



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

CITY OF SAN FERNANDO
EDUCATION COMMISSION
SPECIAL MEETING AGENDA SUMMARY
WEDNESDAY, JANUARY 3, 2024 – 4:30 PM

CITY HALL COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340

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 not be read into the record.

SUBMIT PUBLIC COMMENT IN PERSON:

Members of the public may provide comments in person 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 **12:00 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.

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.

Staff Contact Juan Salas, Community Services Supervisor

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CALL TO ORDER

ROLL CALL

TELECONFERENCE REQUESTS/DISCLOSURE

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City's legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

PLEDGE OF ALLEGIANCE

Led by Chair David Govea

APPROVAL OF AGENDA

Recommend that the Education Commission approve the agenda as presented.

PRESENTATIONS

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Members of the public 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.

PUBLIC STATEMENTS

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

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Members of the public may submit comments by email to MCalleros@sfcity.org no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the Education Commission prior to consideration of the agenda 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: Telephone Number: (669) 900-6833; Meeting ID: 853 3530 1842; Passcode: 071322**

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) CONSIDERATION TO APPROVE EDUCATION COMMISSION MEETING MINUTES FOR:**
 - a. November 29, 2023

ADMINISTRATIVE REPORTS

- 2) DISCUSSION REGARDING STAFF WORKLOAD**

Recommend that the Education Commission:

- a. Discuss staff workload for Commission Programs.

- 3) DISCUSSION REGARDING THE TEACHER'S SPOTLIGHT PROGRAM**

Recommend that the Education Commission:

- a. Discuss and select teacher nominee for the Teacher's Spotlight Program.

- 4) DISCUSSION REGARDING THE STUDENT SCHOLARSHIP PROGRAM**

Recommend that the Education Commission:

- a. Continue to discuss the Student Scholarship Program.

- 5) DISCUSSION REGARDING THE PRINCIPALS' BRUNCH**

Recommend that the Education Commission:

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- a. Continue to discuss and plan the Principals' Brunch.

STAFF COMMUNICATION

COMMISSIONER UPDATES/REQUESTS TO AGENDIZE ITEM FOR DISCUSSION AT A FUTURE MEETING

Commissioner(s) may request to agendize an item for discussion at a future meeting, subject to approval by the Commission. Requests should align with the commission's scope of responsibility, adhere to City Council policies, and consider the availability of staff resources and budget constraints.

ADJOURNMENT The meeting will adjourn to its next regular meeting.

AFFIDAVIT OF POSTING

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 24 hours prior to the meeting.

Dated: _____ at: _____

Signed By: _____

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 Recreation and Community Services Department Office at (818) 898-1290 or MCalleros@sfcity.org at least 48 hours prior to the meeting.

**SAN FERNANDO EDUCATION COMMISSION
MINUTES**

**November 29, 2023 – 4:30 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Chair David Govea called the meeting to order at 4:31 p.m.

Present:

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

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

PLEDGE OF ALLEGIANCE

Led by Chair David Govea

APPROVAL OF AGENDA

Motion made by Vice Chair Zobel-Rodriguez, seconded by Commissioner Govea, to approve the agenda. By consensus, the motion carried. By consensus, the motion carried.

PRESENTATIONS

No presentations.

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PUBLIC STATEMENTS – WRITTEN/ORAL

No public statements.

CONSENT CALENDAR

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

- a. October 24, 2023

Motion made by Commissioner Rodriguez, seconded by Commissioner Robledo, to approve the consent calendar. By consensus, the motion carried.

ADMINISTRATIVE REPORTS

2) Presentation and Discussion Regarding City Council Approved Draft Establishing “Guidelines for Boards, Commissions and Committees” Handbook

At this time, City Clerk, Julia Fritz, presented the commission with the Guidelines for Boards, Commissions and Committees handbook. She briefly summarized the contents of the handbook and opened the floor for any questions. Commissioners shared recommendations and asked for clarification on some items.

3) Discussion and Selection of the December/January Student of the Month

Chair Govea announced that he will not be available to present the November student of the month award on December 12th. Commissioner Rodriguez will take his place.

Chair Govea announced December/January’s students of the month. Theme is “Leadership”.

- Dominic C. is a 3rd grader at San Fernando Elementary School. He is an eager and enthusiastic learner. He’s also enrolled in the dual language program meeting grade level standards. Dominic sets goals and has academic perseverance.
- Itzel L. is 10th grader at ArTES Magnet High School. She’s an emerging leader and willing to help her classmates. She serves on the school site committee; as well as showing herself to be a huge contributor to the school site. Itzel is also active in the community at large.

Motion made by Chair Govea, seconded by Vice Chair Zobel-Rodriguez, to award Dominic and Itzel with the December/January student of the month award.

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Roll Call

AYES: Govea, Zobel-Rodriguez, Robledo, Mohr, Rodriguez
NAYES: None
ABSTAIN: None
ABSENT: None

4) Discussion Regarding the Teacher’s Spotlight Program

No nominations received. Vice Chair Zobel-Rodriguez suggested promoting the program at the principals’ brunch.

5) Discussion Regarding the Student Scholarship Program

RCS Executive Assistant, Maria Calleros provided a breakdown of the scholarship budget. All commissioners were given a copy of accounts and their current balances. At this time, Mrs. Calleros went thru accounts. Current budget is \$2,810. Other donations are expected from Republic and the October, November, December donations from Vice Chair Zobel-Rodriguez. These donations totaling in the amount of \$1,300. Other expected 2024 donations are as follows:

- Tim Hou-Gerry’s Kids- \$1,250
- Republic- \$1,000
- Margarita Montanez- \$1,000
- Beyond The Bachelors’ from the Zobel-Rodriguez Family- \$500
- Vice Chair Zobel-Rodriguez stipend donation- \$300

Chair Govea opened up the floor for questions and comments. Commissioners discussed updates on Republic’s 2023 and Lieutenant Rosenberg’s donations.

Mrs. Calleros will draft the scholarship flier and put on letterhead including digital copies with new scholarship links. Chair Govea motioned to approve flier draft and scholarship promotions, seconded by Commissioner Mohr.

Roll Call

AYES: Govea, Zobel-Rodriguez, Robledo, Mohr, Rodriguez
NAYES: None
ABSTAIN: None
ABSENT: None

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6) Discussion Regarding the Principals' Brunch

Motion made by Vice Chair Zobel-Rodriguez, seconded by Commissioner Robledo, for the principals' brunch to take place on Friday, January 26, 2024. By consensus, the motion carried.

At this time, Commissioner Robledo and Commissioner Mohr volunteered to be the AD HOC committee. Commissioners and support staff discussed brunch details and itinerary. A save the date will be sent out to principals' before winter break

NEW AGENDA ITEMS

- Workload discussion
- Scholarship Program
- Principals' Brunch
- Teacher's Spotlight

GENERAL COMMISSIONER COMMENTS

Commissioner Rodriguez recognized and thanked Mr. Venegas for his support, time, and mentorship to her and the commission.

Commissioner Mohr requested to agendaize the workload discussion for December's meeting. She would also like to discuss the various programs that take place throughout the year. She would like to make sure these programs are long term sustainable with the new director of the Recreation Department.

Commissioner Robledo shared information on the Comision Femenil conference taking place at CSUN on December 17th. She also thanked Mr. Venegas for his service to the city and commission.

Vice Chair Zobel-Rodriguez and Chair Govea also expressed gratitude and thanks to Mr. Venegas and wished him well on his retirement.

STAFF COMMUNICATION

Services Supervisor, Juan Salas shared that the Teens For A Better Community will be hosting a ugly Christmas sweater party at Las Palmas. The Alzheimer's Association will be in attendance. This event will take place on Wednesday, December 13th from 6:00pm-7:30pm.

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RCS Executive Assistant, Maria Calleros shared that registrations for winter camp are now open for children ages 5-13. Camp will take place at Recreation Park from December 8th thru January

5th. Camp will be closed on December 25th and January 1st for the holidays. Registration price is \$115.00 a week and open from 7:30am-5:30pm.

Recreation Park Office Clerk, Tiffany Hernandez provided information on the city's tree lighting event. This annual event will take place at Downtown San Fernando on Saturday, December 2nd from 5:00pm-9:00pm. All are welcome to attend.

Recreation and Community Services Director, Julian Venegas announced that the tree lighting and current education commission meeting will be his last due to his retirement. Mr. Venegas thanked the commission and support staff for their dedication and service.

Mr. Salas added information on the Business and Community Resource Center's grand opening. This event will take place at the centers location inside of San Fernando City Hall on Wednesday, December 6th at 10:00am.

ADJOURNMENT (5:47 p.m.)



AGENDA REPORT

To: Chair David Govea and Commissioners

From: Juan Salas, Community Services Supervisor
Maria Calleros, Executive Assistant

Date: January 3, 2024

Subject: Discussion Regarding Staff Workload

RECOMMENDATION:

It is recommended that the Education Commission:

- a. Discuss staff workload for Commission Programs.

BACKGROUND/ANALYSIS:

At the November 29, 2023 meeting, Commissioner Mohr requested staff workload sustainability be agendaized for the next Commission meeting. She would like the Commission to discuss the various projects they will be working on throughout the year and to make sure staff participation is sustainable long term.

BUDGET IMPACT:

It is unknown if there will be a fiscal impact at this time.

CONCLUSION:

It is recommended that the Education Commission discuss staff workload.

To: Chair David Govea and Education Commissioners

From: Juan Salas, Community Services Supervisor
Maria Calleros, Executive Assistant

Date: January 3, 2024

Subject: Discussion Regarding Teacher’s Spotlight Program

RECOMMENDATION:

It is recommended that the Education Commission:

- a. Discuss and select a teacher nominee for the Teacher’s Spotlight Program.

BACKGROUND:

1. The Teacher’s Spotlight was a program developed by the Commission to recognize inspirational teachers working in San Fernando schools. In July 2020, the first Teacher Spotlight recipient was nominated and awarded during a City Council meeting in September 2020.
2. In November 2022 the Education Commission discussed bringing back the Teacher’s Spotlight Program. It was decided to table the item and discuss at a later date.
3. At the March 2023 meeting, Vice-Chair Angel Zobel-Rodriguez asked that the item be included on the April agenda.
4. At the April 2023 meeting two teachers were selected. The first was Katheryne Pena from CCLA-Technology Prep Academy and the second teacher was Ashley Ruiz from Nueva Esperanza Charter Academy. Both teachers were recognized at the October 16, 2023 Council Meeting

BUDGET IMPACT:

There is no budget impact.

CONCLUSION:

The Education Commission should continue the Teacher’s Spotlight Program.



AGENDA REPORT

To: Chair David Govea and Commissioners

From: Juan Salas, Community Services Supervisor
Maria Calleros, Executive Assistant

Date: January 3, 2024

Subject: Discussion Regarding Student Scholarship Program

RECOMMENDATION:

It is recommended that the Education Commission:

- a. Continue to 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.

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.

To: Chair David Govea and Education Commissioners

From: Juan Salas, Community Services Supervisor
Maria Calleros, Executive Assistant

Date: January 3, 2024

Subject: Discussion Regarding the Principals' Brunch

RECOMMENDATION:

It is recommended that the Education Commission:

- a. Continue to discuss and plan the Principals' Brunch.

BACKGROUND:

1. The Education Commission reinstated the Principals' Brunch at the July 2022 meeting.

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.