

# Monthly Expenditure Report



Reporting Month: September 2020 Budget Fiscal Year: 2020-2021

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$51794.93	\$8652.54	\$43142.39	\$1000.00	\$0.00	\$42142.39

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$46377.99	\$435.20	\$43142.39	\$0.00	\$43142.39
Outreach		\$2190.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$9206.86	\$6027.34	\$0.00	\$1000.00	\$-1000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3789.92	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	09/04/2020	Mailing List Maintenance September 2020	General Operations Expenditure	Outreach	\$40.00
2	THE WEB CORNER, INC	09/11/2020	September 2020 website maintenance	General Operations Expenditure	Outreach	\$150.00
3	APPLEONE EMPLOYMENT SV	09/11/2020	Preparation of Board Minutes. June 2020 \$204.80; July 2020 \$230.40	General Operations Expenditure	Office	\$435.20
4	Portola Charter Middle School	08/05/2020	...approve the payment of the encumbrance for an NPG for Portola Middle School for \$2,202.34 for 3 computers for their library.	Neighborhood Purpose Grants		\$2202.34
5	THE WEB CORNER, INC.	09/03/2020	The TNC approves payment of encumbrance to The Web Corner of \$2,000 when the new website becomes operational and replaces the existing website. This is in accordance with LA City contract...	General Operations Expenditure	Outreach	\$2000.00
6	Tarzana Elementary School	08/04/2020	...approve payment of encumbrance for a NPG for Tarzana Elementary School for \$3825.00 for IXL Learning License.	Neighborhood Purpose Grants		\$3825.00

<b>Subtotal:</b>	<b>\$8652.54</b>
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<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	YMCA of Metropolitan Los Angeles	09/28/2020	The TNC Board approves the Budget Committee's recommendation supporting the request from YMCA of Metropolitan Los Angeles for a NPG for \$1,000 to support the West Valley Family YMCA...	Neighborhood Purpose Grants		\$1000.00
<b>Subtotal: Outstanding</b>						<b>\$1000.00</b>

Net Atlantic, Inc.  
10 Federal St., Suite 26  
Salem, MA 01970  
978-219-1920

# INVOICE



Harvey Goldberg  
Tarzana Neighborhood Council  
19798 Greenbriar Drive  
Tarzana, CA 91356

Invoice Summary	
Account	1002581
Reference	Invoice 1002581-161
Date	2020-09-01
Due Date	<b>2020-10-01</b>
Total (\$)	<b>40.00</b>
Amount Due (\$)	<b>0.00</b>

PAID IN FULL

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0.041 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2205 Members Service Name: 'tarzana-neighborhood-council'	40.00

Please tear off and return the bottom portion with your payment. Thank you.

Harvey Goldberg  
Tarzana Neighborhood Council  
19798 Greenbriar Drive  
Tarzana, CA 91356



Payment Summary	
Account	1002581
Reference	Invoice 1002581-161
Due Date	<b>2020-10-01</b>
Amount Due (\$)	<b>0.00</b>

Net Atlantic, Inc.  
10 Federal St., Suite 26  
Salem, MA 01970

The Web Corner, Inc.

19509 Ventura Blvd.

Tarzana, CA 91356

# Invoice

Date	Invoice #
9/1/2020	20855

Bill To
Tarzana Neighborhood Council PO Box 571016 Tarzana, CA 91357

**PAID**  
**09-10-2020**

P.O. No.	Terms	Project
	Due on Receipt	

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Monthly Hosting for tarzananc.org	15.00	0.00
0	Email Archiving:	3.00	0.00
1	Accounts l.shaffer@tarzananc.org (included in maintenance)		

Please remit payment at your earliest convenience. Thank you for your business!	<b>Total</b>	\$150.00
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AppleOne

AppleOne Employment

P.O. Box 29048

Glendale CA 91209-9048

Tel: 818-240-8688

Email:

TIN 95-2580864

City of LA - DONE -TARZANA NC

Accounts Payable

Los Angeles, CA 90012

*507 MINUTES*

Invoice

Customer 00950101

Site No: 0048

Period 08/22/2020

Invoice No: S8382142

Amount Due: \$435.20

Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-132956	Shaffer, Len	Tarzana Nc	Kramer, Patricia	08/22/2020	08/26/2020	9.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$230.40
C-132956	Shaffer, Len	Tarzana Nc	Kramer, Patricia	08/01/2020	08/05/2020	8.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$204.80
<b>Sub Total For:</b>						<b>17.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$435.20</b>

Grand Total Invoice Amount

17.00

0.00

0.00

\$435.20

Please remit payment to:

Appleone Employment Services

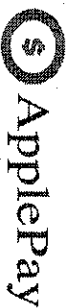
P.O. Box 29048

Glendale, CA 91209-9048

*hr paid L.S.*

*507 MINUTES*

You can now pay electronically through



Visit [www.ApplePay.com](http://www.ApplePay.com) or Call (866)898-7152 for details

*TMC AppleOne S8382142*



AppleOne

AppleOne Employment Services

# City of Los Angeles

Invoice	S8382142	Line 1	178017	XJ32374220
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## Web TimeCard

Client Name: City of LA - DONE- TARZANA NC (009501010048)

Employee Name: Kramer, Patricia

Serial Number: XJ32374220

Imaged on 8/3/2020

Week Ending: 8/1/2020

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Mon	7/27/2020	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00

SubTotals				08:00	08:00	00:00	00:00	
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Submitted By: Patricia Kramer|patkramerwrites@aol.com on 7/28/2020

Preapproved By: Alma Martinez (AE) on 7/28/2020

Approved By: <not available> on <not available>

Processed By: ajmartinez on 8/3/2020

*JUNE 2020  
BP  
MINUTES*



AppleOne

AppleOne Employment Services

# City of Los Angeles

Invoice	S8382142	Line 1	178017	XJ47507020
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## Web TimeCard

Imaged on 8/25/2020

Client Name: City of LA - DONE- TARZANA NC (009501010048)

Employee Name: Kramer, Patricia

Serial Number: XJ47507020

Week Ending: 8/22/2020

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	8/18/2020	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
Wed	8/19/2020	8:00 AM	9:00 AM	0:00	1:00	1:00	0:00	0:00

SubTotals				09:00	09:00	00:00	00:00	
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Submitted By: Patricia Kramer|patkramerwrites@aol.com on 8/20/2020

Preapproved By: Alma Martinez (AE) on 8/24/2020

Approved By: <not available> on <not available>

Processed By: ajmartinez on 8/24/2020

*JULY 2020  
BD MINUTES*

**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: TARZANA H.C.

**SECTION I - APPLICANT INFORMATION**

1a) Portola Charter Middle School 95-6006405 California  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 18720 Linnet Street Tarzana CA 91356  
*Organization Mailing Address* *City* *State* *Zip Code*

1c) \_\_\_\_\_  
*Business Address (if different)* *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**  
Suzanne Miller 818-600-1403 suzanne.miller@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** **Attach IRS Determination Letter**

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.

At the present time, there are five computers in Portola Charter Middle School's library dating back to the 1990's which are ill equipped to handle the latest hardware and software. The current computers are extremely slow in processing, feature outdated hardware and software, and often freeze. It is our hope to use the grant to begin our upgrade of the computers housed in the library to meet the needs of the 21 century.

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)

Portola recognizes the importance of technology in enhancing the lives of our students, faculty and school community. New computers will foster academic and social development where students, teachers, and parents can engage in online research, workshops, and professional development training. Students will also be able to access sites that provide remediation and support in their academics.



**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
	\$	\$ 0
	\$	\$
	\$	\$

6b) 

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Dell Optiplex 3070 Entry Level Desktop	\$ 2,202.34	\$ 2,202.34
	\$	\$
	\$	\$

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
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application:    \$ 2,202.34

10a) Start date: 08/18/20    10b) Date Funds Required: 08/18/20    10c) Expected Completion Date: 08/18/20  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

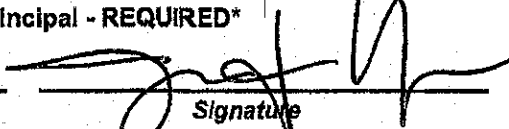
11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No     Yes    If Yes, please describe below:

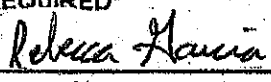
Name of NC Board Member	Relationship to Applicant
Terry Saucier	Helps coordinate Earth Day Celebration

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\*  
J. Jennifer Yoo                      Principal                                            06/10/20  
 PRINT Name                              Title                              Signature                              Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Becky Garcia                              Assistant Principal                                                            6/10/20  
 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



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**Gaspar de Portola Middle School**  
**Highly Gifted Magnet and AIAT**

18720 Linnet Street, Tarzana, California 91356  
Phone (818) 654-3300 Fax (818) 996-0292

Austin Beutner  
*Superintendent of Schools*

Joseph Nacordia  
*Instructional Area Superintendent*

J. Jennifer Yoo  
*Principal*

June 10, 2020

Harvey Goldberg  
Tarzana Neighborhood Council  
P.O.Box 571016  
Tarzana, CA 91357

Dear Mr. Goldberg and Neighborhood Council:

Portola Charter Middle School is a Title 1 school home to approximately 1,700 student of which 544 reside in the city of Tarzana. Portola's library is a robust learning environment where students, teachers, and parents engage in:

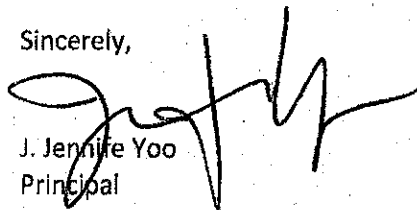
1. Exploring books (hard copies and online) to read and/or check out
2. Research
3. Teacher librarian led lessons
4. Multi-cultural exhibits
5. School club meetings such as: California Junior Scholarship Federation, Cultural Club, Chess Club, Debate Club, Peer Tutoring Support, Book Clubs
6. Professional development training
7. Parent workshops/lectures

Our library has been neglected for years as our budget has prioritized allocation of funds to class size reduction and instructional material. Our current computers do not meet the needs of present day software. Students will visit the library to work independently on homework and projects only to find they are unable to access sites, experience frustration in slow processing, or the computers freeze.

We are requesting three computers to begin the upgrade in our library. With the new computers we hope to develop future ready scholars who have computer literacy skills and are able to compete in the job market. The computers will promote self-learning and give access to students who do not have the means for a computer at home to research and complete projects. Students will maintain a commitment to digital citizenship and use the computers in a safe environment.

We greatly appreciate your consideration in this matter and look forward to working with the Tarzana Neighborhood Council.

Sincerely,



J. Jennifer Yoo  
Principal



Suzanne Miller  
GATE/Coordinator and Counselor

**LN 33288 - LAUSD - Dell Optiplex 3070 Entry Level Desktop no monitor 06.10.20**

**Prepared by:**

**San Diego, CA**

Luan Nguyen

(800) 998-9199

Fax 800-403-8828

luan.nguyen@areyjones.com

**Contract:**

4400004881 LAUSD Dell 2016-2021

4400004885 LAUSD Integration Services 2016-2021

**Prepared for:**

**PORTOLA MS**

18720 LINNET ST

TARZANA, CA 91356

Suzanne Miller

(818) 425-2143

suzanne.miller@lausd.net

**Quote Information:**

**Quote # 033288.1**

Quote Date: 06/10/2020

Expiration Date: 07/10/2020

Product Category: 20453

**Quote Summary**

	Amount
Desktop	\$1,619.49
Services	\$174.00

Non-taxable Subtotal: \$174.00

Taxable Subtotal: \$1,619.49

Grand Subtotal: \$1,793.49

Estimated Tax: \$153.85

Grand Total: \$1,947.34

Grand Total (including Software Bundle Fee): \$2,202.34

**\*Optional Expenses**

	One-Time
Warranty upgrade to 24 Hour Repair Replace Per Unit	\$50.00

Optional Subtotal: \$50.00

\*\*\*\*\* Listed tax percentage is NOT applicable to all tax districts. District tax rates will be applied based on where equipment is delivered - Incorporated cities of Avalon 10.00%, El Monte 10.00%, Inglewood 10.00%, Pico Rivera 10.25%, South Gate 10.25% \*\*\*

Services

Description	Qty	Unit Price	Total Price	License
<b>Integration Services:</b> Integration Services Technical Support Equipment Inventory Data Base Customer Declines 24 Hour Repair/Replace	3	\$58.00	\$174.00	N

Price Subtotal: \$174.00

LAUSD Software Bundle (Payable to LAUSD ITD)

Description	Qty
<b>Refer to Product Category #20453 for desktops. LAUSD Software Bundle (Per Computer):</b> Please note that LAUSD applies a standard \$85.00 software bundle fee for each computer purchased. This covers licensing costs for Microsoft products installed on every computer. When budgeting for each purpose, be sure funds are available to cover the \$85.00 fee in addition to the purchase order amount. For more information see <a href="https://achieve.lausd.net/sbf">https://achieve.lausd.net/sbf</a> . **If you are an Independent Charter please contact Arey Jones 800-998-9199 to ensure the correct license is purchased for your site**	3

Software Bundle Subtotal: \$255.00

Desktop

Description	Qty	Unit Price	Discount	Unit Price	Total Price	Tax
<b>Dell OptiPlex 3070 Entry Desktop</b> OptiPlex 3070 SFF Intel® Core™ i3-9100 (4 Cores/6MB/4T/3.6GHz to 4.2GHz/65W); supports Windows 10/Linux 8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC 2.5" 500GB 7200rpm SATA Hard Disk Drive Black Dell KB216 Wired Multi-Media Keyboard English Black Dell MS116 Wired Mouse 8x DVD+-RW 9.5mm Optical Disk Drive Intel Wireless-AC 9560, Dual-band 2x2 802.11ac Wi-Fi with MU-MIMO + Bluetooth 5 OptiPlex 3070 Small Form Factor with 200W up to 85% efficient Power Supply (80Plus Bronze) 5 year warranty	3	\$1,093.50	50.63%	\$539.83	\$1,619.49	Y

Price Subtotal: **\$1,619.49**

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification Form



NC Name: Tarzana

Meeting Date: 7-28-2020

Budget Fiscal Year: 2020-2021

Agenda Item No: 12

Board Motion and/or Public Benefit Statement (CIP and NPG):

Resolved: The TNC Board approves the Executive Committee's recommendation to approve the payment of the encumbrance for an NPG for Portola Middle School for \$2,202.34 for 3 computers for their library.

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Terry Saucier	Board Member	X					
David Garfinkle	Board Member	X					
Pam Blattner	Board Member	X					
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
Devon Cromwell	Board Member	X					
Joyce Greene	Board Member	X					
Kenneth Schwartz	Board Member	X					
Susan Rogen	Board Member	X					
Esther Weider	Board Member				X		
Max Flehinger	Secretary	X					
Jeff Mausner	2nd VP	X					
Yossi Malka	Board Member					X	
Leonard J. Shaffer	President	X					
Barry Edelman	Board Member	X					
Iris Polonsky	Board Member	X					
Susan Lord	Board Member	X					
Bob Shmaelf	Board Member	X					
Scott Diamond	Board Member	X					
Michael Povar	Board Member	X					
Mark Epstein	Board Member	X					
Quorum	10						
Total		19			1	1	

We, the Treasurer and the Second Signer 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.

Treasurer's Signature: Harvey Goldberg

Second Signer's Signature: Leonard J Shaffer

Print/Type Name: Harvey Goldberg

Print/Type Name: Leonard J Shaffer

Date: 7-28-2020

Date: 7-28-20

TNC NPG PORTOLA MIDDLE SCHOOL 2020-2021



Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form

HARVEY GOLDBERG



NC Name: Tarzana Meeting Date: 6-23-2020  
Budget Fiscal Year: 2019 - 2020 Agenda Item No: 12

Board Motion and/or Public Benefit Statement (CIP and NPG): Resolved: The TNC Board approves the Budget Committee's recommendation approving the request from Portola Middle School for an NPG for \$2,202.34 for the purchase of three (3) computers for the school library to upgrade old computers. To be classified as an NPG. Funds to come from Unallocated in the 2019-20 FY.

AS AMENDED

Vote Count  
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Terry Saucier	Board Member	X					
David Garfinkle	Board Member	X					
Pam Blattner	Board Member	X					
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
Devon Cromwell	Board Member	X					
Joyce Greene	Board Member				X		
Kenneth Schwartz	Board Member	X					
Susan Rogen	Board Member	X					
Esther Weider	Board Member	X					
Max Flehinger	Secretary	X					
Jeff Mausner	2nd VP	X					
	Board Member						
Leonard J. Shaffer	President	X					
Barry Edelman	Board Member	X					
Iris Polonsky	Board Member	X					
Susan Lord	Board Member	X					
Bob Shmaeff	Board Member				X		
Scott Diamond	Board Member					X	
Michael Povar	Board Member	X					
Mark Epstein	Board Member	X					
Quorum	10	Total	17		2	1	

We, the Treasurer and the Second Signer 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.

Treasurer's Signature: *Harvey Goldberg* Second Signer's Signature: *Leonard J. Shaffer*  
Print/Type Name: Harvey Goldberg Print/Type Name: Leonard J. Shaffer  
Date: 6-23-2020 Date: 6-23-20

The Web Corner, Inc.

19509 Ventura Blvd.  
Tarzana, CA 91356

# Invoice

Date	Invoice #	Terms
9/2/2020	20870	Due on Receipt
Ship To		

Bill To
Tarzana Neighborhood Council PO Box 571016 Tarzana, CA 91357

QTY	Description	Price Each	Amount
1	Payment for services rendered to the Tarzana NC for web redesign under contract number C-135375 between the City of Los Angeles & The Web Corner, Inc dated 04/10/2020	2,000.00	2,000.00
Please remit payment at your earliest convenience.		<b>Total</b>	\$2,000.00
Thank you for your business!		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	<b>\$2,000.00</b>







Los Angeles Unified School District  
**Tarzana Elementary School**  
5726 Topeka Drive, Tarzana, CA 91356  
Telephone: (818) 881-1424 Fax: (818) 343-4418

**AUSTIN BEUTNER**  
*Superintendent of Schools*  
**JOSEPH NACORDA**  
*Superintendent*  
*Local District Northwest*  
**DR. VICKI QUAN LEE**  
*Principal*

June 2020,

Mr. Goldberg  
Tarzana Neighborhood Council  
P.O. Box 571016  
Tarzana, CA 91357

Dear Mr. Goldberg:

Tarzana Elementary is a Title I School located in the San Fernando Valley Los Angeles, CA. as a Title I school, our student population is mainly made-up of low income families. Due to this fact, school plays an integral role in the life of each of our students.

As a result of the recent LAUSD budget cuts, Tarzana Elementary is in danger of losing its IXL Math software program. Currently, the school can only fund the IXL Math Program through the end of the current school year in June 2019. IXL is a Math and Language Arts Software Program that supports Kindergarten through 5<sup>th</sup> grade curriculum. It helps to differentiate math and language skills so that students can work independently at their grade level either in class or at home. In order to fund the IXL Math software program for the 2020-2021 school years, the school must raise \$3825.00. Our school motto is "Tarzana Elementary: A Bridge to the Future". Your generous support will help to lead our students on the path towards a brighter future.

For your records as well, our tax identification number is 95-6206-581-W.

If you have any questions or concerns, please feel free to contact the individual below.

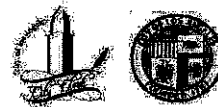
Mr. Michael DeMay, APEIS  
Tarzana Elementary School 5726 Topeka Drive  
Tarzana, CA 91356  
(818)881-1424

Thank you very much for your time and consideration.

Sincerely,

Dr. Vicki Quan Lee,  
Principal

**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: Tarzana Elementary

**SECTION I - APPLICANT INFORMATION**

1a) Tarzana Elementary School 95-6001-908-W CA \_\_\_\_\_  
*Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)*

1b) 5726 Topeka Drive Tarzana CA 91356  
*Organization Mailing Address City State Zip Code*

1c) \_\_\_\_\_  
*Business Address (if different) City State Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Dr. Vicki Quan Lee 818-881-1424 vq17939@lausd.net  
*Name Phone Email*

2) **Type of Organization- Please select one:**

- Public School (not to include private schools) **Attach Signed letter on School Letterhead** or  501(c)(3) Non-Profit (other than religious institutions) **Attach IRS Determination Letter**

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.  
IXL is a software program that includes Math and Language standards that measures student's progress and supports teachers ability to create differentiated groups in the classroom.

This program is used as a supplemental support for MyMath and Advanced Benchmark Curriculums in the classroom as well as a support for parents to use at home. IXL will enhance our school's Distant Online Learning for all our students.

Further this program was funded by Title 1 Categorical Funds, but due to budget cuts, sufficient funds are not available to fund the program for the 2020-2021 school year.

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)

Tarzana Elementary School is a diverse community of students with many cultures being served. The public at large always benefits from educated students who will be valuable, productive citizens in the future.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

6b)

Project/Program/Related Expense	Requested of NC	Total Projected Cost
Annual Renewel of IXL Math Software Program	\$ 3,825.00	\$ 3,825.00
	\$	\$
	\$	\$

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	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3,825.00

10a) Start date: 08/18/20 10b) Date Funds Required: 07/15/20 10c) Expected Completion Date: 06/10/21  
 (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
Esther Wieder	Office Employee

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. Vicki Quan Lee Principal Dr. Vicki Quan Lee 6/10/20  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED\***  
Michael DeMay APEIS Michael DeMay 6/10/20  
 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



IXL Learning  
777 Mariners Island Blvd., Suite 600  
San Mateo, CA 94404

# RENEWAL QUOTE

QUOTE # 740848-0520-5  
DATE: MAY 1, 2020

TO:  
Sue Rizk  
Tarzana Elementary School  
5726 Topeka Dr.  
Tarzana, CA 91356

### COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Jared Mumley	A12-740848	May 4, 2020 – May 4, 2021	June 30, 2020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license (Grades PK-5: 300 students) Subjects: Math and ELA  <i>Unlimited instructor accounts included</i>	\$3,825.00	\$3,825.00
SUBTOTAL			\$3,825.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$3,825.00

### Ordering instructions

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to [orders@ixl.com](mailto:orders@ixl.com). Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.



Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification Form



HARVEY GOLDBERG

NC Name: Tarzana

Meeting Date: 6-23-2020

Budget Fiscal Year: 2019 - 2020

Agenda Item No: 11

Board Motion and/or Public  
 Benefit Statement (CIP and NPG):

Resolved: The TNG Board approves the Budget Committee's recommendation to approve an NPG request from the Tarzana Elementary School for \$3,825.00 to fund the renewal of their iXL Math Software Program for the 2020-21 school year. To be classified as an NPG. Funds to come from Unallocated in the 2019-20 FY.

AS AMENDED

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Terry Saucier	Board Member	X					
David Garfinkle	Board Member	X					
Pam Blattner	Board Member	X					
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
Devon Cromwell	Board Member	X					
Joyce Greene	Board Member				X		
Kenneth Schwartz	Board Member				X		
Susan Rogen	Board Member	X					
Esther Weider	Board Member						X
Max Fiehringer	Secretary	X					
Jeff Mausner	2nd VP	X					
	Board Member						
Leonard J. Shaffer	President	X					
Barry Edelman	Board Member	X					
Iris Polonsky	Board Member	X					
Susan Lord	Board Member	X					
Bob Shmaeff	Board Member				X		
Scott Diamond	Board Member					X	
Michael Povar	Board Member	X					
Mark Epstein	Board Member	X					
Quorum	10						
	Total	15			3	1	1

We, the Treasurer and the Second Signer 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:

Treasurer's Signature: *Harvey Goldberg*  
 Print/Type Name: Harvey Goldberg

Second Signer's Signature: *Leonard J Shaffer*  
 Print/Type Name: Leonard J Shaffer

Date: 6-23-2020

Date: 6-23-20