



AGENDA – WHWCNC EDUCATION COMMITTEE SPECIAL MEETING

29 October 2020, 6:30 P.M.

VIRTUAL SPECIAL MEETING BY TELECONFERENCE

VIRTUAL MEETING TELECONFERENCING and PHONE NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Woodland Hills-Warner Center Neighborhood Council meetings will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial **+1 669 900 6833**, and enter Zoom ID No. **930 6239 0507** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting. The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item.

GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

THE AMERICAN WITH DISABILITIES ACT - 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 and 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 you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCSupport@lacity.org or phone: (213) 978-1551.

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 on our website at : www.whcouncil.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 Joyce Fletcher at (818) 639-9444 or email: j.fletcher@whcouncil.org

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. 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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Joyce Fletcher de la Mesa Directiva, al j.fletcher@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.

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 §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- Council website - www.whcouncil.org and go to the calendar page and click on the date, then meeting and agenda
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

AGENDA

- 1. Call to Order**
 - 2. Pledge of Allegiance**
 - 3. Roll Call**
 - 4. Approval of Minutes, September 1, 2020 and October 6, 2020 Committee Meetings**
 - 5. Public Announcements - (2) minutes per speaker**
 - 6. Public Comment Period (on items not on the agenda): (2) minutes per speaker**
-

7. Items for discussion and possible action:

Item No. (1): Neighborhood Purposes Grant for the Foundation for Pierce College earmarked for the sole purpose of supporting the Brahma Pantry

Discussion and Possible Action:

Over the past year the Education Committee has explored ways to support the work of the Brahma Pantry, a food pantry on the campus of Los Angeles Pierce College. The Brahma Pantry serves students by helping them meet their basic needs, but the pandemic-related campus closure has made it difficult to help alleviate food insecurity among the student population. Meeting food costs was difficult for many students before the pandemic and has become increasingly difficult because of employment loss and the looming threat of evictions. The committee's fact-finding activities include several conversations between committee member Gina Thornburg and the pantry manager, as well as a visit to the pantry; a tour of the pantry last fall by three committee members; research on the plight of California community college students by committee member Dan Chernow; and a Q&A with the pantry manager, D'arcy Corwin, at the August 2020 Education Committee meeting. Therefore, the Education Committee finds that:

WHEREAS a recent research article in Ed Source (<https://edsource.org/2020/community-colleges-struggle-with-students-food-needs-as-pandemic-increases-demand/634155>) reports that 26 of 46 California community-college campuses responding to an EdSource survey continue to distribute food to needy students despite campus closures, while 21 reported an increase of applications for food and/or an increase in the amount of food being requested; and

WHEREAS rolled-over funds in the Brahma Pantry account are not being replenished by the state after Governor Newsom removed \$11.4 million for food pantries from the California Community Colleges 2020–21 budget (<https://www.google.com/search?q=California+Community+Colleges+may+revision+budget&oq=California+Community+Colleges+may+revision+budget&aqs=chrome..69i57j33.12646j0j7&sourceid=chrome&ie=UTF-8#>); and

WHEREAS LA Pierce College is the sole community college in the Woodland Hills–Warner Center Neighborhood Council district; and,

WHEREAS members of the WHWCNC Education Committee have conducted due diligence in understanding the need for monetary donations to support the hunger-alleviation work of the Brahma Pantry; and

WHEREAS the Foundation for Pierce College is the fiscal agent responsible for receiving and paying out donations to the on-campus Brahma Pantry;

THEREFORE, BE IT RESOLVED that the WHWCNC Education Committee recommends that the board of the Woodland Hills–Warner Center Neighborhood Council APPROVE the following Neighborhood Purposes Grant:

According to the Office of the City Clerk Neighborhood Council Funding Program, issue a Neighborhood Purposes Grant in the amount of \$2,500 to the Foundation for Pierce College, earmarked solely for the purpose of supporting the Brahma Pantry’s hunger-relief activities, including grocery-store gift cards for students during the pandemic and/or the purchase of food items for the physical pantry once the campus is reopened.

Item No. (2): Neighborhood Purposes Grant for Hi-SET Exams for Students of the West Valley Occupational Center *(completed NPG Form received 10/27/20)*

Discussion and Possible Action:

WHEREAS, the West Valley Occupational Center (WVOC) in Woodland Hills is part of the Los Angeles Unified School District’s Division of Adult and Career Education, preparing students for academic advancement and an array of careers, and

WHEREAS, the HiSET exam is a critical milestone for WVOC students to graduate from their respective High School Diploma or High School Equivalency programs, and

WHEREAS, WVOC students in career tracks must also have a high school diploma or its equivalent to qualify for future employment, and

WHEREAS, the HiSET exam costs \$185 per student, and

WHEREAS, the LAUSD does not have the funding to cover the cost of the exam, leaving this cost to the students, and

WHEREAS, not all WVOC students can afford the cost of the exam, and

WHEREAS, approximately 200 WVOC students take the HiSET exam annually, and

WHEREAS, the community of Woodland Hills benefits when its stakeholders are better prepared academically and technically for future careers,

THEREFORE, BE IT RESOLVED that the WHWCNC Education Committee recommends that the board of the Woodland Hills–Warner Center Neighborhood Council APPROVE the following Neighborhood Purposes Grant:

According to the Office of the City Clerk Neighborhood Council Funding Program, issue a Neighborhood Purposes Grant in the amount of \$925.00 to the West Valley Occupational Center for the purpose of defraying the cost of more than five or paying for the total cost of five HiSET exams for enrolled WVOC students in the 2020–2021 academic school year. The number of students to benefit from this grant shall be determined at the discretion of the administration of the WVOC.

Item No. (3): LAUSD Hygiene Project: Draft Letter of Interest for Sisters on the Street Pilot Project at Taft High School

Discussion and Possible Action:

WHEREAS, Sisters on the Streets is a non-profit organization serving the San Fernando Valley with a variety of programs, one such aimed at providing access to feminine hygiene products free of charge to the homeless and to the economically disadvantaged, and

WHEREAS, according to California AB 10 passed in 2017 and in effect as of January 1, 2018, free feminine hygiene products must be provided to students by all schools whose poverty to pupil threshold is a minimum 40%, and

WHEREAS, according to figures for 2019 published on the California Department of Education's, California Schools Dashboard, some 63.3% of William Howard Taft High School students, approximately 1,480 in number, are economically disadvantaged, and

WHEREAS, Sisters on the Streets co-founder, Laura Rathbone, spoke to the WHWCNC Education Committee at its 6 October 2020 regularly scheduled meeting, describing a possible pilot program for William Howard Taft High School which entailed providing three feminine hygiene product dispensers and an initial supply of 3,000 feminine hygiene products,

THEREFORE, BE IT RESOLVED that the WHWCNC Education Committee will provide a letter to Sisters on the Streets articulating the Committee's interest in supporting said William Howard Taft High School pilot project, with text as follows:

Laura Rathbone
Co-Founder
sistersonthestreet@gmail.com

Dear Ms. Rathbone,

Thank you for your recent visit to the 6 October 2020 meeting of the WHWCNC Education Committee. The Committee found your presentation compelling. As such, we are extremely interested in finding a way to support the possible pilot program for William Howard Taft high school that you described, the dispensing of free-of-charge feminine hygiene products.

As you outlined it, said pilot program would include the installation of three feminine hygiene product dispensers at William Howard Taft High School and providing of an initial supply of 3,000 feminine hygiene products.

Please keep us informed as to your progress in creating the Taft pilot program. The student peace of mind and the increased attendance that is sure to be realized from the program, is a benefit to all.

Best regards,

Bill Anderson
Area 4 Representative / Chairman Education Committee
Woodland Hills Warner Center Neighborhood Council

Item No. (5): Discussion of Possible Zoom Meeting with Local Principals, re: Long Distance Learning

Discussion and Possible Action:

- a. Parents LAUSD Lawsuit
- b. Next Steps

Item No. (6): Possible New Projects

Discussion and Possible Action:

- a. Optimist Youth Homes Pacific Lodge Girl's Home, Area 6
- b. Parents, Educators / Teachers & Students in Action (PETA) Possible NPG

Item No. (7): New Business

Adjournment of meeting:

*RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our Board meetings and our website at www.whcouncil.org

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 NC

SECTION I - APPLICANT INFORMATION

- 1a) The Foundation for Pierce College 95-2586462 California 01/1970
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 6201 Winnetka Ave Woodland Hills CA 91371
Organization Mailing Address City State Zip Code
- 1c) _____
Business Address (If different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
Edward Albrecht 818-261-5555 edwardalbrecht4@gmail.com
Name Phone Email
- 2) Type of Organization- Please select one:
☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)
 Attach Signed letter on School Letterhead 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.

This grant of \$2,500 would be earmarked to support the hunger-alleviation activities and programs of the Brahma Pantry on the campus of Los Angeles Pierce College. During the pandemic shutdown, these activities include the awarding of grocery-store gift cards to enrolled Pierce College students. When the campus is open, nonperishable food items are also made available to students from the physical pantry office.

- 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)

This grant would benefit any student at LA Pierce College who is experiencing hunger and who contacts the Brahma Pantry seeking assistance to relieve their food insecurity. A study in 2016 of community colleges in Los Angeles found that approximately 42% of students experience food insecurity. Yet, Governor Newsom has defunded food pantries on the campuses of community colleges for the 2020-2021 academic year. The pantry itself benefits the public at large because it helps Pierce College students focus on their studies by boosting their nutrition, helping them be successful. LA Pierce College is the only community college west of the 405 Freeway in the San Fernando Valley.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Food items, grocery store gift cards	\$ 2,500.00	\$ 35,000.00
		\$	\$
		\$	\$

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
Calif. Comm. Colleges Hunger Free funds (rolled over)	\$ 113,000.00	\$ unknown due to pandemic
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2,500.00

10a) Start date: 7 / 1 / 20 10b) Date Funds Required: 12 / 01 / 20 10c) Expected Completion Date: 6 / 30 / 21
 (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*

Ed Albrecht
 PRINT Name

Chair
 Title

Edward Albrecht
 Signature

09/01/2020
 Date

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

Hollie Choi
 PRINT Name

Secretary
 Title

Hollie Choi
 Signature

9/2/2020
 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 for instructions on completing this form

Neighborhood Council Funding Program

Application for Neighborhood Purposes Grant (NPG)

The Foundation for Pierce College, EIN 95-2586462

Section III, Project Budget Outline Explanation for the Brahma Pantry

Pre-pandemic, the Brahma Pantry on the campus of Pierce College provided emergency food assistance to enrolled Pierce College students on a first-come, first-served basis, after students completed an intake form. However, with the pandemic-related campus closures, the physical pantry is not open, while the pantry manager continues to assist a caseload of approximately 255 enrolled students with their basic needs. Unfortunately, a campuswide advertisement of emergency-food aid cannot be made at this time, because of two primary reasons: the remaining funds (\$113,000 as of late October 2020) in the Brahma Pantry account must stretch to last the entire school year, and the pantry manager is currently working to establish a regular on-campus food-distribution effort with an outside, third-party partner. In this context, the food insecurity of the larger student body is not being addressed.

The Brahma Pantry cannot accept financial contributions directly. Therefore, a donation may be made to the nonprofit Foundation for Pierce College, which then directs the whole amount of the donation to the Brahma Pantry.

If the WHWCNC awards a grant of \$2,500 for the sole purpose of having grocery-store gift cards purchased, the manager can immediately advertise the program on a first-come, first-served basis among all students through the Pierce College listserv. The demand is anticipated to be great. In the 2019–2020 academic year, the Brahma Pantry’s emergency food assistance totaled \$35,000. The Project Completion Report submitted to the WHWCNC afterward will describe the outcome of the gift-card project.

Internal Revenue Service

Department of the Treasury

District
Director

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

►Foundation for Pierce College
6201 Winnetka Ave
Woodland Hills, CA 91371-0001

Person to Contact: L. Barragan

Telephone Number: 213-894-2336

Refer Reply to: EO- 070695

Date: AUGUST 15, 1995

RE: Foundation for Pierce College
EIN: 95-2586462

Gentlemen:

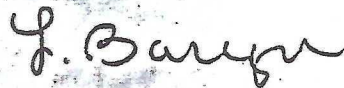
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in January 1970 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(iv).

The exempt status for the determination letter issued in Jan. 1970 continues to be in effect.

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

Sincerely,



L. Barragan
Disclosure Assistant

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) West Valley Occupational Center 65-600-1908 CA
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 6200 Winnetka Ave. Woodland Hills CA 91367
Organization Mailing Address City State Zip Code
- 1c) _____
Business Address (If different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
Ana Rubalcava (818) 346-3540, ext. 221 adr57011@lausd.net
Name Phone Email
- 2) Type of Organization- Please select one:
☒ Public School (not to include private schools) or ☐ 501(c)(3) Non-Profit (other than religious institutions)
 Attach Signed letter on School Letterhead 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.

To bolster the funds available for the purpose of defraying the cost of the Hi-SET exam for students at the West Valley Occupational Center in Woodland Hills.

- 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)

This grant will be used to support the Hi-SET test, which is a critical milestone for students of the West Valley Occupational Center. They need it to graduate from their respective High School Diploma or High School Equivalency programs. Students who graduate from these academic programs are better prepared for a successful future as college students or career professionals in a variety of industries. Woodland Hills benefits when its stakeholders are better prepared academically.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Each Hi-SET test costs \$185.00	\$925.00	\$925.00 (for five students)
		\$	\$
		\$	\$

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: \$925.00

10a) Start date: 01/01/21 10b) Date Funds Required: 01/11/21 10c) Expected Completion Date: 12/15/21
(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*

Monica Balbuena

Principal

Monica M. Balbuena

10/26/20

PRINT Name

Title

Signature

Date

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

Ana Rubalcava

APACS

[Signature]

10/26/20

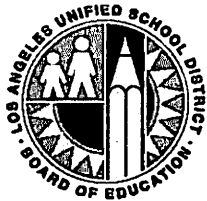
PRINT Name

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 for instructions on completing this form



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
WEST VALLEY OCCUPATIONAL CENTER
6200 WINNETKA AVENUE
WOODLAND HILLS, CA 91367
PHONE: (818) 346-3540 FAX: (818) 346-3858

AUSTIN BEUTNER
SUPERINTENDENT OF SCHOOLS

ALISON YOSHIMOTO-TOWERY
INTERIM CHIEF ACADEMIC OFFICER
DIVISION OF INSTRUCTION

JOSEPH STARK
EXECUTIVE DIRECTOR

DORA PIMENTEL-BAXTER
ADMINISTRATOR

ROSARIO GALVAN
ADMINISTRATOR

MONICA GNIRS-BALBUENA
PRINCIPAL

October 15, 2020

Woodland Hills-Warner Center Neighborhood Council
20929 Ventura Blvd, Suite 47-535
Woodland Hills, CA 91364

Dear Committee Members,

The West Valley Occupational Center has been serving adults in need of basic reading and math skills, English as a Second Language, high school diploma and career technical training in Woodland Hills and the surrounding areas for over 60 years. Even during this pandemic, we continue to serve students and assist them to reach their educational and career training goals.

Each year approximately 200 WVOC students take the high school equivalency test (HiSET) exam, formerly known as the GED, as part of their training program. Students completing career classes also need to have a high school diploma or its equivalent in order to become employed. Currently the cost of the HiSET is \$185 per student. Unfortunately, students must pay the cost of the exam as the LAUSD does not have funds to cover this expense. The WVOC would appreciate any assistance with helping students defray the cost of the test.

We are most appreciative to be considered for this grant. Should you need additional information please contact me at 818-345-3540 or via email at monica.balbuena@lausd.net.

Many thanks,

A handwritten signature in black ink, appearing to read "MB", followed by a long horizontal flourish.

Monica Balbuena
Principal

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 Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Parents, Educators/Teachers & Students in Action 46-2694430 California 12/2013
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 106 1/2 John Aiso Street #755 Los Angeles Ca. 90012
Organization Mailing Address **City** **State** **Zip Code**

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

1d) PRIMARY CONTACT INFORMATION:

Seymour Amster 818-943-0613 Seymour.Amster@pesa-edu.org
Name **Phone** **Email**

2) Type of Organization- Please select one:

☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead **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.

Parents Educators/Teachers and Students in Action (PESA) is a nonprofit organization dedicated to helping the Los Angeles community through advocacy, mentorship, and education. We provide a variety of services to low and moderate income families from the Woodland Hills Neighborhood, including tutoring, mentoring, empowerment workshops, and mental health counseling, in order to meet students' educational needs in a more holistic way.

Due to the COVID-19 pandemic, we have successfully adapted our programs and services to an online format and are striving to support all of our students in distance-learning. This grant will aid PESA in continuing to provide services as well as ensure equal access to education for all of our students.

**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)**

PESA is dedicated to helping communities in Los Angeles and believes that education is the most effective way to do so. One of the more prominent programs of PESA is its Juvenile Diversion Program (JDP), in which offending minors are diverted from the juvenile justice system. PESA receives referrals for this program from both law enforcement agencies and educational institutions and provides support services for these youth, including educational and mental health services. Our diversion program has a 96% success rate with only a small number of our minors becoming repeat offenders in the future. Our tutoring/mentoring program focuses on empowering students to redirect their energy into productive activities that will benefit themselves and their communities. That being said, our programs benefit a large range of students and are available to all Los Angeles students. JDP and all of our additional services have been adapted to an online format due to COVID-19.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	Tutoring and Educational Support	\$ 1,500.00	\$ 3,500.00
	Virtual Programs	\$ 1,000.00	\$ 2,000.00
	Mental Health Counseling	\$ 1,000.00	\$ 2,500.00
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Outreach through Social Media	\$ 1,000.00	\$ 1,000.00
	Flyers Advertising Program	\$ 500.00	\$ 500.00
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☒ Yes If Yes, please list names of NCs: Most of the other Neighborhood Councils as it relates to their boundaries

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: \$ 5,000.00

10a) Start date: 10 / 01 / 2020 10b) Date Funds Required: 11 / 01 / 2020 10c) Expected Completion Date: 05 / 01 / 2020
(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*

Seymour I. Amster

Executive Director

PRINT Name

Title

Signature

Date

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

Francine S. Amster

Secretary

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 for instructions on completing this form

BECOMING SUCCESSFUL & EMPOWERED STUDENTS

Educational Programs by PESA

COUNTY OF HEROES:

An interactive presentation that helps educate students on the diverse identities and experiences of their peers. The stories inspire discussions on the value of accepting others who are different than us.



HIGH SCHOOL & BEYOND:

Seven different workshops that support students during their time in high school and prepare them for their journey upon graduation. Topics include: Income, Saving & Spending; Career Readiness; Stress, Drama and High School; Signature Work; Mental Health; and Where Did I Come from and Where Will I Go?.

DISTINGUISHED SPEAKER SERIES:

An hour-long conversation with prominent professionals from various fields sharing their educational and career pathway. This exposes students to careers they had not considered or heard of while also giving them the opportunity to network and identify mentors.



WHAT IF?:

This program consists of 26 different presentations that are designed to stimulate conversations about real life situations and get the students to think what if? By exploring various topics and life skills, students are able to grow as individuals and community members. Themes include waste reduction, natural feelings, healthy habits, internet usage and more.

If you would like more information on these programs please contact Araksya Nordikyan, Director of Youth Services, at Araksya@pesa-edu.org.

Stories of Acceptance

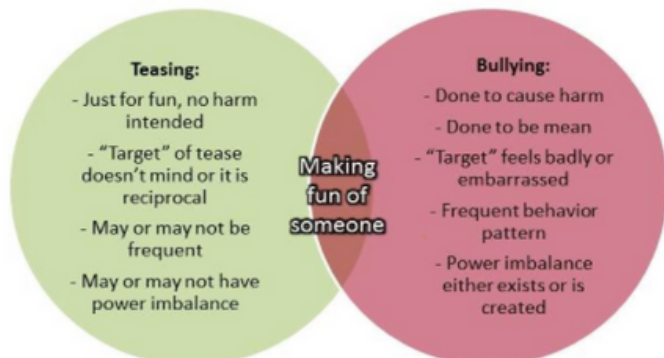
Last year, the kids in my class who didn't look like me always called me a "thug," and it hurt my feelings. During the Ebola outbreak that started in Africa, people kept their distance from me because of my skin color. They thought that I could be sick but my family and I have never been to Africa. I am taking science classes right now so when I get older I can go to Medical School. I want to be a **doctor** so I can help people when they are sick.



"Just as it will take global cooperation to defeat COVID-19, it will take the entire world to defeat hate."

WHAT IF: JOKES

what if someone's *joke* caused hurt instead of laughter



Remember – what you meant as friendly teasing can be perceived as hurtful.



PESA'S DISTINGUISHED SPEAKER SERIES

**SO YOU WANT TO
BECOME AN EXECUTIVE
DIRECTOR?**

A CONVERSATION WITH KIM ROBERTS HEDGPETH



**SO YOU WANT TO
BECOME AN ORGANIZATIONAL
PSYCHOLOGIST?**

A CONVERSATION WITH DR. RAFFI ARSLANIAN



HIGH SCHOOL AND BEYOND PROGRAM

WHERE DID I COME FROM & WHERE WILL I GO



This workshop enables students to recognize that they hold the power to their future! We will provide them with tools for achieving their objectives by setting S.M.A.R.T goals, developing a growth mindset, finding positive role models, and understanding the importance of asking for help.

INCOME, SAVINGS & SPENDING

Financial literacy is a vital undeveloped subject for students whether they are preparing to enter the workforce or attend college. Budgeting, credit scores and saving strategies are some of the topics this workshop covers followed by activities that will engage the student's knowledge with practical applications.



CAREER READINESS

Although students are often asked about their plans after high school, many don't always have the resources to achieve those goals. This workshop is designed to empower students with skills such as resume building, interview preparation and networking strategies for both academic and professional pursuits.





The Superior Court

INGLEWOOD JUVENILE COURTHOUSE

110 E. REGENT STREET

INGLEWOOD, CALIFORNIA 90301

CHAMBERS OF

DAVID S. WESLEY

JUDGE (RETIRED)

TELEPHONE

(310) 412-8341

FAX

(310) 330-7071

EMAIL

DWesley@LACourt.org

June 7, 2019

To Whom It May Concern:

I am the Director of the Los Angeles Superior Court Teen Court program (hereinafter referred to as "LASC Teen Court Program"). Parents, Educators/Teachers & Students in Action (hereinafter referred to as "PESA") is a non-profit, that has been designated as the Community Based Organization for the LASC Teen Court program through a Memorandum of Understanding executed by the Superior Court and PESA (hereinafter referred to as "MOU"), a true and correct copy of the MOU is attached to this letter and incorporated herein by reference.

One of the purposes of the MOU is to designate PESA as the entity that can receive funds for the LASC Teen Court program. That is why the following language was included in the MOU:

6. Any monies received by PESA designated for use in the Teen Court, SHADES or CAYC programs cannot be used for any other program, and a categorized budget designating how monies will be spent must be submitted by PESA prior to any expenditures of the designated monies and be approved by the Judicial Director of the Program or his designee. The Judicial Director of the Program or his designee will have the right to conduct an audit concerning the expenditure of the monies.

PESA has received monies in the past from both private and public entities, such as the County of Los Angeles, for this purpose.

As such if the entity you represent has been authorized or desires to provide support to the LASC Teen Court program I would appreciate you transmitting the funds to PESA, and in compliance with the MOU, it will be used for and budgeted for use for the LASC Teen Court Program. Thank you for your support, if you have any questions or comments, please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "David S. Wesley", is written over the typed name.

David S. Wesley, Judge (Retired)
Director of the Judge David S. Wesley
LASC Teen Court Program

MEMORANDUM OF UNDERSTANDING between the Los Angeles Superior Court and Parents, Educators/Teachers and Students in Action.

1. The Los Angeles Superior Court (hereinafter referred to as "LASC") is a governmental entity that as part of its outreach to the community seeks to educate citizens, especially the youth about government, the role of the courts in a democratic society, and the significance of civic participation. One of the community service programs of the LASC is the Teen Court Program of the Los Angeles Superior Court (hereinafter referred to as "Teen Court").
2. Parents, Educators/Teachers & Students in Action (hereinafter referred to as "PESA") is a 501 (c) (3) corporation whose mission statement is "Creating a better future for our community through Advocacy, Mentorship, and Education." PESA has as one of its programs the Teen Court Project for Justice. Through this program:
 - PESA agrees to assist Teen Court through its Teen Court Project for Justice program. PESA will assist Teen Court by providing support to the host school as needed. The purpose of this support will ensure that the Teen Court Program is not burdensome to the host school.
 - PESA will also assist the host school participating in Teen Court in any way possible to enhance student achievement.
 - PESA will assist Teen Court by providing opportunities to the students and juveniles involved in the Teen Court.
 - PESA will assist Teen Court by arranging and providing support for field trips or other events, such as SHADES and CAYC, that the Teen Court participants desire to engage in related to the goals of Teen Court.
 - PESA will assist Teen Court by arranging and/or hosting training programs for the participants of the program.
 - PESA will assist Teen Court by arranging or hosting presentations to occur on subjects of interest to the Teen Court participants.
 - PESA will assist Teen Court by causing opportunities for the judicial officers to become a part of the host school community, by doing things such as presenting on Senior Awards night to a graduating student(s) who participated in Teen Court.
 - PESA will assist Teen Court by providing assistance when needed in monitoring the juvenile offenders who have been sentenced.
 - PESA will assist when requested with the victims of the offenses brought before Teen Court.
 - PESA will assist the Teen Court Program by providing any other appropriate assistance to the program.
3. This MOU becomes effective on the date both parties have signed the MOU. Either party may terminate this MOU upon thirty (30) days prior written notice. If either party believes that the

MOU might violate any law or regulation, either party may terminate the MOU immediately upon written notice to the other party.

4. LASC may use PESA's name verbally in reference to the matters referred to in this MOU. PESA grants LASC the right to use PESA's name and logo in writing for matters referred to in this MOU. LASC grants PESA the right to use the LASC Teen Court Logo in writing for matters referred to in this MOU, subject to approval by the Judicial Director of the program. PESA may not use the LASC Teen Court Logo for fundraising activities.
5. Each party acknowledges that the relationship with the other is that of an independent contractor, however all activities of PESA with respect to any outreach program of the Los Angeles Superior Court must be approved by the Judicial Director of the program or the Los Angeles Superior Court Outreach Committee.
6. Any monies received by PESA designated for use in the Teen Court, SHADES or CAYC programs cannot be used for any other program, and a categorized budget designating how the money will be spent must be submitted by PESA prior to any expenditures of the designated monies and be approved by the Judicial Director of the Program or his designee. The Judicial Director of the Program or his designee will have the right to conduct an audit concerning the expenditure of the monies.
7. Each party agrees to abide by all applicable Federal and State Laws. This MOU shall be governed by and construed with the laws of the State of California. Jurisdiction for any claim, dispute, or lawsuit shall be in Los Angeles County.
8. This MOU outlines the framework of a working relationship between PESA and LASC and does not create a joint venture nor is it a binding contract.
9. This MOU does not create any rights, title for any entity other than for PESA and LASC.
10. This writing constitutes the entire MOU between LASC and PESA and can only be amended in writing.

Date:



SHERRI R. CARTER
Los Angeles Superior Court

Date: 2/27/17


SEYMOUR I. AMSTER

PESA

APPROVED AS TO FORM:


Court Counsel

OGDEN UT 84201-8029

In reply refer to: 4077591934
Oct. 28, 2015 LTR 4168C 0
46-2694430 000000 00

00030922

BODC: TE

PARENTS EDUCATORS-TEACHERS &
STUDENTS IN ACTION
18017 CHATSWORTH ST.
GRANADA HILLS CA 91344-5608

007650

Employer Identification Number: 46-2694430
Person to Contact: Ms. Wiles
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 05, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 2013.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934
Oct..28, 2015 LTR 4168C 0
46-2694430 000000 00
00030923

PARENTS EDUCATORS-TEACHERS &
STUDENTS IN ACTION
18017 CHATSWORTH ST
GRANADA HILLS CA 91344-5608

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement

**CITY OF LOS ANGELES**

Office of Finance

P.O. Box 53200

Los Angeles CA 90053-0200

18017 CHATSWORTH STREET SUITE #337
GRANADA HILLS, CA 91344-5608*****5-DIGIT 91344 139
PARENTS, EDUCATORS / TEACHERS & AMP; STUDENTS IN ACTION
42397
18017 CHATSWORTH ST STE 337
GRANADA HILLS CA 91344-5608

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

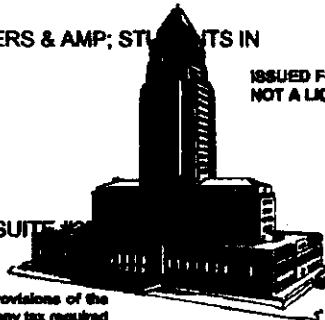
CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATETHIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED
BUSINESS TAX

ISSUED: 5/7/2018

ACCOUNT NO.	FUND/CLASS	DESCRIPTION	STARTED	STATUS
0002893373-0001-4	L049	Professions / Occupations	3/1/2016	ACTIVE

PARENTS, EDUCATORS / TEACHERS & AMP; STUDENTS IN
ACTION
18017 CHATSWORTH ST STE 337
GRANADA HILLS CA 91344-5608ISSUED FOR TAX COMPLIANCE PURPOSES ONLY
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED TO

18017 CHATSWORTH STREET SUITE #337
GRANADA HILLS, CA 91344-5608

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."

ISSUED BY:

Clare Bantel

DIRECTOR OF FINANCE

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - Office of Finance, P.O. Box 53200, Los Angeles CA 90053-0200

FORM 2000 (Rev. 11/15)

IMPORTANT - READ REVERSE SIDE

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Parents, Educators/Teachers & Students in Action

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ►

Non-Profit Corporation exempt under 501 (c)(3)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

Applies to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.) See instructions.

18017 Chatsworth Street, Suite 337

6 City, state, and ZIP code

Granada Hills, Ca. 91344

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

4 8 - 2 6 9 4 4 3 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► April 22, 2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.