Club International
(786)-759-6893

----- Forwarded message -----

From: <efile_Huff@casd.uscourts.gov>
Date: Mon, May 5, 2014 at 2:34 PM
Subject: Congratulations on your winning entry in the FJA / FBA Essay Contest
To: leon.beth1234@gmail.com

Good afternoon Ms. Beth Anne Leon,

Congratulations! I am writing on behalf of Judge Marilyn L. Huff, the presiding judge of the 2014 Federal Judges Association / Federal Bar Association essay contest. A panel of distinguished lawyers and judges have selected your essay as a tied-3rd place winner in the Federal Judges Association / Federal Bar Association essay contest. All the lawyers and judges who read your essay were impressed with the way that you grappled with the complex and important theme of what an impartial federal judiciary means to you and to our nation.

We would like to inform you that your essay will soon be posted on the websites of both the Federal Judges Association <<https://www.federaljudgesassoc.org/>> and the Federal Bar Association <<http://www.fedbar.org/>>. Furthermore, you will soon receive your contest prize of \$50, mailed to: 6226 Southwest 10th St, Miami FL, 33144. Finally, we would like to arrange a time for Judge Huff to congratulate you personally. Therefore, we will tentatively plan to contact you through your school on Friday, May 9th sometime between 8 a.m. and 3 p.m.

Once again, congratulations on your achievement!

Chambers of the Honorable Marilyn L. Huff

Richards, William

From: Beth Leon <leon.beth1234@gmail.com>
Sent: Tuesday, April 15, 2014 12:59 PM
To: Richards, William
Subject: Beth and Tomas Schedule

April 17th (early release) both Beth and Tomas will be off April 18th (teacher planning day) both Beth and Tomas will be off

April 24 Beth will be at the District Education and Leadership Conference in Orlando, FL.

Sent from my iPhone

Miami-Dade County Public Schools

Office of Community Engagement

Honors and Executive Internship Program

1450 NE 2nd Avenue, Miami, FL 33132

Tel: 305 995-3050/Fax: 305 995-2888

asmartinez@dadeschools.net

First Quarter Grade Report

Due Friday, October 10, 2014

Mentor Name: Chip Richards

Company: WLRN

E-mail: crichards@wlrn.org

Fax number: 305-995-2191

Intern's Name: Salina Bujosa

ID Number: 0056611

School: iPrep Academy

I. Academic Grade Matrix	Max. Points	
Attendance/Punctuality/Communication with Mentor	40	<u>38</u>
Meets Deadlines/Academic responsibilities assigned by mentor	40	<u>38</u>
Necessary Internship Skills acquired/learned	20	<u>18</u>
		Academic Grade: <u>94</u>
II. Effort		
Outstanding Effort - 1 Satisfactory Effort - 2 Insufficient Effort - 3		Effort Grade: <u>2</u>
III. Conduct		
Excellent Conduct - A Good Conduct - B Satisfactory Conduct - C		
Conduct Needs Improvement - D Unsatisfactory Conduct - F		Conduct Grade: <u>A</u>

Mentor Signature: Chip Richards Digitally signed by Chip Richards
DN: cn=Chip Richards, o=WLRN, ou,
email=crichards@wlrn.org, c=US
Date: 2014.10.03 12:08:32 -04'00'

Date: 10-6-14

Comments: Good Student. Thank you for letting us work with him

PLEASE NOTE: ANY MISSING GRADE(S) OR N/A WILL AUTOMATICALLY BE ENTERED AS an "F" GRADE

Salina Bujosa

11 island Ave.
Miami Beach, Florida 33139
305-582-1313
salinanyc@gmail.com

PROFILE

As a future intern at WLRN, I hope to accomplish and retain an extensive amount of knowledge and experience in the field of TV/Broadcasting. I currently attend iPreparatory Academy, where students are determined and try to the best of their abilities. At iPrep, I consider myself a self-motivated student who tries to tackle obstacles that come in my path. I am committed to problem solving situations when they arise. I consider myself to be a team player who will work to make sure WLRN is served at its best.

EXPERIENCE

Morning Student Anchor, iPreparatory Academy, 2013-2014

Currently, as a student at iPrep, I was chosen by the Vice Principle to cite the "Pledge of Allegiance" every morning and inform students of upcoming events for the entire school year.

Morning Student Anchor, iPreparatory Academy, 2013-2014

My school has what's known as the "Friday Firebird" which is a news cast that informs students of upcoming events. I volunteered to be an anchor for the "Friday Firebird" which was broadcasted every Friday.

Script Writer, iPreparatory Academy, 2013-2014

My school has what's known as the "Friday Firebird" which is a news cast that informs students of upcoming events. I volunteered to be script writer for the "Friday Firebird" which was broadcasted every Friday.

Tutor, iPreparatory Academy, 2013-2014

I volunteered my time as a 10th grader to tutor 1st grade students in math and reading. I currently tutor 2 students that attend North Beach Elementary school.

Student Anchor, South Pointe Elementary, 2009-2010

As a 6th grade student who attended South Pointe Elementary, I competed with other students for a position as a morning student anchor. Once the audition process was over, I was invited into the Principle's office along with the Vice Principle and was asked to read off of a teleprompter. After a few minutes of discussion, I was deemed the official morning student anchor for the entire student body.

Tutor, South Pointe Elementary, 2009-2010

I volunteered my time as a 6th grader to tutor 2nd and 3rd grade students in math and reading.

EDUCATION

* South Pointe Elementary 2008-2010

During my 6th grade year, I was selected to participate in the JrNYLC in Washington D.C for a 5 day conference where students all over the country discussed leadership qualities.

* Nautilus Middle School 2011-2012

* iPrep Academy 2012-Present :

Clubs that I am currently attend are

Key Club

Women of Tomorrow- I was chosen as Secretary

Student Voices

Social Studies Honors Society

Model United Nations- I was invited to Model UN where I was given Japan as a country to discuss it's social and economical crises.

SKILLS

I speak two languages English and French. I am familiar with with devises such as the MacBook Pro and software such as PowerPoint and Word.

Richards, William

From: Rodgers, Kortney (Barry Student) <kortney.rodgers@mymail.barry.edu>
Sent: Wednesday, April 09, 2014 4:36 PM
To: Richards, William
Subject: FW: Internship Approval

Importance: High

Hi Mr. Richards,

I hope this email finds you well. I have forwarded the Internship Approval email for your records. I will be visiting my Internship Advisor, Connie Hicks, to discuss any other documents you may need. Looking forward to the experience.

From: Nelson, Katherine <knelson@barry.edu>
Sent: Wednesday, April 9, 2014 1:17 PM
To: Rodgers, Kortney (Barry Student)
Cc: Velasquez, Maribel; Hicks, Connie A (CHicks); Sirimangkala, Pawena
Subject: Internship Approval

Dear Kortney:

I am writing to formally congratulate you on completing your internship application. All your paperwork has been approved, and your hours begin to accrue as of your anticipated start date, on May 5, 2014.

Even though Dr. Sirimangkala is your Academic Advisor, **Prof. Hicks will be your Academic Supervisor for the duration of your internship.** Please contact her within the next 24 hours (her direct office number is 305.899.3458 and her email is chicks@barry.edu) to learn her preferences about the timing and method of delivery for your weekly logs, and her other expectations regarding the remainder of the documents that must be completed to earn Credit for this experience at WLRN.

I hope the internship is everything for which you hoped, and that you achieve all your goals and more.

Dr. Nelson
Katherine L. Nelson, Ph.D.
Associate Professor
Barry University
Department of Communication
GARNER 135
Director of Study Abroad &
Internship Coordinator
11300 NE 2nd Avenue
Miami Shores, FL 33161-6695
305.899.3467 (office)
305.899.3451 (fax)

**499-INTERNSHIP APPLICATION
DEPARTMENT OF COMMUNICATION**

This form must be **typed** and filled out **completely**. Any application with missing information and without the **signature of the On-Site Supervisor** and the **student** will not be accepted.

STUDENT INFORMATION

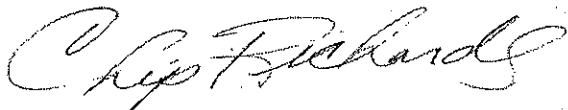
Name: <u>Kortney L. Rodgers</u>		Course prefix (ADV or COM): <u>COM 499</u>
Address: <u>11300 NE 2nd Avenue, Miami Shores, FL 33161</u>		
Email: <u>kortney.rodgers@mymail.barry.edu</u>		Cell phone: <u>786-660-0914</u>
Internship credit hours enrolled: <u>3</u>	Semester of enrollment for internship: <u>Summer Session I</u>	
Barry University ID#: <u>2124029</u>	Major: <u>Broadcast Communication</u>	
Total undergraduate credit hours you have completed: <u>111</u>		
Current semester: <u>Spring 2014</u>	Current semester credit hours enrolled: <u>6</u>	
Courses completed in major (course prefix and number--e.g., COM 201, ADV 301) <u>COM 200, COM 204, COM 214, COM 314, COM 495, COM 318, COM 421</u> <u>Transferred: COM 215, COM 201</u> <u>In progress: COM 418, COM 489, COM 359</u>		
Starting date of internship: <u>May 5, 2014</u>	Hours you will work per week: <u>24</u>	
Ending date of internship: <u>June 13, 2014</u>	Total hours you will work: <u>120</u>	

INTERNSHIP SITE INFORMATION:

Place of internship: <u>WLRN Public Radio & TV</u>	
Address of internship: <u>172 NE 15th Street Miami, FL 33132</u>	
Supervisor's name and title: <u>Chip Richards</u> <u>TV Production Manager of WLRN</u>	
Phone: <u>305-995-2146</u>	Email: <u>crichards@wlrn.org</u>

INTERNSHIP DUTIES: Using complete sentences with enough detail that someone unfamiliar with the industry in which you will be interning will understand what you're going to do, describe your expected duties; use a separate sheet of paper if you need additional space. If the site has a document about internship duties, attach it to this application. Your On-Site Supervisor's signature, below, indicates agreement that your duties will be as described.

See Below.....
At end of application file

Signature of On-Site Supervisor verifying duties: 	Date: 3/3/14

(Internship Application page 2)

GPA

Current GPA (attach current unofficial transcript from WebAdvisor): Cumulative GPA 3.543
--

APPLICATION CHECKLIST:

- I have entered all the information on page one of this application and my GPA and signature/date on page two.
- My On-Site Supervisor has verified my internship duties with her/his signature.
- I have attached an unofficial transcript from WebAdvisor.

SIGNATURES

Student:	Date: February 28, 2014
Internship Coordinator:	Date:
Academic Advisor:	Date:
Academic Internship Supervisor (if different from Academic Advisor):	Date:
Department Chair:	Date:
College of Arts & Sciences Dean:	Date:

Your internship hours begin to accrue only after the Internship Coordinator informs you that your application has been approved

Date application received: _____

Accepted: _____

Rejected: _____

Reason(s) for rejection: _____

9/10/13 revision/kn

The WLRN Internship Program is designed to give an enriched experience in television media. The idea is to provide on-the-job experience as well as teach and enforce basic principles already taught in the college classroom. WLRN's philosophy is to work, you, the intern as a team member, working a consistent schedule. Every opportunity is given to expand the student's knowledge and each internship is structured on a case-by-case basis. WLRN's objective is to treat the student intern just like a regular staff person.

Training is designed to have the intern work with, but not limited to the following situations:

1. Camera operator for live and taped productions
2. Character generator operator for live and taped productions
3. Teleprompter operator for live and taped productions
4. Stage manager / Floor director for taped (possibly live) productions
5. Video tape operations for taped (possibly live) productions
6. Simple editing (with observations of complex editing)
7. Single camera remote productions
8. Multi-camera remote productions
9. Working with Producers to help formulate a program/production
10. Working with Directors to help formulate and design a production and assist in that program as either a Technical Director or other crew position

WLRN will design the internship program around the student's class schedule, if necessary. Additional opportunities will be offered to further enhance the student's experience, but will not be required if conflicts occur. A formal interview process has been completed and we are happy to accept you into the internship program. You will be required to provide all necessary paperwork that is requested by your educational institution and will help guide WLRN's intern director on their institution's policies and time lines required for your internship.

WLRN is a non-profit organization, owned and operated by the Miami-Dade County Public School System. Interns in this program are not compensated for their time other than the grade requirements set forth by their school.


DEPARTMENT OF COMMUNICATION
EVALUATION OF STUDENT INTERN BY ON-SITE SUPERVISOR

Please rate (Kortney Rodgers) on each of the characteristics by checking the appropriate box.
 Use the comments section to provide additional remarks about this student.

Characteristics	Excellent	Good	Average	Fair	Unsatisfactory
Willingness to take on new assignments	X				
Potential for further development	X				
Dependability, promptness		X			
Ability to complete an assignment	X				
Ability to communicate					
Imaginativeness and resourcefulness		X			
Cooperation with colleagues	X				
Professionalism	X				
Overall evaluation of performance					

Other comments:	
Signature of on-site supervisor:	
Print name: Chip Richards	
Telephone: 305-995-2146	Email: crichards@wlrn.org

8) Professionalism	Understands the importance of hard work				
9) Overall evaluation of performance	Excellent intern				

Other comments:
Signature of on-site supervisor: 
Print Name: Chip Richards
Telephone: 305-995-2146

MAIL/FAX TO FACULTY SUPERVISOR AT END OF THE INTERNSHIP

Dept. of Communication, Barry University, 11300 N.E. 2nd Ave., Miami Shores, FL 33161

Fax: 305 899 3451

DEPARTMENT OF COMMUNICATION
EVALUATION OF STUDENT INTERN BY ON-SITE SUPERVISOR

Please rate (**Kortney Rodgers**) on each of the characteristics by checking the appropriate box.
 Use the comments section to provide additional remarks about this student.

Characteristics	Excellent	Good	Average	Fair	Unsatisfactory
Willingness to take on new assignments	X				
Potential for further development	X				
Dependability, promptness		X			
Ability to complete an assignment	X				
Ability to communicate	X				
Imaginativeness and resourcefulness	X				
Cooperation with colleagues	X				
Professionalism	X				
Overall evaluation of performance	X				

Other comments:

Accomplished all tasks asked of her, excellent camera operator.

Inquisitive and enjoyable to work with, excellent student.

Will go far in this industry

Please give highest grade possible

Signature of on-site supervisor:



Print name: Chip Richards

Telephone: 305-995-2146

Email: crichards@wlrn.org

MAIL, EMAIL, OR FAX TO ACADEMIC SUPERVISOR AT END OF THE INTERNSHIP

Dept. of Communication, Barry University, 11300 NE 2nd Avenue, Miami Shores, FL 33161

Fax: 305-899-3451

Richards, William

From: yanyue hong <hyy54007@gmail.com>
Sent: Thursday, August 29, 2013 5:11 PM
To: Richards, William
Subject: ask for an appointment

Good afternoon, Mr. Richards.

Here's YY, do you think we can meet tomorrow at 1:00pm, or anytime in the afternoon before 4:30, I need your signature to get my intern application approved by school. it won't take long.

Thank you, I appreciate your time.

Bests.

YY :)

Richards, William

From: Isabel Murillo <im304@nova.edu>
Sent: Friday, July 12, 2013 5:53 PM
To: Richards, William
Subject: RE: Good Afternoon Chip Richards,

Yes Mr. Chip Richards,
Thank you very much, i am still waitting for a response from my school.
They take a really long time, specially now during the summer. I will start August 1 like you said, wether they approve it or not.
Thank you very much for your concern! I will e-mail you again as soon as they give me a response.
Hope you are having a great day!
God bless you,
Isabel Murillo

From: Richards, William [CRichards@wlrn.org]
Sent: Thursday, July 11, 2013 4:38 PM
To: Isabel Murillo
Subject: RE: Good Afternoon Chip Richards,

Did you receive my email shown below? Will it work?
Will you be able to work out your details?
Let me know....THANKS

Cordially:

Chip Richards

TV Production Manager
Suncoast Chapter President
305-995-2146



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From: Richards, William
Sent: Thursday, June 27, 2013 2:05 PM
To: 'Isabel Murillo'
Subject: RE: Good Afternoon Chip Richards,

June 27, 2013

Dear Isabel Murillo,

Congratulations! In reference to your request, WLRN is pleased to welcome you to our internship program. The WLRN Internship Program is designed to give an enriched experience in television media. The idea is to provide on-the-job experience as well as teach and enforce basic principles already taught in the college classroom. WLRN's philosophy is to work, you, the intern as a team member, working a consistent schedule. It is my understanding that you will work between 20-25 hours a week, starting around August 1st and ending near December 15th. Every opportunity is given to expand the student's knowledge and each internship is structured on a case-by-case basis. WLRN's objective is to treat the student intern just like a regular staff person.

Training is designed to have the intern work with, but not limited to the following situations:

1. Camera operator for live and taped productions
2. Character generator operator for live and taped productions
3. Teleprompter operator for live and taped productions
4. Stage manager / Floor director for taped (possibly live) productions
5. Video tape operations for taped (possibly live) productions
6. Simple editing (with observations of complex editing)
7. Single camera remote productions
8. Multi-camera remote productions
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10. Working with Directors to help formulate and design a production and assist in that program as either a Technical Director or other crew position

WLRN will design the internship program around the student's class schedule, if necessary. Additional opportunities will be offered to further enhance the student's experience, but will not be required if conflicts occur. A formal interview process has been completed and we are happy to accept you into the internship program. You will be required to provide all necessary paperwork that is requested by your educational institution and will help guide WLRN's intern director on their institution's policies and time lines required for your internship.

WLRN is a non-profit organization, owned and operated by the Miami-Dade County Public School System. Interns in this program are not compensated for their time other than the grade requirements set forth by their school.

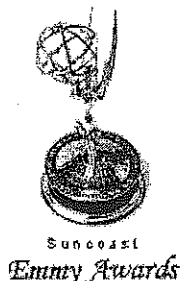
For further information, please contact:

Chip Richards
TV Production Manager
WLRN
172 N.E. 15th Street
Miami, FL 33132

Cordially:

Chip Richards

TV Production Manager
Suncoast Chapter President
305-995-2146



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Richards, William

From: Richards, William
Sent: Wednesday, July 10, 2013 2:11 PM
To: 'tamajared@gmail.com'
Subject: Internship

Jared,

Thank you for your interest in WLRN. Your timing is pretty good, we are just now looking at our internships for the fall. To be considered you would need to send me the requirements of your internship and the date range. Also your availability during that time frame. Once we look at all the applicants we will bring in the top three for an interview. So if you are still interested, please send me your information as well as your resume to be considered.

Cordially:

Chip Richards

TV Production Manager
Suncoast Chapter President
305-995-2146



Suncoast
Emmy Awards

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Richards, William

From: Jared <tamajared@gmail.com>
Sent: Monday, April 28, 2014 3:44 PM
To: Richards, William
Subject: Hey Chip!

Chip,

How are you doing? I just wanted to write and see how things were going over at the station. I have fond memories of my time there, and I love bragging to friends about how great the internship was. I'd like to come in for the next board meeting in May. I came to the most recent one, though I didn't get a chance to say hello.

I wanted to explain something else as well-- I didn't mean to disappear so abruptly and without warning. To be honest, my bank account at the time had less than \$20 in it, and I was forced to opt-in for more shifts at work just to make ends meet (including Thursday and Friday morning shifts). Without a car, it made the commute to downtown quite difficult for me. Of course, I would hands down pick WLRN over Gap if I had a choice, but I had to leave to save money. I meant to come back when I could, but I kept getting Thursday and Friday shifts in the process.

When is the next school board meeting? I'll be sure to come by. Also, I don't seem to have Al's email address, what is it again?

Thanks so much, hope to hear back soon and I hope everything is well there!

Jared

Alexis Crowley

14151 Leaning Pine Dr, Miami Lakes, FL 33014

786-457-6272

Alexiscrowley.n@gmail.com

Objectives

Seeking a position that will provide me with opportunities to enrich my experience in visual arts and entertainment management.

Education

Bachelor of Fine Arts (Performance) Fall 2013

Florida International University, Miami, Florida

- ▶ Florida Bright Futures Scholarship
- ▶ Actor's Movement Studio Mala Powers Scholarship 2011

High School Diploma 2008

Academy of Arts and Minds, Coconut Grove, Florida

- ▶ Dean's List
- ▶ Advanced Placement Classes in: English, Statistics, History, and Art

Experience

WLRN Channel 17 - Intern (2013)

- WLRN Production Assistant, Stage Managing, Camera Operator on Spanish Programming Block ; Familiar with Final Cut Pro & AVID Programs.
- WLRN Camera Operator for live events and remote locations such as: Monthly School Board Meetings; "Opening of School" & Slice of Life

WRGP – Radiate FM (Florida Int'l University)-Traffic & Training Director (2011-2012)

- Responsible for Coordinating and training new volunteers, monitoring PSA content, and scheduling on-air breaks.
- Providing administration; FCC EAS logs and various tasks as needed for a director and representative of WRGP Radiate FM.
- Ensuring prompt appropriate responses to public information requests & coordinate with appropriate staff.

Disc Jockey (2008 – present)

- Extensive experience in entertaining large radio audiences
- Able to create original shows and include features on independent and upcoming musicians.

Coconut Grove Arts Festival (Coconut Grove, Florida) (2006 – 2008)
Assistant to Organizing Committee

- Excelled in the ability to handle a variety of participating artist customer service needs and administrative tasks to ensure artist receive documents and information with expediency.
- Coordinate meetings and appointments regarding the festival information as required
- Assisting artists to review their booths and attending to their display requirements.

Don Shula's Athletic Club (Miami Lakes, Florida) (2005-2006)
Summer Camp Counselor

Responsible for monitoring campers, age group range: 5yrs-12yrs. Following a daily sports and activities schedule for the campers, teaching them sports such as badminton, hockey, basketball etc.

Skills

- Fluent in English and Spanish
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Proficient in computer software skills (Including: Wavelab, radio operating board)
- Proficient Camera Operator for live events and remote locations
- Working knowledge of theatre and radio day-to-day operations
- Exemplary work ethic and effective in timely project coordination.
- Flexible, cooperative, hard working, reliable team player.

Availability

Available for full time and part time positions
REFERENCES AVAILABLE UPON REQUEST

Light Board Operator for "The Liar" at Florida International University

Spanish Programming Block at WLRN

- Temas de Mujer
- Ante Usted
- Colombia al Dia
- Añoranza de Mi Cuba
- Opiniones
- Enterese
- Foro 17

Richards, William

From: alexiscrowley.n@gmail.com
Sent: Wednesday, March 12, 2014 12:37 PM
To: Richards, William
Subject: Fwd: Alexis Crowley
Attachments: resume final.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: alexis crowley <alexiscrowley.n@gmail.com>
Date: February 25, 2014, 4:15:46 PM EST
To: Smack@miamiherald.com
Subject: Alexis Crowley

Hi Sammy,

I'm Alexis Crowley and I currently work in TV Production under Chip Richards. It was a pleasure meeting with you and Terrance and discussing my contributing to WLRN news. Sorry for the delay, I am anxious to meet your team and contribute to your department. Attached is my resume. I am usually at WLRN Thursdays, Fridays and the occasional Wednesday.

All the best,
Alexis

Richards, William

From: alexis crowley <alexiscrowley.n@gmail.com>
Sent: Wednesday, May 14, 2014 9:03 AM
To: Richards, William
Subject: Alexis Crowley

Morning Chip!

I hope all is well at WLRN. Unfortunately, I will not be able to come in these next two weeks as I will be out of town. I apologize if this has left you in a tight spot and I hope everything goes smoothly.

Regards,
Alexis

786-457-6272



UNIVERSITY OF MIAMI

INTERNSHIP for credit SPRING, 2014

TO: Supervisor's name ALAN TOMLINSON
Title PRODUCER
Firm name WLRN PUBLIC RADIO + TV
Address 172 NE 15th STREET
City & Zip MIAMI, FL 33176
Phone 305 995-1717
Fax _____

FROM: Academic Instructor: Professor Jeffrey Stern

RE: Intern Applicant SARAH ABDULLA

I recommend this School of Communication student for an internship under your supervision. You are under no obligation to accept this student unless you are personally satisfied with his or her suitability for the activity. The student is required to perform the minimum number of hours of intern activity on a schedule to be arranged to your mutual satisfaction. The student will receive 1, 2 or 3 credits for this internship, representing 42, 84 to 125 contact hours respectively.

An internship is intended to provide a student with the opportunity to observe and assist practitioners in an area related to the student's academic study. Such activity should in no way interfere with the normal operation of your organization. The internship is intended to be a learning experience for the student. The student should not be assigned duties, especially on a non-paid basis, that would deprive a non-student of gainful employment.

The intern is responsible for calling to your attention the number of hours he or she is under your supervision each day so that you can personally vouch for the hours of activity completed during the internship period. A final evaluation form, to be provided by the student, must be returned to the academic supervision whose name and address are listed on the form.

If you are willing to accept this student as an intern, please sign this letter and give it to the intern to remit to the faculty supervisor. A second copy of the letter is enclosed for your files.

Sincerely,

Jeffrey Stern
Professor in Practice;
Motion Pictures Program
School of Communication
University of Miami
305.284.6838
jsstern@miami.edu

Date November 12, 2013

Supervisor signature _____

Date 1-13-14

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 St A & B: FORO Out: Chip /Kary	2 St A & B: FORO Setup Pledge in PM Out: Chip / Kary	3
4	5 St B: Pledge HD - 11 Isabele Starts Chip out early?	6 St B: Pledge? Managers Meeting CR	7 Aud: Sch Bd Mt Tour: Tele/TV/Cam 10a	8 St A & B: FORO Filmore Setup - DC	9 St A & B: FORO Opening of Schools Prompter & Web	10
11	12 St B: Pledge ? Out: Rick	13 Out: Rick/Doug/ DMA early?	14 Rem: Span/Diaz - AL/ John Out: Rick / Doug	15 St A & B: FORO Aud: Pod & mic Out: Rick	16 St A & B: FORO Aud: Pod/Lites 2pm Out: Rick	17
18	19 St B: Pledge-Boat / HD Out: Rick / Jamie late School Starts	20 Legal Office: 2:30-xx Rem: Foro 10am Out: Doug	21 Out: Doug	22 St A & B: FORO Out: Chip	23 St A & B: FORO Rem: FL Keys Out: Chip	24
25	26 St A: Legal Pwr Pt ?	27 Legal Office: 2:30pm Out: Doug	28 Rem: Slice of Life	29 St A & B: FORO Caption-BOAT/2pm	30 St A & B: FORO Out: Jamie	31

September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3 Aud: Sch Bd Mt Out: Jamie	4 St B: Pledge Live? St B: Stubbs edit Rosh Hashanah - pm Out: Jamie / DMA-pm	5 St A & B: FORO Out: Jamie	6 St A & B: FORO Out: Jamie	7
8	9 Scientific Utah Train Out: Jamie	10 Scientific Utah Train Out: Jamie	11 Rem: Slice of Life Setup Teleconf Rm Out: Jamie	12 St A & B: FORO Out: Jamie	13 St A & B: FORO St B: Pledge Setup Yom Yippuer-sunset Out: Jamie	14
15	16 St B:Supt United Way 9:30am - DC St B: Pledge Setup? Rem: Slice of Life Out: DMA	17 St B:M.Buble Pldg?	18 StA:Legal Pwr Pt-1pm	19 St A & B: FORO CAB - Teleconf-JS Setup Classrm style Out: Chip	20 St A & B: FORO St B: Pledge Setup Out: Doug / Chip	21
22	23 St B: Pledge Setup	24 StB: M.Buble Pldg-10	25 Aud:Monitor Swap-11	26 St A & B: FORO St B: Supt's - XX Out: DMA pm	27 St A & B: FORO	28
29	30 Out: Doug					

October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 St B:Supt'sMess-2pm	2 Rem: RTL Science Day-Siy/ Screen/audio/projector	3 St A & B: FORO	4 St A & B: FORO Station Tour: WestlandSr.High-11a	5
6	7 Out: Chip	8	9 St B: Trapp - 9am Pledge Rehearsal	10 St A & B: FORO St B:Supt'sMess-2pm Out: DMA-pm	11 St A & B: FORO Ravachi Pickup-pm Station Tour: Primary Learning Cntr. 10am	12
13	14 St B: Photo Shoot Video Screening-Ravachi	15 Rem:PorteBye-Jamie St B: Photo Shoot Video Screening-Ravachi	16 Aud: Sch Bd Mt St B: Photo Shoot Dias Push Back	17 St A & B: FORO St B:Supt'sMess Out: Chip	18 St A & B: FORO Out: Chip	19
20	21 St B:Supt'sMess-xx Out: Chip	22 Nova: Chip guest with Isabella-1pm Dias Push Back	23 Aud: Hispanic Music	24 St A & B: FORO	25 St A & B: FORO	26
27	28 Rem: Macy's - Mia-xx BarryJ: YY&Chip10a	29 St B: Setup Pledge Rem: Macy's-Mia-pm	30 St B: Pledge	31 St A & B: FORO		

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 Out: Rick	5 St B: Pledge - xx	6 Aud: Sch Bd Mt 1pm	7 St A & B: FORO	8 St A & B: FORO Station Tour: Dunbar Elementary-10am Out: Rick	9 St A & B: FORO
10	11 Veteran's Day Holiday	12 St B: Gun Chief@9am St B: Pledge setup	13 St B: Gun Supt@9am St B: Pledge - 10am Setup Teleconf Rm	14 St A & B: FORO Rem: Site Survey pm Doug/Chip-2pm CAB - Teleconf	15 St A & B: FORO	16
17	18 St B: Pledge 10 am Staff Meeting - 1pm	19 Aud: Organizational & Sch Bd Mt -10am Rem: Alex	20 Rem: BookFair pickup Out: DMA	21 St A & B: FORO Rem: Book Fair Delivery-pm Captions: Chip	22 St A & B: FORO	23
24	25 St A & B: Re-set Rem: Doug & Alex Aud: TownHallMt -xx	26 St A & B: Re-set Possible Board mt-xx Rem: Doug&Dan pm Captions: 2pm Chip	27 St A & B: Re-set Out: Chip	28 Thanksgiving Chanukah Begins	29 Thanksgiving	30

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 St A & B: Re-set Rem: Wall Art-DC,RP Out: Stubbs, Chicoy	3 St A & B: Re-set Rem: PAMM, DC Captions: Chip	4 St A & B: Re-set Rem: PAMM, DC Out: DMA early	5 St A & B: FORO Station Tour: iPrep Academy -11am	6 St A & B: FORO Rem: NWS concert?	7
8	9 Doug works Late Out: DMA early	10 Lighting Adjust Aud & Studio B tweak Trash Pickup? Out: DMA early	11 Aud:Sch Bd Mt-11am	12 St A & B: FORO Disconnect SB desks Load for Choir show Aud: Pod & 2 mics 8am	13 St A & B: FORO Rem: Gay Choir Christmas Show	14
15	16 Strike and Set Board	17 Aud:Sup't HolidayPgm LegalVideo?Mia High Captions: Chip	18	19 St A & B: FORO Station Tour - Chip Hibiscus Elem-10am Captions: Chip	20 St A & B: FORO	21
22	23	24	25 Christmas	26	27	28
29	30	31				

January 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC			1	2	3	4
5	6	7 Sup't Press Conf - 2pm Out: DC	8 Out: DC	9 St B: Spanish Pgms - all TeleCon: Com Advisory JS	10 St B: Spanish Pgms - all Out: Rick pm	11
12	13 Out: DC leaves early 2pm Rick out / DMA noon	14 Mario Retirement Party St B: AFSCME Rec - DC, RP, DMA, CR	15 Aud: School Bd Mt. 11am Mia Bch High Students	16 St B: Spanish Pgms - all	17 St B: Spanish Pgms - all Aud: Bd Conferencing CR	18
19	20 Rem: MLK Parade - all HOLIDAY	21 Aud: Town Hall Mt 6pm Noon Call - all	22 Rem: Blk History-DC-JS StB:Supt & Hantman 2pm	23 St B: Spanish Pgms - all	24 St B: Spanish Pgms - all	25
26	27 Out: DMA leaves early DC in @ Noon	28 St B:Hantman-JS/AC-2pm Rem: Blk History - DC	29	30 St B: Spanish Pgms - all	31 St B: Spanish Pgms - all Out: DMA -2pm	

February 2014

SUNDAY	* MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC						1
2	3 St B: Pledge Setup	4 St B: Pledge Setup Rem: Career Day - DMA Hialeah Gardens St B: Bleckman Message	5 St B: Pledge - all*	6 St B: Spanish Pgms - all Out - DC	7 St B: Spanish Pgms - all StA: Sup't Shalala-2pm DC Aud: Stream Test - CR/DC	8
9	10 Aud: Test for Radio-DC2pm	11 St B: Solid St Truck Demo Out: DMA @3	12 Aud: School Bd Mt. 11am Ferguson High Students	13 St B: Spanish Pgms - all	14 St B: Spanish Pgms - all	15
16	17 President's Day Holiday	18 St B: Pledge Setup Out: RP	19 St B: Pledge-WarHorse-all Aud: Setup-Radio/pm Out: RP	20 St B: Spanish Pgms - all Aud: Setup-Radio/pm Out: RP	21 St B: Spanish Pgms - all Aud: Radio Music-DC Out: RP	22
23	24 Aud: Blk History-DMA-am St B: Pledge - all - pm	25 Conf: Teach Choice DC JS	26 Office: Intern Interview-CR Rem - RTL Fairchild - JS	27 St B: Spanish Pgms - all St B: Pledge Breaks	28 Edit: Legal Office-DC & CR St B: Spanish Pgms - all Out: DMA - noon	



Officially Graded
February 14, 2014

Your Occupation is

Yai

Excellent

Career to represent

has been awarded

Certificate of Achievement
Mike Altman



March 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC						1
2	3 St A: Sch Bd Legal Video Engineering Clean Out Out: DMA	4 Edit: Legal Video JS Engineering Clean Out	5 Engineering Clean Out	6 St B: Spanish Pgms - all	7 St B: Spanish Pgms - all	8
9	10 Shop: AC/JS/DMA/RP Rem: Beauty Shots - DC	11 St B: Hantman DVD 11:30 Meet: NATAS-Chip- Noon Shop:AC/JS/DMA/RP- pm	12 Aud: School Bd Mt. 11am Turner Tech Student St A: 5000 Role Model overflow during meeting	13 St B: Spanish Pgms -- all TeleCon: Com Advisory JS St A: Radio Setup-Bell Out: Chip	14 St B: Spanish Pgms -- all St A: Radio Music-DC St B: Pledge Setup Out: Chip	15
16	17 St B: Pledge ~ 10am	18 Out: JS	19 Captions Mst Control-Chip Out: JS	20 St B: Spanish Pgms - all	21 St B: Spanish Pgms -- all Out: March / DC	22
23	24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29
30	31 FCIAC meeting -- Chip am Edit/ContB: Safety PSA-JS Out: RP					

April 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Al Chicoy=AC Chip Richards=Chip John Stubbs = JS Rick Pressage = PR Mike Altman = DMA Doug Clark = DC		1	2	3	4	5
				St B: Spanish Pgms -- all Out: DC?	St B: Spanish Pgms -- all Out: Chip	
6	7	8	9	10	11	12
	Out: DC early		Aud: School Bd Mt. 9 am Mays Conservatory Kids St A: Piano Tuning!	St B: Spanish Pgms -- all St A: Radio Set up	St B: Spanish Pgms -- all St A: Radio Music-RP/DC Out: JS	
13	14	15	16	17	18	19
	St A: FIU Class -- P.Church Out: JS	St A: NPR -- 8-3pm St B: Sup't Video -- 3pm	St B: Sup't Video -- 2pm	St B: Spanish Pgms -- all St A: LaBonia Meeting? Out: RP	St B: Spanish Pgms -- all Out: RP	
20	21	22	23	24	25	26
	St B: P. George-DC St C: Poetry - DC Out: AC	Eng: Meeting-10:30 Rem: Sly Delivery RP-cube St C: Poetry - DC Out: DMA-leaves at 2pm	St C: Poetry - DC	St B: Spanish Pgms -- all Out: Suzanne St C: Super CAYE - 2pm-x	St B: Spanish Pgms -- all St C: Super CAYE - 2pm-x	
27	28	29	30			
	Prop Area Cleaned-all FCIAC meeting -- Chip am St C: Super CAYE- 11am-x	Prop Area Cleaned-all St C: Poetry - DC St C: Super CAYE - 3pm	Prop Area Cleaned-all St C: Poetry -- DC St B: Setup Spanish Pgms St C: Super CAYE-10am			

INVITES YOU TO THEIR

ANNUAL

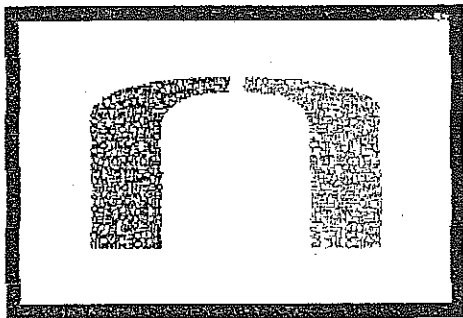
JOB FAIR

AT THE WHITTEN

LEARNING CENTER

Saturday April 12, 2014

2:00pm – 6:30pm



For More Information: search "Hire a Cane.com"

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SUNCOAST CHAPTER

All Colleges invited!

May 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC				1 St B: Spanish Pgms - all	2 St B: Spanish Pgms - all Station Tour - Judith -xx	3
4	5 Push back of Bd Dais-x Do not disconnect! Out: Chip	6 Aud: Haitian CelebrationX School Board Setup-pm Out: DMA (leaves early)	7 Aud: School Bd Mt 11am Robert Morgan Students Rem: Career Day - DMA-x St A: Bendross Reception?	8 Setup: CAB- JS Tour: Coco Grove Ele- CR-x St B: Spanish Pgms - all TeleCon: Com Advisory JS	9 St B: Spanish Pgms - all St C: Sup't CAVE - 3pm	10
11	12 Rem: Fulford-Chip 9am Out: Al Chicoy, DC (late)	13 Meeting: NATAS-Chip-12 Out: AC/DMA leaves early	14 Aud: School Bd Mt 11am? St A: Sony Demo	15 St B: Spanish Pgms - all St A: Radio Setup Aud: PTA Meeting - 7pm Bring your Kid to Work	16 St B: Spanish Pgms - all St A: Radio Music-DC	17
18	19 FCIAC meeting - Chip am St B: Chief of Police 9:30a	20 Rem: Silver Knights-all	21 Edit C: Silver Knights - DC Rm904: Sup't Rem-9am? Out: Chicoy	22 St B: Spanish Pgms - all Edit C: Silver Knights - DC Shifts late to edit	23 St B: Spanish Pgms - all Edit C: Silver Knights - DC CD: Madison Middle-Mia	24
25	26 Memorial Day	27 Rem: Dr D. delivery 1pm & Barbizon pick up DMA/JS Tour: Dee from Friends Scouts Group Meeting: Lighting 10am Out: RP	28 St B: Karp CAVE 1pm Out: DC (late)	29 Aud: iprep Grad St B: Spanish Pgms - all Out: Chip /DC	30 St B: Spanish Pgms - all Out: Chip /DC	31

FULFORD ELEMENTARY SCHOOL

CERTIFICATE OF APPRECIATION

Chip Richards

In appreciation for attendance at our annual

CAREER DAY

Given this 12TH day of MAY, 2014

Richards, William

From: Laurenzo, Marie E.
Sent: Monday, March 02, 2015 3:51 PM
To: Richards, William
Subject: FW: Career Fair at Madison Middle School

From: Laurenzo, Marie E.
Sent: Thursday, May 22, 2014 3:28 PM
To: Tomlinson, Alan
Subject: Career Fair at Madison Middle School

Hi Alan,

Chip asked me (more like, begged me) to participate in a Career Fair at Madison Middle School tomorrow. He is short staffed with Spanish programming otherwise he would have had one of the production guys going.

Mia

June 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Out: DC/DMA leave early	3 Rem: Tousaint CD-Rick-11 Out: DC	4 Caption: Silver Knights-CR Out: DC	5 St B: Spanish Pgms - all Out: DC	6 St B: Spanish Pgms - all Rm 906: Press Conf. Rem: Dr. George-DMA/JS Out: DC	7
8	9 Aud: Setup for Bd Mt-pm Captions: Pledge-1pm Staff: Meeting	10 Aud: Setup for Bd Mt-am Out: DMA leave early	11 Aud: Special Bd Mt-10am	12 St B: Spanish Pgms - all	13 St B: Spanish Pgms - all Out: Jamie / DMA early	14
15	16 St A: Setup Radio Show St B: Gel & Lite Adjust Out: Jamie/Chip/DMA	17 Chairs Delivery School Bd Overflow Needs monitor too Out: Jamie	18 Aud: School Bd Mt. 11am Miami High Students St A: overflow attendance Out: Jamie	19 St B: Spanish Pgms - all St A: Radio Set up Rem: Mia/High Survey-DC Out: Jamie	20 St B: Spanish Pgms - all St A: Radio Music-DC Out: Jamie	21
22	23 St A: Remove Blk Cyc & Reset A-DMA/RP/DC Out: Chip/AI/JS	24 Out: AI/JS	25 Aud: Setup - Mic Test-pm Spanish Pgms Setup Captions: Chip-am Out: AI	26 St B: Spanish Pgms - all Aud: Vendors App/mics-8am	27 St B: Spanish Pgms - all	28
29	30 Clear Path in Loft - all Out: RP / AI Doug in at Noon					John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC

Certificate of Appreciation

Ricardo Arzaga

has been awarded

Career Day Participant

Thank You for Enlightening our Children!

June 3rd, 2014

Theresa A. Dubenture

William A. Bellor
Principal

July 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC		1 Clear Studio C: all Out: RP	2 Rem: Alan/Jamie Promo Out: RP	3 St B: Spanish Pgms -- all Out: RP	4 Independence Day	5
6	7 Out: Chip	8 St C: Chief Moffet-2pm	9	10 St B: Spanish Pgms -- all Out: DMA/Kary	11 St B: Spanish Pgms -- all Setup Auditorium -- pm Press Conf. 904 - DC Out: DMA/Kary	12
13	14 St A: Member Spots Aud: Pod & Mic -- 8am Out: DMA	15 St A: Member Spots Setup Aud: Noon Out: DMA	16 Aud: School Bd Mt. 11am Out: DMA	17 St B: Spanish Pgms -- all St A: Radio Setup Out: DMA/Kary	18 St B: Spanish Pgms -- all St A: Radio Music-DC Out: DMA/Kary	19
20	21 St A&B-Tour @1pm? Conf: Make 35 bags-JS/RP St A: Remove Blk Cyc-pm Out: Chip/DMA/Doug	22 Rem: Mia/Macy's-DC 10a Out: Chip/DMA	23 St B: Preset Pledge & Foro Rem: Load for Dbl Tree Out: Chip / DMA	24 St B: Spanish Pgms -- all Aud: Sch Bd Budget-6pm Rem: Double Tree-1pm 9mics & 1RFmic Out: Chip/DMA/Kary?	25 St B: Spanish Pgms -- all St B: Setup Pledge Out: Chip/DMA/Kary?	26
27	28 St B: Pledge Out: Chip / DC am	29 St B: Pledge Out: Chip	30 St B: Pledge Out: Chip	31 St B: Spanish Pgms -- all Out: Chip		

August 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altamari = DMA Doug Clark = DC					1 St B: Spanish Pgms - all Out: Chip	2
3	4 Rem: Krammer-DC,JS,RP	5 Rem: Krammer-DC,RP-x St C: V.O. Schuster-JS Rem: Open / Sch-1pm DC	6 Aud: School Bd Mt. 11am	7 St B: Spanish Pgms - all Rem: Killian Digital Rem: Open of Sch	8 Supt Opening of Schools St B: Spanish Pgms - all	9
10	11 St C: Open Sch Edit - DC Out: Al, Chip late	12 New Equipment Meeting Training ~ Doug/Crew	13 St C: Chief of Police-11am St C: Ms Regalado-Noon Out: Rick	14 St B: Spanish Pgms - all St A: Lighting Training 2pm	15 St B: Spanish Pgms - all	16
17	18 St A: Setup Black Cyc Start setup for Radio Out: DMA pm	19 St B: Setup Hantman Rem: Street Art-2pm DC	20 St B: State Schs/Hantman-1pm St B: Reset Spanish Pgms Rem: Sable Palm-DMA	21 St B: Spanish Pgms - all Rem: Street Art-2pm DC St A: Set up/after Foro Out: Chip	22 St B: Spanish Pgms - all St A: Radio Performance Out: Chip	23
24	25 FCIAC meeting - Chip am Aud: Budget Town Hall-6pm	26 Rem: Schuster Schools Out: Doug	27 Out: Doug	28 St B: Spanish Pgms - all Out: Doug	29 St B: Spanish Pgms - all Aud: Sch Bd. Setup Out: Doug	30
31						

September 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altamari = DMA Doug Clark = DC	1 * Labor Day Holiday	2 Aud: School Bd Setup Rem: Bunch Pk T.Hall-DC Out: DMA	3 Aud: School Bd Mt. 11am Miami High Students	4 St B: Spanish Pgms - all Out: Kary	5 St B: Spanish Pgms - all St A: Tricaster Training-all Out: Kary, RP pim	6 Rem: CPR Training
7	8 Logging: Doug St A: Hang Black Cyc	9 St A: Cam Training-All St C: Superintendent rec	10 St A: Light Ed Bell Show Out: Doug	11 St B: Spanish Pgms - all TeleCon: Com Advisory JS	12 St B: Spanish Pgms - all St A: Radio Performance	13
14	15 St A: Strike Blk Cyc St C: Edit Sch Sys - DC	16 St A: Cam Training- All pm Rem: UMHHealth@Jackson Chip DC JS	17 St A: Setup Spanish Pgms Out: DC	18 St B: Spanish Pgms - all	19 St B: Spanish Pgms - all	20
21	22 FCIAC meeting - Chip am St A: Hang New Cyc Lend 2/Wireless Handheld	23 Meeting: NATAS-Chip-12 Rem: Setup Sound Sys for Town Hall Meeting	24 St A: Setup Spanish Pgms	25 St B: Spanish Pgms - all St B: Sup't Message Out: DC	26 St B: Spanish Pgms - all St C: Sup't Message edit	27
28	29 Rem: AudWorkshop-DC-JS Rem: Doral Middle-JS-RP St B: Sup't & Chief Msg AC, DC, DMA, CR Shop: Café Set-AC	30 Shop: Café Set-AC Rem: Doral Middle-am				

October 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
John Stubbs = JS Rick Pressage = PR Mike Altimari = DMA Doug Clark = DC			1 Shop: Café Set-AC Lend 2Wireless Handheld Aud: Disparity Study-DC	2 St B: Spanish Pgms -- all Rem: Whisper Town Hall- JS afternoon/evening	3 St B: Spanish Pgms -- all St A: Hantman State 2pm	4
5	6 St C: Hantman Edit - DC	7 Aud: School Bd Mt. 11am Mays Conservatory Kids	8 Out: DMA -- ½ day	9 St B: Spanish Pgms - all	10 St B: Spanish Pgms - all	11
12	13 Start Lighting Studio A For Conference Rem Lights-DMA/CR-11a Out: DC Leave Early	14 Start Lighting Studio A Meeting: NATAS-Chip-12 Out: DMA early	15 St A: SteadiCam WkSp-pm	16 St B: Spanish Pgms -- all Aud: Pod & mic + 2 mics Out: Chip	17 St B: Spanish Pgms -- all Out: Chip / DMA half	18
19	20 Start Lighting Studio A For Radio Show Setup TriCaster in Master St B: Treblinka Junket Out: Chicoy	21 Start Lighting Studio A Aud: Social Sec Conf. 11a Rem: Gusman/Treblinka Deliveries	22 Start Lighting Studio A Rem: Gusman/Treblinka Pickups	23 St B: Spanish Pgms -- all	24 Rem: Ferguson H.S. St B: Spanish Pgms -- all St A: Radio Performance St A: Clear and set for Friends Conference	25 St A: Friends Conference
26 St A: Friends Conference	27 FCIAC meeting -- Chip am St A: Friends Conf til 3pm St C: Ferguson Upload-DC Clear Studio A Setup for Pledge Out: RP	28 St A/B: Pledge St A: Finish Clearing St C: Ferguson Edit - DC	29 St A/B: Pledge Clear Corn Visit -- AM Setup for Spanish Pgms	30 St B: Spanish Pgms - all	31 St B: Spanish Pgms -- all St B: Pledge Setup Aud: Recording Test- 2pm DC-out in am	