

CITY OF LOS ANGELES  
CALIFORNIA

**Neighborhood Council  
Governing Board**

President: Dena Weiss  
Vice President: Chris Waddy  
Secretary: Karen DiBiase  
Treasurer: Heath Kline  
Parliamentarian: Don Patterson

Committee Chair, Julie Waltrip

Committee Members:

Reina Cerros-McCoughey

Heath Kline

Rochelle "Shelly" Schwartz

Allan Biggins Stakeholder

Youth Member TBA



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

Website: [www.empowerla.org](http://www.empowerla.org)

**WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL**

**Regular Education Committee Meeting**

**Agenda**

**Fire Station #84**

**Community Room**

21050 Burbank Blvd, Woodland Hills, CA 91364

Tuesday January 2, 2024

6:30 p.m.

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Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al **818-639-9444** o por correo electrónico [www.whcouncil.org](http://www.whcouncil.org) para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board

Items for Discussion and Possible Action:

*All comment is limited to 2 minutes per speaker, unless adjusted by the presiding chair of the committee.*

1. Call to Order. Roll call of members: Julie Waltrip, Reina Cerros-McCoughey, Heath Kline, Rochelle "Shelly" Schwartz, Allan Biggins.
  2. Public Announcements by city officials and representatives: (2) minutes per speaker.
  3. Stakeholder Public Comment Period (on items NOT on the agenda): (1) minute per speaker.
- 
4. Approval of Committee Minutes: Tue. December 5, 2023 if available.
  5. **Items for discussion and possible action: see supporting documents on each item**  
*Stakeholder Public Comment will be taken on each agenda item: (3) minutes per speaker*

**Item No. One: (15 minutes)**

Woodland Hills Academy Middle School invites our neighborhood council to have a free booth at their resource fair on Saturday February 24, 2024. Shelly Schwartz and Reina Cerros McCoughey mentioned they are available that day to run the booth. Committee recommends the full board's participation in the event as a Neighborhood Council. See supporting documents. Roll call vote.

**Item Two: (15 minutes)**

Woodlake Elementary School PTA Community Outreach Terra Collins hosts their Annual Arts Night called NOTA. Committee will consider her npg request for funding. See supporting documents. Roll call vote.

**Item Three: (15 minutes)**

Librarian Wendy Rokos updated her book list order based on Scripps National Spelling Bee recommendations for sixth seventh and eighth grade students to read at Hale Charter Academy Middle School. Committee will consider her npg request for funding. See supporting documents. Roll call vote.

**Item Four: (15 minutes)**

Youth Member Application second rough draft and dates will be finalized for distribution and posting. See supporting documents. Roll call vote.

**Item Five: (15 minutes)**

Our committee wants the option to meet remotely via Zoom to increase attendance and productivity. See supporting documents. Roll call vote.

**Item Six: (15 minutes)**

Stakeholder Allan Biggins needs to be given his login and password credentials to access his required training so that he can receive his voting privileges with no more delay. See supporting documents. Roll call vote.

**ADJOURNMENT.** The next meeting will be on Tuesday February 6, 2024 6:30 pm at the same place.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

#### **Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

- **A copy of this agenda is also physically posted on the outside of the window of the West Valley Warner Center Chamber located at 6100 Topanga Canyon Blvd, Ste 2330, Woodland Hills, CA 91367. The Chamber is located at the Promenade Mall outside the east entrance of the mall and to the left of Ruth Chris Restaurant. The Chamber office is accessed from Owensmouth Street. Parking is free.**
- [www.whcouncil.org](http://www.whcouncil.org)
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

#### **Notice to Paid Representatives -**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

#### **Public Access of Records -**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.WHWCNC.org](http://www.WHWCNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Dena Weiss at: [d.weiss@whcouncil.org](mailto:d.weiss@whcouncil.org).

#### **Reconsideration and Grievance Process -**

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website.

## Supporting Documents

Item 1: Woodland Hills Academy supporting documents

Item 2: Woodlake Elementary Supporting documents

Item 3: Hale Charter Academy Supporting documents

Item 4: youth member application supporting documents:

Item 5 zoom committee meeting supporting documents:

Our committee wants the option to meet remotely via Zoom to increase attendance and productivity. Zoom allows for recording of our meeting so we can distribute/post it as public record. Our bylaws allow for zoom committee meetings. Our committees already met via zoom last year.

Specific to the Education Committee, our committee members, stakeholders and grant applicants subscribe to a 9-month school calendar, so during school holidays and break times, we especially want to meet virtually to make quorum and maximize the productivity of the committee's projects despite schools being closed. While school is in session, many of our committee participants are educators who taught students all day with little bandwidth leftover to come to an in-person meeting weeknights and would be much more inclined to join our meeting via zoom.

Committee members have all the equipment they need to conduct zoom meetings with personal devices; committee chairs need the board's technical support, the login and the password to our Zoom account to conduct our meetings virtually. Each chair can meet in person or virtually depending on the needs of the committee at the time. We are asking for the option to meet virtually via Zoom on behalf of not only the education committee but also on behalf of all committees of the Woodland Hills Warner Center Neighborhood Council.

Item 6 training credentials supporting documents:

Stakeholder Allan Biggins was appointed to the Education Committee by unanimous vote in November. He was unanimously appointed to be a Board Member as alternate to Area 5 at the Governance Committee meeting in December. I move that Allan Biggins be given his login and password credentials to access his required training so that he can receive his voting privileges with no more delay.

My name is Camerino Sanchez and I am a Counseling Assistant for Woodland Hills Academy, a Los Angeles Unified middle school in the west San Fernando Valley. We will be hosting our third annual West Valley Community Resource Fair on our campus on Saturday, February 24<sup>th</sup>, 2024, from 11AM – 2PM and would love to extend an invitation to Woodland Hills Warner Center Neighborhood Council to participate. We are holding the event a little earlier in the year this time around and hope you are able to join us!

We are inviting the families of all of our students as well our neighboring schools (elementary to high school) in LAUSD's Region North. We have a diverse student population and expect a mix of both Spanish and English speaking families. The Resource Fair is a great opportunity for us to share the different services available in our community, from housing, food, healthcare, mental health support, clothing, safety, political representation, and more. The event is free and open to all. For a list of last year's participating agencies, please visit:

<https://tinyurl.com/WVCommunityResourceFair>

**If you are interested in participating in this year's fair, please register using this Google**

**Form: <https://tinyurl.com/WVCRF24>**

If you have any questions regarding the event, please contact me at [818\) 226-2900 ext.2926](tel:8182262900) or by email at [camerino.sanchez@lausd.net](mailto:camerino.sanchez@lausd.net). If there is a more appropriate contact person for me to reach out to, please let me know and I will be happy to contact them directly. We truly hope that you are able to join us and share all that you do for our community. Thank you and I look forward to hearing from you soon.

Warm regards,

***Camerino Sanchez***

**Counseling Assistant**

**Woodland Hills Academy**

**Phone: 818-226-2900, Ext. 2926**

**[www.woodlandhillsacademy.org](http://www.woodlandhillsacademy.org)**

Woodland Hills Academy is proud to host the

2023 WEST VALLEY  
COMMUNITY  
RESOURCE  
FAIR

DJ! RAFFLES!  
INFLATABLE GAMES!  
FOOD TRUCKS!  
GIVEAWAYS!

SATURDAY, MARCH 25

11 AM - 2 PM ON THE QUAD

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AND BLOOD PRESSURE  
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FOR A LIST OF  
PARTICIPATING  
AGENCIES, VISIT:

[tinyurl.com/WVCommunityResourceFair](https://tinyurl.com/WVCommunityResourceFair)

[FOWHA91367@GMAIL.COM](mailto:FOWHA91367@GMAIL.COM)



**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills Warner Center Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Woodlake Ave Elementary PTSA 95-6206846 California  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 23231 Hatteras St Woodland Hills CA 91367  
*Organization Mailing Address* *City* *State* *Zip Code*

1c) \_\_\_\_\_  
*Business Address (if different)* *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**  
Terra Collins 818-425-0588 WoodlakeVolunteers@gmail.com  
*Name* *Phone* *Email*

2) Type of Organization- Please select one:  
 Public School (not to include private schools) *Attach Signed letter on School Letterhead* or  501(c)(3) Non-Profit (other than religious institutions) *Attach IRS Determination Letter*

3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable)* *City* *State* *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.  
 The purpose of this grant is to help with costs and arts access for our 590 students and Night of the Arts community event. Our enrollment grew by 100 students within the last school year, and we are proud to say that all arts enrichment programs were covered for every TK-5th grade class—including displaced Ukrainian and Israeli students, as well as special education students. NOTA showcases students' artwork in an outdoor "art gallery" and invites the community in to view the art, create art of their own, and enjoy choral music, dance, and musical theater performances. Art supplies, signage, on site art stations, refreshments and more need to be purchased/rented.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
 (Grants cannot be used as rewards or prizes for individuals)  
 To create the gallery, art pieces using watercolors, oil pastels, clay, chalk, brushes, glue, paints, spray foam and embellishments need to be mounted to presentation boards, hung in frames, and constructed (Recycled Art Garden sculptures). Supplies for the make-and-take art stations and crafted backdrops for the choral music and musical theater numbers are also completed by students on large canvas sheets. With the assistance of this grant, we are also able to help to replenish some of the art supplies used during Studio Art instruction for all of our 590 students.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Art supplies for this event	\$ 2000	\$ 4200
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2000

10a) Start date: 02/01/24 10b) Date Funds Required: 03/01/24 10c) Expected Completion Date: 06/09/24  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No **\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

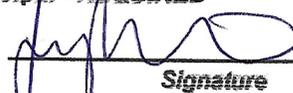
**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Amy Pedersen Principal  12/01/23  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Jennifer Richmond President  12/04/23  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

From: Reina McCaughey reinacmccaughey@gmail.com  
Subject: Woodlake NOTA 2024  
Date: Dec 5, 2023 at 8:56:46 AM  
To: Julie Waltrip jwaltrip@hotmail.com, Julie Waltrip  
j.waltrip@whcouncil.org, Reina Cerros  
McCaughey r.mccaughey@whcouncil.org

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**Woodlake Elementary Community Charter School**

Los Angeles Unified School District, Region North  
23231 Hatteras St., Woodland Hills, California 91367  
Telephone (818) 347-7097 Fax (818) 883-3953

**Alberto Carvalho**  
Superintendent of Schools  
**David Baca**  
Region North Superintendent  
**Amy Pedersen**  
Principal  
**Julie Ljubicic**  
AP EES  
**Lorna Weise**  
AP

December 4, 2023

Subject: Support for PTSA NPG Request

Dear Woodland Hills Warner Center Neighborhood Council,

I am writing to express my full support for the funding request submitted by our Parent Teacher Student Association (PTSA) for Night of the Arts, 05/04/2024. As the principal of Woodlake Elementary Community Charter, I have witnessed the invaluable contributions of our PTSA in enhancing the educational experience for our students. The proposed initiative aligns seamlessly with our school's commitment to arts enrichment education, and I believe that the requested funds will significantly benefit our students with additional supplies and the opportunity to display, or perform, their work.

Our PTSA has a proven track record of successful projects that have enriched our learning environment and fostered a sense of community within our school. I have complete confidence that the proposed project will continue this tradition of excellence. I kindly urge the WHWC Neighborhood Council to consider this funding request favorably, recognizing the positive impact it will have on our students and the broader community. Your support will undoubtedly contribute to the continued success of our school.

Thank you for your time and consideration.

Sincerely,



Amy Pedersen

Principal

---

Reina McCaughey



*everychild.one voice.*

2327 L Street, Sacramento, CA 95816

(916) 440-1985 • Fax (916) 440-1986 • info@capta.org • www.capta.org

## LETTER OF DETERMINATION

March 27, 2023

Terra Collins, Unit President  
Woodlake Avenue Elementary PTSA [2710]

Dear Terra:

In response to request of this office concerning your PTA's tax-exempt status, a copy of our group ruling letter dated November 18, 1943, from Internal Revenue, which grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time as referred to in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA bylaws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of the February 24, 2010 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 23701d of the Revenue and Taxation Code.

Both the federal and state exemption letters cover all of our divisions—local units (associations), councils and districts. The letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on this letterhead by vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Woodlake Avenue Elementary PTSA is a unit in good standing. It was organized on October 6, 1953 according to our official records, and is chartered as a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Woodlake Avenue Elementary PTSA located at 23231 Hatteras Street, Woodland Hills, CA, 91367 in the Thirty-First District, California Congress of Parents, Teachers and Students, Incorporated, is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Woodlake Avenue Elementary PTSA is 956206846 and the assigned Franchise Tax Board entity number is 9541907.

Sincerely,

A handwritten signature in cursive script that reads "Donna Broussard".

Donna Broussard  
Tax Filing Assistant

cc: District President



TREASURY DEPARTMENT

WASHINGTON 25

OFFICE OF  
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO  
COMMISSIONER OF INTERNAL REVENUE  
AND REFER TO

IT:P:T:l

MAP

800  
NOV 18 1943

California Congress of Parents and Teachers, Inc.,  
416 Union Building,  
Second and Broadway,  
San Diego 1, California.

Mesdames:

Reference is made to the evidence submitted for use in determining the status of your local associations for Federal income tax purposes.

In Bureau ruling dated February 26, 1943, it was held that you are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts as it is shown that you are organized and operated exclusively for educational purposes.

It is the opinion of this office, based upon the evidence presented, that you and the local associations appearing in your Year Book 1943-1944, California Congress of Parents and Teachers, Inc., are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts, as it is shown that you and the local associations are organized and operated exclusively for educational purposes. Accordingly, it will not be necessary for you and such associations to file returns of income unless there is a change in your organization, purposes or methods of operation.

You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing only the names and addresses of any new local associations and the names and addresses of any local associations which for any reason have ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether the information heretofore submitted by you on which this ruling is based is applicable in all respects to the associations appearing on the lists and should be forwarded so as to reach this office not later than February 15 of the following year.



California Congress of Parents and Teachers, Inc.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and the local associations appearing in your Year Book 1943-1944 will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

Furthermore, under substantially identical authority contained in sections 1426 and 1607 of the Code and/or corresponding provisions of the Social Security Act, the employment taxes imposed by such statutes are not applicable to remuneration for services performed in your employ or in the employ of such associations so long as the conditions prescribed above for retention of an exempt status for income tax purposes are met.

Contributions made to you and the local associations listed are deductible by the donors in arriving at their taxable net income in the manner and to the extent provided by section 23(o) and (q) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Bequests, legacies, devises or transfers, to or for your use or for the use of such local associations are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by sections 812(d) and 861(a)(3) of the Code and/or corresponding provisions of prior revenue acts. Gifts of property to you or them are deductible in computing net gifts for gift tax purposes in the manner and to the extent provided in section 1004(a)(2)(B) and 1004(b)(2) and (3) of the Code and/or corresponding provisions of prior revenue acts.

The collector of internal revenue at Los Angeles, California, is being advised of this action.

By direction of the Commissioner.

Respectfully,

  
Deputy Commissioner.

NOV 6 1992

Internal Revenue Service

Department of the Treasury

District  
Director

P.O. Box 2350 Los Angeles, Calif. 90053

PTA CALIFORNIA CONGRESS OF PARENTS  
TEACHERS & STUDENTS INC PTA-CA31  
930 GEORGIA ST  
LOS ANGELES, CA 90015-1322

Person to Contact:

FELICIA C MIRAFLOR

Telephone Number:

213-894-2336

Refer Reply to:

EO-1102-92

Date:

NOV 6 5 1992

RE: PTA CALIFORNIA CONGRESS OF PARENTS  
TEACHERS & STUDENTS INC PTA-CA31  
95-1683870

Gentlemen:

This is in response to your request dated October 26, 1992 regarding the above named-organization.

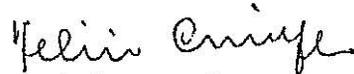
A review of our records indicate that this organization was recognized to be exempt from Federal income tax under Internal Revenue Code section 501(c)(3). Group exemption number 0646 has been assigned to the parent organization and its subordinates. The determination letter issued in November 1943 continues to be in effect.

You should contact your parent organization for a copy of their determination letter.

If you need any further assistance, please feel free to contact our office at the above address or telephone number.

Thank you for your cooperation.

Sincerely,



Felicia C Mirafior  
Disclosure Assistant



## Entity Status Letter

Date: 6/11/2020

ESL ID: 4869876343

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0103844

Entity Name: CALIFORNIA CONGRESS OF PARENTS, TEACHERS, AND STUDENTS, INC.

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
  - The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
  - For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

### Connect With Us

Web: [ftb.ca.gov](http://ftb.ca.gov)

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

**8.1 Bylaws of the California Congress of Parents, Teachers, and Students, Inc.**

*(As Amended, May 2002)*

**ARTICLE I — NAME**

The name of this corporation is the California Congress of Parents, Teachers, and Students, Inc., a branch of the National Congress of Parents and Teachers. It is also known and will be referred to in these bylaws as the California State PTA.

*Hereinafter in these bylaws the term "local PTA" wherever used to designate a local unit shall also designate "PTSA" where such may exist.*

**★★★ ARTICLE II — PURPOSES**

*Section 1.* The purposes of the California State PTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

*Section 2.* The purposes of the National PTA and the California State PTA are promoted through an advocacy and educational program directed toward parents and teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

*Section 3.* The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

**★★★ ARTICLE III — BASIC POLICIES**

THE FOLLOWING are basic policies of the California State PTA, in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan;
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities;
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large;
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof;
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code;
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA;
- g. The organization or members in their official capacities shall not — directly or indirectly — participate or intervene (in any way, including the publishing or distributing of statements) in

CINCINNATI OH 45999-0038

In reply refer to: 0255863245  
Oct. 14, 2020 LTR 4168C 0  
95-6206846 000000 00  
00013742  
BODC: TE

PTA CALIFORNIA CONGRESS OF PARENTS  
TEACHERS & STUDENTS INC  
WOODLAKE AVENUE ELEMENTARY PTA  
23231 HATTERAS ST  
WOODLAND HLS CA 91367-3119



037757

Employer ID number: 95-6206846  
Form 990 required: yes

Dear PTA CALIFORNIA CONGRESS OF PAR:

We're responding to your request dated Oct. 06, 2020, about your tax-exempt status.

We issued you a determination letter in September 1967, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

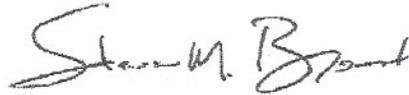
0255863245  
Oct. 14, 2020 LTR 4168C 0  
95-6206846 000000 00  
00013743

PTA CALIFORNIA CONGRESS OF PARENTS  
TEACHERS & STUDENTS INC  
WOODLAKE AVENUE ELEMENTARY PTA  
23231 HATTERAS ST  
WOODLAND HLS CA 91367-3119

time).

Thank you for your cooperation.

Sincerely yours,



Steve M. Brown, Operations Manager  
Operations 3-CIN

**Neighborhood Council Funding Program  
APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills-Warner Center

**SECTION I - APPLICANT INFORMATION**

1a) Hale Charter Academy  
 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 23830 Califa St  
 Organization Mailing Address City State Zip Code

1c) \_\_\_\_\_  
 Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:  
Wendy Rokos 818-313-7463 wendy.rokos@lausd.net  
 Name Phone Email

2) Type of Organization- Please select one:  
 Public School (not to include private schools) Attach Signed letter on School Letterhead or  501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) \_\_\_\_\_  
 Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.  
 The purpose and intent of this grant is to provide our students who will be participating in the Scripps Spelling Bee the recommended books to help students with their spelling and see the words in context of literature.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
 (Grants cannot be used as rewards or prizes for individuals)  
 with greater opportunities to experience literature where the Scripps words can be seen used in context, the better our opportunity to see a student from our community move on to the Scripps National Bee.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	See Attached book list	\$ 951.54	\$ 951.54
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe: \_\_\_\_\_

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 1000.00

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: \_\_\_/\_\_\_/\_\_\_  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*  
 HENRY SONG PRINCIPAL [Signature] 12-4-23  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
 Wendy Rokos Teacher Librarian Wendy Rokos [Signature] 12-4-23  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



Los Angeles Unified School District

**Hale Charter Academy**  
**GIFTED STEAM MAGNET CENTER**  
**VAPA MAGNET CENTER**  
23830 Califa Street, Woodland Hills, CA 91367  
[www.HaleCharterAcademy.com](http://www.HaleCharterAcademy.com)  
Phone (818) 313-7400 Fax (818) 346-7517

*Alberto M. Carvalho*  
*Superintendent of Schools*

**David Baca**  
*Local District Northwest*  
*Superintendent*

**Henry Song**  
*Principal*

December 1, 2023

To Whom it May Concern

In order for students to embrace and understand spelling rules and better comprehend words, Scripps Spelling Bee provides a book list to all those schools who participate. The list consists of books at all grade levels serviced at Hale charter Academy; sixth, seventh and eighth grades. There are 16 books covering these grade levels that Scripps recommends the Spelling Bee participants to read. Within these books, students will find all the words that are on the study list Scripps provides. Reading the words in context of great stories will help students to more easily master the words.

Hale Charter Academy, in Woodland Hills, will host their annual Spelling Bee beginning January 9, 2024. Our Teacher Librarian, Wendy Rokos, will host and lead a team of volunteer teachers to check the spelling, record correct and incorrect spelling and provide students with the definition, word origin and give the students an example of how the word is used in the context of a sentence. Scripps provides everything needed to hold our Bee. This is Mrs. Rokos' fifth Spelling Bee she has held in the Library. We provide a winner to the Los Angeles Unified Regional North District Spelling Bee, and the winner will move onto the Scripps Regional Spelling Bee. The winner of that Bee heads to the finals held in Washington every year. We have yet to have our winning speller go farther than the Regional Bee and our hope is that with access to the books containing the words from the study list, we will have a better chance of having a winner proceed to the finals. They will represent not only our school, but our school district as our community.

Attached you will find a quote from Amazon for the purchase of five copies of each book recommended by Scripps for the amount of \$951.54. This will provide 80 books the student participants can choose from to read while studying the provided words to be spelled, giving them a better opportunity to excel in our School Spelling Bee.

Thank you for considering this grant for our school.

*Henry Song*  
Henry Song  
Principal

# Checkout (79 items)



## 1 Shipping address

Wendy Rokos  
LIBRARY @ HALE CHARTER ACADEMY  
23830 CALIFA ST  
WOODLAND HILLS, CA 91367-2922  
Add delivery instructions

Change

Continue to application

By clicking or tapping, Continue to Application, you agree to Amazon's privacy notice and conditions of use.

## 2 Payment method

Pay over time with Affirm

Change

^ Add a gift card or promotion code or voucher

Enter code  Apply

You have selected to pay over time with Affirm, and you will need to submit an application for financing with a third party. We will share information about you, and your Amazon.com account, and this purchase transaction to assist Affirm in evaluating your finance application and the detection and prevention of fraud.

## 3 Review items and shipping



Get a \$200 Amazon Gift Card instantly upon approval for Prime Visa.  
No annual fee. [Open offer](#)

**Arriving Dec. 14, 2023** if you order in the next 2 hours and 54 minutes (Details)  
Items shipped from Amazon.com



**The Thief**  
by Turner, Megan Whalen  
**\$13.79** Qty: 5

Sold by: Amazon.com Services LLC

Add gift options

**Choose your Prime delivery option:**  
 **Tomorrow, Dec. 12 - Thursday, Dec. 14**  
FREE Prime Delivery  
 **Monday, Dec. 18**  
FREE Amazon Day Delivery  
 **Fewer boxes, fewer trips.**  
Change delivery day

## Order Summary

Items (79):	\$963.31
Shipping & handling:	\$23.04
Total before tax:	\$986.35
Estimated tax to be collected:	\$93.71

**Order total: \$1,080.06**

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)



**Under the Egg**

by Fitzgerald, Laura Marx

\$24.86

Qty: 1

Sold by: SBA Book Store

Add gift options

**Arriving Dec. 13, 2023** If you order in the next 2 hours and 54 minutes (Details)

Items shipped from Amazon.com



**Hello, Universe: A Newbery Award Winner**

by Kelly, Erin Entrada

\$10.29

Qty: 4

Sold by: Amazon.com Services

LLC

Add gift options



**Brown Girl Dreaming**

by Woodson, Jacqueline

\$9.81

Qty: 5

Sold by: Amazon.com Services

LLC

Add gift options



**Wonder**

by Palacio, R. J.

\$9.40

Qty: 4

Sold by: Amazon.com Services

LLC

Add gift options



**The Hanmoji Handbook: Your Guide to the Chinese Language Through Emoji**

by Li, Jason

**\$17.85**

Qty: 5

Sold by: Amazon.com Services  
LLC

Gift options not available



**Kira-Kira (Newbery Medal Book)**

by Kadahata, Cynthia

**\$14.38**

Qty: 5

Sold by: Amazon.com Services  
LLC

Add gift options



**Zachary Ying and the Dragon Emperor**

by Zihao, Xiran Jay

**\$10.49**

Qty: 5

Sold by: Amazon.com Services  
LLC

Add gift options



**Baseball in April and Other Stories**

by Soto, Gary

**\$6.99**

Qty: 5

Sold by: Amazon.com Services  
LLC

Add gift options



**Plotting the Stars 1: Moongarden**

by Barry, Michelle A.

**\$12.99**

Qty: 5

Sold by: Amazon.com Services LLC

 Add gift options

**Arriving Dec. 12, 2023** If you order in the next 2 hours and 54 minutes (Details)  
Items shipped from Amazon.com



**Worse**  
by Ziegler, Jennifer  
**\$11.59**

Qty: 5

Sold by: Amazon.com Services LLC

 Add gift options



**The Last Mapmaker**  
by Soontornvat, Christina  
**\$10.32**

Qty: 5

Sold by: Amazon.com Services LLC

 Add gift options



**The Last Cuentista**  
by Higuera, Donna Barba  
**\$10.49**

Qty: 5

Sold by: Amazon.com Services LLC

 Add gift options

### Delivery option updated

Your delivery options have changed based on your updated purchase selections.  
Please review before placing your order.

**Arriving Dec. 19, 2023 - Dec. 20, 2023**

Items shipped from Amazon.com



### The Wild Book (Yonder)

by Villoro, Juan

\$11.18 FREE delivery for

Prime members

Qty: 5

Sold by: Amazon.com Services

LLC

Add gift options

### Choose your Prime delivery option:

Tuesday, Dec. 19 - Monday, Jan. 8

FREE Prime Delivery

### Arriving Dec. 27, 2023

Items shipped from Amazon.com



### The Stardust That Made Us:

A Visual Exploration of

Chemistry, Atoms,

Elements, and the Universe

by Stuart, Colin

\$20.49 FREE delivery for

Prime members

Qty: 5

Sold by: Amazon.com Services

LLC

Add gift options

### Arriving Dec. 27, 2023 - Jan. 8, 2024

Items shipped from Amazon.com



### Animal Farm

by Orwell, George

\$14.99 FREE delivery for

Prime members

Qty: 5

Sold by: Amazon.com Services

LLC

Add gift options

**\$200**  
Amazon  
Gift Card

Get a **\$200 Amazon Gift Card** instantly upon approval for Prime Visa.  
No annual fee. [Open offer](#)

Arriving Dec. 18, 2023 - Dec. 26, 2023

Items shipped from ral



**Under the Egg**

by Fitzgerald, Laura Marx

**\$8.75**

Qty: 1

Sold by: ral

Not eligible for Amazon Prime  
([Learn more](#))

Gift options not available

Choose a delivery option:

Monday, Dec. 18 - Tuesday, Dec. 26  
\$3.99 - Standard Shipping

**\$200**  
Amazon  
Gift Card

Get a **\$200 Amazon Gift Card** instantly upon approval for Prime Visa.  
No annual fee. [Open offer](#)

Arriving Dec. 26, 2023 - Dec. 27, 2023

Items shipped from arigaragesales



**Under the Egg**

by Fitzgerald, Laura Marx

**\$5.00**

Qty: 2

Sold by: arigaragesales

Not eligible for Amazon Prime  
([Learn more](#))

Gift options not available

Choose a delivery option:

Tuesday, Dec. 26 - Wednesday, Dec. 27  
\$5.35 - Standard Shipping

**\$200**  
Amazon  
Gift Card

Get a **\$200 Amazon Gift Card** instantly upon approval for Prime Visa.  
No annual fee. [Open offer](#)

**Arriving Dec. 19, 2023 - Dec. 26, 2023**

Items shipped from LABYRINTH BOOKS



**Under the Egg**

by Fitzgerald, Laura Marx

\$5.98

Qty: 1

Sold by: LABYRINTH BOOKS

Not eligible for Amazon Prime  
([Learn more](#))

Gift options not available

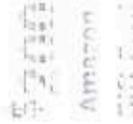
**Choose a delivery option:**

Friday, Dec. 15 - Wednesday, Dec. 20

\$12.00 - Delivery

Tuesday, Dec. 19 - Tuesday, Dec. 26

\$3.99 - Standard Shipping



Get a **\$200 Amazon Gift Card** instantly upon approval for Prime Visa.  
No annual fee. [Open offer](#)

**Arriving Dec. 21, 2023 - Dec. 27, 2023**

Items shipped from bestbazaarusa



**Under the Egg**

by Fitzgerald, Laura Marx

\$8.16

Qty: 1

Sold by: bestbazaarusa

Not eligible for Amazon Prime  
([Learn more](#))

Gift options not available

**Choose a delivery option:**

Thursday, Dec. 14

\$37.57 - Delivery

Thursday, Dec. 21 - Wednesday, Dec. 27

\$9.71 - Standard Shipping

[Continue to application](#)

**Order total: \$1,080.06**

By clicking or tapping Continue to Application, you agree to Amazon's privacy notice and conditions of use.

You have selected to **pay over time with Affirm**, and you will need to submit an application for financing with a third party. We will share information about you, and your Amazon.com account, and this purchase transaction to assist Affirm in evaluating your finance application, and the detection and prevention of fraud.

\*Why has sales tax been applied? See tax and seller information.

Need help? Check our Help pages or contact us

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Important information about sales tax you may owe in your state

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's Returns Policy.

Need to add more items to your order? Continue shopping on the Amazon.com homepage.

## WHWCNC Youth Member Position Now Open-Read Below to Apply

### Youth Member – Application for Membership

The Governance Council will vote for one of our excellent Candidates at their Meeting in February. Please email application to [j.waltrip@whcouncil.org](mailto:j.waltrip@whcouncil.org)

The Neighborhood Council is a city funded council composed of elected and appointed board members. The youth member is an opportunity for youth to have a formal role in the city's planning and decision-making process.

#### Youth Council Members:

- \* Represent the council on issues important to youth.
- \* Identify ways to improve Woodland Hills for its youth.
- \* Encourages youth participation in local government.
- \* Acts as a youth advisory member to the Los Angeles City Council and city departments.

#### Membership Criteria:

- Applicants must meet stakeholder requirements per the Council Bylaws. Youth members will serve one two-year term, ending when each WHWCNC election is certified by the office of the City Clerk.
- Applicants must be at minimum 14 years of age and no more than 17 years of age when seated.
- Applicant must include a copy of their transcript with the application.
- Youth members must comply with all rules and regulations that govern the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).
- Youth member shall attend all board meetings which are held on the second Wednesday of each month at 6:30pm and as defined in the Bylaws.
- Youth members must join and attend meetings of one council committee. Committees include Governance, Education & Youth, Public Safety & Transportation, Community Outreach, Community Services, Planning Land Use & Mobility, Woodland Hills Impacts and Policies, Environment & Beautification, and Homelessness.
- All applicants will be considered regardless of race, color, gender, national origin or disability.

The Deadline for submitting your application is midnight February 2, 2024

Please submit your application by email to Julie Waltrip at:

[j.waltrip@whcouncil.org](mailto:j.waltrip@whcouncil.org)

(All information must be provided and included in submittal. Please email as a PDF)

Youth Member – Applicant Information:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Applicant Experience:

Please list activities in which you have participated. Include organizations, school-related activities, community activities and employment if applicable.

Name of Organization: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employment if applicable: Please list employment history:

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Teacher or school counselor reference:

Name: \_\_\_\_\_

School: \_\_\_\_\_

Email address or telephone number: \_\_\_\_\_

Additional Information:

Name of Applicant: \_\_\_\_\_

To give each applicant the opportunity to demonstrate eligibility for the Youth Member position, answer the following questions limiting each response to 100 words or less. Use a separate sheet of paper if necessary and attach response sheet to the application with your name and submit together.

1. Why do you believe that you would be a good candidate for the Youth Member? Any special qualities?

2. How would you like to contribute to your community by serving on this board? Which committee meeting would you like to attend and why?

3. In your opinion, what is the most critical issue facing youth in your school, in your neighborhood, and in your city? What can a Youth Member and Neighborhood Council do to solve such a problem?

Please click on the links to read the Council Bylaws, Standing Rules and Codes of Conduct.

<https://whcouncil.org/about/bylaws-2>

Applicant Statement:

I hereby certify that the information I have given is true and correct to the best of my knowledge. I understand that provision of false information may disqualify my consideration. I authorize the release of this information for verification purposes and understand it will be used only to process my application. I also understand that by submitting this form, I am submitting an application to participate as the Youth Member of the Woodland Hills- Warner Center Neighborhood Council and that said application is only complete upon receipt of the Parental/Guardian Consent and Liability Release and verification of attendance by a teacher or school counselor. Upon submission of the application, I understand that I will be considered for membership with all other applicants and that I may or may not be selected for membership. If selected, I agree to attend all meetings and join one WHWCNC Committee and understand that I could be removed from membership for failure to do so.

---

Applicant Signature Date

Parental or Guardian Consent

I, the undersigned, do hereby consent to my child's participation in the Woodland Hills-Warner Center Neighborhood Council (WHWCNC). I acknowledge that I have read and understand the Woodland Hills-Warner Center Neighborhood Council By-Laws/Standing Rules and allow my child to attend all meetings and events relative to this program; and that I understand that my child could be removed from membership for failure to do so. I also acknowledge that upon submission of the application, my child will be considered for membership with all other applicants and that my child may or may not be selected for membership. I further acknowledge that my child's participation in the WHWCNC is voluntary, and I agree to release the Woodland Hills-Warner Center Neighborhood Council and their employees, officials, and any and all individuals and organizations assisting or participating in or with the council from any and all claims for personal injuries and property damage which my child may suffer while participating as a member of the Woodland Hills-Warner Center Neighborhood Council.

---

Signature of Parent or Guardian and Date

The Woodland Hills Warner Center Neighborhood Council is an official elected advisory body to the City of Los Angeles representing the stakeholders of the Woodland Hills and Warner Center neighborhoods. The NC is responsible for creating community, improving the quality of life in the neighborhood, ensuring the delivery of City services and educating the stakeholders on how to better participate in City government.