

**Sherman Oaks
Neighborhood Council**

Finance Committee

Candy Williams, Chair 1-R

Jeffrey Hartsough, 2-CI
Howard Katchen, 3-R
Lisa Petrus, 4-R
Michael Binkow 7-R
Cheryl Shapiro

CITY OF LOS ANGELES
CALIFORNIA



Sherman Oaks
Neighborhood Council
P.O. Box 5721
Sherman Oaks, CA 91413

Website:
www.ShermanOaksNC.org

Sherman Oaks Neighborhood Council

Regular Finance Committee Meeting (Virtual) Agenda Wednesday, March 24, 2021 6:30 pm

How to Join the Virtual Zoom Meeting by Telephone or Online

By Telephone: Dial 1-669-900-6833, Enter Webinar ID 845 1811 9643, and Press #

Online: Cut and Paste <https://us02web.zoom.us/j/84528119643>, Press "Enter"

Or on Zoom join meeting screen enter Webinar ID: 845 2811 9643 Press "Enter"

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE SHERMAN OAKS NEIGHBORHOOD COUNCIL BOARD MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial 1-669-900-6833 and enter **84528119643** and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: **84528119643**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

The public is requested dial *9, when prompted by the presiding officer, to address the Committee on any agenda item before the Committee 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 meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

I. CALL TO ORDER & ROLL CALL

- a. Call to Order by Presiding Officer, Candy Williams
- b. Roll Call

II. ADMINISTRATIVE MOTIONS

- a. A motion to approval of the Minutes of the Wednesday, February 24, 2021, Finance Committee Meeting.

III. COMMENTS BY PUBLIC OFFICIALS

IV. TREASURER'S REPORT

V. FUNDING MOTIONS

- a. **Monthly Expenditure Report (MER), Action Item, Vote Required** A motion to Sherman Oaks Neighborhood Council's (SONC) Monthly Expenditure Report (MER) for the period ending February 28, 2021. *The MER for February 28, 2021, is on the SONC website.*
- b. **Neighborhood Purposes Grant (NPG) for Kester Ave. Elementary PTA. Action Item, Vote Required.**
A motion to approve s Neighborhood Purpose Grant (NPG) in the amount of \$5, 000.00 to the Responsible Kester Ave. Elementary PTA. Funds to be used for mural project and materials to boost the morale of students for a more positive effect on behavior and academic and to beatify the community. *A copy of the NPG for Kester Ave. Elementary PTA can be found on the SONC website.*

VI GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

VII FINANCE COMMITTEE BUSINESS

- a. **Current Status of The FY 20-21 Budget**
- b. **Pending Payment**
- c. **2021 Election Status**
- d. **Discussion on Other Possible Program**

VIII ADJOURNMENT

THE AMERICAN WITH DISABILITIES ACT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted 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 ACCESS OF RECORDS

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.ShermanOaksNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email: gil.imber.sonc@gmail.com.

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

- Sherman Oaks Public Library, 14245 Moorpark Street, Sherman Oaks, CA 91423
- www.ShermanOaksNC.org
- You can also receive our agenda via email by subscribing to LA. City's Early Notificatton System at <https://www.lacity.org/subscriptions>

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.ShermanOaksNC.org.

Committee Members:

Candy Williams – Chair
Jeffrey Hartsough
Howard Katchen
Lisa Petrus
Cheryl Shapiro

**CITY OF LOS ANGELES
California**



**SHERMAN OAKS
NEIGHBORHOOD
COUNCIL**
P O Box 5721
Sherman Oaks, CA 91413
(818) 503-2399

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**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
Wednesday, February 24, 2020 6:30 PM
Virtual Meeting**

Minutes of the Finance Committee

I. Meeting called to order by Chair, Candy Williams at 6:30 PM

Present – Candy Williams, Jeffrey Hartsough, Howard Katchen, Cheryl Shapiro
(Lisa Petrus was present towards the end of the meeting)

II. THE FOLLOWING ADMINISTRATIVE MOTION, JANUARY 2021 MINUTES, WAS REVIEWED & ACTED UPON:

A motion was brought to approve and accept as presented the minutes for the January 27, 2021 meeting by Jeffrey Hartsough, seconded by, Howard Katchen. The vote to approve was unanimous yes – 0 no (Hartsough, Shapiro, Williams, Katchen, 1 absent – Petrus).

III. COMMENTS BY PUBLIC OFFICIALS

There were no public officials present.

IV. TREASURERS REPORT

No treasurer's report was presented.

V. THE FOLLOWING FUNDING MOTION WAS REVIEWED & ACTED UPON :

a. Discussion of agenda item V. a, the expense report (MER) for the period ending January 31, 2021 was reviewed. A motion to approve as submitted was brought by Jeffrey Hartsough, seconded by Howard Katchen. Motion was unanimously approved by SONC Finance Committee members 4 yes, 0 no (Hartsough, Katchen, Williams, Shapiro, 1 absent - Petrus).

VI. There were no public comments

VII. Finance Committee Business

- a. Agenda item VII. a., There was a discussion regarding pending payments and how they affect the current status of the FY 20-21 budget. There has been a delay of the posting of checks/expenditures to the MER by the city. There are two donations that are presently pending, they are each \$3,000. There were no public comments.
- b. Item VII. b., The finance committee discussed the fact that there are additional expenditures that we have incurred but are not reflected in the current budget. They are for the website upgrade and maintenance by Web Corner. Additionally, will be allocating approximately \$4,000 to the SONC Outreach committee for the 2021 elections. The election budget may increase. The monies will be spent on printing, i.e., lawn signs, post cards/postage, etc. Finance committee noted that there will be no expenses with respect to the Spring give away or Safety certifications this year due to Covid19. There were no public comments.
- c. Item VII. c., Discussion was held by the committee of other possible programs that may be eligible for NPG grants if they were to benefit the Sherman Oaks community. They to would affect the current budget and possibility of rolling of funds to next year.

VIII. NON AGENDA ITEM

Jeffrey Hartsough will present a motion to the SONC board to promote Michael Binkow as a panelist for the finance committee

Meeting was adjourned at 7:21 PM.

**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: Sherman Oaks Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a)	<u>Kester Ave Elementary PTA</u> <i>Organization Name</i>	<u>95-6204899</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u>5/24/1951</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>5353 Kester Ave.</u> <i>Organization Mailing Address</i>	<u>Sherman Oaks</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91411</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>Tara Kroeger</u> <i>Name</i>	<u>707-280-8671</u> <i>Phone</i>	<u>tarakroeger21@gmail.com</u> <i>Email</i>
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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) <u>Kester Avenue Elementary School</u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u>Sherman Oaks</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91411</u> <i>Zip Code</i>
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SECTION II - PROJECT DESCRIPTION

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

Kester Avenue Elementary School's PTA is seeking this grant in order to fund a mural project for our school. We are in need of several new murals throughout our campus but we have chosen to prioritize two murals in particular. One mural will be located at the front entrance of our school. We had a beautiful, space-themed mural at this location before our school was repainted a year and a half ago. Our students and staff were so sad to see this and other bright and colorful murals disappear. Our entire school community will be so delighted to have our beloved mural replaced and updated. Anyone walking or driving southbound on Kester Avenue will notice and appreciate a new mural on this iconic wall. The second mural will be located on an exterior wall adjacent to the cafeteria, office, auditorium and outdoor lunch area; an area of campus that gets a lot of foot traffic and is in serious need of beautification. These new murals will feature imagery and messaging that are intended to promote social-emotional well being and nutrition for our students, staff, and community members. We're working with local artists Skye Amber Sweet and Katie C Shipley to design beautiful artwork that will brighten our campus and our neighborhood.

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 mural project is intended to beautify our community, our school and perhaps most importantly, to welcome back our students and staff who are returning to school after the extended closures due to the Covid-19 pandemic. The reopening of schools marks the start of a new chapter for our community and the world at large and we believe these murals will help usher in this new chapter with a sense of gratitude, optimism, love, hope, and healing.

Our hope is that investing in the beautification of our community and school will have a positive and artistically therapeutic impact on community members, teachers, administrators, support staff, parents and students. Boosting student morale can have positive effects on behavior and academic performance. As community stakeholders we believe that our public schools are an essential gateway to opportunity for the youngest members of our community, who when nurtured and supported, will grow to become positive, caring, and contributing members of society.

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
	Skye Amber Sweet - Artist Fee	\$ 1000	\$1000
	Katie C Shipley - Artist Fee	\$ 2360	\$2660
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Materials (provided by artists)- primer, paint, graffiti	\$ 1640	\$1640
	coating, brushes, etc.	\$	\$
		\$	\$

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
Kester Avenue Elementary School PTA	\$ 300	\$ 300
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5000

10a) Start date: ASAP 10b) Date Funds Required: ASAP 10c) Expected Completion Date: ASAP
 (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*

<u>Amanda Plummer</u>	<u>PTA President</u>		<u>3/18/21</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

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

<u>Wendy Gordon</u>	<u>PTA Secretary</u>		<u>3/18/21</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

* 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

NPG GRANT APPLICATION
Supporting Documents
Kester Avenue Elementary School Mural Project

LOCATION 1: ENTRANCE WALL



KESTER ELEMENTARY ENTRANCE WALL MURAL DESIGN 1

THEMES:

SPACE - an expanded somewhat altered solar system - a nod to the previous mural
SOCIAL AND EMOTIONAL WELLBEING: Encouraging words and imagery
 Statements included in design: *I am strong, I am smart, I am kind, I am loved*
 Further options: *I am... curious, respectful enough, patient...*



COLOR PALETTE

Bright, positive, eye catching
 Deeper pinks can be replaced with Kester color

STUDENT PARTICIPATION OPPORTUNITY
 easy to paint sections of design

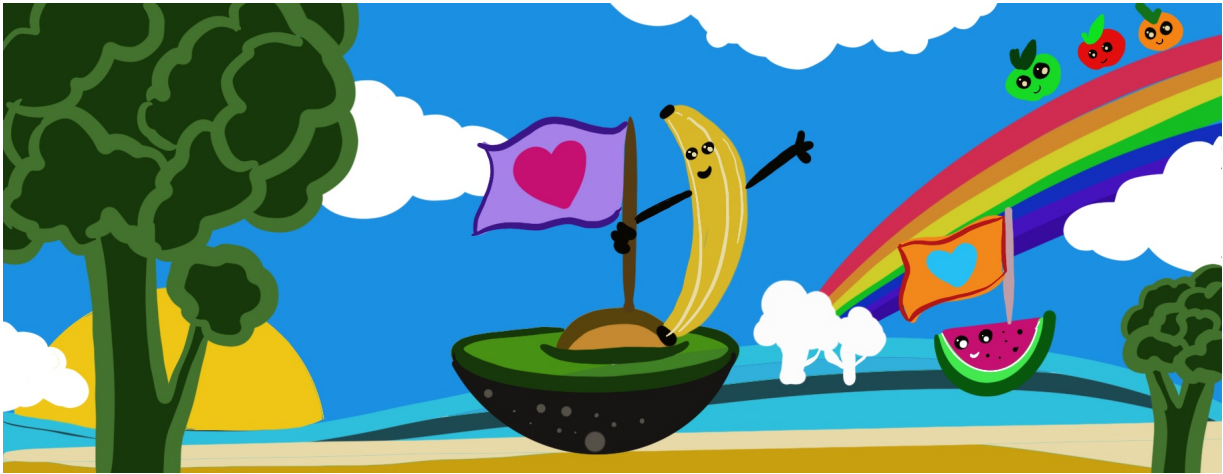
GREAT "FIRST DAY OF SCHOOL" PHOTO BACKDROP

Planets at various heights for students to stand in front of

Artist's cost breakdown	
Front entrance wall mural	
Katie C Shipley 323-397-2200	
Item	Price
Primer, paint, brushes, and other misc. supplies (discounted)	\$340
Artist Fee	\$2660
Total	\$3000

@kitty_coles_designs

kittycoledesigns@gmail.com



Artist's cost breakdown Lunch area wall mural	
Skye Amber Sweet 949-547-2367	
Item	Price
Primer, paint, brushes, graffiti coating and misc. supplies	\$1300
Discounted Artist Fee	\$1000
Total	\$2300

Who are we? Kester Avenue Elementary and Kester Magnet is a diverse learning community of over 1,000 students, kindergarten through fifth grade. We are at Title I school, meaning that over half of our students qualify for free and reduced lunches. Kester's most recent Academic Performance Index (API) score was 913 out of a possible 1,000 - the highest API of all Sherman Oaks schools. In 2019 the State Department of Education named Kester a Distinguished California School. Kester has a stellar reputation for meeting the needs of its students and community at large as evidenced by data collected through standardized testing and community surveys. (See links below)

<https://www.greatschools.org/california/van-nuys/2173-Kester-Avenue-Elementary-School/>

<https://www.schooldigger.com/go/CA/schools/2271003115/school.aspx>

Kester Elementary School's PTA is a tightly knit group of parents, educators, and administrators dedicated to serving our children, students, and the entire school community. We are highly motivated and confident in our abilities to see this project through to completion. We have a team of stakeholders working diligently on this project including PTA members, administrators, and local artists; all individuals who have experience in planning and completing complex projects such as this.

Who are the artists? Artists were selected based on several factors including affordable pricing, quality of work, professionalism, and previous experience completing works of art in public spaces in our neighborhood and beyond.

Artist candidates were invited to attend a campus walkthrough with PTA members and administrators to tour campus and discuss mural ideas. From there, artists submitted quotes detailing the cost, scope, and timeline of proposed work. Stakeholders then compared quotes in order to determine which artists would best meet our needs.

Katie C Shipley was selected to create the front entrance mural.

<http://www.kittycoles.com/>

<http://www.katiecshipley.com/>

Skye Amber Sweet was selected to complete the mural adjacent to the outdoor lunch area.

<http://www.skyepoet.com/>

Projected timeline

Work on this project is set to start as soon as possible, ideally before our school reopens for hybrid learning, which is tentatively scheduled for April 2021.

Katie C Shipley can start as early as March 22nd. She estimates that it will take her 7-8 days to complete, making the potential completion date April 1, depending on weather and other factors that could affect timing.

Skye Amber Sweet can start as early as possible and estimates that she will need approximately three days to complete the mural.



everychild.one voice.

2327 L Street, Sacramento, CA 95816

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LETTER OF DETERMINATION

January 15, 2020

Amanda Plummer, Unit President
Kester Avenue Elementary PTA [2600]

Dear Amanda:

In response to request of this office concerning your PTA's tax-exempt status, a copy of our group ruling letter dated November 18, 1943, from Internal Revenue, which grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time as referred to in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA bylaws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of the February 24, 2010 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 23701d of the Revenue and Taxation Code.

Both the federal and state exemption letters cover all of our divisions—local units (associations), councils and districts. The letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on this letterhead by vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Kester Avenue Elementary PTA is a unit in good standing. It was organized on May 24, 1951 according to our official records, and is chartered as a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Kester Avenue Elementary PTA located at 5353 Kester Avenue, Van Nuys, CA, 91411 in the Thirty-First District, California Congress of Parents, Teachers and Students, Incorporated, is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Kester Avenue Elementary PTA is 956204899 and the assigned Franchise Tax Board entity number is 8018449.

Sincerely,

A handwritten signature in cursive script that reads "Donna Broussard".

Donna Broussard
Tax Filing Assistant

cc: District President