

**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.

PUBLIC STATEMENTS – WRITTEN/ORAL

No public statements.

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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 Library
- San Fernando Child and Family Center
- State Senate Representative
- Assembly Member

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- 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.

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.

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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.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of November 29, 2022, meeting as approved by the Education Commission.

Maria Calleros
Executive Assistant