Newport-Mesa Unified School District

# School Site Council (SSC)

# Lincoln Elementary

**Meeting Date: 10/20/2026** | **Time: 3:00 pm**

**Location:** 3101 Pacific View Drive, Corona del Mar 92625

**Attendance –** See sign in sheet

**-Principal:** 01 | **-Teachers:** 03 | **-Classified Staff:** 01 | **-Parents:** 5 | **-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 **Annual Evaluation** and **Supplemental Funding Plan**.<br>☑ Approve SPSA/Annual Evaluation for current year, including Supplemental Funding Plan for LCFF, Title I, and Prop 28 (where applicable)<br>☐ Mid-Year SPSA Progress Report<br>☐ Develop next year's SPSA<br>☐ 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**.<br>☑ Notification and discussion of Parent Education/Family Engagement Opportunities that are offered during the school year<br>☐ Review the Title I Parent/Family Needs Assessment (Title I Schools)<br>☐ Review and evaluate current year Parent/Family Engagement policy<br>☐ Approve next year's Parent/Family Engagement policy |

**I. Welcome and Introductions/Call to Order**

Introductions were made.

The meeting was called to order at **3:03 PM** by Susan Ungaro. A quorum is met. Introductions were made.

**A. Approval of Minutes**

Members read the Minutes from the previous meeting. It was moved by Missy Fitzsimons and seconded by Emma Matteini that the minutes be approved as written. All were in favor. Minutes from the previous meeting were approved.

**B. Approval of Proposed Agenda**

Susan Ungaro read the proposed Agenda. It was moved by Missy Fitzsimons and seconded by Robin Canfield that the Agenda be approved. All were in favor. The proposed agenda was approved.

## II. Public Comment

The committee opened public comments. No public comment was offered.

## III. Requirements Covered

**A.** School Site Council Training

- Susan Ungaro covered the slide deck covering definition, composition, quorum, elections, The Greene Act, bylaws, Robert's Rules of Order, timelines, different roles and their responsibilities, and timelines.

**B.** Uniform Complaint Procedure Notification

- Susan Ungaro shared the district's website as to how to get to the UCP and presented the information on the website and how to get to the forms.

## IV. Review & Approve:

**A. SPSA**

- Susan Ungaro presented the Final Draft of SPSA. Team members had questions and comments about the goals and the budget. It was moved by Marlene Luna and seconded by Emma Matteini that the Final Draft of the SPSA be approved. All were in favor. The SPSA was approved.

**B. Annual Evaluation**

- Susan Ungaro shared the Final Draft of the Annual Evaluation and the California Dashboard and shared an in-depth look into the data from the dashboard and what that looked like in the SPSA. The team discussed how subgroups performed in each of the areas. It was moved by Azin Montakeb and seconded by John Lambert that the Final Draft of the Annual Evaluation be approved. All were in favor. The Annual Evaluation was approved.

**C. Supplemental Funding Plan**

- Susan Ungaro shared the Final Draft of the Supplemental Funding Plan. The team discussed each of the categories and how it impacts the support for students. It was moved by Missy Fitzsimons and seconded by Amanda Rutledge that the Final Draft of the Supplemental Funding Plan be approved. All were in favor. The Supplemental Funding Plan was approved.

## V. Parent Engagement

A. Susan Ungaro shared various ways for parents to be engaged at Lincoln

## VI. Adjournment

Shari Hartz moved to adjourn. The SSC Meeting was adjourned at **4:21 PM**.

Minutes submitted by: **Emma Matteini, Parent**