

# Monthly Expenditure Report



**Reporting Month: March 2026**

**Budget Fiscal Year: 2025-2026**

**NC Name: Encino Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26308.89	\$5715.75	\$20593.14	\$2500.00	\$0.00	\$18093.14

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20746.76	\$488.25	\$11593.14	\$0.00	\$11593.14
Outreach		\$227.50		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$11000.00	\$5000.00	\$6000.00	\$2500.00	\$3500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8437.87	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	03/01/2026	Web Corner payment for monthly hosting of ENC website	General Operations Expenditure	Office	\$199.00
2	AMAZON MKTPL BE5WE3WI1	03/07/2026	Sept 2025 BAC 12C - The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026.	General Operations Expenditure	Outreach	\$93.70
3	AMAZON MKTPL BE53P9WG1	03/07/2026	SEPT 2025 BAC 12C - The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026.	General Operations Expenditure	Outreach	\$62.54
4	PORKBUN.COM	03/14/2026	JAN 2026 BAC 11C - Purchase of a custom top-level domain to use with link shortening	General Operations Expenditure	Office	\$6.88
5	AMAZON MARK BD7FJ63V0	03/19/2026	Sept 2025 12C LAFD-CERT Emergency Preparedness training	General Operations Expenditure	Outreach	\$71.26

6	ANDERSON TROPHY	03/21/2026	Sept 2025 BAC 12F - Purchase of ENC name badges & lanyards for remaining board members.	General Operations Expenditure	Office	\$147.67
7	AMAZON MARK BD9SX7UY0	03/23/2026	Feb 2026 BAC 12A - Patch cable for microphones. Yes 15/No 0/ Absent 3	General Operations Expenditure	Office	\$21.94
8	CCI CONSTANT-CONTACT	03/27/2026	Constant Contact monthly invoice dated 27 March 2026 for April	General Operations Expenditure	Office	\$99.00
9	LINE2	03/28/2026	Line2 March 2026 Invoice and Payment	General Operations Expenditure	Office	\$13.76
10	Encino Charter Elementary School	02/27/2026	January 2026/11F BAC: MOTION: NPG request from Encino Charter Elementary School for up to \$5000 to cover partial cost of two Promethean Boards for classroom use, including stands and four-year RADIX ...	Neighborhood Purpose Grants		\$5000.00
<b>Subtotal:</b>						<b>\$5715.75</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Friends of the Los Angeles River	03/31/2026	February 2026 BAC 12C - FoLAR Friends of the Los Angeles River Clean Up Event Approved NPG for \$2500 to support expenses incurred related to the April Clean Up effort.	Neighborhood Purpose Grants		\$2500.00
<b>Subtotal: Outstanding</b>						<b>\$2500.00</b>

# Transaction receipt

01-Mar-2026 21:05:49 MST

**The Web Corner, Inc**

15300 Ventura Blvd. Suite 400, , Sherman Oaks, CA, US, 91403

Phone: 8183457443

[thewebcorner.com](http://thewebcorner.com)

## Order Information

Invoice Number :

Order number :

Description :

Monthly Maintenance. Hosting,  
Email Standard&#10;08/0  
3/2020 Auth Patricia email

P.O. Number :

Customer ID :

## Billing Information

Pilar DeFreest

Encino NC

## Shipping Information

## Order Details

Subtotal:	\$0.00
Shipping:	\$0.00
Duty:	\$0.00
Tax:	\$0.00

---

<b>Total :</b>	<b>\$199.00</b>
----------------	-----------------

## Payment Information

Date/Time : 01-Mar-2026 02:28:00 MST

Transaction ID : 81486972938

Transaction Type : Authorization w/ Auto Capture

Payment Method : MasterCard ending in 7074

Available card

balance:

Status:

Settled Successfully

Authorization Code :

02373Z

Thank you for your business!

Powered by **authorize.net**  
A Visa Solution

# Order Summary

Order placed March 7, 2026    Order # 111-1635545-3629858

Ship to	Payment method	Order Summary																
William J Comerford NORTH HILLS, CA United States (Full address hidden for privacy.) <b>Gift Registry Address</b>	Mastercard ending in 7074 <a href="#">View related transactions</a>	<table border="0"> <tr> <td>Item(s) Subtotal:</td> <td>\$85.38</td> </tr> <tr> <td>Shipping &amp; Handling:</td> <td>\$2.99</td> </tr> <tr> <td>Free Shipping:</td> <td>-\$2.99</td> </tr> <tr> <td>Total before tax:</td> <td>\$85.38</td> </tr> <tr> <td>Estimated tax to be collected:</td> <td>\$8.32</td> </tr> <tr> <td><b>Grand Total:</b></td> <td><b>\$93.70</b></td> </tr> <tr> <td>FSA or HSA eligible:</td> <td>\$47.67</td> </tr> <tr> <td>(inc. tax and shipping)</td> <td></td> </tr> </table>	Item(s) Subtotal:	\$85.38	Shipping & Handling:	\$2.99	Free Shipping:	-\$2.99	Total before tax:	\$85.38	Estimated tax to be collected:	\$8.32	<b>Grand Total:</b>	<b>\$93.70</b>	FSA or HSA eligible:	\$47.67	(inc. tax and shipping)	
Item(s) Subtotal:	\$85.38																	
Shipping & Handling:	\$2.99																	
Free Shipping:	-\$2.99																	
Total before tax:	\$85.38																	
Estimated tax to be collected:	\$8.32																	
<b>Grand Total:</b>	<b>\$93.70</b>																	
FSA or HSA eligible:	\$47.67																	
(inc. tax and shipping)																		

## Delivered March 7

It was handed directly to a receptionist or someone at a front desk.



Gauze Rolls 3 inch 36 Rolls – Premium Quality Lint and Latex-Free Rolled Gauze 3 inches x 4.1 Yards - Conforming Stretch Bandages Designed for Effective Wound Care & Comfort

Sold by: Gauze Care

Return or replace items: Eligible through April 6, 2026

\$14.99

FSA or HSA eligible



GauzeCare Sterile Abdominal- ABD Combine Pads| 50-Pack, 5 x 9 Inches| Extra Absorbent & Thick, Individually Wrapped Wound Dressing, First Aid Pads| Surgical-Grade, Nonstick- for Heavy Leakage, Post Op

Sold by: Gauze Care

Return or replace items: Eligible through April 6, 2026

\$19.99

FSA or HSA eligible



The Original Rescue Essentials Brand QuikLitter, Black Nylon Handles, Non-Woven Fabric, 500 Lb Rated, Low Cost, Disposable for Patient Transfer, Casualty Evacuation

Sold by: Rescue Essentials

Return or replace items: Eligible through April 6, 2026

\$21.95



25 Ultra Bright Green Glow Sticks - Individual Packed With Lanyard - For Camping, Emergency Survival - Glow Lights for Blackouts, Hurricane and Storms- 6 Inch Chem Light Sticks with 12 Hour Duration

Sold by: HSG US LLC

Return or replace items: Eligible through April 6, 2026

\$19.99



Dynarex Non-Woven Sponges, Non-Sterile, Gauze, for Cleansing, Prepping and Dressing, Highly-Absorbent, Less Linting, 4"x 4", 4 Ply, 1 Box of 200 Sponges (Packaging May Vary)

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through April 6, 2026

\$8.46

FSA or HSA eligible



Office of the City Clerk  
 Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	Wednesday September 24, 2025
Budget Fiscal Year:	2025/2026	Agenda Item:	12C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to provide funding for annual Encino Disaster Preparedness Drill: The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026. (Public Safety passed 4-0)
---	--

Method of Payment: (Select One)  Check  Credit Card  Board Member Reimbursement

**VOTE COUNT**  
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Vacant	Business						
Victoria Biddle	Business				1		
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		15	0	0	1	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act-compliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Wednesday September 24, 2025	Date: Wednesday September 24, 2025


\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

# Order Summary

Order placed March 7, 2026    Order # 111-9925355-0312245


Ship to	Payment method	Order Summary
William J Comerford NORTH HILLS, CA United States (Full address hidden for privacy.) <b>Gift Registry Address</b>	Mastercard ending in 7074 <a href="#">View related transactions</a>	Item(s) Subtotal: \$56.98 Shipping & Handling: \$0.00 Total before tax: \$56.98 Estimated tax to be collected: \$5.56 <b>Grand Total: \$62.54</b>

**Delivered March 9**  
Your package was left near the front door or porch.



Saillong 50 Pcs First Aid Triangular Bandage with 2 Safety Pins, 40" x 40" x 56", Large Splint Bandage Bulk Triangular Cravat Swathe Non Woven Cotton Splint Swathe, White  
Sold by: Souplop  
Return or replace items: Eligible through April 7, 2026  
\$28.99

**Delivered March 8**  
Your package was left near the front door or porch.



NOVAMEDIC Pack of 5 First Aid Padded Universal Aluminum Splints - 36 inch, Brace for Splinting Hands, Legs, Wrist, Ankle and Fractured or Injured Limbs, Flat Folded, Waterproof  
Sold by: Elite Online Supplies  
Return or replace items: Eligible through April 7, 2026  
\$27.99

[Back to top](#)

Office of the City Clerk  
 Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: ENCINO      DATE: Wednesday September 24, 2025  
 Budget Fiscal Year: 2025/2026      Agenda Item: 12C

Board Motion and/or Public Benefit Statement (CIP and NPG):  
 Motion to provide funding for annual Encino Disaster Preparedness Drill: The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026. (Public Safety passed 4-0)

Method of Payment: (Select One)     Check     Credit Card     Board Member Reimbursement

**VOTE COUNT**  
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Vacant	Business						
Victoria Biddle	Business				1		
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		15	0	0	1	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act-compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Pilar DeFreest*      Authorized Signature: *Laure Stevens*  
 Print / Type Name: Pilar DeFreest / Treasurer      Print / Type Name: Laure Stevens / Second Signer  
 Date: Wednesday September 24, 2025      Date: Wednesday September 24, 2025

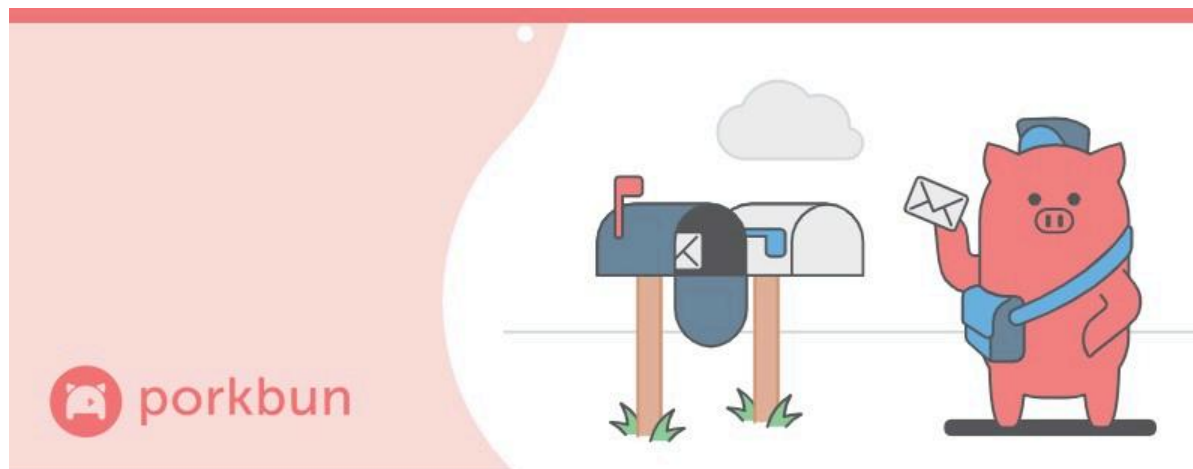
\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

Fw: porkbun.com | Order - Thank You - 9769123

From Pilar DeFrest <pilar.enc@outlook.com>

Date Sat 3/21/2026 7:48 PM

To Pilar DeFrest <pilar.enc@outlook.com>



Hello there,

Thank you for your order!

Order ID: 9769123

encgo.org	Domain Registration	SUCCESS	\$6.88
* estimated current renewal price: \$10.74			

---

<b>TOTAL CHARGED:</b>	<b>USD \$6.88</b>
-----------------------	-------------------

\* The estimated current renewal price is the estimated renewal price at the time of order. Please note that domain pricing can and does change often due to registry level price increases and internal registrar adjustments. To get the most up to date renewal price for your domain add the renewal to your cart from within your account.

[View your full invoice online.](#)

You can log into your account and immediately start managing your domains at [porkbun.com](https://porkbun.com).

**Need a website?** Check out our affordable [hosting](#) options.

**Want your email address to look as great as your domain name?** We've got you covered with [email forwarding](#) and [Porkbun Email](#).

If you don't mind, please take the time to review us on [Trustpilot](#).

Thank you,  
The Porkbun Team



*Porkbun, LLC*

21370 SW Langer Farms Parkway, Suite 142-429  
Sherwood, OR 97140, US

1.855.PORKBUN (1.855.767.5286)

[support@porkbun.com](mailto:support@porkbun.com)

ICANN Registrant Educational Materials

*Copyright Porkbun, LLC, all rights reserved*

76.171.165.60



# Order Summary

Order placed March 18, 2026    Order # 114-0009216-8958601

## Ship to

William J Comerford  
NORTH HILLS, CA  
United States  
(Full address hidden for privacy.)

## Gift Registry Address

## Payment method

Mastercard ending in 7074

[View related transactions](#)

## Order Summary

Item(s) Subtotal:	\$64.93
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$64.93
Estimated tax to be collected:	\$6.33
<b>Grand Total:</b>	<b>\$71.26</b>
FSA or HSA eligible: (inc. tax and shipping)	\$16.45

## Delivered March 19

Your package was left near the front door or porch.



NOVAMEDIC Pack of 5 First Aid Padded Universal Aluminum Splints - 36 inch, Brace for Splinting Hands, Legs, Wrist, Ankle and Fractured or Injured Limbs, Flat Folded, Waterproof

Sold by: Elite Online Supplies

Return or replace items: Eligible through April 18, 2026

\$27.99



The Original Rescue Essentials Brand QuikLitter, Black Nylon Handles, Non-Woven Fabric, 500 Lb Rated, Low Cost, Disposable for Patient Transfer, Casualty Evacuation

Sold by: Rescue Essentials

Return or replace items: Eligible through April 18, 2026

\$21.95



Gauze Rolls 3 inch 36 Rolls – Premium Quality Lint and Latex-Free Rolled Gauze 3 inches x 4.1 Yards - Conforming Stretch Bandages Designed for Effective Wound Care & Comfort

Sold by: Gauze Care

Return or replace items: Eligible through April 18, 2026

\$14.99

FSA or HSA eligible

[Back to top](#)

[Conditions of Use](#) [Privacy Notice](#) [Consumer Health Data Privacy Disclosure](#) [Your Ads Privacy Choices](#)

© 1996-2026, Amazon.com, Inc. or its affiliates

Office of the City Clerk  
 Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	Wednesday September 24, 2025
Budget Fiscal Year:	2025/2026	Agenda Item:	12C

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to provide funding for annual Encino Disaster Preparedness Drill: The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026. (Public Safety passed 4-0)
---	--

Method of Payment: (Select One)  Check  Credit Card  Board Member Reimbursement

**VOTE COUNT**  
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Vacant	Business						
Victoria Biddle	Business				1		
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		15	0	0	1	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act-compliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Wednesday September 24, 2025	Date: Wednesday September 24, 2025

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.



**Anderson Trophy Co.**  
 12901 Saticoy Street  
 North Hollywood, CA 91605  
 (818) 765-3770

# INVOICE

INVOICE NO.: 729594  
 INVOICE DATE: 3/24/2026  
 TERMS: Upon Order  
 SALES REP: Jon

**PAID**  
**03/20/2026**

SOLD TO:

ENCINO NEIGHBORHOOD COUNCIL

SHIP TO:

ORDERED BY: Roy Nwaiser

PHONE:

P.O. NO.:

SALES ORDER NO.: 529347

SHIP DATE: 3/27/2026

SHIPPING METHOD: PICK UP

TRACKING #:

QNTY	SKU	BUILD ID	DESCRIPTION	EACH	TOTAL
3	100-NBC-2		Name Badge - LA City Badge - 3.50"W x 1.50"H - MAGNET BACK - Green to White	11.95	35.85T
6	100-NBC-5-2		Name Badge - LA City Hanging Badge - City Seal - Double Sided - Lanyard - 2.00"W x 3.50"H - Green to White	16.45	98.70T

**\*\*\* DAMAGED IN TRANSIT INSTRUCTIONS \*\*\***

-If your package is damaged when it arrives you MUST follow these instructions to get a replacement:  
 -If the package appears visibly damaged when it arrives contact the carrier IMMEDIATELY and request an inspection.

-If your product is found damaged after opening the packaging SAVE ALL SHIPPING BOXING AND/OR PACKAGING then IMMEDIATELY contact the carrier and request an inspection.

-Photos of the damaged product AND packaging are also very useful.

**\*\*\* PICKUP OF FINISHED ORDERS \*\*\***

PLEASE NOTE THAT WE CAN NOT BE RESPONSIBLE FOR UNCLAIMED ITEMS AFTER 180 DAYS FROM THE DATE OF INVOICE.

Subtotal	\$134.55
Sales Tax (9.75%)	\$13.12
Total	\$147.67
Payments/Credits	-\$147.67

<b>Balance Due</b>	<b>\$0.00</b>
--------------------	---------------

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	Wednesday September 24, 2025
Budget Fiscal Year:	2025/2026	Agenda Item:	12F

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to purchase ENC ID Badges: The Encino Neighborhood Council will spend up to \$325 to purchase 18 magnetic name tags or personalized lanyards for ENC Board members to be used for identification at meetings and events. Board members will have their choice of which style they prefer. Name tags are \$10.95 and lanyards are \$15.95 (plus tax). (Exec passed 4-0)
---	---

Method of Payment: (Select One)  Check  Credit Card  Board Member Reimbursement

**VOTE COUNT**  
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Vacant	Business						
Victoria Biddle	Business				1		
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		15	0	0	1	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act-compliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Wednesday September 24, 2025	Date: Wednesday September 24, 2025

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

# Order Summary

Order placed March 23, 2026    Order # 111-9171436-7392224

<b>Ship to</b> Pilar D. DeFreest 3811 DIAMANTE PL ENCINO, CA 91436-4149 United States	<b>Payment method</b> Mastercard ending in 7074 <a href="#">View related transactions</a>	<b>Order Summary</b> Item(s) Subtotal: \$19.99 Shipping & Handling: \$0.00 Total before tax: \$19.99 Estimated tax to be collected: \$1.95 <b>Grand Total: \$21.94</b>
---	---	---

## Delivered March 25

Your package was left near the front door or porch.



Seismic Audio - SATRX-25Green - 25 Foot Green 1/4" TRS Patch Cable - Balanced Cord - Effects

Sold by: Seismic Audio Speakers Inc

Return or replace items: Eligible through April 24, 2026

\$19.99

[Back to top](#)





**FW: Constant Contact Payment Receipt for Pilar DeFrest**

---

**From** treasurer@encinonc.org <treasurer@encinonc.org>

**Date** Tue 4/7/2026 12:26 PM

**To** pilar.enc@outlook.com <pilar.enc@outlook.com>



## Payment Receipt for March 27, 2026

Thank you for your recent payment. Your payment receipt is found below.

Attention: Pilar DeFrest  
Encino Neighborhood Council  
200 N. Spring St FL 20  
Los Angeles, CA 90012  
US  
818-472-5600

**User Name:** president@encinonc.org

**Today's Date:** March 27, 2026

**Payment Date:** March 27, 2026

**Payment Method:** MC (last 4 digits: 7074)

**Amount:** \$99.00

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

We appreciate your business.

Best Regards,

Constant Contact Billing

If you have questions, please reach out to [Customer Support](#).

**Auto renewal terms:** All subscriptions automatically renew every {12 months or 6 months}, at the then current list price (plus applicable taxes), using the payment method on file, unless cancelled prior to depleting your prepaid credit balance. Your prepaid credit balance will be reduced each month for the services used until your balance has run out. Your monthly bill may increase depending on your highest contact list size and email sends. Overage fees may apply. See [overage fees](#), [Contact Tier](#) and [SMS Send Pricing](#). You may cancel at any time from your account or by calling your [local support team](#).

When your prepayment balance runs out, we'll charge the payment method on file based on your highest contact tier and current prepayment plan. If we are unable to charge your payment method for that amount, or if you pay by check, we'll convert your account to a standard monthly payment plan with no discounts, which will automatically renew on a monthly basis. Prepayments are non-refundable, even if you choose to cancel your subscription before your prepaid balance runs out.

By continuing to use our services you acknowledge that you have read and agree to our auto-renewal terms, the [Terms of Service](#) and [Privacy Notice](#).

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <https://www.constantcontact.com/help>.

©2026 Constant Contact, Inc. All Rights Reserved.

890 Winter St, Waltham, MA 02451

[Terms of Service](#) | [Privacy Notices](#)

# Invoice



Encino Neighborhood Council  
200 North Spring Street  
Los Angeles  
-90012  
US

Contact Number : +18182611175  
Bill Date : 03/27/2026  
Period : 02/27/2026 - 03/26/2026  
Invoice No : C547792-13

## Account Summary

### Current Activity

Current Bill Amount(USD)	
Fixed Charges - Web Personal Unlimited Monthly (USD)	9.99
Campaign Registration Fee. (USD)	0.00
Usage Charges(USD)	0.00
<b>Current Bill Total(USD)</b>	<b>9.99</b>
<b>Net Charges</b>	<b>9.99</b>
Other Charges(USD)	
<b>Other Charges Total(USD)</b>	<b>0.00</b>
Total Taxes, Charges & Fees(USD)	3.77
Current Amount(USD)	13.76
Payment(s) Received(USD)	13.76
<b>Total Amount Due(USD)</b>	<b>0.00</b>

## Taxes, Charges, & Fees

FCC Regulatory Fee (Federal)	0.01
FUSF (Federal)	1.18
P.U.C. Fee NF (State)	0.04
Utility Users Tax (Local)	0.54
Compliance & Administrative Cost Recovery Fee	2.00
<b>Total Taxes, Charges, &amp; Fees(USD)</b>	<b>3.77</b>

## Billing Summary for Company - Encino Neighborhood Council

### Description of Charge

#### Fixed Charges

Company 9.99

#### Other Recurring Charges

**Total Charges (USD): 9.99**

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 956001908 80090749  
*Organization Name* *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 *or* Attach IRS Determination Letter

Encino Charter 16941 Addison Street Encino CA 91316

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.

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**

Personnel Related Expenses	Requested of NC	Total Projected Cost
None	\$	\$
	\$	\$
	\$	\$

6b) **Non-Personnel Related Expenses**

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 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council) Expected Completion Date: 3/06/26

**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\*

Susan Kim Assistant Principal Susan Kim 11/26/26  
 PRINT Name Title Signature Date

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

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: **ENCINO** DATE: **28-Jan-26**  
 Budget Fiscal Year: **2025/2026** Agenda Item: **11F**

**Board Motion and/or Public Benefit**  
**MOTION:** Consider NPG request from Encino Charter Elementary School for up to \$5000 to cover partial cost of two Promethean Boards for classroom use, including stands and four-year RADIX protection (pending Finance Committee recommendation)  
 (Finance Committee Passed: Unanimously)

**Statement (CIP and NPG):** <https://www.encinonc.org/assets/documents/8/meeting6979576093d5b.pdf>

**Vote Count** Motion passed: **8 Yes 2 No 1 Abstain 4 Absent 1 Ineligible 1 Recused**

**Method of Payment:** (Select One)  Check  Credit Card  Board Member Reimbursement

**VOTE COUNT**  
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	x					
Adam Wright	Area 2		x				
Shaindi Schwebel	Area 3	x					
Joanna Power	Area 4				x		
Diane Rosen	Area 5				x		
Laure Stevens	Area 6	x					
Jennifer Novian	Area 7	x					
Kristin Moss	At-Large 1						x
Anita Kamjoo	At-Large 1				x		
Heather Michaels	At-Large 3		x				
Victoria Biddle	Business				x		
Vacant	Business						
Roy Nwaiser	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment	x					
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep			x			
Tess Gurlanick	Youth					x	
Board Quorum: 10		8	2	1	4	1	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature: *Pilar DeFreest* Authorized Signature: *Laure Stevens*  
 Print / Type Name: **Pilar DeFreest / Treasurer** Print / Type Name: **Laure Stevens / Second Signer**  
 Date: **Wednesday, January 28, 2025** Date: **Wednesday, January 28, 2025**