



CHAIR NICOLE MOHR
VICE CHAIR ANGEL ZOBEL-RODRIGUEZ
COMMISSIONER DAVID GOVEA
COMMISSIONER OLIVIA ROBLEDO
COMMISSIONER LAUREL RODRIGUEZ

CITY OF SAN FERNANDO
EDUCATION COMMISSION
MEETING NOTICE AND AGENDA
TUESDAY, DECEMBER 27, 2022 - 4:30PM

CITY HALL COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361

SPECIAL NOTICE REGARDING COVID-19

NOTICE OF TELECONFERENCE: Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando's Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING:

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will be read into the record.

SUBMIT PUBLIC COMMENT IN PERSON:

Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

SUBMIT PUBLIC COMMENT VIA EMAIL:

Members of the public may submit comments by email to MCalleros@sfcity.org no later than **3:30 p.m. the day of the meeting**, to ensure distribution to the Education Commission prior to consideration of the agenda. Comments received via email will be distributed to the Education Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.

EDUCATION COMMISSION

Regular Meeting Notice and Agenda – December 27, 2022

Page 2 of 4

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:

Members of the Public may **call-in between 4:30 p.m. and 4:45 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833
Meeting ID: 853 3530 1842
Passcode: 071322

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER/ROLL CALL

Chair Nicole Mohr
Vice-Chair Angel Zobel-Rodriguez
Commissioner David Govea
Commissioner Olivia Robledo
Commissioner Laurel Rodriguez

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Recommend that the Education Commission approve the agenda as presented.

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Public members attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

EDUCATION COMMISSION

Regular Meeting Notice and Agenda – December 27, 2022

Page 3 of 4

PUBLIC STATEMENTS

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Members of the public may submit comments by email to MCalleros@sfcity.org no later than **3:30 p.m. the day of the meeting**, to ensure distribution to the Education Commission prior to consideration of the agenda. Comments received via email will be distributed to the Education Commission and read into the record.

Members of the public may provide a **live public comment by calling in between 4:30 p.m. and 4:45 p.m. CALL-IN INFORMATION:**

Call-in Telephone Number: (669) 900-6833
Meeting ID: 811 4124 9977
Passcode: 096885

CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Education Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

1) REQUEST TO APPROVE EDUCATION COMMISSION MEETING MINUTES FOR

- a. November 29, 2022

ADMINISTRATIVE REPORTS

2) DISCUSSION REGARDING THE PRINCIPALS' BRUNCH

Recommended that the Education Commission:

- a. Continue planning the Principals' Brunch.
- b. Discuss having a special Education Commission meeting in early January if needed.

EDUCATION COMMISSION

Regular Meeting Notice and Agenda – December 27, 2022

Page 4 of 4

3) DISCUSSION REGARDING STUDENT SCHOLARSHIP PROGRAM

Recommended that the Education Commission:

- a. Discuss the Student Scholarship Program.

4) DISCUSSION REGARDING O'MELVENY ELEMENTARY SCHOOL'S 100TH ANNIVERSARY

Recommended that the Education Commission:

- a. Discuss the O'Melveny Elementary School's 100th Anniversary commendation.

STAFF COMMUNICATION

GENERAL COMMISSION COMMENTS

ADJOURNMENT

The meeting will adjourn to its next regular meeting

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Maria Calleros, Executive Assistant

Signed and Posted: December 23, 2022, 3:00 p.m.

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting at the City Clerk Department Public Counter. Any public writings distributed by the Education Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the City Clerk Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk Department Office at (818) 898-1204 at least 48 hours prior to the meeting.

**SAN FERNANDO EDUCATION COMMISSION
MINUTES**

**November 29, 2022 – 4:30 P.M.
REGULAR MEETING**

City Hall Council Chambers
117 Macneil Street
San Fernando, Ca 91340

CALL TO ORDER/ROLL CALL

Chair Nicole Mohr called the meeting to order at 4:30 p.m.

Present:

Members: Chair Nicole Mohr, Vice Chair Angel Zobel-Rodriguez, Commissioner David Govea, Commissioner Olivia Robledo, and Commissioner Laurel Rodriguez

Staff: Recreation and Community Services Director, Julian Venegas, Community Services Supervisor, Juan Salas, RCS Executive Assistant, Maria Calleros, and Office Clerk, Tiffany Hernandez

PLEDGE OF ALLEGIANCE

Led by Vice Chair David Govea

APPROVAL OF AGENDA

Chair Mohr moved to table items 2 b., award presentation and 2 c., February student of the month to discuss at next month's meeting. Motion made by Commissioner Zobel-Rodriguez, seconded by Commissioner Robledo, to approve the agenda. By consensus, the motion carried.

PRESENTATIONS

City of San Fernando Finance Director, Erica Melton introduced herself to the commission. Erica will be assisting with detailed scholarship items in the future and would like to make the process of scholarships more transparent.

SAN FERNANDO EDUCATION COMMISSION

MINUTES – November 29, 2022

Page 2

PUBLIC STATEMENTS – WRITTEN/ORAL

No public statements.

CONSENT CALENDAR

1) REQUEST TO APPROVE SAN FERNANDO EDUCATION COMMISSION MEETING MINUTES FOR:

- a. October 25, 2022

Chair Mohr motioned to pull an item from the consent calendar. Chair Mohr made a correction to the meeting minutes date from October 25th to September 27th. Motion made by Commissioner Govea, seconded by Vice Chair Zobel-Rodriguez, to approve the consent calendar. By consensus, the motion carried.

ADMINISTRATIVE REPORTS

2) Discussion and Selection of the December/January 2022 Student of the Month

Chair Mohr shared that there are no nominees for the month of November. Commission will discuss the January/February nominee at December's meeting. Commissioner Govea is looking to present student of the month award at the second meeting in January 2023.

3) Discussion Regarding the Principals' Brunch

Commissioner Robledo provided a letter that was used in the past. At this time, the commission revised the letter making any corrections. The 1st paragraph of the letter provided by Commissioner Robledo will be used. Chair Mohr added that she would like to send out the letter and the save the date within the week. A hard copy will be sent out the second week of January. Chair Mohr will send a copy of the revised letter to Mrs. Calleros.

The commission reviewed the updated list of 25 schools in the city. Commissioner Robledo added that she will call all early education schools for an updated list of administrators. The commission discussed possibly inviting surrounding schools, but decided to keep to the 25 schools on the list. Vice Chair Zobel-Rodriguez added that the Ad Hoc has the authority to cancel event in case of emergency.

The commission also reviewed the listed of invited officials and groups. The list includes:

- Congressional District
- LAUSD District 6

SAN FERNANDO EDUCATION COMMISSION

MINUTES – November 29, 2022

Page 3

- San Fernando Library
- San Fernando Child and Family Center
- State Senate Representative
- Assembly Member
- County Supervisor
- San Fernando Night Market Representative

4) Discussion Regarding Student Scholarship Program

Vice Chair Zobel-Rodriguez gave a brief update on a meeting held on November 28th with Finance Director Erica Melton. Mrs. Calleros will make sure scholarship checks have been cashed. Mrs. Calleros will also touch base with Vice Mayor Pacheco before December 5th to make sure his donation is secured for Future Filmmakers.

Director Venegas provided updated account balance reports. There are currently no debits or credits for the year. The commission is waiting for checks from Republic and Jerry's Kids. All scholarship donations will go through Mrs. Calleros and deposited in the current scholarship account. Scholarship program ending balance is \$4,235.

At this time, the commission revised the digital donation form flier making any necessary corrections. The revised version will be sent out in January 2023.

5) Discussion Regarding O'Melveny Elementary School's 100th Anniversary

Chair Mohr informed the commission that she has made contact with O'Melveny's principal. She is currently waiting on the principal to come back from medical leave for wording. The requested date per the principal's request is December 19th. Director Venegas informed Chair Mohr that there is no 2nd council meeting in December.

6) Discussion Regarding Donation Letter

Director Venegas informed the commission that council has not approved donation letter. The donation letter will include the scholarships that need funding which are; Gabriel Fernandez, Elias Rodriguez, and Pahola Mascorro.

Director Venegas informed the commission that 1 revenue account has been set up for scholarships as well as an expenditure account. Each scholarship will be budgeted prior to the start of the new budget cycle beginning February 2023 and ending June 2023.

SAN FERNANDO EDUCATION COMMISSION

MINUTES – November 29, 2022

Page 4

At this time, the commission reviewed the donation letter making any necessary adjustments. Chair Mohr will share the revised form with Director Venegas to present at the next city council meeting.

7) Discussion Regarding the Teacher Spotlight Program

Chair Mohr presented the teacher spotlight URL and QR code. The commission reviewed the spotlight nomination form and will continue to address as needed.

GENERAL COMMISSIONER COMMENTS

Chair Mohr suggested that the commission hold a special meeting in January. Details will be discussed during December's meeting.

Commissioner Govea shared that he and Commissioner Rodriguez met with Mayor Mary Mendoza and Councilmember Sylvia Ballin regarding possible secured scholarship funds. Details are still being worked out and he will provide updates as they come.

STAFF COMMUNICATION

Executive Assistant Calleros will continue to provide updates on student of the month gift card distributions. She also shared that Rec. Park and Las Palmas Park will be accepting canned food donations as well as pet toys and blankets. Free karate, total body conditioning, mixed line dance, and inclusive Zumba classes are being offered to the community in December.

Mrs. Hernandez shared that winter day camp registrations are now open. Camp runs from December 19th to January 6th 7:30am-5:30pm. Camp is open to kids ages 5-13.

Community Services Supervisor Salas shared that Las Palmas will be offering a technology and education workshop to teach parents how to navigate email, Zoom, and other school based apps. The first cohort will begin tentatively in January 2023. He also shared information regarding the tree lighting that is scheduled for Saturday, December 3rd. There will be music, art, Santa's workshop, etc. There will be no TBC canned food drive due to staff shortage.

Director Venegas provided updates on the city renovation projects. Layne Park hired a construction firm and expect to start the later part of December or early January. Las Palmas Park selected a firm to create a design. The firm will also conduct community outreach. They will also host various community meeting beginning mid-January.

ADJOURNMENT (6:26 p.m.)



AGENDA REPORT

To: Chair Nicole Mohr and Education Commissioners

From: Julian Venegas, Director of Recreation and Community Services
Maria Calleros, Executive Assistant

Date: December 27, 2022

Subject: Discussion of Principals' Brunch

RECOMMENDATION:

It is recommended that the Education Commission:

- a. Continue planning the Principal's Brunch.
- b. Discuss having a special Education Commission meeting in early January if needed.

BACKGROUND:

1. It was decided at the September Education Commission meeting that the brunch will be held on Friday, January 27th. Planning will begin with Ad Hoc members Mohr and Robledo.

BUDGET IMPACT:

The Education Commission has allocated \$750.00 of their budget to go towards the event.

CONCLUSION:

The Education Commission should move forward with setting a date and planning the Principals' Brunch.



AGENDA REPORT

To: Chair Nicole Mohr and Commissioners

From: Julian Venegas, Director of Recreation and Community Services
Maria Calleros, Executive Assistant

Date: December 27, 2022

Subject: Discussion Regarding Student Scholarship Budget

RECOMMENDATION:

It is recommended that the Education Commission:

- a. Discuss the Student Scholarship Program.

BACKGROUND/ANALYSIS:

The Annual Student Scholarship Program was established to assist San Fernando youth who are seeking a postsecondary education.

The scholarship program has grown from two scholarships to eight scholarships awarded annually. Scholarships are funded through donations from various donor sources, including, but not limited to current/former Councilmembers, organizations such as Independent Cities Finance Authority (ICFA), and Republic Services.

At the August meeting the Commission set an amount for each of the Student Scholarships that will be awarded in 2022-2023. They also reviewed the existing scholarship accounts and recommended all accounts be consolidated into one account.

BUDGET IMPACT:

There is no fiscal impact with the discussion of this item. Future expenditures are to be determined based on the Education Commissions' direction.

CONCLUSION:

It is recommended that the Education Commission continue the discussion regarding the scholarship program.



AGENDA REPORT

To: Chair Nicole Mohr and Education Commissioners

From: Julian Venegas, Director of Recreation and Community Services
Maria Calleros, Executive Assistant

Date: December 27, 2022

Subject: Discussion Regarding O'Melveny Elementary School's 100th Anniversary

RECOMMENDATION:

It is recommended Recommend that the Education Commission:

- a. Discuss the O'Melveny Elementary 100th Anniversary commendation.

BACKGROUND:

1. O'Melveny Elementary is celebrating its 100th Anniversary. At the August meeting it was decided to honor the school at a future City Council meeting.

BUDGET IMPACT:

There is no fiscal impact associated with approving this item.

CONCLUSION:

The Education Commission should move forward with planning the presentation to honor O'Melveny Elementary School for their 100th Anniversary.