Western High School Advisory Forum AGENDA
General Meeting · September 29, 2026
6:00-6:30 PM · Western High School Cafeteria

Chair: T. Nikki Watkins, JD, BSW
Vice-Chairperson: Donna DeMarco
Recording Secretary: Jaritza Aragon

I. Call to Order, Welcome, and Sign-In
- Call the meeting to order.
- Confirm the sign-in record and eligible voting members present.

II. Approval of Prior Minutes
- Review, correct as needed, and act on the draft minutes from the August 26, 2026 general SAF meeting.

III. Senior-Year Updates and Needs
- Presentation and discussion led by Mrs. Huggins.
- Review senior-year priorities, deadlines, graduation preparation, student and family communications, and current needs.
- Discuss the request for the Principal, Student Government, and Class President to participate together in the Senior Session for students and families.

IV. Principal's Report
- School calendar, facilities, safety, staffing, enrollment, academic, student-support, and parent-communication updates, as available.

V. Organizational Business and Follow-Up
- Confirm the Recording Secretary information and receive the membership update following Nicole Henderson's graduation, including any proposed replacement.
- Receive any written clarification or documentation needed to complete unresolved action from the August meeting.
- Confirm the official SAF record-file location and responsibilities for public notice, agendas, minutes, bylaws, webpage updates, and records retention.
- Review the approved 2026-2027 master calendar and confirm the two required joint SAC-SAF meeting dates.
- Confirm the written SAF/PTSA coordination protocol for back-to-back evening meetings while preserving separate agendas, sign-in sheets, minutes, officers, votes, and official business.
- Review progress on the year-round SAF interest form or QR code, parent recruitment, webpage updates, and required officer/member training.
- Receive any outstanding School Improvement Office guidance regarding quorum, election records, officer terms, or eligibility provisions.

VI. District and Area Advisory Updates
- Central Area Advisory Council and District Advisory Council announcements, training, policy guidance, and issues relevant to Western High School.
- Student Advisor to the School Board update, Lily Reed, as available.

VII. New Business and Action Assignments

- Confirm upcoming presenter contacts: Ms. DeCordova for October and Mr. Marino for November.
- Assign owners and deadlines for approved follow-up items and communications.

VIII. School Needs, Parent Concerns, and Open Discussion

- Identify school needs or parent concerns for a future SAF agenda or referral to SAC, the Central Area Advisory Council, the District Advisory Council, administration, or the School Board, as appropriate.
- Invite member questions and establish follow-up responsibility and deadlines.

IX. Special Presentation – Senior Prep for the Class of 2027!

X. Announcements

- Next regular SAF meeting: Tuesday, October 27, 2026, immediately following the 3:00 PM SAC meeting, in the media center.
- October parent-facing topic: BRACE updates and scholarship opportunities, presented by Ms. DeCordova, subject to confirmation.
- Submit proposed agenda items and parent concerns to the SAF Chair or Recording Secretary in time for public notice and agenda preparation.
- PTSA announcements and transition to the PTSA meeting, Mrs. Jenn Smith.

XI. Adjournment