



## **MINUTES - EDUCATION COMMITTEE MEETING**

**Thursday, August 2, 2018 – 6:30 pm – 8:00 pm**

Platt Branch Library - 23600 Victory Boulevard, Woodland Hills, CA 91367

### **Agenda**

Call to order – 6:31 p.m. by Chairman, Bill Anderson

Pledge of Allegiance

Roll Call – by Chairman, Bill Anderson

Present: Bill Anderson (Chair), Dan Chernow, Paul Lawler, Carma Lu Thompson. Absent: Aaron Williams, Joyce Fletcher (ex officio). QUORUM 4 at 6:38 p.m.

Approval of Minutes: Education Committee Meeting – June 26, 2018

Motion by: Dan Chernow Seconded by Paul Lawler

Yes: 4 No: 0 Absent: 1

Public Comment: No one asked for time for public comment

### **Items for Committee discussion and possible action:**

#### **1. Project: Poster Contest**

##### *a. Current Status*

The Chair reported that he had been in contact with Terry Saucier of the Tarzana NC regarding the Poster Contest. Ms. Saucier has done a Poster Contest for TNC for several years and was very helpful in explaining the various parts of the contest that Tarzana has been doing. The Chair also reported that he had been working with Alma Salazar, Assistant Principal at Woodland Hills Academy to get local elementary schools to participate in the contest. Ms. Salazar has contacted all six Woodland Hills elementary schools about the contest and four have indicated they will take part: Calvert Charter, Lockhurst Drive Charter, Serrania Avenue Charter, and Woodland Hills Charter. Calabash Charter and Woodlake Elementary have not responded to several requests. As it appears these schools are not interested, Hale Charter Middle School also will be contacted about participation by their students. Woodland Hills Academy Middle School may also have their students participate. Each school will be asked to assign a “point person” for the contest.

The Committee discussed how to recognize contest winners. It was agreed that winners should be selected by grade level – K to 3<sup>rd</sup>; 4<sup>th</sup> – 5<sup>th</sup>, 6<sup>th</sup> – 8<sup>th</sup> with one winner for each per school. Dan Chernow reported that he has contacted Scholastic Publishing about the possibility of a donation of books that can be given to contest winners.

*b. Project Tasks / Timeline*

The Chair reported that a funding motion for the purchase of the poster paper will be presented to the WHWCNC at the 8 August Board Meeting for vote. The paper will then be purchased immediately for delivery to the West Valley Warner Center Chamber offices. The Chamber has agreed to provide work space for the project. The Chair explained that the poster paper would need to be prepared and organized prior to school delivery – holes need to be punched in each corner of the paper so that the posters can be tied together by grade & teacher for display later. Pre-Printed labels with school name, grade, teacher and student name will need to be affixed to the paper prior to delivery. Ms. Eu at Taft High School has been contacted about student volunteers to help with poster paper preparation and other work. As the goal is to give the teachers and their students five weeks to complete their posters, the preliminary project timeline will be as follows:

**August 15 to 17** – Poster Paper is delivered to the Chamber offices; volunteers prepare poster labels

**August 23 to 25** – Committee and volunteers meet at the Chamber offices to punch holes, affix labels and sort paper for school delivery.

**August 27 to 29** – Poster Paper is delivered to school

**Month of September** – flyers, t-shirts, signs, winner certificates, etc. done,

**October 3 to 5** – Posters are picked up from schools & taken Chamber office

**October 10 to 13** – Posters are sorted by school & grade, preliminary judging done

**October 16 to 20** – Professional artist does grand prize judging, finish tying posters together for displays

**October 26 & morning of 27** – take poster displays to Rec Center & put up displays

**October 27 afternoon** – take down posters & deliver to Chamber

**October 30 to November 3** – breakdown poster displays & sort by school, grade, teacher

**November 6 to 10** – return posters to schools

**November 14 or December 12** – WHWCNC Board meeting ceremony for student prizes/ recognition

*c. Poster Contest Theme*

The Committee discussed two possible themes for the poster contest: 1) Harvest Time: Natures Bounty, and 2) Our First Responders. It was decided that the Chair should get input from the Ms. Salazar and the participating elementary school teachers about the poster contest theme and then come back to the Committee for an informal email vote

## **2. Project: Meet the Principals Outreach**

*a. Local School / PTA Research*

The Committee discussed the need to get basic information (principal, contact, mission, etc.) on all Woodland Hills Schools as a part of the outreach to school principals. Carma Lu Thompson volunteered to start by gathering information on the public schools. Paul Lawler reported that his assistant, Jessica, had a listing of the schools and that Ms. Thompson should contact her as a starting point.

*b. Review of Draft Intro Letter to Principals*

Carma Lu Thompson reported that she had made start on the letter and would have a full draft by the next Committee meeting.

*c. Review of Draft Questions for Principals*

Dan Chernow presented the Committee with three draft questions for future meetings with school principals. He reported that the questions were designed to be general as a prompt to communication and to allow the Committee to analyze the responses. After discussion, the Committee accepted the questions. Mr. Chernow observed that the Committee member that meets with a principal has to explain that the WHWCNC has certain restrictions on what it can do.

*d. Leave Behind*

The Committee discussed what sort of written information, a “leave behind,” should be given to the principals after the initial meeting. It was decided that it should be no more than one page with the WHWCNC logo, information about the Council, the Education Committee and what it can do as well as the Committee’s members’ contact information. Bill Anderson volunteered to pull information off the WHWCNC website and the EmpowerLA website about the Council to get the process moving.

**3. Project: Public Conversation with Local School Board Reps**

The Committee discussed the potential program for the “Public Conversation.” It was agreed that the Committee should follow closely the programs that the new Superintendent puts in place as the basis for the conversation. The possible special election for the school board seat coming open due to resignation may also figure into the conversation. The target audience for the event was seen as wide – parents, teachers, anyone interested in the schools. Discussion of a possible sites for the event was postponed until the discussion program is clearer.

**4. Committee Administration**

The Committee discussed the need for a regular meeting day. It was decided that this should be the first Tuesday of every month.

**5. New Business**

There was no new business.

**Announcements:**

***The next meeting of the WHWCNC Education Committee will be held on Tuesday, 1 October 2018.***

**Adjournment of meeting: Chairman Bill Anderson adjourned the meeting at 7:34 p.m.**

*Minutes: Submitted by Education Committee Chairman Bill Anderson.*