

School Site Council (SSC) Meeting Minutes

JFK Middle College High School (CNUSD)

Date	February 4, 2026
Time	2:46 PM – 3:27 PM
Location	Virtual meeting (Zoom)
Meeting Type	Regular SSC Meeting (Meeting 4 of 6)
Presiding	Andrew Roberts, Acting Chair (Chairperson and Vice Chair absent)

1. Attendance

- Quorum was established. Eight (8) voting members were present.
- Chairperson was unavailable; Vice Chairperson was unavailable. Acting Chair opened and facilitated the meeting.
- Attendance: Cahill, DeFraene, Enrique, Hoffman, Orozco, Roberts, Sloan, Sung, Lum (non-voting member)

2. Call to Order

The meeting was called to order at 2:46 PM by the Acting Chair.

3. Approval of Prior Minutes

Minutes from the December 10, 2025 SSC meeting were reviewed. No corrections were noted.

Motion: Approve the December 10, 2025 minutes.

Moved by: Cahill (motion recorded). Seconded by: Sloan (second recorded).

Vote: Approved unanimously (7–0).

4. School Data Updates (Mid-Year Snapshot)

The Acting Chair reviewed mid-year school data intended to inform SSC planning and continuous improvement.

Key points included:

- Weighted GPA distribution remained generally consistent across the last three years; mid-year data show slight improvement.
- Sixteen (16) students were identified with a GPA below 2.0; 81% of students had no D/F grades (C or better in all classes).
- The below-2.0 group was concentrated in grades 10 and 12. Administration and counseling will follow up with identified students to determine supports.
- Discussion emphasized the unique JFK program model (high school + Norco College coursework) and the need to separate high school GPA from college GPA when analyzing trends.
- Course areas with higher D/F rates were noted (math, science, and world language).
- Attendance snapshot was shared (mid-year): Average Daily Attendance reported at 97.3%; chronic absenteeism indicators were reviewed with the note that mid-year values may shift by year-end.

SSC Discussion / Requests:

- Members requested additional reporting on postsecondary outcomes (e.g., college-going patterns) and how JFK preparation supports college applications and readiness.
- Members and staff requested Norco College-specific metrics, including: number of college courses taken, pass rates, drop/withdrawal rates, gateway course performance (e.g., English composition and college math), and trends by department/subject area.
- Members discussed misconceptions in the community about JFK being exclusively a “4.0-only” program and supported clearer messaging about the program’s purpose: college acclimation and readiness for a range of postsecondary pathways.
- Additional data exploration was suggested around student engagement/connectedness (e.g., participation in clubs/activities).

5. Budget Monitoring and Adjustments

The SSC reviewed proposed mid-year reallocations within Title I and LCFF funds.

Title I adjustments (proposal):

- Unused allocations for teacher substitute coverage for conferences and extra-hours for interventions were identified for reallocation.

- Funds were proposed to increase support for science department conference participation, including attendance at a national science conference in Anaheim.

LCFF adjustments (proposal):

- A new allocation was proposed to support potential Renaissance recognition/award-related travel to a conference (contingent on acceptance/award).
- Funds were reallocated from an event line item (Pizza in Progress) and from an MTSS-related allocation that had not been used to date.

Clarification: LCFF = Local Control Funding Formula; Title I expenditures must align to academic achievement requirements.

Action:

Motion: Approve the budget adjustments as presented (Title I and LCFF).

Moved by: Sloan (motion recorded). Seconded by: Hoffman (second recorded).

Vote: Approved unanimously.

6. Required Annual Information Items

a) Williams Act Overview

The Acting Chair reviewed the Williams Act components and complaint procedures, including timelines and where forms are located (district website and handbook references).

Williams Act covers:

- Instructional materials (district-adopted standards-aligned materials / access).
- Teacher vacancies and misassignments (credentialing/misassignment definitions and reporting).
- Facility conditions (clean, safe, maintained learning environments).

Complaint timelines were reviewed (resolution within 30 days; written response within 45 days if complainant provides contact information; escalation option to Governing Board).

b) School Accountability Report Card (SARC)

The Acting Chair reviewed SARC requirements and availability (district website; English/Spanish; published annually by February 1).

SARC includes: conditions of learning, pupil outcomes, engagement, and parent involvement information.

7. Planning for 2026–2027 School Plan

The Acting Chair outlined the annual SSC planning cycle and upcoming deliverables:

- Between now and April 8: Draft updates to the Comprehensive Needs Assessment (CNA), including possible Norco College metrics if available.
- April 8 meeting: Present draft School Plan for 2026–2027 and gather SSC feedback.
- May 6 meeting: Present revised final plan for SSC approval.

Members discussed how Norco College data may fit into School Plan goal areas (Academic Excellence and/or Equity).

8. Parent/Community Committee Report

The SSC received highlights from the CNUSD Superintendent's Parent Advisory Council meeting, including:

- District communication platform transition from School Messenger to ParentSquare (anticipated rollout beginning July 1) and the goal to centralize communications.
- Student safety topics including vaping prevention/intervention efforts.
- Immigration-related preparedness and district protocols; report indicated no known incidents of immigration officers on CNUSD campuses at the time of discussion and reaffirmed confidentiality/protocol expectations.

9. Site Updates / Facilities & Safety

The Acting Chair provided a site update regarding perimeter security improvements:

- Campus fencing and gate upgrades were noted as part of districtwide perimeter security work; JFK is expected to begin a phase of installation imminently (as early as the following week).
- A parent communication will be included in the school newsletter to notify families about construction activity and purpose (controlled access and safety).

10. Future Agenda / Next Meetings

Next SSC Meeting: April 8, 2026 (agenda to include CNA updates, budget monitoring, and draft School Plan review).

Final SSC Meeting: May 6, 2026 (agenda to include School Plan final review and approval).

11. Adjournment

The meeting adjourned at 3:27 PM.

Prepared by: Tae Sung

Title/Role: Secretary

Date Prepared: 2/4/2026