

LOS ANGELES UNIFIED SCHOOL DISTRICT

Encino Charter Elementary School

16941 ADDISON STREET, CALIFORNIA 91316

TELEPHONE: (818) 784-1762 FAX: (818) 995-7110

MR. ALBERTO M. CARVALHO

Superintendent of Schools

DR. DAVID BACA

Superintendent District NW

DR. AMY BESSER

Principal

MS. SUSAN KIM

Assistant Principal

MR. BRIAN ANDERSON

Assistant Principal, EIS

October 23, 2025

Dear Encino Neighborhood Council,

Encino Charter Elementary School respectfully requests a grant of \$5,000 to support the purchase of Promethean Boards for our classrooms.


Encino Charter Elementary is fortunate to have an exceptional team of dedicated teachers and staff who work tirelessly to inspire and educate our students. Our families partner closely with them through fundraising and volunteerism, and one of the most frequently expressed needs in recent years has been updated classroom technology. As technology continues to evolve, it has been some time since our teachers have received major advancements to enhance instruction and student engagement.

Thanks to the generosity of our school community, the E-TEAM—our parent booster organization—has already funded the purchase of 12 Promethean ActivPanel AP10 Boards with stands and four-year RADIX protection, each at a discounted cost of \$2,808.62. However, with 24 classrooms, a resource room, and dedicated spaces for occupational and speech therapy, we still have a long way to go to ensure every student benefits from this transformative technology.

A grant of \$5,000 from the Encino Neighborhood Council would allow us to purchase two additional Promethean Boards, bringing us closer to our goal. The E-TEAM will continue its fundraising efforts to cover the remaining \$617.24. Our vision is to equip every classroom with this interactive technology by the end of the 2026 calendar year, ensuring equitable access to 21st-century learning for all students.

Thank you for considering our request and for your ongoing support of the students, staff, and families of Encino Charter Elementary. Together, we can continue to provide the tools and opportunities our children need to thrive in today's ever-changing world.

With sincere gratitude,



Dr. Amy Besser

Principal, Encino Charter Elementary School

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: Encino Charter Elementary School

SECTION I - APPLICANT INFORMATION

- 1a) Encino Charter Elementary School
Organization Name 956001908 80090749
Federal I.D. # (EIN#) *State of Incorporation* *Date of 501(c)(3)*
Status (if applicable)
- 1b) 16941 Addison Street Encino CA 91316
Organization Mailing Address *City* *State* *Zip Code*
- 1c) _____
Business Address (if different) *City* *State* *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**
Dr. Amy Besser (818)784-1762 adb1194@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) Encino Charter 16941 Addison Street Encino CA 91316
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.**

Encino Charter Elementary School respectfully requests a grant of \$5,000 from the Encino Neighborhood Council to support the purchase of Promethean Boards for our classrooms. Our school is home to a dedicated team of teachers and staff who work tirelessly to create engaging, innovative learning experiences for all students. As instructional technology continues to evolve, upgrading classroom tools has become one of our community's highest priorities. Through the incredible efforts of our parent booster organization, the E-TEAM, we have recently purchased 12 Promethean ActivPanel AP10 Boards with stands and 4-year RADIX protection—each at a discounted cost of \$2,808.62. However, with 24 classrooms, a resource room, and dedicated spaces for occupational and speech therapy, we are only halfway toward our goal.

- 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 directly support the students, families, and staff of Encino Charter Elementary School and, more broadly, the Encino community by advancing equitable access to modern educational technology. Promethean Boards transform traditional classrooms into interactive learning environments where teachers can deliver engaging, multimedia lessons and students can collaborate in real time. By helping fund two additional Promethean Boards, the Encino Neighborhood Council will be investing in public education—a core public good that benefits the community at large. These tools will serve over 520 local students each year, many of whom are neighborhood residents. The technology will also be used for family engagement nights, school-wide assemblies, and community educational events, further expanding the benefit beyond the classroom walls. This investment aligns with the Neighborhood Council's mission to enhance community well-being by supporting educational excellence and access to resources that prepare students to thrive in a technology-driven world. The Promethean Boards are not rewards or prizes for individuals, but shared instructional tools that will be used daily to enrich learning and strengthen the community's connection to its neighborhood school.

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
None	\$	\$
	\$	\$
	\$	\$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Promethean Boards	\$5,000	\$5,000
	\$	\$
	\$	\$

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
E-Team Booster	\$617.24	\$617.24
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: **\$5,000**

10a) Start date: 10/23/25 10b) Date Funds Required: 03/06/26 Expected Completion Date: 3/06/26
 (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*

Dr. Amy Besser Principal Amy Besser 10/23/25
 PRINT Name Title Signature Date

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

 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