

School Site Council (SSC)

Victoria Elementary

Meeting Date: Jan 22, 2026

| **Time:** 7:45 am

Location: 1025 Victoria St. <https://nmusd.zoom.us/j/96780617657>

Attendance – See sign in sheet

-Principal: 01 | -Teachers: 02 | -Classified Staff: 02 | -Parents: 05 | -Students: 00 | -Guests: 00

MINUTES

Legal Requirements/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
	1	Training provided for all SSC Members on procedures, roles, and responsibilities.
	2	Annual notification of Uniform Complaint Procedures .
	3	Develop, evaluate, and approve the School Plan for Student Achievement (SPSA) , including the proposed expenditures of funds, and Annual Evaluation . Review and approve the SPSA Needs Assessment Approve current year SPSA/Annual Evaluation, including proposed expenditures of funds Approve the Prop 28 Expenditure Plan Mid-Year SPSA Progress Report Develop next year's SPSA Approve draft of next year's SPSA/Annual Evaluation
	4	Involve parents in planning, review, and improvement of school Parent/Family Engagement . Notification and discussion of Parent Education Opportunities and Family Engagement Opportunities that are offered during the school year Review the Parent/Family Needs Assessment (Title I Schools) Review and evaluate current Parent/Family Engagement policy Revise (if needed) and approve Parent/Family Engagement policy
X	5	Review and approve the Comprehensive School Safety Plan .
	6	Review, revise (if needed) and approve the Home-School Compact (Title I Schools).
	7	Provide input on the SPSA & Local Control Accountability Plan (LCAP) using slides provided by the Special Projects department.
	8	Develop and/or approve SSC Bylaws .

I. Welcome and Introductions/Call to Order

(Open the meeting and state the time. Count the members present. Indicate if a quorum is met. A quorum is 51% of the total School Site Council membership. If a quorum is not met, the meeting can proceed as an informational meeting only; items may not be voted on.)

The meeting was called to order at **7:51 AM** by Dr. Aaron Peralta. A quorum is met.

A. Approval of Minutes

(The minutes are either approved and seconded as read or as corrected.)

Melissa Gramata read the Minutes from the previous meeting. It was moved by Melissa Gramata and seconded by Karla Hernandez that the minutes be approved as written.

B. Approval of Proposed Agenda

(The agenda is either approved and seconded, or members may vote to add items.)

Melissa Gramata read the proposed Agenda. It was moved by Melissa Gramata and seconded by Karla Hernandez that the Agenda be approved.

II. Committee Reports

(This section includes correspondence and various committee or advisory committee reports. Each report could conclude with a motion that the Council must address. Summarize reports, discussion, parent input, comments, or actions taken.)

- A.** Reports presented in the slide show of the School Safety Plan and will be listed below in the minutes.

III. Requirements Covered

(List the topic(s) to be addressed from the numbered list above. Summarize discussion, parent input, comments, or actions taken.)

A. Legal Requirements and School Safety Plan

- B.** School Safety Plan is a two part plan that is created at both the District office level and at each school site individually with the goal of establishing a routine to keep the environment safe and orderly,

1. The District Office uses public agencies such as Police, Fire Department, Health Care Agency etc. along with Victoria input and data to create their part of the Safety Plan.
2. The second part of the Safety Plan is created at the school level using School specific data collected from school surveys, discipline and climate survey data.

C. Victoria Data Presented in the Slide Show

1. Office Referral Data

- a) 86 Minor infractions and 20 Major infractions, data pulled from discipline reports.

- (1) A Minor infraction includes a non-suspendable infraction. These infractions are typically misuse of a district provided electronic device such as the Chromebook or use of inappropriate language on campus or for our young students this can include hit, kick, bite.

- (2) A Major infraction is a suspendable infraction and can include causing a physical injury, engaging in mutual combat, Bullying or Cyber bullying.
- (3) Sara Arapian asks "What is the definition of bullying?"
 - (a) Bullying is persistence and a pattern of behavior that involves an imbalance of power.
- (4) Sara Arapian also asks, "What is the rule for electronics?"
 - (a) The rule is no electronics present during school time.
 - (b) Students are allowed to bring a phone but it must be turned off and put away until the end of the day.
 - (c) Some classes have a certain place you put your phone when you arrive at school and it stays there until the end of the day when the teacher dismisses students.
 - (d) Electronic infractions at school can include students misusing a district provided device as well.
 - (e) Consequences of misused electronics would be to confiscate the device and release the device back to the parent.
- 2. Attendance Data
 - a) 11% Attendance rate for 23-24
 - b) 7.1 Attendance rate for 24-25
 - c) The definition of Chronic Absenteeism - absent 10% or more
 - d) The definition of Severe Absenteeism - absent 20%
- 3. Suspension and Expulsion Rates
 - a) No expulsions
 - b) Suspension doubled when comparing 23-24 vs. 24-25
 - c) For each suspension the Team meets to create a plan for safe re-entry of the student.
- 4. Healthy Kids Survey
 - a) Parent must approve/give permission for student to participate in taking the Health Kid Survey
 - b) For student in 5th grade
 - c) Questions include questions about vape and alcohol use.
 - d) 18 students took this test during the 24-25 school year.
 - e) Small data pool, may not be very accurate
- 5. School Survey
 - a) Every student takes this survey
 - b) Does not require parent approval
 - c) Larger data pool, more accurate data
 - d) Questions more geared to school, feeling safe, feeling like belonging ect.
 - e) Dr. P shows data charts from the slides that show visual representation of data. Most common are minor incidents.
 - f) Data is shown by grade and level/type of incident major or minor.
 - (1) Minor infractions being electronic misuse or other non-suspendable action such as TK/Kinder hit, kick, bite
 - (2) Major infractions being suspendable infractions such as using force, causing injury, violence.
 - g) Every infraction is reviewed by the PBIS team to review data.

- h) Sara Arapain asks "Do students with major incidents and leave the school do they typically go to another school with higher security or higher levels of care" Dr. P "Yes."
- 6. School Site Safety Plan
 - a) Includes Goals, Objectives, and Action Items.
 - b) 1st Goal: maintain visitor check in system to improve visitor sign in procedures by buzzing each person onto campus and having each visitor sign into the raptor system using identification.
 - c) 2nd Goal: Secure the perimeter of the school. All gates locked. No access to campus during school hours with the exception of the front office being the only secure way on to campus with ID.
 - d) Karla Asks "All gates locked? The gate to the left side of the office near rooms 4,5,6 should be checked to make sure the gate is locking after being shut. Dr. P responds, "I will check the gate and work order will be placed to have it repaired if needed. Thank you Karla."
 - e) 2nd Goal: Safe Drop off and Pick Up
 - (1) 2 Lines of traffic at both drop off and pick up
 - (2) Parents are invited to pull forward to the curb side while one of our staff members opens the door for the student to safely exit the vehicle.
 - (3) Procedure for safe drop off and pick up are listed in both the student and staff handbook.
 - f) 3rd Objective includes Bike Safety
 - (1) Requirement of one bike safety assembly per year.
 - (2) Victoria does bike safety once per semester, hosting two bike safety courses per year
 - (3) Melissa Gramata says, " I have seen a student without a helmet that rides a bike to campus." Dr. P, "We can handle this issue at the close of this meeting. Paula Gordon community facilitator can help with providing a helmet if needed."
 - g) Maintaining Procedures
 - (1) Having a safety plan in place ensures that we have procedures and practices in place should an emergency occur.
 - (a) Evacuation drills
 - (b) Shelter in place drills
 - (c) Lock down drills
 - (d) Disaster drills
 - (i) Train staff to handle a variety of situations that could occur from physical injury to gas leaking.
 - (ii) Practice using emergency cards and having student disaster areas pick up.
 - h) Character Education Trait
 - (1) Character Education Program
 - (2) Student of the Month
 - (3) Gotcha reinforcement system
 - (4) Bringing engaging speakers on campus to inspire students to thrive with kindness, encouragement. Inspirational Speaker assemblies.
 - (5) Helps students see their impact beyond our personal little world.

- (6) Has encouraged projects on campus.
 - (a) Beautification Projects
 - (b) Food Drives - During the Holidays
 - (c) Thriving Buddy Program with older students mentor younger students.
 - (d) PEACE PATH - painted onto the black top in the playground with steps to help students resolve problems on their own before it escalates to needing adult support
- i) Satisfactory Attendance:
 - (1) Attendance has improved
 - (2) New this year "independent study" can be offered for short term leaves of up to 10 days.
 - (3) PBIS team looks at data of suspensions and major and minor infractions.
 - (4) Karla comments, "if a kid is having problems at home can it affect other students?" Dr. P "yes it can if students are talking about situations at school it can affect others when they share at school. In a case like that we would want to have the counselor check in with the student and coach them about what is private and is appropriate to share at school."
 - (5) First Year signature practice to be out on campus to engage and greet every student. Every student is seen, valued and included.
 - (6) Multi-tier system of support - MTSS Meeting once monthly to discuss specific students needing additional support. Explore ways to support each individual student receiving MTSS.
 - (7) Data suggest that the MTSS is helping improve safety and good behavior on campus. There is a reason behind every behavior. Discuss reasons from attention seeking, materialistic needs, avoidance, want to escape and find alternative behaviors to replace the unwanted behavior. Data is reviewed to determine what is working and what is not helping student

7. Dr.P asks, " Are there any questions or comments?"

- a) Paula Gordon asks, "What about an assembly about Bullying?" Dr. P "talked with PTA about empowering speakers." Paula, "I will be part of that."
- b) Sarah Arpiarian put forth a motion to approve the comprehensive safety plan as submitted. Karla Hernandez seconded the motion. Motion carried 9-0

D. Unfinished Business/Follow Up on Topics

(This section includes any issue that was not concluded, postponed, or tabled during the prior meeting. The chairperson and principal would add these items to this section of the agenda. Summarize discussion, parent input, comments, or actions taken.)

E. N/A

IV. New Business/Other Presentations or Guest Speakers

(This section includes any new issues before the Council. Include any announcements in this section. Summarize discussion, parent input, comments, or actions taken.)

A. N/A

V. Adjournment

(A motion to adjourn may be made at any time of the meeting. The Council should establish a timeline for its meetings. If the business cannot be completed, a special meeting of the Council should be called to address the remaining agenda items.)

Dr Peralta moved to adjourn. The SSC Meeting was adjourned at **08:35 AM**.

Minutes submitted by: **Tammy Kavthan, Administrative Assistant**

Consejo Escolar (SSC)

Nombre de la escuela aquí

Fecha de la reunión:

| Hora:

Ubicación: Introduzca aquí la dirección del plantel o el ID de Zoom

Asistencia – Hoja de registro de llegada

-Director Escolar: 01 | **-Maestros:** 00 | **-Personal clasificado:** 00 | **-Padres:** 00 | **-Estudiantes:** 00 |
-Invitados: 00

MINUTAS

Requisitos legales/Capacitación cubierta:		
Consulte los temas tratados en esta reunión y reflejados en las minutas.		
	1	Capacitación impartida a todos los miembros del SSC sobre procedimientos, funciones y responsabilidades.
	2	Notificación anual de los procedimientos uniformes de reclamación .
	3	Elaborar, evaluar y aprobar el Plan Único para el Rendimiento Estudiantil (SPSA) incluidos los gastos de fondos propuestos, y la Evaluación Anual . Revisar y aprobar la evaluación de necesidades del SPSA Aprobar la Evaluación Anual/SPSA del año actual, incluidos los gastos de fondos que se proponen Informe del progreso del SPSA de medio año Desarrollar el SPSA del próximo año Aprobar el borrador de la evaluación anual/SPSA del próximo año
	4	Involucrar a los padres en la planificación, revisión, y mejora de la participación de los padres/familias en la escuela. Notificación y conversación sobre las oportunidades de educación para padres y oportunidades de participación familiar que se ofrecen durante el año escolar Revisar la Evaluación de Necesidades de Padres/Familias (Escuelas de Título I) Revisar y evaluar la política actual de participación de padres y familias Revisar (si es necesario) y aprobar la política de participación de padres/familias
	5	Revisar y aprobar el Plan Integral de Seguridad Escolar .
	6	Revisar y aprobar el Acuerdo entre Hogar y Escuela (plantel de Título I)
	7	Proporcione información sobre el Plan de Responsabilidad de Control Local (LCAP) utilizando diapositivas proporcionadas por el departamento de Proyectos Especiales.
	8	Desarrollar y/o aprobar los Estatutos SSC .

I. Bienvenida e Introducciones / Llamada al Orden

(Abra la reunión y indique la hora. Cuente los miembros presentes. Indique si hay quórum. Un quórum es el 51% del total de miembros del Consejo Escolar. Si no alcanza el quórum, la reunión puede proceder como una reunión informativa solamente; los temas no podrán someterse a votación.)

La reunión fue iniciada a las **00:00 PM** por el/la presidente(a) _____. El quórum es [alcanzado/no alcanzado].

A. Aprobación de las minutas

(las minutas se aprueban y secundan tal como se leen o se corrigen.)

_____ lee las minutas de la reunión anterior. _____ presentó la moción y fue secundada por _____ para que las minutas sean [aprobadas en su forma escrita / aprobadas en su forma enmendada].

B. Aprobación del Orden del Día Propuesto

(la orden del día es aprobada y secundada, o los miembros pueden votar para agregar puntos.)

_____ lee la Orden del Día propuesta. _____ presentó la moción y fue secundada por _____ para que la Orden del Día sea [aprobada /enmendada].

II. Informes del Comité

(Esta sección incluye correspondencia y varios informes del comité o comité asesor. Cada informe podría concluir con una moción que el Consejo debe abordar. Resuma los informes, los debates, aportaciones de los padres, comentarios o medidas adoptadas).

A.

III. Requisitos cubiertos

(enumere el tema o temas que se abordarán en la lista numerada anteriormente. Resuma los debates, las aportaciones de los padres, los comentarios o las acciones tomadas.)

A.

IV. Asuntos pendientes/Seguimiento de temas

(Esta sección incluye cualquier asunto que no haya sido concluido, pospuesto o presentado durante la reunión anterior. El presidente y el director escolar añadirán estos temas a esta sección del orden del día. Resuma los debates, las aportaciones de los padres, los comentarios o las acciones tomadas.)

A.

V. Nuevas iniciativas/otras presentaciones u oradores invitados

(esta sección incluye cualquier tema nuevo ante el Consejo. Incluya cualquier anuncio en esta sección. Resuma los debates, las aportaciones de los padres, los comentarios o las acciones tomadas.)

A.

VI. Cierre de reunión

(En cualquier momento de la reunión podrá presentarse una moción de cierre de reunión. El Consejo

debería establecer un calendario para sus reuniones. Si no se puede concluir la labor, se debería convocar una sesión especial del Consejo para tratar los temas restantes del programa.)

_____ se propone el cierre de reunión . Se cierra la reunión de la SSC a las **00:00 PM**.

Las minutas fueron presentadas por: **Nombre y título**