



John L. Webster Elementary School

3602 Winter Canyon Road

Malibu, CA 90265

(310) 456-6494 · smmusd.org/webster

Webster Elementary School Site Council Minutes

DATE: Tuesday, October 29, 2025 at 3:00pm in person in Room 15

Meeting Participants:

Staff Representatives

Carina Diana, Principal

Wendy Berman Baker, Certificated Representative

Kristina London, Certificated Representative

Kelly Morris, Certificated Representative

April Montes, Classified Representative

Community Representatives

Nora Cohen, Parent

Chrissy Diament, Parent

Vicky Farrell, Parent (absent)

Marni Kamins, Parent

Chad Peters, Parent

Meeting Notes:

Welcome & Introductions	<p>Call to Order at 3:08 PM.</p> <p>Principal Carina Diana welcomed the group and facilitated introductions among all attendees.</p>
Approval of Minutes	<p>Nora Cohen made a motion to approve the minutes. Kristina London seconded the motion. The motion carried.</p>
School Site Council Overview	<p><u>Bylaws</u></p> <p>The council reviewed the purpose and function of the School Site Council (SSC), with a focus on bylaws governing SSC operations at Webster Elementary. These bylaws were discussed collectively to ensure all participants understood the expectations and responsibilities of their role.</p> <p><u>Officers</u></p> <p>Per the SMMUSD SSC and Parent Advisory Committee Handbook, elections were held for the following positions:</p> <ol style="list-style-type: none"> 1. Chairperson: Kristina London nominated by Marni Kamins, seconded by Nora Cohen. The motion carried. 2. Secretary: Nora Cohen nominated by Chrissy Diament, seconded by Marni Kamins. The motion carried. <p><u>Robert's Rules of Order</u></p> <p>Participants reviewed the basic principles of Robert's Rules of Order to guide the</p>



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structure and decorum of SSC meetings throughout the year.

Upcoming Meetings

The committee discussed the details for upcoming meetings to ensure ongoing engagement and quorum.

School Site Council Training

Principal Diana led a comprehensive School Site Council training session (click [HERE](#) for PPT) to ensure all members had a shared understanding of their roles and responsibilities. The training emphasized how the SSC supports instructional priorities, aligns resources to student needs, and monitors the effectiveness of strategies outlined in the School Plan for Student Achievement (SPSA). As a collaborative body, the SSC serves as a platform for inclusive decision-making, ensuring that funding and instructional resources are used effectively to benefit all students.

Key components of the training included:

- **Composition Requirements:** SSC membership must be evenly balanced between school staff and parent/community members. This 50/50 composition ensures that diverse voices contribute to key decisions impacting the school community.
- **Governance Guidelines:** Members were reminded of the legal requirements outlined in the Greene Act, which mandates public notice of meetings, agenda transparency, and accurate documentation of attendance and discussions. Adherence to the district's Uniform Complaint Procedure was also reviewed.
- **Core Responsibilities:** Members are responsible for the development, annual review, and revision of the SPSA. They help evaluate the success of current strategies, recommend adjustments, and ensure that the plan remains aligned with district goals and legal obligations. Though the SPSA is not submitted to the California Department of Education (CDE), it must incorporate all required program elements and be formally approved by the district's governing board.
- **SPSA Development Cycle:** The group discussed the full cycle of SPSA development and monitoring, including data analysis, assessment of current strategies, setting measurable goals, and tracking progress. The finalized SPSA will be brought forward for board approval in May.

During discussion, Marni asked whether a district-level committee exists to specifically monitor progress for students with IEPs, similar to how ELAC supports English Learners. Principal Diana responded that she was not aware of a parallel structure but would investigate further. Nora added that Malibu Middle School is



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	<p>exploring similar conversations, noting that student privacy and population size may affect such efforts.</p> <p>No further questions were raised following the training.</p>
<p>Family Engagement and School Parent Compact Review</p>	<p>The council reviewed both the Family Engagement Policy and the School-Parent Compact using a “Read, Reflect, Respond” protocol designed to facilitate thoughtful discussion. Participants examined each document for clarity, relevance, and alignment with Webster’s current practices, highlighting both strengths and areas for refinement.</p> <p>One point of discussion was raised by Marni Kamins regarding inconsistencies in how Room Parents communicate with families. Principal Diana clarified that <i>Whale Tales</i> continues to serve as the school’s primary communication tool and that teachers will be trained to use ParentSquare this year to ensure more streamlined and consistent messaging. Nora Cohen added that, from the PTA perspective, Room Parent communications require families to opt in and indicate their preferred method of contact, which can sometimes contribute to inconsistencies.</p> <p>Following the discussion, a motion to approve both the Family Engagement Policy and the School-Parent Compact was made by Nora Cohen and seconded by Wendy Berman. The motion passed unanimously.</p> <p>Principal Diana concluded the item by noting that the approved documents would be posted online and linked in an upcoming edition of <i>Whale Tales</i> for broader parent access and transparency.</p>
<p>Conclusion / Thank You!</p>	<p>Wendy Berman made a motion to adjourn the meeting. Kristina London seconded the motion. The motion carried.</p> <p>Meeting adjourned at 4:39 PM.</p>