

**Neighborhood Council
Governing Board**

President: Dena Weiss
Vice President: Tracey Rosen
Secretary: Karen DiBiase
Treasurer: Heath Kline
Parliamentarian: Don Patterson

Committee Chair: Julie Waltrip
Committee Members:
Allan Biggins
Reina Cerros McCaughey
Heath Kline
Shelly Schwartz

CITY OF LOS ANGELES



**EDUCATION
COMMITTEE**

200 N. Spring Street
Los Angeles, CA 9001

Email: NCsupport@lacity.org
Website: www.empowerla.org

**Regular Education Committee Meeting
Agenda**

Tuesday, March 5, 2024
6:30 PM

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88422959967>
Or Dial (669) 900-6833 to Join the Meeting
Then Enter This Webinar ID: 884 229 599 67 and Press #

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 para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Board must enter the meeting via the above Zoom link or dial (669) 900-6833, and enter 884 2295 9967 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the **Education Committee** Meeting of the Woodland Hills - Warner Center Neighborhood Council meeting the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, 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 Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee or Board meeting. Public comment is limited to 1 minutes per speaker, unless adjusted by the presiding officer of the Board.

SB 411 Updates:

In the event of a disruption that prevents the **Education Committee** from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the **Education Committee** control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the **Education Committee** shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the **Education Committee** from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The **Education Committee** shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the **Education Committee** and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the **Education Committee**, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

- (i) If the **Education Committee** provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph h, to provide public comment until that timed public comment period has elapsed.
- (ii) If the **Education Committee** does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.
- (iii) If the **Education Committee** provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Items for discussion and possible action:

All comments are limited to 2 minutes per speaker, unless adjusted by the presiding chair of the committee.

- I. Call to Order.
- II. Roll call of members: Chair: Julie Waltrip. Committee Members: Allan Biggins, Reina Cerros McCaughey, Heath Kline, Shelly Schwartz
- III. Public Announcements by city officials and representatives: (2) minutes per speaker.
- IV. Stakeholder Public Comment Period (on items NOT on the agenda): (1) minute per speaker.
- V. Approval of Committee Minutes: February 6, 2024.

Roll call vote:

Items for discussion and possible action:

Stakeholder Public Comment will be taken on each agenda item: (2) minutes per speaker.

Item (1): NPG Application from Calabash Charter Academy PTO Friends of Calabash \$4565.00

Presentation, Discussion and Possible Action (30 minutes)

Calabash Charter Academy PTO Friends of Calabash Liason Mitra Hormozian is requesting an NPG amount of \$4565.00 for funding toward the portion of the total cost of a series of STEAM on-campus science lessons using an outside vendor called Discovery Cube. With the board's "yes" vote of her NPG, she is offering our Neighborhood Council a table at their spring carnival on Saturday April 13, 2024 at the LDS Church on

Mulholland (4501 Deseret Dr. WH 91364) from 12-4 pm. See attached NPG application and supporting documentation for details.

Roll call vote if applicable.

Item (2): Our In-person v. Virtual v. Hybrid Meeting(10 minutes)

Discussion on future "location" of our next several meetings based on the needs of our volunteer committee members and possible grant applicants. Future Education Meetings are scheduled for April 2, May 7, June 4, and July 2. See supporting documents.

Roll call vote if applicable.

Item (3): Our Outreach Items (10 minutes)

Discussion and possible action on outreach items requested for website and education content requested for newsletter dissemination.

Roll call vote if applicable.

Item (4): Our Future Items (10 minutes)

Discussion on future action items.

Roll call vote if applicable.

ADJOURNMENT:

The next meeting will be on April 2, 2024 6:30 pm at the Community Room in Fire Station #84 21050 Burbank Blvd. Woodland Hills, Ca 91367 unless posted otherwise.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los

Angeles does not discriminate based on 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

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 window of the at the front door of LAFD Fire Station 84, located at 21050 Burbank Blvd., Woodland Hills, CA 91367](#)**
- 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 committee in advance of a meeting may be viewed at our website www.WHCouncil.org at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Committee Chair Julie Waltrip @ J.Waltrip@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 www.WHCouncil.org

Education Minutes 2.6.24

1. Call to Order-6:38PM
2. Roll Call- Julie Waltrip, Reina Cerros-McCoughey, Heath Kline, Shelly Schwartz, Allan Biggins-All Present
3. No Public Announcements by City Officials
4. No Stakeholder Comments
5. Minute Approval- Reina seconds, Approved 5-0
6. Items for Discussion- Item one -Woodlake Elementary PTO Presentation by Terra Collins and Jennifer Richman
Woodlake is asking for an NPG for their Art's night-\$2000. PTO budgets 4200 for the event and self raises all additional funds. PTO will offer a table and a banner for the NC at the free public event
Vote-Julie moves motion and Reina seconds. Motion to fund the NPG passes 5-0
6. Item two-Re format our NC Committee page.
Make statement more concise and use the words- Support, Advocate, Liason
Invite Stakeholders to join

Reina offered to compile a list of links for the web page

6. Item three- WH Academy Middle School Resource Fair on 2/24
Need giveaways, need to remind board members of time slots- (Reina will email)
6. Item Four- Need to be thinking about Future Agenda Items
Need to prepare Newsletter updates about our committee

Meeting Adjourned- 8:13PM

Next Meeting Tuesday March 5, 2024 at 6:30 PM at the Fire Station

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)	<u>Friends of Calabash, Inc, dba Calabash PTO</u> <i>Organization Name</i>	<u>47-1100562</u> <i>Federal I.D. # (EIN#)</i>	<u>California</u> <i>State of Incorporation</i>	<u>6/3/2014</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>23055 Eugene Street</u> <i>Organization Mailing Address</i>	<u>Woodland Hills</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91364</u> <i>Zip Code</i>
1c)	<u></u> <i>Business Address (if different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	<u>Kate Eisenberg</u> <i>Name</i>	<u>calabashptopresident@gmail.com</u> <i>Phone</i>	<u></u> <i>Email</i>	
2)	Type of Organization- Please select one: <input type="checkbox"/> Public School <i>(not to include private schools)</i> or <input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach Signed letter on School Letterhead Attach IRS Determination Letter			
3)	<u></u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

This grant will be used to directly pay for the necessities of providing science education and opportunities for learning for a public elementary school in Woodland Hills through the purchasing of mobile field trips (presentations provided on campus) from Discovery Cube.

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)

Discovery Cube is an organization offering hands-on science education for the past 35 years. It achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These initiatives inspire educators, their students, and all those committed to learning for life. The real-world applications of science education that these presentations provide give learners a chance to make a difference in the lives of young students and identify science as a solution and as a force for good in the community at large. Discovery Cube's education teams transform the typical teacher-centered classroom by creating a curriculum that is forward-thinking as well as thought-provoking. It's a curriculum that requires students to actively engage in hands-on experiences and discovery in order to find solutions to everyday challenges. The public at large will be benefited greatly by empowering our youth and investing in their future.

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
	Discovery Cube Mobile Field Trips	\$ 4,565	\$ 4,865
	See Attachments 1 and 2	\$	\$
		\$	\$

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
Calabash PTO	\$ 700	\$ 4,865
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 4,565

10a) Start date: 04/ 11/ 24 10b) Date Funds Required: 04/ 1/ 24 10c) Expected Completion Date: 6/ 09/ 2024
 (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
HOUTAN HORMOZIAN	PARENT OF CHILD ATTENDING CALABASH CHARTER

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*

Kate Eisenberg	President		2/13/2024
PRINT Name	Title	Signature	Date

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

Lorena Bojorquez	Secretary		2/13/2024
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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 17 2015**

FRIENDS OF CALABASH INC
C/O OLGA BARAZ
21241 VENTURA BLVD STE 188
WOODLAND HILLS, CA 91364

Employer Identification Number:
47-1100562
DLN:
17053082327025
Contact Person:
MS. LEE ID# 31208
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
June 3, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

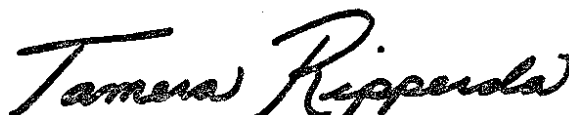
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Outreach Programming 2024

Workshops:

Sound Exploration – Students will explore the world of sound through the interaction of science and literature. Hands-on experiences will engage students with various sound making instruments and help them understand how sound travels. They will also be able to identify high and low pitch sounds. ~30-40 minutes in length. Maximum of 20 students. Pricing is a flat rate of \$150 per workshop.

Buzzy Bees – Students investigate the fascinating world of insects as they learn about the external body parts of bees and discover some of their amazing adaptations. The class concludes with the students making a take-home buzzing bee project. The completed buzzy bee project requires an open outdoor space for testing. *NOTE: We bring an adult sized bee costume that is put on a teacher or aide and the instructor removes the parts to show how the anatomy of a bee works.

Diary of a Worm - After reading the book, “Diary of a Worm,” students will investigate live worm anatomy and behavior, and take home a personalized worm carrier with a live worm.

Fossils – Why do changes in the environment cause some living things to become extinct? Students will make a replica of a fossil, and discover which animals may have lived in their own backyard long, long ago during this interactive lesson on California’s past.

Owls are a Hoot! – Students will explore the nocturnal owl including a close-up look at their adaptations. Other activities include taking apart owl pellets and identifying bones to learn what owls eat.

Science Rocks! – This activity allows students to investigate the physical properties of rocks, erosion and weathering. The students’ exploration of the rock cycle includes making a rock board and comparing soil samples.

Electric Circuits – In this activity, students will create a simple circuit and learn to design and build other circuits using components such as wires, batteries, bulbs, and speakers. Students will use Snap Circuit Kits to help illustrate parallel and series circuit.

Electric Motors – Students will make the connection between electricity and magnetism as they explore electromagnetic fields and build their own electric motor to take home.

Forces and Motion – Students will use ramps, balls, measuring tapes, and a variety of materials to experiment with the concepts of forces, motion, inertia and gravity in this hands-on lesson. Students finish the class by building roller coasters to illustrate science concepts.

Engineering Design: Structures – Students will conduct a series of challenges, tests and trials using index cards and wooden weights. They will also learn about the integrity of structures and which shapes of structures are the strongest, then apply this information to manufactured and natural designs. ~ Classes are 1.5 hours in length.

Engineering Design: Build a Nest – Students will use a variety of materials to construct and test a nest that will hold the weight of a chicken egg. In addition, students will investigate different materials and characteristics of materials, along with observing birds’ nests and discover how certain behaviors help ensure survival of the young. ~ Classes are 1.5 hours in length.

Pig Heart Dissection – Students conduct a heart dissection (4 students per heart) guided by trained Science Center staff. They will compare the pig heart to the human heart while mapping the chambers of the heart and tracing the blood's pathway through the circulatory system.

Assemblies:

Bubbles – Get ready to be amazed at the science behind bubbles. Join our bubbleologist as we explore how bubbles work. Investigate the properties of bubbles, from their colors and shapes to what keeps them from popping and what makes them pop.

Nature Connections – Through exploration and discussion, students will learn that about adaptations that can occur in various parts of the body, focusing on eyes, ears, noses, feet, mouths, and tails. Students will match a specific adaptation of a body part to an animal and then discover how this adaptation sets the animal up to survive. Various scenarios will show students how animals are adapted to their specific habitats and how altering this habitat would prove to be detrimental to the success of that species.

Reaction Lab – Uncover the mysteries of chemical reactions as students participate in some amazing demonstrations that are sure to keep them on the edge of their seats. Color-changing chemicals, extreme temperatures and expanding matter are a few of the many chemical reactions we will explore.

Super Cool – Using our knowledge of the physical properties of the three states of matter, we endeavor to describe the observations of a mystery substance –[spoiler alert] liquid nitrogen, a liquid that is -319 degrees Fahrenheit. Once identified, we delve into its effect on everyday objects, creating brittle bananas, flaky flowers, and an incredible “dragon’s breath” effect.

Motion Commotion – Motion Commotion teaches about the pushing and pulling forces, how forces affect the motion of an object and tools used to move objects. A variety of materials are incorporated into the interactive demonstrations.

Watt’s Current – Students will observe the power of electricity and learn about electrical circuits as our instructor operates a Tesla coil and an electrostatic generator. Students are invited to participate during this energy-filled presentation that is sure to make their hair stand on end!

Science Magic – Magicians are fun to see but they never tell the secrets to their magic. Scientists, on the other hand, love to share how things work. Students will be led through different “magic tricks and illusions to find out the science behind them. Explore different types of tricks that magicians typically use. Demos include optical illusions, dry ice demos, sodium polyacrylate Three Cup Monte, and genie in a lamp.

CALABASH CHARTER ACADEMY

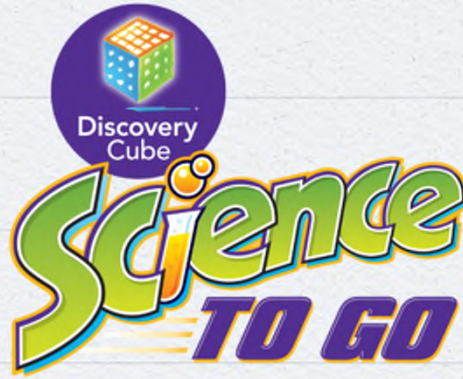
Discovery Cube

NPG Request



CALABASH PTO – WHO WE ARE

- PTO stands for Parent Teacher Organization, a school specific organization unaffiliated with the national PTA. The board & membership craft bylaws that make sense for our school. We have the flexibility to support our teachers and classrooms in various ways.
- The PTO consists of an elected executive board and the membership (i.e. parents & teachers who join the PTO). The PTO plans and executes a variety of fundraisers throughout the year which support our various enrichment programs for the following school year. During COVID, we fully funded and continue to fund Professor egghead classes for our students.



- Discovery Cube sends engaging and knowledgeable instructors to our school to conduct a variety of grade-specific Next Generation Science Standards-based assemblies to excite and educate students in a variety of scientific specialties.
- Targeting subjects as varied as Zoology, Dissections, Electricity, Engineering, Physics, Paleontology, Astronomy, Geology, and Chemistry, these programs motivate students and increase their interest and curiosity in the study of science and learning in general.
- By choosing “mobile” field trips (rather than traditional field trips), we save on the costs of transportation and reduce possible safety risks.



FUNDING

- Fully funded by our PTO, our STEAM Lab is a space designed to allow our students to fully immerse themselves in weekly experiments and hands-on science. From microscopes, to robotics kits, to an extensive array of experiments available to our teachers, it's the perfect space for our kids.
- Science at this age is messy and fun, and having a space outside the classroom for teachers to run these experiments means they don't have to limit themselves to only the tidy, easy lessons that would allow for easy class clean-up.
- All our students, TK-5th, visit the STEAM lab as part of their science standards and curriculum. As part of the STEAM education, we are working with a vendor, Discovery Cube to bring STEAM education to our campus.
- We have respectfully requested \$4,565 (to approximately cover the cost of 1 field trip per student) from the Woodland Hills Warner Center Neighborhood Council, and will be appreciative of any amount approved.

CALABASH STUDENTS

- 423 students in grades TK - 5.
- Minority enrollment is 41% of the student body (majority Asian and Hispanic).
- Over 70% of students are enrolled through lottery applications and live across the entirety of the San Fernando Valley.
- This grant will be used to directly pay for the costs associated with the Discovery Cube presentation on campus.



CALABASH STUDENTS AND DISCOVERY CUBE

- Our science education is free and many of our students' families cannot afford to help pay for necessities. This grant would help us meet the needs of our diverse community while providing an uplifting opportunity for children to connect and learn together.
- The presentations enable us to give the students an opportunity to learn outside the classroom without having to leave the school campus.



THANK YOU!



Discovery Cube OC
2500 North Main Street
Santa Ana, CA 92705
Phone 714-913-5030

Programming Quote

Invoice Date: September 19th, 2023

Kate Eisenberg
Calabash Charter Academy
23055 Eugene Street
Woodland Hills, CA 91364

RE: 2023-24 Science to Go!

Dear Calabash Charter Academy:

This quote is for current pricing on Science to Go! programming for the 2023-24 School year. Details of the pricing are as follows per student enrollment for this school year:

Programming	Qty	Description	Price	Total
Tier 1 Workshops	83	TK/Kinder Workshop	11.00	913.00
Tier 1 Workshops	76	1 st Grade Workshop	11.00	836.00
Tier 1 Workshops	73	2 nd Grade Workshop	11.00	803.00
Tier 1 Workshops	59	3 rd Grade Workshop	11.00	649.00
Tier 1 Workshops	69	4 th Grade Workshop	11.00	759.00
Tier 1 Workshops	55	5 th Grade Workshop	11.00	605.00
			Subtotal	4,565.00
Tier 2 - Portable Planetarium	83	TK/Kinder Presentation	12.00	996.00
Tier 2 - Portable Planetarium	76	1 st Grade Presentation	12.00	912.00
Tier 2 - Portable Planetarium	73	2 nd Grade Presentation	12.00	876.00
Tier 2 - Portable Planetarium	59	3 rd Grade Presentation	12.00	708.00
Tier 2 - Portable Planetarium	69	4 th Grade Presentation	12.00	828.00
Tier 2 - Portable Planetarium	55	5 th Grade Presentation	12.00	660.00
			Subtotal	4,980.00
Tier 3 – Engineering Practices (3 rd -5 th)	59	3 rd Grade Workshop	14.00	826.00
Tier 3 – Engineering Practices (3 rd -5 th)	69	4 th Grade Workshop	14.00	966.00
Tier 3 – Engineering Practices (3 rd -5 th)	55	5 th Grade Workshop	14.00	770.00
			Subtotal	2,562.00
Nature Connections	83	TK/K Assembly	300.00	300.00
Bubbles	76	1 st Grade Assembly	400.00	400.00
Super Cool	73	2 nd Grade Assembly	400.00	400.00
Watt's Current	59	3 rd Grade Assembly	400.00	400.00
Motion Commotion	69	4 th Grade Assembly	400.00	400.00
Reaction Lab	55	5 th Grade Assembly	400.00	400.00
			Subtotal	2,300.00

There will be a \$50 travel fee added on to each day we travel out to the school

We appreciate your interest in our Science to Go! programs for the 2023-24 school year and we look forward to working with you.

Thank you for choosing Discovery Cube.



NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT



www.EmpowerLA.org • EmpowerLA@LAcity.org • (213) 978-1551

LET'S TALK ABOUT SB 411!

Neighborhood Council
Presentation




WHAT IS SB 411?

**SB 411 is a bill passed through the
CA State Government that allows
Neighborhood Councils to
meet virtually. This bill was signed
by Governor Newsom in October 2023, and was
approved by City Council in November 2023.**

**So far, 37
Neighborhood
Councils have taken
action to approve
SB 411!**

Taking Action on SB 411

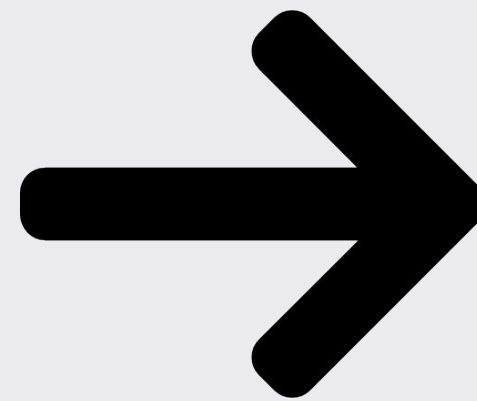
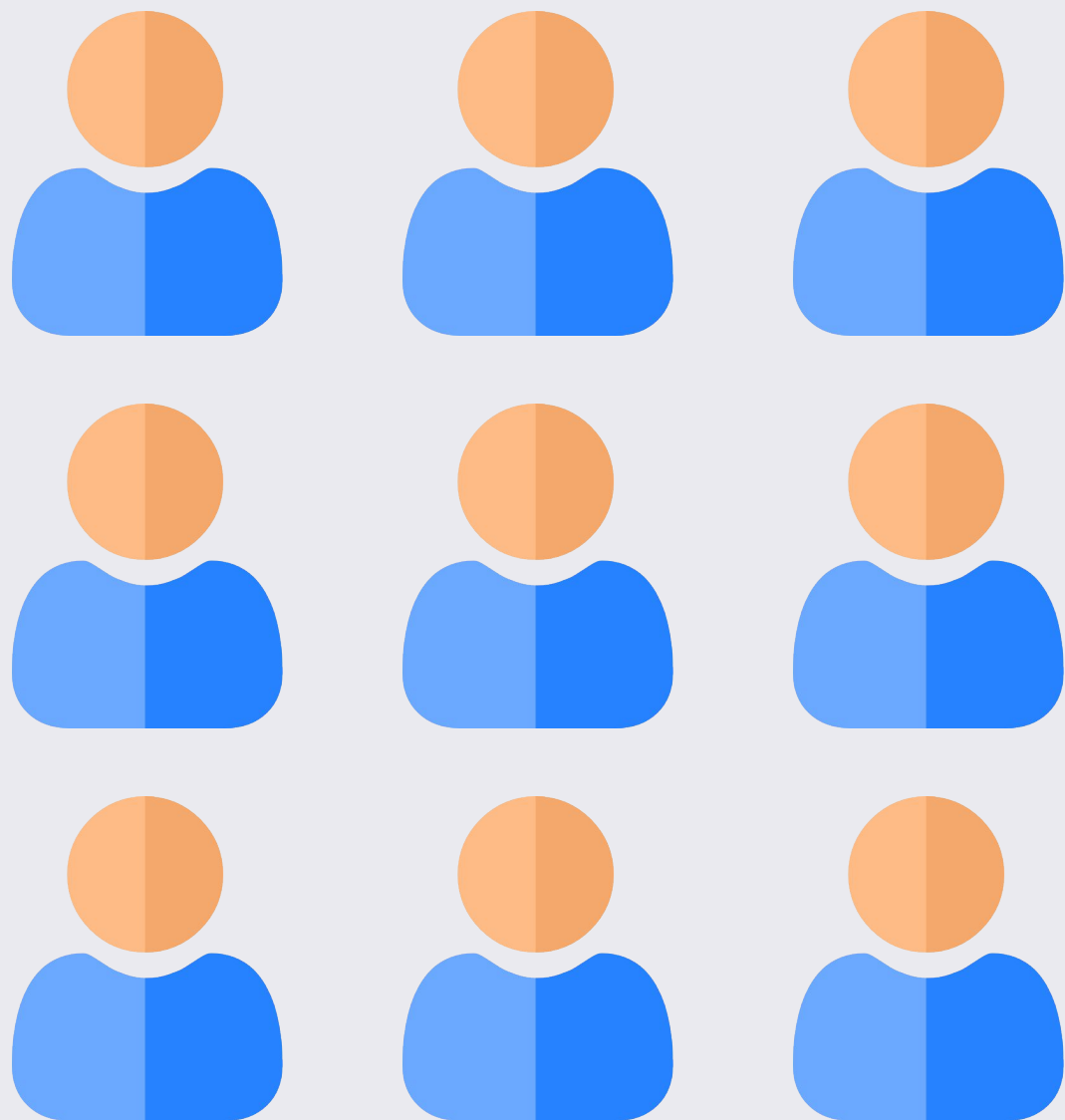


What is the required number of votes for the approval of a virtual meeting?

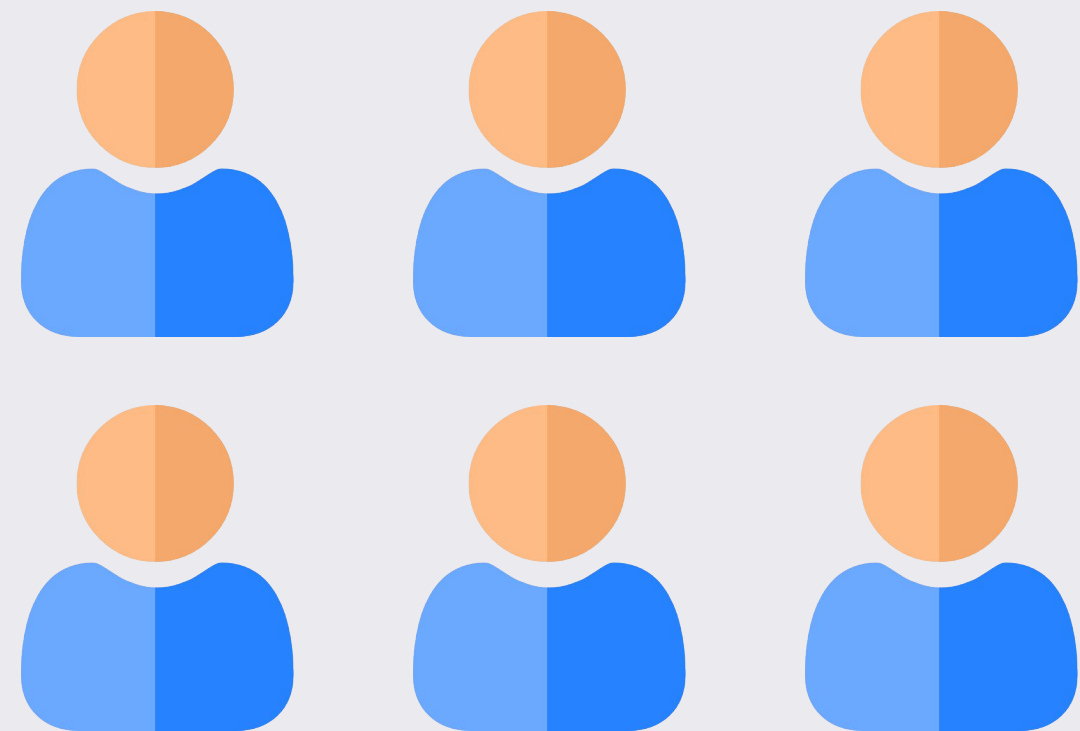
If a Neighborhood Council wishes to opt for virtual meetings conducted via teleconference, it must secure a **2/3 majority approval of the total board seats as specified by the Neighborhood Council's bylaws.**

2/3 Majority of Total Board Seats Example

**If a board has a total of 9 seats
specified in their bylaws...**



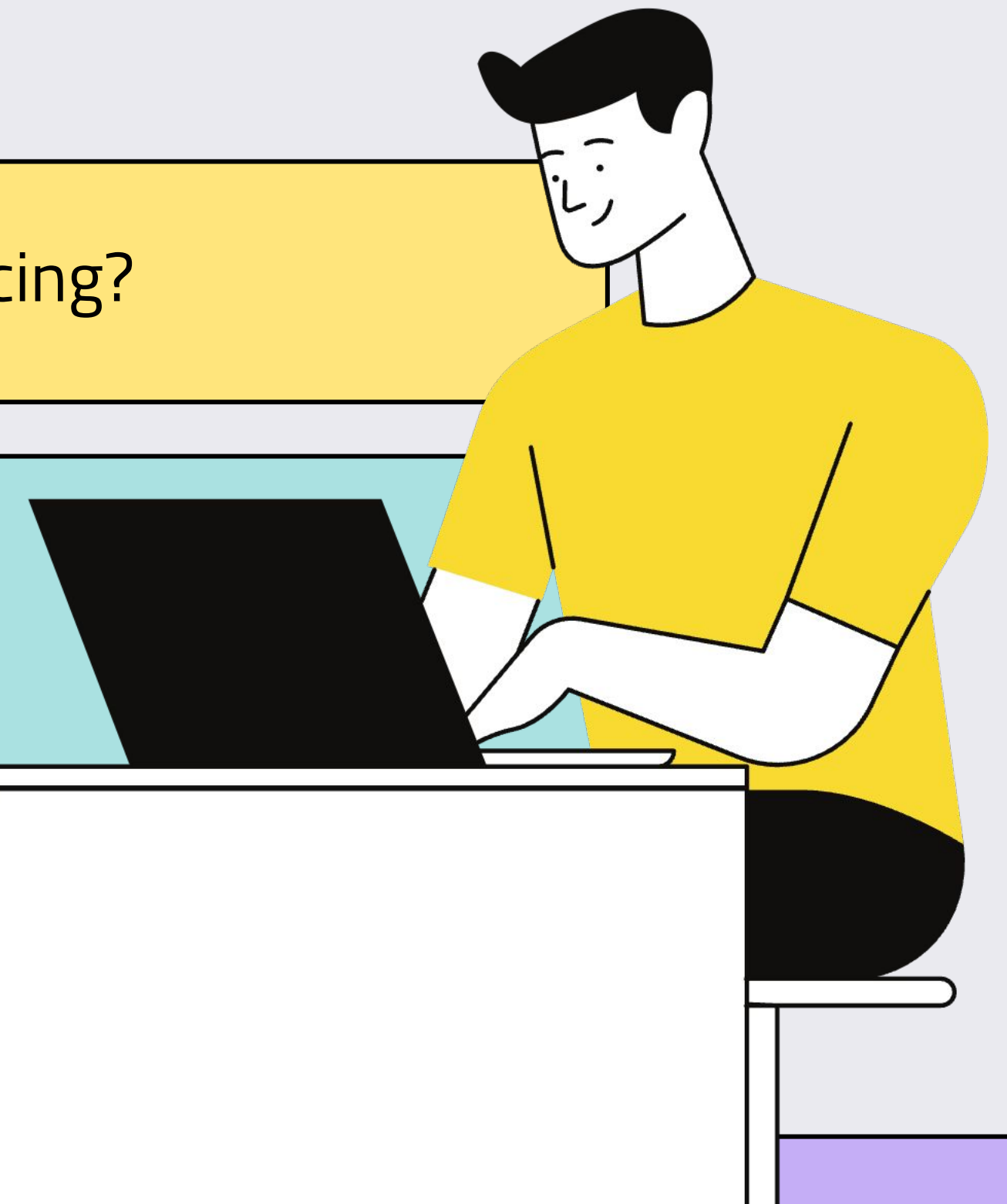
**...at least 6 board members
must vote to approve SB 411.**



Taking Action on SB 411

What is an appropriate justification for using teleconferencing?

Justification for why the Neighborhood Council will be using teleconferencing can include **increased accessibility, increased community engagement, health and safety of the participants**, etc.



Taking Action on SB 411



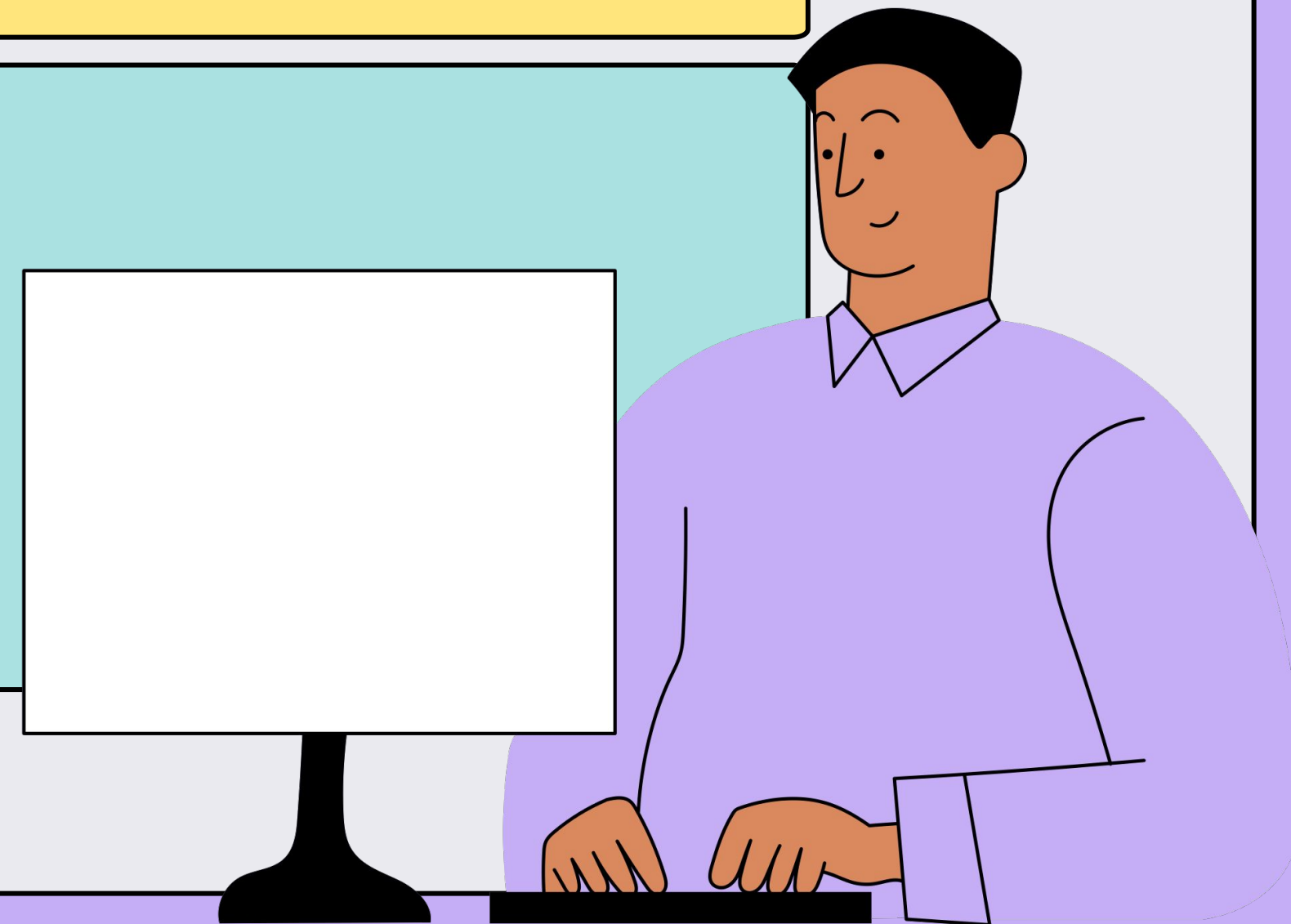
Is there a justification from a Neighborhood Council (NC) that would be deemed unacceptable by the City Council for hosting virtual meetings?

Justifications such as a desire for reduced meeting participation may result in disapproval by the City Council. Clear violations of the law will not be deemed acceptable justifications for conducting virtual meetings.


Taking Action on SB 411

Is it a requirement for the Neighborhood Council to specify which meetings will utilize teleconferencing through a formal vote?

Although not required, as a good practice, a Neighborhood Council and its committees can consider approving a meeting calendar for the year so that all members and stakeholders are clear about when and how they can expect to join a meeting.



Taking Action on SB 411



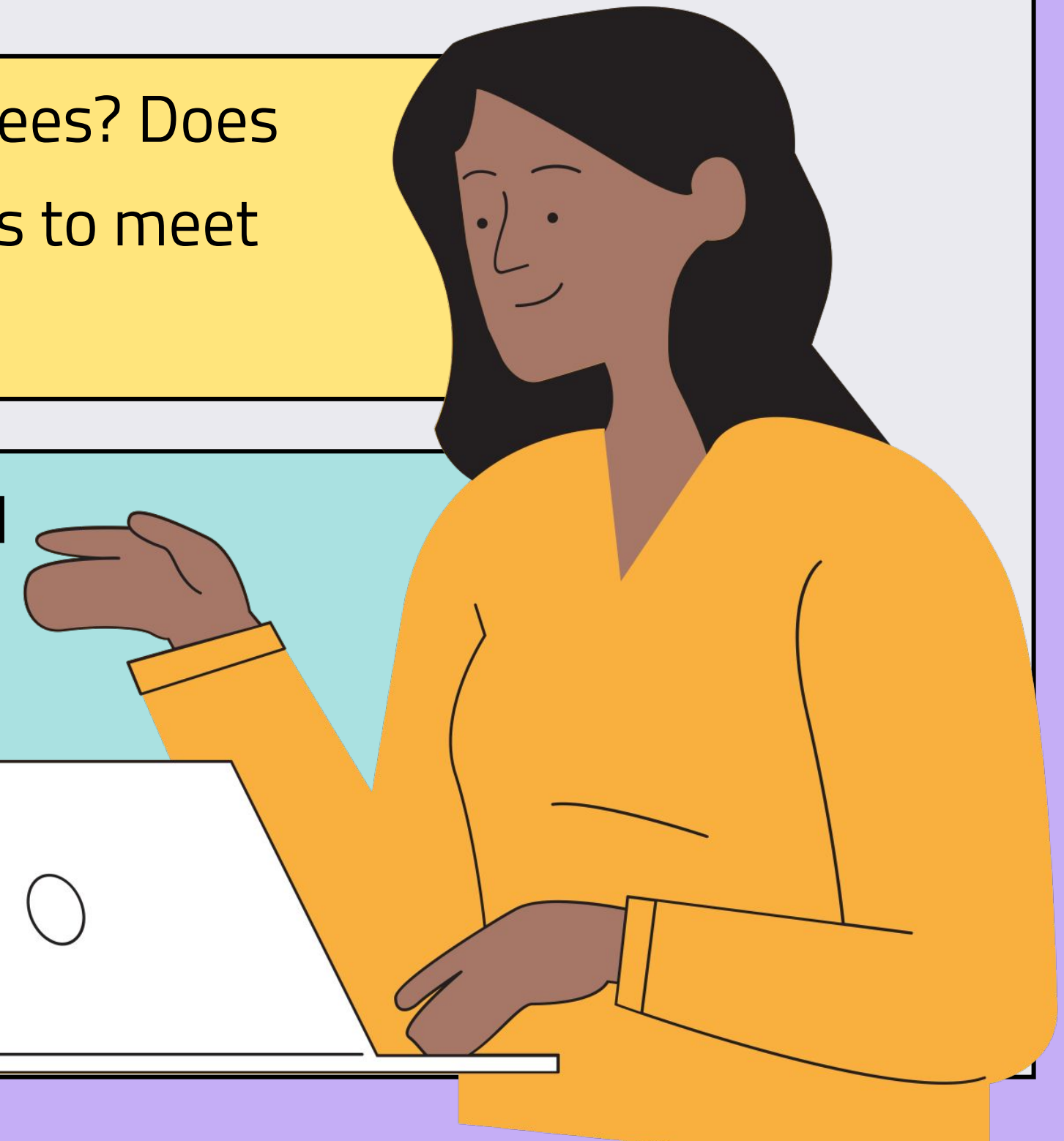
Upon taking action, who are the relevant parties that the Neighborhood Council needs to notify, and what specific information or documents should be submitted?

Upon the Neighborhood Council having secured a 2/3 majority vote to pass a motion to approve teleconferencing under SB 411, the Neighborhood Council must communicate this decision to the **City Council** by submitting a Community Impact Statement (CIS) specifically designated for CF23-1114.

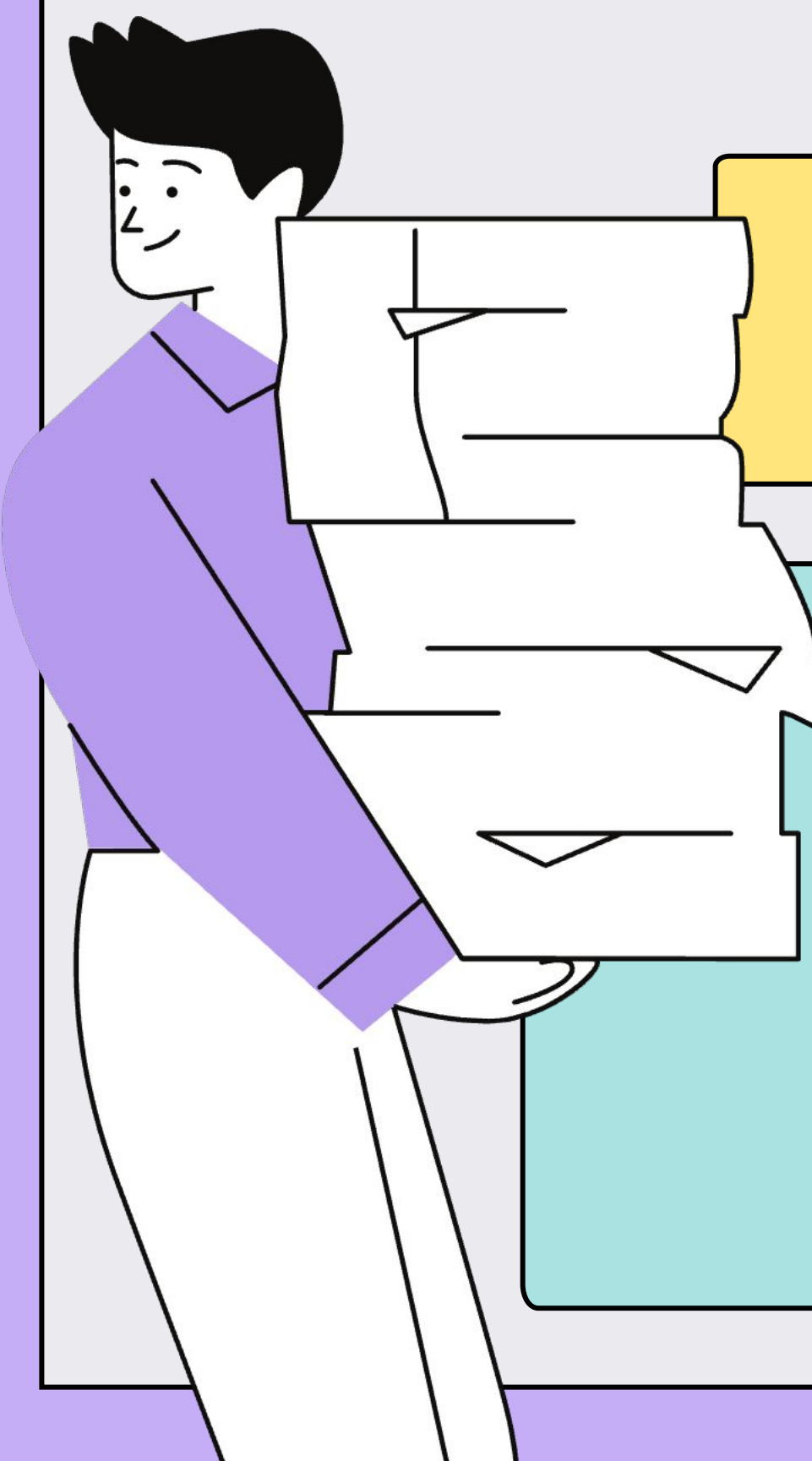
Standing Committees, Ad Hoc Committees, and SB 411

How does SB 411 apply to standing and ad hoc committees? Does the board need to have a vote specifically for committees to meet virtually?

The board will determine if their committees are included in a vote to have teleconferencing under SB411.



Meeting Virtually Under SB 411



If the board meets virtually, can the board continue to have an in-person location to broadcast the meeting?

If the meeting is scheduled as a virtual meeting, and the board receives a request from a stakeholder who needs special accommodations to join the virtual meeting, the board should make **reasonable efforts** to accommodate public requests for participation. This may include **providing a publicly accessible location, necessary technology, or information on available resources for participation.**

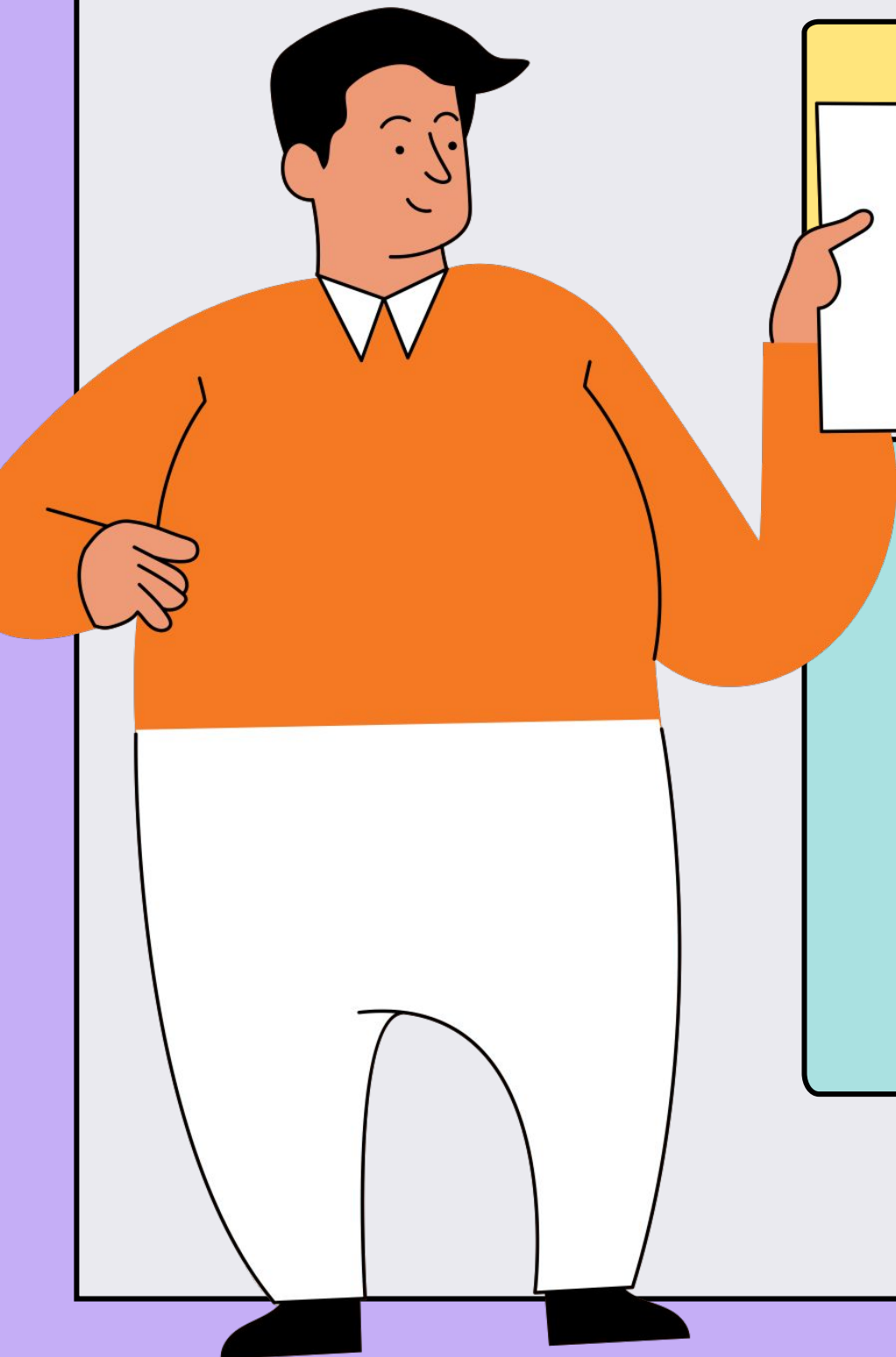
In-Person Meeting Requirements of SB 411

SB 411 mandates that the Neighborhood Council must hold an in-person meeting once a year. Is this requirement based on the **calendar year, fiscal year, or a 12-month period** from when the board takes action?

This requirement is based on the **calendar year**, specifically from January 1st to December 31st. There is no maximum to the number of times a board can meet in person, but they must meet **at least once** in person during the calendar year.



Other SB 411 Questions



Is there a possibility for Neighborhood Councils to allocate funds from their budget to facilitate remote meetings?

To initiate this process, the Neighborhood Council will need to collaborate with the Office of the City Clerk's NC Funding division. This collaboration involves updating the inventory to account for any equipment purchases and establishing an efficient check-in and check-out system.

HYBRID MEETINGS AND SB 411



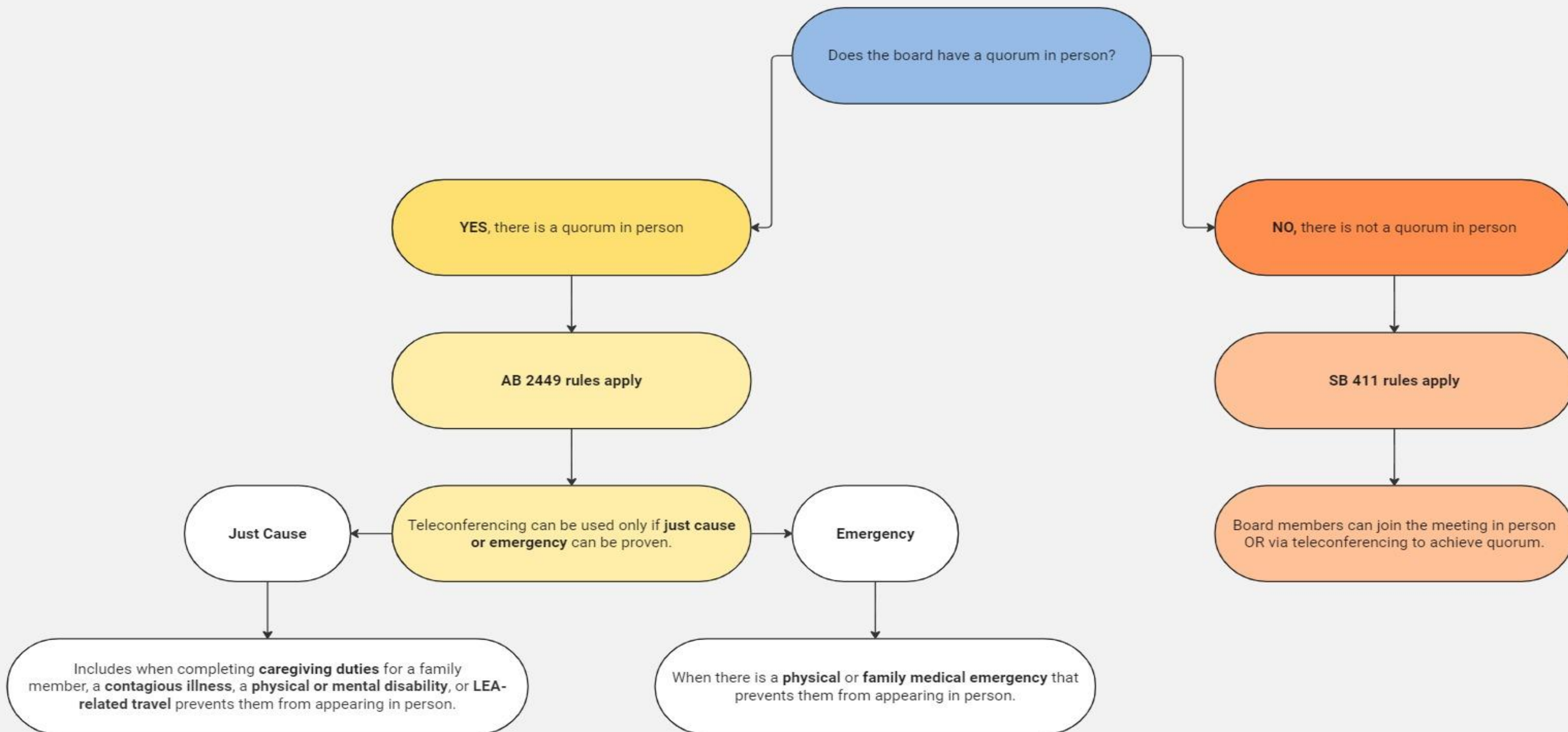
Quorum In Person

If a quorum of the board convenes in-person at a **physical ADA compliant location** within the Neighborhood Council boundaries, adherence to the teleconferencing rule established under **AB2449** is mandatory (e.g. a limited number of teleconferencing opportunities and only upon a showing of “just cause” or an “emergency”).



No Quorum In Person

If less than a quorum of a board meets in-person, at a physical ADA compliant location, under **SB 411**, other board members will be allowed to join virtually without following the teleconferencing rules stated in AB 2449.





**Contact your Neighborhood
Empowerment Advocate (NEA) if
you have any additional questions,
concerns, or clarifications.**

Questions?

CREDITS

Slides Carnival

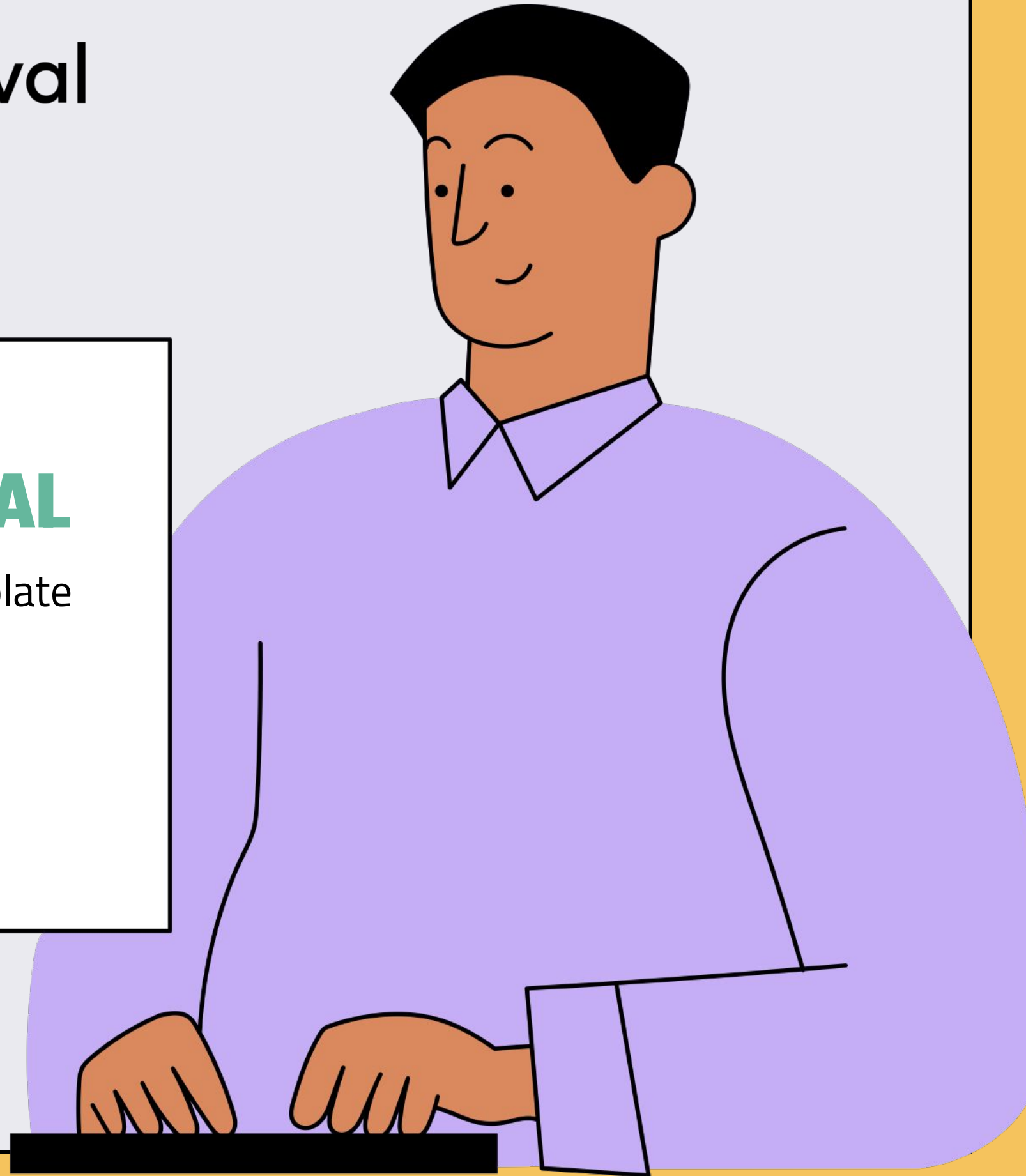
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SB 411 Frequently Asked Questions

Government Code Section 54953.8

Last Updated December 2023

Helpful Terms & Definitions

Term	Definition
Hybrid	A quorum of the board meets in-person within the Neighborhood Council's boundaries, and the rest of the board members join the meeting via teleconference
In-Person	All board members meet within the Neighborhood Council's boundaries and all board members attend in-person
In-Person With Hybrid Option for the Public	All board members meet in-person at a location within their boundaries and offer the option for only the public to join the meeting virtually (allows for public comment in-person and via teleconference).
Teleconference	All board members meet virtually with at least a quorum of the board meeting from locations within the Neighborhood Council's boundaries
Just Cause	Individual board members can participate remotely when caregiving of a family member, a contagious illness, a physical or mental disability, or LEA-related travel prevents them from appearing in person. Just cause may not be used for more than two meetings per calendar year per Board member.
Emergency	Individual board members can participate remotely when there is a physical or family medical emergency that prevents them from appearing in person. The board member must describe the emergency in approximately 20 words without disclosing any personal medical information. Board must take action to approve the member's request. A board member may not claim emergency circumstances more than three consecutive months OR 20 percent of the regular meetings within a calendar year.

SB 411 Overview

What is SB 411?

SB 411 is a bill passed through the California State Government that allows Neighborhood Councils to meet virtually through teleconferencing. This bill was signed by California Governor Gavin Newsom in October 2023, and was approved by the Los Angeles City Council in November 2023. You can read the complete bill language [here](#).

When will SB 411 expire?

The provisions in SB 411 expire on January 1, 2026.

Taking Action on SB 411

What is the required number of votes for the approval of a virtual meeting?

If a Neighborhood Council wishes to opt for virtual meetings conducted via teleconference, it must secure a 2/3 majority approval of the total board seats as specified by the Neighborhood Council's bylaws. For example, if the council has a total of 9 board seats, a minimum of 6 board members must vote "yes" to meet virtually. This 2/3 majority vote aligns with the current legislative requirements.

Will the Department provide exact verbiage for a motion to secure a 2/3 majority vote in favor of teleconferencing?

Yes, you can use the following language:

"Discussion and Possible Action to authorize the use of teleconferencing for Neighborhood Council meetings, including board meetings and committee meetings, in accordance with the rules established by Senate Bill 411."

In the motion, please include a justification for why you will be using teleconferencing i.e., increased accessibility, and more community engagement.

What is an appropriate justification?

Justification for why the Neighborhood Council will be using teleconferencing can include increased accessibility, increased community engagement, health and safety of the participants, etc.

Is there a scenario or justification from a Neighborhood Council (NC) that would be deemed unacceptable by the City Council for hosting virtual meetings?

Following the approval of a motion with the provided justification, according to the language of SB 411, the City Council reserves the right to deny approval for virtual meetings. Noteworthy, justifications such as a desire for reduced meeting participation may result in disapproval by the City Council. It's crucial to emphasize that clear violations of the law will not be deemed acceptable justifications for conducting virtual meetings.

If the Neighborhood Council has previously acted, securing a 2/3 majority vote of the entire board in favor of teleconferencing before the passage of SB411, is it necessary to revisit this decision in light of SB411 now being in effect?

Yes, for consistency and to ensure that the entire (i.e. all seats of the board) board had 2/3 vote in the affirmative with justification consistent with the language in the Government Code.

Is it a requirement for the Neighborhood Council to specify which meetings will utilize teleconferencing through a formal vote? After deciding to incorporate teleconferencing, is a subsequent vote necessary to convene an in-person meeting?

It's important to note that SB411 exclusively pertains to virtual meetings and does not impact in-person gatherings. Therefore, a 2/3 vote is not required to conduct meetings in person.

Although not required, as a good practice, a Neighborhood Council and its committees can consider approving a meeting calendar for the year so that all members and stakeholders are clear about when and how they can expect to join a meeting. The board may consider adding the calendar to their website.

Agendas for all teleconference meetings shall follow appropriate notice protocols.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

Upon taking action, who are the relevant parties that the Neighborhood Council needs to notify, and what specific information or documents should be submitted?

Upon the Neighborhood Council having secured a 2/3 majority vote to pass a motion to approve teleconferencing under SB 411, the Neighborhood Council must communicate this decision to the City Council. This notification process involves the submission of a Community Impact Statement (CIS) specifically designated for CF23-1114.

Standing Committees, Ad Hoc Committees, and SB 411

Does SB 411 apply or how does this apply to committees? How does it apply to ad hoc committees? Does the board need to have a vote specifically for committees to meet virtually?

The board will determine if their committees are included in a vote to have teleconferencing under SB411. Please note: Standing Committees are subject to the Brown Act. True Ad Hoc Committees are not subject to the Brown Act. To learn more about the Brown Act and Ad Hoc Committees reference [the Brown Act and NC's Guiding Document](#).

Meeting Virtually Under SB 411

Is it necessary to update our agenda template if our Neighborhood Council is meeting virtually?

Yes. You can find a sample template [here](#).

Can Neighborhood Councils conduct a hybrid meeting?

SB411 (Government Code Section 54953.8) allows Neighborhood Councils to have the option to teleconference 100% virtually without complying with traditional teleconferencing rules under the Brown Act. However, for hybrid meetings, specific rules must be followed. SB 411 does not exempt NC's from complying with stringent rules for hybrid meetings outlined in AB2449. Under AB 2449, when a **quorum** of the board convenes in-person at a physical location within the Neighborhood Council boundaries, adherence to the teleconferencing rule established under AB2449 is mandatory (e.g. a limited number of teleconferencing opportunities and only upon a showing of "just cause" or an "emergency"). However, if less than a quorum of a board meets in-person, at a physical location, under SB 411, other board members will be allowed to join virtually without following the teleconferencing rules stated in AB 2449. Neighborhood Councils are strongly advised to engage with their Neighborhood Empowerment Advocate (NEA) and consult with the Office of the City Attorney to ensure compliance with the law.

See Helpful Terms & Definitions above for more information on hybrid meeting, just cause, and emergency.

If the board meets virtually, can the board continue to have an in-person location to broadcast the meeting?

Once a board has voted to have the option to meet virtually following SB411, the NC can decide which meeting they will conduct in-person or virtually. If the meeting is scheduled as a virtual meeting it may be that the board receives a request from a stakeholder who needs special accommodations to join the virtual meeting. In this case, the legislative body should make reasonable efforts to accommodate public requests for participation, which may include providing a publicly accessible location (i.e. public library, recreation center, community room), necessary technology, or information on available resources for participation. Please contact the Department of Neighborhood Empowerment if special accommodations are requested.

In-Person Meeting Requirements of SB 411

SB 411 mandates that the Neighborhood Council must hold an in-person meeting once a year. Is this requirement based on the calendar year, fiscal year, or a 12-month period?

This requirement is based on the calendar year, specifically from January 1st to December 31st. If the council has already conducted an in-person meeting within the current calendar year, there is no further obligation to meet in person for the remainder of 2023. However, in the 2024 calendar year, the Neighborhood Council will be required to hold at least one in-person meeting as part of the annual compliance with SB 411.

If the NC has already met (in person) this year, 2023, is that requirement satisfied?

Yes, if the Neighborhood Council has already held an in-person meeting in the year 2023, then the requirement for an in-person meeting for 2023 is considered satisfied.

Other Questions about SB 411

Is there a possibility for Neighborhood Councils to allocate funds from their budget to facilitate remote meetings, covering expenses such as hot spots, tablets, and internet connectivity?

To initiate this process, the Neighborhood Council will need to collaborate with the Office of the City Clerk's NC Funding division. This collaboration involves updating the inventory to account for any equipment purchases and establishing an efficient check-in and check-out system.

Once a board has cast a vote to transition to virtual meetings, is there a set timeline for reauthorization, or does the vote grant permission for virtual meetings indefinitely?

Once the board has taken the initial action to approve virtual meetings, there is no need to revisit and re-approve the motion.

If you have any questions or concerns about SB 411 not covered in this document, please contact your Neighborhood Empowerment Advocate.