



Westlake High School School Site Council

Date: Tuesday, September 24, 2024

Time: 3:30pm

Location: Tribe Room

Attendees: Kim Michaud, Doug Freed, Sonia Magana, Jason Branham, Vanessa West, Amelie Ortiz, Lauren You, Kim Merjan, Emma Howells, Carlos Cardenas, Rochelle Johnson

1. Welcome
2. Additions/Changes to the Agenda - None
3. Approval of Minutes from Last Two Meetings
 - a. [May 28, 2024 Minutes](#)
 - b. [August 27, 2024 Minutes](#)
 - c. Emma moves to approve, Amelie seconds, Approved
4. Public Comments - None
5. Items for Discussion
 - a. 24-25 Safety Plan Review
 - i. Mrs. Michaud reviewed the safety plan for the school.
 - ii. This included a total of 39 documents including disaster evacuation routes, large event planning, and various safety related situations.
 - iii. Reviewed how 5 Star can be used in an emergency situation to communicate and check-in classes/students to ensure safety of everyone.
 - iv. Kim moves to approve 24-25 safety plan, Doug seconds, Approved
 - a. WASC & SPSA Goal #1 Updates & Information
 - i. Working on PLC & PLT development which is in alignment with our WASC/SPSA Goal #1. Thank you to Jenn Boyd, David Pulsipher, Jaime Todd, Lauren Zasadil, and Jon Gillette for joining me as part of our site CAPS team to help lead in this work.
 - b. SSC Voting Members & Executive Board
 - i. Executive Board
 - Chairperson: Rochelle Johnson
 - Vice Chairperson: Emma Howells
 - Secretary: Jason Branham
 - ii. Voting Members
 - School Staff Member (1) - Jason Branham
 - Classroom Teachers (3) - Doug Freed, TBD, TBD
 - Other School Personnel (1) - Kim Merjan
 - Parent and/or Community Members (including students) (5) - Emma Howells, Vanessa West, Amelie Ortiz, Lauren You, Rochelle Johnson



6. Informational Only Items (for Individual Review)

a. Student Representative Reports

i. Associated Student Government (ASG)

- Hid ducks around campus to be found
- Planning out monthly fundraisers
- Childhood Cancer Awareness Month
- Club Rush - 9/20
- Promoting inclusivity on national days
- Gold Stars with everyone's name
- National Hispanic Heritage Month with daily month

ii. Student District Advisory Council (SDAC)

- Information from last SDAC Meeting
 - Cell phone policy discussion
 - Planning out subcommittees

b. School/District/Support Organization Reports

i. District Advisory Council (DAC)

- District Advisory Council Meeting Sept 10, 2024
- INFORMATION/DISCUSSION
 - Introduction of DAC members
 - i. DAC Members and the Executive Board introduced themselves
 - DAC Handbook and Greene Act
 - i. The DAC Handbook is being updated
 - ii. DACs are covered by the Greene Act
 - Discussion on cell phone policy
 - i. Round table discussions on cell phone /smart watch policies in schools and ideas on what they should be as per the new Californian act
 - ii. Need to consider emergency use
 - iii. The meeting discussed ideas for phone policies across different school levels.
 1. At the elementary level, no phones should be allowed
 2. Middle school students should keep phones off all day, with a formal education on responsible usage starting in sixth grade
 3. High school students should have restricted access to their phones off during class, with exceptions for medical or IEP needs. The district should implement a consistent policy across all schools, including digital literacy classes and enforcement
 4. Develop a district-wide cell phone policy spelling out expectations at each grade level



5. Explore making mandatory digital literacy/responsibility classes part of middle and high school curriculums
 6. Consider using systems to allow students to message teachers one to one as needed on their chrome books
- **REPORTS**
 - Reports from DAC Representatives
 - Board of Education
 - i. The board recognized Hispanic heritage from September 15 to October 15 and September as Attendance Awareness Month.
 - ii. The board passed resolutions for Racial Equality Awareness, National Bullying Prevention Month, and Unity Day.
 - iii. The board also discussed cell phone policies.
 - iv. The next Board of Education meeting is on September 18.
 - Reports from Support Organizations
 - i. Conejo Schools Foundation
 1. CSF 9.2024.pdf (6,062 KB) – includes flyers
 2. Applications for the annual teacher grants are now open, which opened on September 9
 3. Saturday October 5 is the Annual Fundraising Night: 'A Night At The Disco'
 - ii. Thousand Oaks Library
 1. The library offers free services, programs, and resources, with September being Library Sign-Up Month.
 2. Thousand Oaks Library 9.2024.pdf (7,841 KB) – for flyers and more information, including sections for teens and parents.
 - iii. Student DAC
 1. SDAC reviewed proposed bylaw amendments, including new election procedures
 2. SDAC will send three student representatives to the Wellness Committee to provide the student voice.
 - The next meeting will be a SuperDAC, with representatives from all the DACs involved.
 - ii. District English Language Advisory Committee (DELAC)
 - We have found a DELAC representative for future meetings. Thank you for volunteering.
 - iii. GATE District Advisory Council (GATE DAC)
 - Here are the "Five Key Takeaways" from our 1st GATE DAC Meeting on Sept. 13, 2024:



- Advisory Council discussed their vision for Gifted and Talented Education (GATE) for the 2024-2025 school year. Parents expressed concern about GATE differentiation within the school day. Teacher training and GATE certification were discussed.
- GATE-DAC parents and facilitators are encouraged to collaborate about enrichment opportunities specific to their sites.
- GATE-DAC had a robust discussion about communications between advisory councils and CVUSD. Concerns were raised about how their advice and feedback is shared.
- Mrs. Caswell, GATE Teacher on Special Assignment, invited all students identified as GATE to fill out the [After Class Enrichment Series \(ACE\) Interest Form](#).
- On September 6th, Mrs. Caswell met with parents of newly identified GATE students. Her presentation can be viewed [here](#).
- iv. Special Education District Advisory Council (SEDAC)
 - No Report
 - First meeting will take place in October
- v. LGBTQ+ District Advisory Council
 - We have found a LGBTQ+ representative for future meetings. Thank you for volunteering.
- vi. African American Parent District Advisory Council (ADAC)
 - No report
 - First meeting is September 30, 2024
- vii. Parent Teacher Student Association (PTSA)
 - Staff Thanksgiving Luncheon - November 21st
 - School Cents - see Weekly Update
 - Warrior Wishes approved close to \$40,000
- c. Counseling Report
 - i. Tier 1 supports lessons for all 11th/12th classes
 - ii. 9th graders High School 101 Tier 1 lessons
 - iii. 12th grade college meetings start this week
 - iv. Counselors have attend both the UC and CSU conferences
- d. Department Reports
 - i. None
- e. Administration Reports
 - i. Activities
 - 8/26-8/30 – Westlake Week of Welcome
 - LunchTime Activities
 - Lunch Time Rally – Band, cheer, and dance participated
 - Voter Registration Month
 - National Hispanic Heritage Month
 - Senior Sunrise 9/18
 - Club Rush 9/20 during lunch in the quad
 - 88 Student-led Clubs and Interest Groups for the school year
 - 58 participating in Club Rush this year



- Planning for Homecoming is underway. This year's theme is "Miami Nights"
- ii. Athletics
 - Fall sports are underway and doing well.
 - Working through Booster Club Reauthorizations
- iii. Attendance & Safety
 - September is Attendance Awareness Month. See more information in the weekly smore.
 - Attendance data as from 9/3/24 - 9/6/24 for WHS:
 - Average Daily Attendance - 96.7% (increase of 2.53% from 23-24 P2 reporting period)
 - Continuing to utilize 5-star to monitor attendance including restroom passes, arriving late, and leaving early.
- iv. Instruction
 - PSAT will be held on Wednesday, October 9th at WHS. Registration is closed currently. Students who are registered will receive communication via email with additional details.
 - Westlake HS will host the district wide SAT's on Monday, October 21st. Families will receive information on how to register as space is limited.
- v. Student Support
 - Continuing to support co-teaching development and support our increase in LRE.
 - Case managers are doing well in ensuring all IEP meetings are meeting timelines.
- vi. Principal
 - [School Site Council Website for Westlake High School](#)
 - Teacher walkthrough and observations are focusing on student engagement which is in alignment with our WASC/SPSA Goal #2.
 - Thank you to all of our teachers, students, M&O, and other staff for their quick work in ensuring safety of all during the Malibu earthquake earlier this month. It validated that our safety protocols are effective and working.
 - Continuing to work and focus on SEL support for students through our Counseling Tier 1 presentations, teacher class activities, and our Wellness Center.

7. Adjournment