

Portola High School School Site Council

Meeting
September 18, 2024
4:05 - 5:11 pm

Minutes

- I. Introductions
 - a. In attendance:
Parents: Caryn Cherry (Year 2), Nancy Wang (Year 1), Christina Pa (Year 1)
Teachers: Jon Resendez (Year 2), Samantha Gardner (Year 2), Shari Markowitz (Year 1)
Other Personnel: John Pehrson, Jen Ochsner, Amanda Cramer
Student Representatives: Kobi Tran, Nami Motwani, Cali Smith
- II. [Roles and Responsibilities](#) of the Site Council - Jen
 - a. Election if more interest than positions
 - b. No questions about roles and responsibilities
- III. [Bylaws](#) - Jen
 - a. No questions about bylaws
- IV. Elect Officers – Chair, Vice Chair, Recording Secretary - Jen
 - a. Jen Ochsner explained positions
 - b. Shared that minutes will be posted to website
 - c. The position of Chair - Kobi volunteered, Amanda Cramer motioned, Jon Resendez seconded, all in favor
 - d. Vice Chair - Nami volunteered, Jon Resendez motioned, John Pehrson seconded, all in favor
 - e. Secretary - Cali volunteered, Nancy Wang motioned, Jen Ochsner seconded, all in favor
- V. School Safety Plan Approval - Jen
 - a. [PHS School Safety Plan](#). The main updates for this year are:
 - i. Part 1: Signature Page
 - ii. Part 3: [Incident Command Chart](#)
 - iii. Part 11: Student Discipline - [Crime Statistics](#)
 - a. Discussed crimes (assaults/offenses) that occurred last school year and requirements for expulsions
 - i. Violent fights, drug abuse, thefts, vandalism
 - b. Signed and approved PHS safety plan, all in favor
 - i. Caryn Cherry made a motion, Nancy Wang seconded it, passed
- VI. [WASC](#) - Year 5 - Jen
 - a. Discussed WASC Groups and action plan for improvement for this school year
 - i. Will be soliciting for students and parents Tuesday mornings (7:35-8:45) in focus groups, discussing specific reflection questions
 - ii. The plan repeats every 6 years
- VII. Data Review - John

- a. School Profile
 - i. Looked at School Profile (specific data about PHS students, how grading works, etc)
 - 1. More students have been participating in AP tests, SAT, and ACT and scores have been increasing. PHS testing results are higher than average
- b. Annual Survey Summary (PHS)
 - i. Annual Survey is changing to the company Thought Exchange next year - will have different data in future years
 - ii. Most data results prove that PHS students feel comfortable in classrooms and accurately represented by their grades
 - 1. Increasing numbers of students opt not to participate in the survey so results may be skewed
 - iii. Staff has been encouraged to use phone holders in classrooms, which has generally helped engage students. Will be most successful if the holders are kept near the teacher to limit the temptation for students to get their phone during class.

VIII. Start of the Year Update - John

- a. Enrollment
 - i. Enrollment is increasing each year - more students coming in than out
 - 1. Will be about 2,700 PHS students at end of school year
 - 2. Pehrson is creating plan for school growth
- b. Construction
 - i. Various construction projects to increase PHS capacity to 3,200
 - 1. New cafeteria lower 1,000s, building (14 classrooms), music storage, reorganized softball fields

IX. Calendar for Year

Meetings planned: 12/4, 3/5, 5/21

X. Other topics to be covered at future meetings:

- a. LCAP Process (Timeline) LCAP Overview
- b. SSPSA process and approval
- c. Survey Information
- d. Summer programs and more...