



**CITY OF
LOS ANGELES**

ENCINO NEIGHBORHOOD COUNCIL

(A CERTIFIED NEIGHBORHOOD COUNCIL)

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**SHELLEY RIVLIN
SECRETARY**

**GERALD A. SILVER
SERGEANT AT ARMS**

Education Committee Approved Minutes, October 20, 2008

The regular meeting of the Encino Neighborhood Council Education meeting was called to order by the Education Committee Co-Chair Shelley Rivlin on Monday, October 20, 2008 at 5:56 p.m. in the McDonald's Restaurant, 17631 Ventura Boulevard, Encino, California. Present were Bonnie Youngdahl, Hi Hand, Shelley Rivlin, Sharon Brewer and Jean Strauber. Absent was co-chair Harout Keosian. The minutes of the September 15 regular meeting were approved as published. The minutes of the October 13 special meeting needed corrections and were approved as corrected.

Old Business

1. The committee discussed the missing criteria. Lanai had not submitted a budget. Encino Elementary School had submitted only one copy of the application rather than the required three. They were notified about the lack of copies and an additional copy was delivered to the ENC office where the co-chair accepted it. Lanai was contacted about the lack of a budget sheet for the award. A voice-mail message was left on Shelley's phone stating that, apparently, Ms. Melvin had, apparently, an incorrect e-mail address. There hasn't been any further messages from the Lanai principal. Shelley reported that the Finance Committee approved the funding for Lull Special Education Center and Encino. Because there was little understanding how the money would be spent, the committee did not fund the Lanai request. Joel Simon, Finance Committee chair, will present the request for the funds at the forthcoming Encino Neighborhood Council meeting.
2. Jean reported on Emelita and Portola Middle School. She had twice personally handed copies of the application to the principals. At Portola the application was given to the grant-writing committee where, according to one member, the paper found its way to the bottom of the pile. Some of the members of the grant-writing committee appeared upset when informed that schools had been awarded the funds. They requested that Jean personally provide the members of the committee with copies of future applications. At Emelita the principal had stated she would provide her teachers with copies and it was up to the individual teacher to determine if she/he wanted to apply. A motion was made and passed that two copies of the application would be provided to the school—one to the administrator in charge and the other to the grant-writing chair where applicable.
3. It was discussed and recommended that the committee members maintain contact with the schools throughout the school year. It was also presented that several of the schools are confused about the difference between the Encino Chamber of Commerce and Encino Neighborhood Council. It was suggested that committee members maintain contact with their schools, i.e. attend Winter Holiday Programs, etc.

New Business

1. Shelley reminded the members to complete the budget survey.
2. The letter of notification to the award-winning schools was discussed. Shelley informed the members that she recalled a letter had been drafted. It was recommended that the committee members provide their contact schools with the ENC web site address so that contact could be made year-round.
3. Concern was expressed about personal contact by administrators to committee members. The committee recommended that the schools be provided with the ENC web site in the event that committee members need to be contacted.
4. There was a questions of the possibility of loss of funds for the ENC. Neighborhood Councils like the ENC who have less than \$130,000 don't have to be concerned as there won't be a loss of their funds.
5. Providing there are funds, the committee members would like to have the public schools serving Encino children apply again in the spring.
6. There was a discussion of how the vendors will be paid. Awards under \$1,000 could be paid directly to the vendor by using the ENC credit card. For awards of more than \$1,000, a 7-10 day turn-a-round is necessary.
7. A copy of the letter of congratulations will also be mailed to Jean Brown, District 1 Administrator. The committee members will directly inform the administrators of their schools winning the funds.
8. The Education Forum was tabled. The Executive Committee felt there was a lack of public interest.
9. Due to Harout's absence there wasn't any discussion of the volunteer program.
10. Bonnie Youngdahl asked about the procedure if a committee member misses meetings. Shelley Rivlin informed her that if a member of the board has three or more unexcused absences, he/she can be removed from the Encino Neighborhood Council.
11. Bonnie announced that she would not be able to attend the Encino Chamber of Commerce Education Committee on October 27 at Buca de Beppa. Jean volunteered to take her place.

There wasn't any public comment.

There wasn't any board comment.

Shelley announced that the date of the next meeting would be Monday, November 17 at 5:00 p.m. at McDonald's 17631 Ventura Boulevard, Encino.

The meeting was adjourned.

Respectfully submitted,
Jean Strauber
Recording Secretary

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