



Westlake High School

SCHOOL/COMMUNITY COUNCIL MEETING MINUTES

Thursday, October 3, 2019 – 5:00pm

WHS Front Office Conference Room

Attending: DeAnn Anderton, Lynne Benham, Lori Blakesley, Mickelle Bos, Karin Brown, Whitney Child, Natalie Clark, Nicolette Fike, Brandon Jackson, Kerriane Sabey, Kelly Woodrum

Excused: Kelcy Furey, Joylin Lincoln, Gary Twitchell

Lynne Benham welcomed the group to the October meeting. Council members read and reviewed the minutes from the September 2019 meeting. A motion was made to approve the minutes, then was seconded and approved.

Council Member Update:

- DeAnn Anderton and Whitney Child were welcomed by the council. They are the faculty representatives, who will be serving a 2-year term. They are both teachers and we are excited to have them serve.
- Brookhaven Elementary area is still unfilled. Whitney Child lives in that area and will reach out to neighbors and/or friends to see if anyone would be interested in representing this area.
- Aprill Triggs did not respond—we are moving forward without her.

Out of State Trips

- Choir—April 15 – 19, 2020—Anaheim, CA
 - Estimated cost is \$850 per person
- Cheer—February 13 – 17, 2020—Anaheim, CA
 - Estimated cost is \$750 per person

A motion was made to approve the out of state trips. It was seconded and approved.

Safety/Emergency Procedures & Information

- Feedback from September 30, 2019 “Lock-Out” (Shelter in Place)
 - Communication was good—a little delayed, but better than other emergency situations that have happened
 - The situation was resolved fairly quickly. Students were safe and teachers were able to continue with instruction.
- The emergency procedures summary (below) was handed out to the council. It is also posted on our website. It was requested that we add the student checkout process protocol to the summary.
- The Crisis Go app is being used again this year. Faculty and staff have been using it for the drills we have had thus far. It is required for all district owned devices to have the application on them. This really is a helpful tool for teachers to account for their students. Trainings have been done—it is a work in progress.

Westlake High School Emergency Procedure Summary

Evacuation of the Building Due to an Emergency

Students and staff will be led outside to evacuation points away from the school building.

If students are not allowed to enter the building for an extended period of time or if students are required to move to a safer location, the school will notify parents/guardians where students will be released.

The following will occur in the event that students are released:

- All students will remain in the custodial care of the school district staff until they can be released to a parent or to an individual designated by the parent (see Skyward). If any questions, please consult the main office.
- The members of the Student/Employee Accounting and Release Team will establish a Student Release Station in the Incident Command Center location.
- If an alternative to this site is needed, the Incident Command Center will determine the location.
- Signs will be posted to indicate alternate pick-up sites, if the students have been evacuated to another location.
- The team will keep written records of students released to parents or other authorized persons. All parents or designated parties who come for students must sign them out through the Student Release Station. The team will periodically update the Incident Command Center regarding the number of students remaining in the care of school staff.

For students who are off-campus during an emergency, social media platforms will be used to notify these students to not return or come to the school. This communication will be done through means such as Facebook and Twitter.

Lock Down Procedures Due to a Threat

- The school's main office will initiate the lockdown via the intercom and the emergency app to all teachers and staff.
- Each teacher or staff is assigned to lock down their area and quickly pull in any students remaining in the hallways. No one is allowed in or out of the building, except for emergency personnel.
- When the threat has been analyzed by emergency responders and the school incident command, students will be released by room. Emergency personnel and school administration will clear and evacuate each area systematically. They will announce who they are and open the locked door to evacuate to the designated area.
- If the pathway to the designated areas are compromised, students and staff will be evacuated to an off-site location away from the threat. The above evacuation procedure would then apply.

Lock Out (Shelter In Place): All exterior doors are locked. Students come in and stay in the building. Business as usual in classrooms. Teachers take Roll.

Shelter (Earthquake): Take cover and hold on. Teacher take roll when it is safe.

Trustlands

- The proposed Trustlands budget amount for 2020-21 is \$230,000.
 - 9 trackers (7 working directly with students/2 in Eastshore)
 - Buying 1/7th's (Use what is left in budget on 1/7th's—after trackers and teacher professional development)
 - Professional development (approximately \$20,000)
- Westlake is proposed to have approximately 2450 students.
- The council was asked to bring to the next meeting any other ideas.

Rules of Order & Procedure

- Westlake's School/Community Council Rules of Order & Procedure is completed (below). A motion was made to approve the Rules of Order & Procedure. It was seconded and approved. It will be posted on the SCC page of the website.

Westlake High School Rules of Order and Procedure

To promote ethical behavior and civil discourse each council shall:

- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are included in the discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

All meetings are open to the public and the public is welcome to attend. (required)

The agenda of each upcoming meeting with a draft minutes of the prior meeting will be made available to all council members at least one week in advance, will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting. (required)

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. (required)

The council will prepare a timeline for the school year, on or before October 20, that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner. (best practice)

The council consists of the principal, three other school employees who are elected in even years, and one parent member from each feeder elementary area, for a minimum of 6 parents, half of which are elected in even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome. Positions not filled through the election process, can be appointed at-large. The principal is the only member that serves as ex officio. No one else is appointed based on his/her office or position (e.g., vice-principal, counselor, PTSA President). Council member contact information is required to be on the school website and SchoolLANDTrust.org.

The chair conducts the meetings (required), makes assignments and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct meetings.

The council must have a quorum to vote (required). If a parent member is absent from two unexcused meetings, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.

Elections must be noticed at least 10 days before commencing, including the following information: dates(s), time, location, number of open positions, and how to apply to participate. The principal will oversee elections of both parents and faculty/staff member(s).

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure, as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes. (required)

Parliamentary Procedure Essential Guidelines

Basics

- A quorum must be present for business to be done. Usually a quorum means a majority (more than half) of the voting members holding positions.
- The chair runs the meeting in the service of the council. The chair is not the "boss" but serves as a facilitator, helping the council to hold free and fair discussion and make good decisions.
- For large councils, a motion is required before any discussion begins.
- For small councils, it is fine to discuss issues before making a motion.
- If a member makes a motion to amend the main motion, it is discussed and voted on before the main motion. After amending a motion, a vote must be taken on the main motion as amended.
- After discussion, the chair calls for the vote and announces the result. The motion passes when a majority of those voting in favor, unless state law or bylaws require a higher vote. This is different from the requirement of the quorum.
- If someone "calls the question," the chair must take a vote on whether to vote now or continue discussion. It takes a 2/3 vote to cut off discussion.
- Telephonic participation, email voting and proxy voting pose special challenges. Be sure to operate within the limits of your authority documents and keep good records of any decisions made using these modes.

Discussion

- Members must be courteous and respectful. They may not make inappropriate remarks such as personal remarks or insulting language.
- Discussion must be relevant to the issues at hand.
- One thing is discussed at a time.
- All members must have equal rights, privileges and obligations. This means that discussion is not a conversation, but follows some important rules:
- The chair recognizes speakers in turn.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- Interrupting is not allowed.
- If a member breaks these rules, the chair may correct the member, or another member may raise a Point of Order. The chair rules as to whether the point is correct, or not. The chair may also turn to the council first to decide whether a remark is appropriate or not.
- A member who disagrees with a ruling of the chair may appeal it. If another member seconds the appeal, the council decides.
- The minority must be provided equal opportunity to debate, even if their views are unpopular. However, the decision of the majority voting at a properly called meeting is the decision of the council as a whole.

Items/Concerns from Council Members

- The PTSA is looking for volunteers for the "Car Smash". Contact Kelly Woodrum if interested.
- Parking on Pony Express Parkway is hazardous! Is there anything that can be done? Call Saratoga Springs City to voice concerns.
- Can the main, front loop be striped and marked that it is a one-way loop? Ms. Bos will take this to Mr. Wilson, who is over parking to see what can be done and the cost that will be associated with it.
- The communication is great! Facebook is good and information is shared when needed.
- On our October 1st cohort deadline, we have had 9 more graduates that count toward the overall graduation percentage.

Ms. Bos thanked the council for setting the community standard, and being the face of both the community and the school.

Next Meeting: Thursday, November 7, 2019 @ 5pm in the front office conference room.