

Portola High School School Site Council

Meeting
September 17, 2025
4:00-5:30 pm

Minutes

- I. Introductions
 - a. Attendance:
Parents: Nancy Wang (Year 2), Kenneth Liao (Year 1)
Teachers: Jon Resendez (Year 1), Shari Markowitz (Year 2), Omar Martinez (Year 1)
Other Personnel: John Pehrson, Amanda Cramer
Student Representatives: Nami Motwani, Cali Smith, Marley Willis
- II. Roles and Responsibilities of the Site Council - John
 - a. Please take some time to look these slides over. We will just highlight this information and address any questions for clarification.
 - b. Site Council Informational Presentation - on the IUSD website if you'd like
 - Site council is a school based decision making group
 - We are on the 6th year of our 6 year WASC plan, visitor coming in February and the plan will be edited for the following WASC cycle
- III. Bylaws - John
 - a. Amanda will get John a draft of possible updates to present at the next SC
- IV. Elect Officers – Chair, Vice Chair, Recording Secretary - John
 - Marley Willis is elected as Site Council Chair - John motioned, all in favor
 - Nami Motwani is elected as Site Council Vice Chair - Marley motioned, all in favor
 - Cali Smith as Site Council Secretary - Marley motioned, all in favor
- V. School Safety Plan Approval - John
 - a. PHS School Safety Plan. The main updates for this year are:
 - Every school required to have a safety plan
 - Plan is unique to Portola High School
 - Available to the general public, accessible online and hard copy
 - There is a push for improved cellular reception on campus
 - Staff members' jobs for Search and Rescue will be reorganized due to new classroom openings and shifts
 - i. Part 1: Signature Page
 - ii. Part 3: Incident Command Chart
 - Required to have signs throughout campus pointing to AED - PHS has 5 AEDs already
 - **Suggestion: request for an additional AED in the Student Union**
 - iii. Part 11: Student Discipline - Crime Statistics
 - Numbers are relatively low
 - Students are concerned about each other and often communicate worries with staff members

- PHS attempts to not suspend students unless extremely necessary

VI. WASC - Year 6 - John

- This plan is designed to be more efficient and relevant (less categories, less days, etc)
- Gives input on where the school will go in the next WASC cycle/few years to staff, students, etc

VII. Data Review - John

a. School Profile

- Updated every year with info specific to that graduating class
- Provided to colleges along with student transcripts to ensure that students are judged according to availability and environment on campus
- Students are encouraged to balance APs, regular classes, etc - feel pressure from self, peers, parents, etc to overload themselves

b. Annual Survey Summary (PHS)

- Receives participation from students, staff, and parents
- PHS is ranked in top 5% of schools academically, in the middle of IUSD schools
- Received high numbers saying there is an inclusive environment on campus
- Attempting to ease academic pressure and student mental health/wellbeing
 - Working to convert a room to a mental health area
- Every teacher is writing goals around equity and inclusion

c. Other types/sources of data used throughout the year include:

- i. Panorama, D/F, Skills/Learner Outcome, Equal Opportunity Schools, Classroom
- Executive summary of survey/form responses provided by Mr Pehrson and the company that provides it (currently Thought Exchange for Annual Survey)
- Surveys include those provided to sophomores and seniors to track progress, encourage students to try AP classes, classroom data, etc

VIII. Start of the Year Update - John

a. Enrollment

- PHS is currently at 2815 students, continuously growing throughout year
- Biggest, most diverse, and most languages spoken school in the district
 - New staff member who will translate meetings, notes, etc to Mandarin
- There is work to reorganize borders, students will be moved from Portola High School to Irvine High School since IHS is currently on a decline
- PHS growth is predicted to increase for the next 6 years, then declining to average at around 2600

b. Construction

- New 1700s building with 16 classrooms will be the biggest one on campus
 - Plan to be ready for student use starting semester 2 - construction team's deadline is winter break
 - Teachers will have 2 paid days to move classrooms
 - Progress check: has drywall inside, stucco, on good track
 - New umbrellas, tables, etc to make this area available for students
- VAPA portables will be gone pretty immediately once new building finishes
 - currently taking 30 parking spots

IX. Calendar for Year

Meetings planned: 12/3, 3/4, 5/20

- 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...