Newport-Mesa Unified School District

School Site Council (SSC)

School Name Here

Meeting Date: September 24, 2026 | Time: 3:15 PM

Location: Principal Heather Darrow's Zoom 560 931 6974

Attendance – See screenshot of Zoom attendees

-Principal: 01 | **-Teachers:** 03 | **-Classified Staff:** 01 | **-Parents:** 03 | **-Students:** 00 | **-Guests:** 00

MINUTES

		Legal Requirements/ Training Covered: Check topic(s) covered at this meeting and reflected in minutes.
X	1	**Training** provided for all SSC Members on procedures, roles, and responsibilities.
X	2	Annual notification of **Uniform Complaint Procedures**.
X	3	Develop, evaluate, and approve the **School Plan for Student Achievement (SPSA)**, including the **Annual Evaluation** and **Supplemental Funding Plan**. Approve SPSA/Annual Evaluation for current year, including Supplemental Funding Plan for LCFF, Title I, and Prop 28 (where applicable) Mid-Year SPSA Progress Report Develop next year's SPSA Pre-Approve next year's goals, actions, and supplemental funding plan draft, including proposed budget for LCFF, Title I, and Prop 28 (where applicable)
	4	Involve parents in planning, review, and improvement of school **Parent/Family Engagement**. Notification and discussion of Parent Education/Family Engagement Opportunities that are offered during the school year Review the Title I Parent/Family Needs Assessment (Title I Schools) Review and evaluate current year Parent/Family Engagement policy Approve next year's Parent/Family Engagement policy
	5	Develop and approve the **Comprehensive School Safety Plan**.
	6	Provide input on the **Home-School Agreement** (Title I Schools). Review and evaluate current year Home-School Agreement Approve next year's Home-School Agreement
	7	Provide input on the **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 at least 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 **3:15 PM** by Heather Darrow. A quorum is met.

A. Approval of Minutes
(The minutes are either approved and seconded as read or as corrected.)

We emailed the Minutes from the previous meeting. It was moved by Arash Dowlatshahi and seconded by Mercedes Pimentel 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. No action may be taken on items that were not on the posted agenda, unless they are added by unanimous vote and there is a need for immediate action, and the need came to the attention of the council subsequent to the posting of the agenda.)

We emailed the proposed Agenda. It was moved by Arash Dowlatshahi and seconded by Mercedes Pimentel that the Agenda be approved.

II. Public Comment
(Any member of the public may address the School Site Council. Make note of whether or not any public comment was received.)

No public comment was offered.

III. 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. Typically, Mrs. Darrow will share information from our ELAC meetings. Our first ELAC meeting was held on Friday, September 18. We had 13 parents attend and held a raffle for spirit wear.

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

A. SSC Training Presentation: Every site is required to have a School Site Council. We reviewed legal requirements. A slideshow for the training was shared. We are required to have 5 school staff and 5 parents for the council, all of whom must be elected by their peer group.

B. Uniform Complaint Procedures – shared UCP Notification website. This is a standardized process to file a complaint. It covers things such as facilities and curriculum materials. We try to resolve any complaints at the school-level first.

C. SPSA Development: Including Needs Assessment and Annual Evaluation. There is a specific ELAC needs assessment. For SSC, it's more about looking at data and getting feedback for the LCAP. We use the data to determine what we should focus on for next year. We look at data regarding areas such as attendance, discipline, assessments, Parent/Family Engagement Policy, LCAP/SPSA, and the Safety Plan. We have advisory committees such as ELAC and SSC, as well as groups such as Special Education, ILT and GATE to provide input.

D. Review of Data

1. STAR Reading and Math– online assessment for 2nd-6th grade students. We are looking for growth. Typically strive for about 3% increase in proficiency from where the grade cohort ended last year. We want good growth but also want to make it attainable.

2. English Learner Data – Last year, we had 11.2% students designated as English Learners.
3. Attendance – Last year we had 95.89% attendance rate. Our chronic absenteeism has improved significantly over the last few years. Our work at the school level and the district's Independent Study program has helped towards this improvement. Our goal this year is to have less than 5.9% chronic absenteeism. Mrs. Darrow and counselor Drake Leonard review attendance each week to address any concerns. Though Independent Study helps with attendance, it does not completely make up for being physically present at school. Our suspension rate is low at less than 1%.

V. 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.)

A. N/A

VI. 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. We shared our master schedule which shows Music, STEM, PE, Tech, ELD and WIN ("What I Need") times for each class. WIN is new addition to the schedule this year. Teachers spent first weeks of school determining how to use WIN time. Full-time support teacher Mrs. Tucker works with all grade levels to support WIN time. WIN helps us address the growth we want to see. We created the schedule to prioritize the testing grade levels (3rd-6th) to be able to test at the same block of time on the same days.

B. It was shared that NCE students that matriculated to CdM have been very successful and well-prepared for middle school.

VII. 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.)

Heather Darrow moved to adjourn. The SSC Meeting was adjourned at **4:08 PM**.

Minutes submitted by: **Patricia Pham, Administrative Assistant**