



## Westlake High School School Site Council

*Date: Tuesday, April 29, 2025*

*Time: 3:30pm*

*Location: Tribe Room*

1. Welcome
2. Additions/Changes to the Agenda - None
3. Approval of Minutes from Last Two Meetings - Emma - moves, Andrea - 2nd, Approved
  - a. [Minutes from March 25, 2025 Meeting](#)
4. Public Comments - None
5. Items for Discussion
  - a. Student Concern Reporting Option
    - i. Parent asked if Kenneth Loo could talk about this with parents or someone at the district level regarding the processes that a WeTip goes through. Mr. Branham informs council that we look into all WeTip's that are received at the school level. As a school, oftentimes, staff members are informed by a student directly and we work through those concerns at that time outside of the WeTip system.
    - ii. Title IX reporting posters are available in all classrooms
    - iii. Parent recommended if this could be included in weekly announcements and be in discussions between peers
  - b. Investigative Steps & Procedures
    - i. When things are reported, we cannot disclose the steps that are being taken as part of the investigative process.
    - ii. Students may sometimes perceive that no action is taken if they don't visually see anything happen to students who are involved.
    - iii. Some steps that have been taken in the past that do not involve removal from school are no contact contracts and paths of travel. This will vary depending on the situation.
    - iv. A parent reports how the reporting party will know what is being done. The individual that is reported and impacted by the report will know what steps are taken. Confidentiality takes place when there are parties not directly involved in the report.
    - v. Regarding sexual harassment, families have a choice of three options to pursue.
      - One choice is to pursue police involvement but the police will take over from that point and the school cannot be involved in their investigation. This is optional and up to families.
      - A second choice is Title IX which is dictated by federal law. Both parties have access to all information. Within the timelines, parties have times to respond to each other's evidence and questions and ask for



extensions. When this investigation is concluded, a report is issued but no decision is made. This information is sent to a decision maker that is not from the school site and will review all relevant information and make an official decision. Each party has the right to appeal after the decision has been made. They can appeal the appeal to the CDE if chosen.

- A third choice is a UCP (Uniform Complaint Process) which is an option in California but not in all states. Timeline is completion of 60 days. Parties have the right to appeal after the findings are reviewed with all involved parties.
  - Supportive measures are put in place during the investigation depending on the details.
- vi. Question asked about campus culture and being aware for students who don't want to use WeTip. Adult staff are often listening out for concerns and staying vigilant to be proactive for situations as needed.
- c. Senior Event Updates & Information
- i. Senior directed communication going out this season which includes a variety of deadlines and timelines
- d. 25/26 Planning & Updates
- i. Counselors working on course requests
  - ii. Enrollment is a little lower and we are planning ahead for this

## 6. Informational Only Items

- a. Student Representative Reports
- i. Associated Student Government (ASG)
    - Two spirit weeks (Anything Goes- Musical and Spring Break)
    - Kindness challenges during kindness week
    - Unified Sports Soccer game
    - Preparing for Finale Rally, Prom, and Mental Health Awareness Month
  - ii. Student District Advisory Council (SDAC)
    - AI Presentation from Dr. Suter
    -
- b. School/District/Support Organization Reports
- i. GATE District Advisory Council (GATE DAC)
    - No meeting since the last SSC meeting.
    - Last meeting is Friday (5/2).
    - Westlake GATE student meeting is on 5/28.
  - ii. District English Language Advisory Committee (DELAC)
    - Getting ready for reclassification celebration
    - Last meeting is May 13th
  - iii. District Advisory Council (DAC)
    - Last meeting was on April 8th.



- The slate of officers for the 2025-2026 DAC executive board was presented, and will be voted on at the May meeting.
- The physical education presentation detailed the state's physical education framework, emphasizing physical competence, proprioception, and social development.
  - Adaptive physical education was discussed, focusing on inclusion, differentiated instruction, and peer assistance.
  - Alternative changing options are always available, and each school has its own policy on how cell phone use during PE is dealt with.
  - The impact of COVID-19 on student behavior and feelings during PE was also noted, with a return to normalcy improving performance and attitudes.
  - More details about the presentation
    - i. The presentation covered the state requirements for physical education at the elementary and secondary levels, including core standards and fitness testing.
    - ii. Kim Hargrave discussed the importance of physical literacy, movement patterns, and social development in elementary physical education.
    - iii. Chris Catalano explained the benefits of physical literacy and the structure of middle school physical education classes.
    - iv. The presentation included examples of cooperative games, modified activities, and the use of the spin lab for fitness training.
    - v. Krystal Sunberg discussed the yoga, Pilates, and fitness training program at Westlake High School, emphasizing personal fitness planning and leadership opportunities.
    - vi. Victoria Alvarez introduced adaptive physical education, explaining its purpose and the importance of inclusion and differentiated instruction.
    - vii. The presentation covers the different levels of support for students with disabilities, including full inclusion, peer support, and small group modified physical education.
    - viii. Adaptive physical education is described as a service provided through an IEP, with specific goals and objectives for individual students.
    - ix. The presentation includes examples of accommodations and modifications for students with disabilities, such as using visuals, reducing the size of equipment, and providing peer support.
- **Board of Education**
  - The Board of Education approved resolutions recognizing April 2025 as Arab American Heritage Month and Workforce



Readiness Week. They also acknowledged Public School Volunteer Week.

- Updates included new math frameworks, student progress, and athletic team achievements.
- The next meeting is on April 16.

- **Other updates**

- The importance of crossing guard funding and community involvement was emphasized.
- The walk to school count has been done for this year and if your elementary school is at risk of losing their crossing guard, or doesn't currently have a guard, you should contact the city and ask for the crossing guard count results to be presented in May, not June to prompt more parent involvement.
- If there is not already one, there needs to be a GATE representative for each school.
- The state's response to federal executive orders, is updated regularly on the district's website.
- CSF is seeking volunteers for their All District Music Festival
- Details of the get ahead program and other CSF initiatives such as the All District Music Festival and the State of the Schools Address.  
[https://go.boarddocs.com/ca/conejo/Board.nsf/files/DFEQKE69A75A/\\$file/CSF%20DAC%20Report%204.8.25.pdf](https://go.boarddocs.com/ca/conejo/Board.nsf/files/DFEQKE69A75A/$file/CSF%20DAC%20Report%204.8.25.pdf)
- The Measure I Committee is seeking new members
- Thousand Oaks Library provided updates on national library week, the cover to cover reading challenge, and free study kits for finals.
- See attached fliers for more details of study kits and the In-N-Out Spring Break Challenge
  - i. [TO Lib Study Kit](#)
  - ii. [TO Lib Spring Break Reading](#)
- Calendar at: [www.tolibrary.org/calendar](http://www.tolibrary.org/calendar)

- iv. Special Education District Advisory Council (SEDAC)

- No meeting in April. Final meeting will be May 13th at Century.
- Introduce Trina Rodriguez as the new rep for the 25/26 school year.

- v. LGBTQ+ District Advisory Council

- No Report

- vi. African American Parent District Advisory Council (ADAC)

- No Report

- vii. Parent Teacher Student Association (PTSA)

- HSA awards and Reflections award celebrations coming up in May.
- Teacher appreciation week at the start of May.

- c. Counseling Report

- i. Registration wrap-up
- ii. Coffee with the Counselors
- iii. Dual Enrollment update



- iv. Tier 1 presentations in May
- d. Department Reports
  - i. None
- e. Administration Reports
  - i. Activities
    - Be on the lookout for all the Senior emails and s'mores. This is all the information you will need for Senior events.
    - Congratulations to all of our Performing Arts groups for their work in the All District Music Festival nights.
  - ii. Athletics
    - Congratulations to our March Athletes of the Month
    - Looking forward to our National Letter of Intent signing day coming up in May.
    - Congratulations to all of our Spring athletes on their hard work
  - iii. Attendance & Safety
    - Lockdown drill scheduled for Wednesday (4/30)
    - 9th & 10th graders are only allowed off campus at lunch with a pass if the parent comes into the attendance office to get the pass and pick them up.
  - iv. Instruction
    - AP Testing taking place May 5th-May 16th. Communication has been sent out to all families and students regarding location and testing times
    - New College and Career Specialist- Katherine Brunson
    - Successful completion of CAASPP state testing. We look forward to analyzing the data and looking for areas of improvement.
  - v. Student Support
    - Working on the 25/26 master schedule and student placement
  - vi. Principal
    - Looking forward to our end of the year events and activities for Seniors.
    - Best of luck to all our students taking AP exams at the start of May.
    - Looking forward to a strong end of the school year.

## 7. Adjournment