



MLK Tech Academy

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (*Fecha & Hora*)

03/25/2026 2:00 PM

## Location (*Ubicación*)

Zoom


## Zoom Link (*Enlace de Zoom*)

<https://twinriversusd-org.zoom.us/j/6792210005?pwd=VVNZUzhIN04wQWJWJWJvbn0pXT2N2UT09>

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students</b> <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes</i>		<b>Present / Absent</b> <i>Presente/ Ausente</i>
Parent	Ratnesh Prasad	Absent
Parent	Erica Suttles	Absent
Parent	Shyann Shelton	Absent
Student	Glemyl Baptiste Espinosa	Present
Student	Trinity Vang	Present
<b>Alternates (<i>Alternativos</i>):</b>		
<p><i>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</i></p> <p><i>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</i></p>		
<b>Staff: Principal or Designee/Teachers/Other Staff</b> <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal</i>		<b>Present / Absent</b> <i>Presente/ Ausente</i>
<b>Principal/Designee: <i>Directora(a)/ Designado(a):</i></b> Paul Orlando		Present
<b>Teacher: <i>Maestro(a):</i></b> Catherine King		Present
<b>Teacher: <i>Maestro(a):</i></b> Ismael Reynoso		Present
<b>Teacher: <i>Maestro(a):</i></b> Harley Sauvage		Present
<b>Other Staff: <i>Otro Personal:</i></b> Keren Beukema		Present
<b>Alternates: <i>Alternativos:</i></b>		
<p><i>*Teachers must be the majority</i> <i>*Los maestros deben ser mayoría</i></p>		

# AGENDA

<b>ITEM</b> <i>ARTÍCULO</i>	<b>Facilitator</b> <i>Facilitador(a)</i>	<b>Minutes</b> <i>Minutas</i>
<p><b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i></p> <p><b>Quorum</b> <i>Quórum (50% +1)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>This meeting is called to order at: <i>Se abre la sesión a las</i>            2:05 PM</p> <p>Total Members in Attendance: 7 <i>Total de Miembros Presentes:</i></p> <p>Quorum:    Yes (Si) <i>Quórum:</i></p>
<p><b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> Tara Jacobs - Mentioned the issues with the zoom link last meeting. Zoom link did not match the link in the agenda.</p>
<p><b>Review Agenda</b> <i>Repasar Agenda</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> Last meeting Agenda</p>
<p><b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i></p> <p>1  Previous Minutes</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas</p> <p>Person <i>Persona:</i> Ismael Reynoso Second <i>Se secundó:</i> Harley Sauvage In favor <i>A favor :</i> 7 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i></p>

**Council Business** *Asuntos del Consejo*

N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> N/A
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> N/A
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> N/A

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> N/A Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> N/A Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> N/A Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> N/A Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>

**Document Review:** *Revisión y de Documentos*

<p>Needs Assessment (Evaluación de Necesidades)</p> <p>Review Needs Assessment from Staff</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>Discussed the results.</p>
<p>Other</p> <p>Gathering ELAC Input for SPSA Goals</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>Information discussed at the meeting.</p>

**School Plan For Student Achievement (SPSA)** *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> N/A</p> <p>Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
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**Other Business: Otros Asuntos:**

<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (Resumen de Informes)</b> Discussed ELAC feedback
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (Resumen de Presentación)</b> N/A
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> N/A
<b>Adjournment: Aplazamiento:</b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: Hora:</b> 2:27 PM

**Next meeting date:**

05/20/2026

2:30 PM

*Fecha de próxima reunión:*



MLK Tech Academy

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (*Fecha & Hora*)

01/28/2026 2:30 PM

## Location (*Ubicación*)

Zoom


## Zoom Link (*Enlace de Zoom*)

<https://twinriversusd-org.zoom.us/j/6792210005?pwd=VVNZUzhIN04wQWJWNFJvb0pXT2N2UT09>

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
Parent	Ratnesh Prasad Year 2	Absent
Parent	Erica Suttles Year 1	Absent
Parent	Shyann Shelton Year 2	Absent
Student	Glemyl Baptiste Espinosa Year 1	Present
Student	Trinity Vang Year 1	Present
<b>Alternates (<i>Alternativos</i>):</b>		
<p><b>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</b>  <i>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</i></p>		
<b>Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
<b>Principal/Designee: <i>Directora(a)/ Designado(a)</i>: Paul Orlando</b>		Present
<b>Teacher: <i>Maestro(a)</i>: Catherine King Year 2</b>		Present
<b>Teacher: <i>Maestro(a)</i>: Ismael Reynoso Year 1</b>		Present
<b>Teacher: <i>Maestro(a)</i>: Harley Sauvage Year 1</b>		Present
<b>Other Staff: <i>Otro Personal</i>: Keren Beukema Year 2</b>		Present
<b>Alternates: <i>Alternativos</i>:</b>		
<p><b>*Teachers must be the majority</b> <i>*Los maestros deben ser mayoría</i></p>		

# AGENDA

<b>ITEM</b> <i>ARTÍCULO</i>	<b>Facilitator</b> <i>Facilitador(a)</i>	<b>Minutes</b> <i>Minutas</i>
<p><b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i></p> <p><b>Quorum</b> <i>Quórum (50% +1)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>This meeting is called to order at: <i>Se abre la sesión a las</i>            2:35 PM</p> <p>Total Members in Attendance: 7 <i>Total de Miembros Presentes:</i></p> <p>Quorum: Yes (Si) <i>Quórum:</i></p>
<p><b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i></p> <p>Tara Jacobs - Concerned about having the VP be the secretary and changing the bylaws. This breaks Ed Code 35147. She was also concerned about the zoom link having an error last meeting.</p> <p>Catherine King: Nominated herself to be the secretary.</p>
<p><b>Review Agenda</b> <i>Repasar Agenda</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i></p> <p>N/A</p>
<p><b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i></p> <p>1  Previous Minutes</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas</p> <p>Person <i>Persona</i>: Paul Orlando Second <i>Se secundó</i>: Ismael Reynoso In favor <i>A favor</i> : 7 Oppose <i>En contra</i>: 0 Abstain <i>En abstención</i>: 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i></p>

**Council Business** *Asuntos del Consejo*

<p>Elect Officers (Elegir a Funcionarios)</p> <p>Re-Vote/ Approve: - Election Secretary</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>Ms. King nominated herself to be the secretary. Paul Orlando 2nd this Motioned.</p> <p>Yes: 7 No: 0</p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>N/A</p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>N/A</p>

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

<p>Bylaws (Reglamentos)</p> <p>Re-Vote/ Approve: - By-Laws - Proposed Change</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> N/A                  Person <i>Persona:</i>                  Second <i>Se secundó:</i>                  In favor <i>A favor :</i>                  Oppose <i>En contra:</i>                  Abstain <i>En abstención:</i>                  Motion: Pass or Fail:  <i>Moción: Aprobada o Rechazada</i></p>
<p>Site Safety Plan (Plan de Seguridad del Centro)</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Keren Beukema                  Person <i>Persona:</i> Keren Beukema                  Second <i>Se secundó:</i> Catherine King                  In favor <i>A favor :</i> 7                  Oppose <i>En contra:</i> 0                  Abstain <i>En abstención:</i> 0                  Motion: Pass or Fail: Pass  <i>Moción: Aprobada o Rechazada</i></p>
<p>Other</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> N/A                  Person <i>Persona:</i>                  Second <i>Se secundó:</i>                  In favor <i>A favor :</i>                  Oppose <i>En contra:</i>                  Abstain <i>En abstención:</i>                  Motion: Pass or Fail:  <i>Moción: Aprobada o Rechazada</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> N/A                  Person <i>Persona:</i>                  Second <i>Se secundó:</i>                  In favor <i>A favor :</i>                  Oppose <i>En contra:</i>                  Abstain <i>En abstención:</i>                  Motion: Pass or Fail:  <i>Moción: Aprobada o Rechazada</i></p>

**Document Review:** *Revisión y de Documentos*

<p>Needs Assessment (Evaluación de Necesidades)</p> <p>Review Information</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>Goal 1.4 Person Motioned: Ismael Reynoso Second: Catherine King In Favor: 7 Oppose: 0 Abstain: 0 Motion: Pass</p> <p>Goal 3.5 Person Motioned: Catherine King Second: Harley Sauvage In Favor: 7 Oppose: 0 Abstain: 0 Motion: Pass</p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>N/A</p>

**School Plan For Student Achievement (SPSA)** *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

<p>SPSA Addendum</p> <ul style="list-style-type: none"> <li>- Approve for Additional Funds received by MLK to Title I Basic and Title I PFE</li> <li>- SPSA funded positions 2026-2027</li> </ul>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Catherine King</p> <p>Person <i>Persona</i>: Catherine King Second <i>Se secundó</i>: Ismael Reynoso In favor <i>A favor</i> : 7 Oppose <i>En contra</i>: 0 Abstain <i>En abstención</i>: 0 Motion: Pass or Fail: <b>Pass</b> <i>Moción: Aprobada o Rechazada</i></p>
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**Other Business: Otros Asuntos:**

<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (Resumen de Informes)</b> N/A
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i> N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (Resumen de Presentación)</b> N/A
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> N/A
<b>Adjournment: Aplazamiento:</b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: Hora:</b> 3:04 PM

**Next meeting date:**

03/18/2026

2:30 PM

*Fecha de próxima reunión:*



MLK Tech Academy

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time *(Fecha & Hora)*

11/19/2025 2:30 PM

## Location *(Ubicación)*

Zoom


## Zoom Link *(Enlace de Zoom)*

<https://twinriversusd-org.zoom.us/j/87883955387>

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
Parent	Ratnesh Prasad	Present
Parent	Erica Suttles	Absent
Parent	Shyann Shelton	Present
Student	Glemyl Baptiste Espinosa	Present
Student	Trinity Vang	Present
<b>Alternates <i>(Alternativos):</i></b>		
<p><b>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</b>  <i>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</i></p>		
<b>Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
<b>Principal/Designee: <i>Directora(a)/ Designado(a):</i> Paul Orlando</b>		Present
<b>Teacher: <i>Maestro(a):</i> Catherine King</b>		Present
<b>Teacher: <i>Maestro(a):</i> Ismael Reynoso</b>		Present
<b>Teacher: <i>Maestro(a):</i> Harley Sauvage</b>		Present
<b>Other Staff: <i>Otro Personal:</i> Keren Beukema</b>		Present
<b>Alternates: <i>Alternativos:</i></b>		
<p><b>*Teachers must be the majority</b> <i>*Los maestros deben ser mayoría</i></p>		



# AGENDA

ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
<p><b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i></p> <p><b>Quorum</b> <i>Quórum (50% +1)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>This meeting is called to order at: <i>Se abre la sesión a las</i>        2:56 PM</p> <p>Total Members in Attendance: 9 <i>Total de Miembros Presentes:</i></p> <p>Quorum: Yes (Si) <i>Quórum:</i></p>
<p><b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> None</p>
<p><b>Review Agenda</b> <i>Repasar Agenda</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> Agenda reviewed. No questions</p>
<p><b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i></p> <p>Minutes from October</p> <p>1  Previous Minutes</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas</p> <p>Person <i>Persona:</i> Paul Orlando Second <i>Se secundó:</i> Shelton In favor <i>A favor :</i> 9 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i></p>

**Council Business** *Asuntos del Consejo*

<p>Elect Officers (Elegir a Funcionarios)</p> <p>Elect officers after review/approval of bylaws</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>Paul Orlando nominates Amber Powell to be Secretary. Second by Keren Beukema.</p> <p>Yes: 9 No: 0</p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>N/A</p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p> <p>N/A</p>

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

<p>Bylaws (Reglamentos)</p> <p>1  Attachment</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Paul Orlando</p> <p>Person <i>Persona:</i> Paul Orlando Second <i>Se secundó:</i> Ismael Reynoso In favor <i>A favor :</i> 9 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i></p>
<p>Site Safety Plan (Plan de Seguridad del Centro)</p> <p>1  Attachment</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Vote at Next Meeting</p> <p>Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> N/A</p> <p>Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> N/A</p> <p>Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>



**Other Business: Otros Asuntos:**

<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (Resumen de Informes)</b> No Questions
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (Resumen de Presentación)</b> None
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> Shared SBAC Scores, Attendance Suspension, Chronic Absence Data.
<b>Adjournment: Aplazamiento:</b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: Hora:</b> 3:35 PM

**Next meeting date:**

01/28/2026

3:00 PM

*Fecha de próxima reunión:*

# **School Site Council Bylaws**

## **Martin Luther King Jr. Technology Academy 25-26**

### **Article I: Duties of the SSC**

The SSC of Martin Luther King Jr. Technology Academy hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed School Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

### **Article II: Members**

New members will be voted into office during the August and September Elections. Elections will be administered via electronic ballot when possible and will follow the laws outlined in EdCode Section 65000

Section A: Composition

The SSC shall be composed of 10 members, selected by their peers, as follows:

- 4 Classroom teachers (certificated staff with students assigned to daily rosters)
- 1 Other school staff members
- 5 Parents, community members, or students

- The school principal or designee shall be an ex officio member of the SSC

SSC members chosen to represent parents may be employees of the school district **so long as they are not employed at this school.**

#### Section B: Term of Office

SSC members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. (This example assumes two-year terms; the language should be modified to reflect the length of term agreed to by the SSC.) At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

#### Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots shall not be permitted.

#### Section D: Termination of Membership

The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

#### Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

#### Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat).

### **Article III: Officers**

#### Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable. The chairperson shall:

- Preside at all meetings of the SSC

- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: **Principal or Designee**
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC
- **Proposed addition: The Secretary may be a non-voting member of the Council, such as a classified staff member, clerical support staff, or school administrator designee**

#### Section B: Election and Terms of Office

The officers shall be elected annually at the September meeting of the SSC and shall serve for one year, or until each successor has been elected.

#### Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

#### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC for the remaining portion of the term of office.

## **Article IV: Committees**

### Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

### Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

### Section C: Membership

Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

### Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee.

### Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board.

### Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **Article V: Meetings of the SSC**

### Section A: Meetings

The SSC shall meet regularly on the following dates: 9/25, 11/20, 1/29, 3/19, 5/21. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

#### Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC. Meetings may also be held virtually.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: <insert location>, <insert location>, and <insert location>.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than <insert number> days in advance of the meeting, personally or by mail (or by e-mail).

#### Section D: Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum.

#### Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 35147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

#### Section F: Meetings Open to the Public

All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

### **Article VI: Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.



**Twin Rivers Unified School District  
Comprehensive School Safety Plan  
SB 187 Compliance Document  
(Education Code Section 32280-32289.5 and  
49390-49395)**

**2025-2026**

**School:** Martin Luther King Jr. Technology Academy

**CDS Code:** 34 765056102784

**School Address:** 3051 Fairfield St. Sac, CA 95815

**School Phone:** 916-566-3490

**Principal's Name:** Rachel Williams

**Principal's Email:** rachel.williams@trusd.net

**Date of Adoption by Board of Trustees:** \_\_\_\_\_

2 Attach evac map & aerial view

**Signatures:**

Rachel Williams	Principal	
Shyann Shelton	SSC Chairperson	<i>Shyann Shelton</i>
	Executive Director	

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### **Part I: Comprehensive School Safety Plan Purpose and Vision (pages 3-4)**

✓ *Per California Education Code § 32280 & § 32281(b)*

### **Part II: School Safety Committee and Plan Review, Evaluation, Amendment Procedures (pages 4-5)**

✓ *Per California Education Code § 32281(b), § 32282(c)-(d), § 32286, § 3228*

### **Part III: Site Demographics and Assessment of School Safety (pages 5-6)**

✓ *Per California Education Code § 32282(a)(1)*

### **Part IV: Key Safety Personnel – Incident Command System (pages 7-15)**

✓ *Per California Education Code § 32282.1*

### **Part V: Firearm Safety Notification Procedures (page 16)**

✓ *Per California Education Code § 49392*

### **Part VI: Threat Reporting Procedures (pages 16-17)**

✓ *Per California Education Code Ed Code §§ 49390, 49393, 49394*

### **Part VII: Emergency Response Protocols from District Master EOP (page 18)**

✓ *Per California Education Code § 32282(a)(2)(B)(i), (I)-(K)*

### **Part VIII: Strategies and Procedures for School Safety**

✓ *Per California Education Code § 32282(a)(2)(A)-(N)*

## **Part I: Senate Bill 187: Comprehensive School Safety Plan Purpose and Vision**

The California Education Code (sections 32280-32289.5 and 49390-49395) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process that includes strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999, and this legislation was perpetuated under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 187 and AB 1747 and shall contain the following elements:

- Assessment of the current status of school crime committed on school campuses and at school-related functions
- Bullying prevention policies
- Key safety personnel
- Firearm safety notification procedures
- Threat reporting procedures
- Identification of the appropriate strategies and procedures to maintain a high level of school safety and the school's procedures for complying with existing laws related to school safety, which shall include the following:
  - A) Child abuse reporting procedures
  - B) Disaster and emergency procedures, including adaptations for pupils with disabilities
  - C) Earthquake emergency procedures
  - D) Use of facilities during emergencies
  - E) Suspension and expulsion policies
  - F) Notification of dangerous pupils
  - G) Discrimination, harassment, hate crime reporting
  - H) Dress code policies
  - I) Safe ingress and egress
  - J) School discipline procedures
  - K) Tactical response to criminal incidents
  - L) Prohibition of high-intensity drills
  - M) Reporting dangerous or unlawful activity
  - N) Sudden cardiac arrest response
  - O) Opioid overdose protocol
  - P) Instructional continuity plan
  - Q) Bullying prevention policy

The Comprehensive School Safety Plan requires that the School Site Council or school safety committee consult with a fire department and other first responder entities. Updates to the Plan must be shared with the law enforcement agency, the fire department, and the other first responder entities. The School Safety Plan will be reviewed and updated annually. An updated file of all safety-related plans and materials shall be readily available for public inspection.

### **Comprehensive School Safety Plan Vision**

The Twin Rivers Unified School District has developed this Comprehensive School Safety Plan (CSSP) to ensure a safe learning environment and site-based emergency preparedness for all students and staff. The CSSP is intended to ensure compliance with State and Federal school safety program regulations. This Plan is part of a comprehensive plan that includes a District Master Emergency Operations Plan prepared in compliance with State disaster planning requirements, City and County Emergency Management Plans, the Standardized Emergency Management System

(SEMS), and the National Incident Management System (NIMS). NIMS is a nationwide standardized approach to incident management and response. Developed by the U.S. Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Standardized Emergency Management System Plan provides staff, parent volunteers, and students with site-specific emergency instructions during an emergency crisis or disaster. Staff designated to carry out specific emergency responsibilities are expected to understand the policies, procedures, and system. Training and exercises are ongoing components of the Plan.

This Plan incorporates the Incident Command System (ICS). The District has established a plan for maintaining a liaison with any multi-agency EOC and the County Emergency Operations Center to help facilitate effective coordination of aid requests, resources, and the general flow of information among all agencies and jurisdictions within the region.

All emergency actions will be taken according to the following priorities:

1. Protection of life
2. Incident stabilization
3. Protection of property
4. Restoration of services

**Part II: School Safety Committee and Plan Review, Evaluation, and Amendment Procedures**

List names and place an X in the column representing each person’s role.

<b>School Safety Planning Committee Members</b> (School Site Council Members or School Safety Committee, comprised of the members listed) Ed. Code 32281	<b>Principal or designee</b>	<b>Teacher Rep. of Cert. Employees</b>	<b>Parent</b>	<b>Classified Employee</b>	<b>Other School Staff</b>	<b>Law Enforcement</b>
<b>Name</b>						
Twin Rivers Police						X
Rachel Williams	X					
Amber Powell						
Daniel Perez		x				
Keren Beukema				x		

**Date reviewed/amended:** \_\_\_\_\_

**Date communicated to the public:** \_\_\_\_\_

Comprehensive School Safety Plans are reviewed and updated at least once a year by the School Site Council or a school safety planning committee. The Plan must be presented at a public meeting prior to adoption. The School Site Council or school safety committee shall notify, in writing, the following persons and entities, if available, of the public meeting.

- A) A representative of the local school employee organization
- B) A representative of each parent organization at the school site, including the parent-teacher association and parent-teacher clubs
- C) A representative of each teacher organization at the school site
- D) A representative of the student body government

During the annual review, local data is reviewed, such as the current status of school crime committed on school campuses, California Healthy Kids Survey results, suspension and expulsion data, chronic absenteeism rate, and discipline data, including bullying and harassment incidences. Established goals related to school safety are reviewed and revised annually. Appropriate action steps are outlined, resources and lead person(s) are identified, and an evaluation date is established.

**Part III: Site Demographics and Assessment of School Safety**

Number of Students	458
Number of Staff	75
Number of Disabled Students	TBD
Number of Disabled Staff	0
Site Square Acreage / Square Footage	3489
Number of Classrooms	41
Number of Other Rooms	26
Number of Parking Lots	3
Campus Safety Specialist (CSS) On-Site (Y/N)	Y
Health Assistant On-Site (Y/N)	Y

<b>2024 California School Dashboard</b>	<b>% of Students</b>
Suspensions	11.9
Chronic absence rates	38.8
<b>2024-25 School Climate Report Card (Elementary)</b>	<b>% of Students</b>
School Connectedness	43
Academic Motivation	66

Meaningful Participation	27
Facilities Upkeep	18
Parent Involvement in Schooling	45
Social and Emotional Learning Supports	26
Antibullying Climate	24
Feel Safe at School	41
Cyberbullying	30
Rule Clarity	n/a

At Martin Luther King Jr. Technology Academy \_\_\_\_\_, we develop and maintain strategies and programs that provide and maintain a high level of school safety and comply with existing laws related to school safety.

Our school assesses the safety of students, staff, and families annually as part of our process to approve our Comprehensive School Safety Plan. We review and update our Single Plan for Student Achievement for the academic and social/emotional success of our students. We review Suspension/Expulsion data, Attendance rates/SARB data, Office Referrals, and the results from the California Healthy Kids Survey. We maintain a relationship with our local law enforcement agencies, including Twin Rivers Police, and know the procedures to report property damage or other criminal activity. In addition, all our staff comply with District and State requirements for Mandated Reporter Training and follow protocols for Child Abuse Reporting.

Creating a safe school requires putting in place many preventive measures for a student’s mental and emotional well-being. Our school works to reduce the risk of violence by teaching students appropriate strategies for dealing with emotions, expressing anger in appropriate ways, and resolving conflicts. Our school uses a comprehensive approach to school violence prevention. Student needs are identified using measures such as teacher and staff observations, parent and community information, patterns of behavior, and counseling requirements and experiences.

Our school has a system of rules and procedures to ensure a safe and orderly environment that is conducive to learning. These rules outline our students' behavioral expectations throughout the school day and all around campus.

Our school has a program to ensure pupils and certificated and classified staff are aware of and trained in plans, procedures, and routines for disasters and emergencies. We rehearse these regularly. We include adaptations for pupils with disabilities. (See Part VII for specific emergency response protocols). Our District regularly consults with law enforcement agencies, Twin Rivers Police, and local fire departments to ensure proper planning and procedures are in place and utilized.

Our District has procedures to allow public agencies, including the Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency.

Our school follows all our District’s Board Policies related to safety (see Part VIII: Strategies and Procedures for School Safety).

**Part IV: Key Safety Personnel – Incident Command System**

Martin Luther King Jr. Technology Academy

**Incident Command System  
Year: 2025-2026**

Name	Work Phone	Cell Phone
<b>COMMAND STAFF</b>		
<b>Incident Commander (Principal)</b>		
Primary: TBD	916-566-3490	916-566-3490
Alternate: Amber Powell		
<b>GENERAL STAFF</b>		
<b>OPERATIONS SECTION</b>		
Section Leader: Amber Powell	916-566-3490	916-566-3490
Alternate:		
<b>Accountability Unit</b>		
Unit Leader: Kao Xiong	916-566-3490	916-566-3490
Team 1:		
Team 2:		
<b>Medical Unit</b>		
Unit Leader: Amber Franklin	916-566-3490	916-566-3490
Triage Team:		
Treatment Team:		
<b>Search &amp; Rescue Unit</b>		
Unit Leader: Larry Hollins	916-566-3490	916-566-3490
Team 1: Jonathan Morelos		
Team 2: Laura Morwell		
<b>PLANNING &amp; INTEL SECTION</b>		
Section Leader: Nashell Lynem	916-566-3490	916-566-3490
Alternate:		
<b>Situation Unit</b>		
Unit Leader: Keren Beukema	916-566-3490	916-566-3490
Alternate:		

<b>LOGISTICS SECTION</b>		
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Section Leader: Willie Armstrong	916-566-3490	916-566-3490
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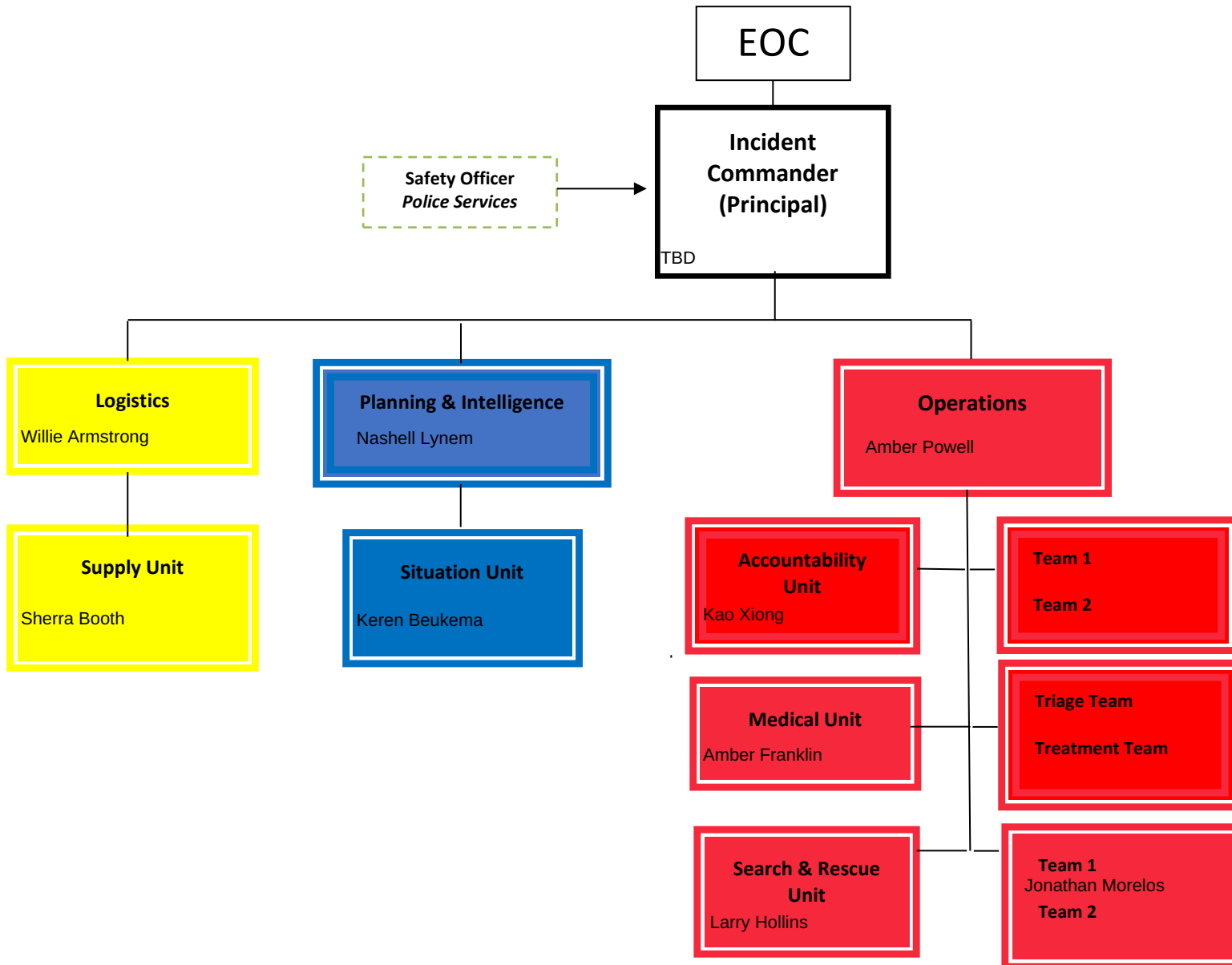
Alternate:		
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<b>Supply Unit</b>		
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Unit Leader: Sherra Booth	916-566-3490	916-566-3490
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Alternate:		
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**Incident Command System**  
**Year: 2025-2026**



## RESPONSE DECISION FLOW AND RESPONSE STEPS

DECISION STEPS	EXAMPLE
ALLOW PRE-PLANNED / AUTOMATIC RESPONSE PROTOCOLS TO TAKE PLACE.	EVACUATION, LOCKDOWN, CALL FOR HELP
ESTABLISH AN INCIDENT COMMAND POST	GATHER TEAMS / DETERMINE CAPABILITIES AND CONDUCT A HASTY SITUATION ASSESSMENT.
DEVELOP AN INCIDENT ACTION PLAN	DETERMINE PRIORITIES AND OBJECTIVES AND OUTLINE RESPONSE STRATEGIES AND TACTICS.
INITIATE PLAN	DEPLOY RESPONSE TEAMS, DOCUMENT INCOMING INFORMATION. ADJUST PLAN AS NECESSARY. RE-EVALUATE AT THE BEGINNING OF EACH OPERATIONAL CYCLE.
ENTER INTO UNIFIED COMMAND	BRIEF EACH FIRST RESPONDER ELEMENT (FIRE, PARAMEDICS, POLICE) AS THEY ARRIVE AT THE INCIDENT COMMAND POST. ADJUST RESPONSE PLANS BASED ON FIRST RESPONDER CAPABILITIES AND RE-EVALUATION OF ELEMENT SPECIFIC (FIRE, POLICE, SCHOOLS) PRIORITIES AND OBJECTIVES.

## PRIORITIES – OBJECTIVES – STRATEGIES – TACTICS MATRIX

Guidance Element	Description	Example
<b>Priorities</b>	Defines the intent of the Incident Commander, in general terms, with regard to the most important things that must be accomplished. They are generally expressed in terms of core capacities and capabilities.	<p style="color: red;"><b>What are the most important things to focus on immediately?</b></p> <p>Gain accountability of all students and staff within 10 minutes of the onset of the incident.</p>
<b>Objectives</b>	<p>Define what must be accomplished to achieve the priorities based on the knowledge of the current situation and the resources available.</p> <p>Objectives can be thought of as the “big picture” response mechanisms that allow the Incident Commander to address the defined priorities.</p>	<p style="color: red;"><b>How do I address the identified priorities?</b></p> <ol style="list-style-type: none"> <li>1) Conduct classroom-by-classroom accountability surveys at the Evacuation Assembly Area.</li> <li>2) Conduct Search and Rescue Operations</li> </ol>
<b>Strategies</b>	Plan of action to achieve one or more objectives. Strategies describe what actions and resources are required to achieve specific objectives. These should be re-evaluated at the beginning of each operational period.	<p style="color: red;"><b>What are the specific resources I need to deploy in order to accomplish the stated objectives?</b></p> <ol style="list-style-type: none"> <li>1) Deploy Accountability Team to the Evacuation Assembly Area.</li> <li>2) Deploy Search and Rescue Teams to selected areas.</li> </ol>
<b>Tactics and Tasks</b>	Defines how specific actions will be performed to achieve the planning objective. Tactics specify who, what, when, and where when describing the deployment and direction of resources for implementing strategies to achieve incident objectives. These may be adjusted as necessary.	<p style="color: red;"><b>What are the specific task directives?</b></p> <ol style="list-style-type: none"> <li>1) Accountability Teams 1 will survey each classroom assembly, acquire a class roster from the teacher and determine the number of missing students by name.</li> <li>2) Team 2 will account for and identify by name all students and staff reporting to the casualty collection point.</li> <li>3) Search and rescue Team 1 will clear and mark buildings 1 through 3, and Team 2 will clear and mark buildings 4 through 6. No entry into buildings 7 and 8 – fire location.</li> </ol>

# INCIDENT COMMAND SYSTEM

## POSITION DESCRIPTIONS

### COMMAND STAFF

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The Command Staff are incident management personnel that the Incident Commander or Unified Command assigns to directly support the command function. Command Staff positions are established by the Incident Commander or Unified Command as needed to support the management of an incident. Command staff report directly to the Incident Commander or Unified Command and are assigned assistants as necessary to perform their duties.

The ICS Command Staff includes:

**Incident Commander (IC)** (at the site Incident Command Post): The Incident Commander (at the site) has overall incident management responsibility and is responsible for all incident management decisions. When an incident occurs within a single jurisdiction, and there is no overlapping responsibility, the appropriate authority designates a single Incident Commander. When incident management crosses jurisdictional and/or functional agency boundaries, the various jurisdictions and organizations may still agree to designate a single Incident Commander, or they may enter into a Unified Command (See below).

When there is a single Incident Commander, that individual is solely responsible for the following:

- Establishing the incident objectives and priorities that guide incident action planning and operations
- Approving all response plans and strategies based on expert advice
- Approving all external messages
- Determining the operational cycle
- Assessing the situation
- Establishing an Incident Command Post (ICP)
- Establishing or modifying an appropriate organization
- Ensuring planning meetings are scheduled as required
- Coordinating activity for all Command and General Staff
- Coordinating with key people and District officials
- Approving requests for additional resources or for the release of resources
- Keeping District administration informed of incident status
- Approving the use of trainees, volunteers, and auxiliary personnel
- Order the demobilization of the incident when appropriate.

## **UNIFIED COMMAND**

When multiple disciplines are involved in response efforts, they may enter into a Unified Command (UC). Unified Command is used to improve the unity of effort in multijurisdictional or multiagency incident management.

Unified Command enables different jurisdictions and organizations to jointly manage and direct incident activities through a common set of incident objectives, strategies, and a single incident action plan.

Each partner in the Unified Command maintains authority, responsibility, and accountability for its own personnel and other resources.

## **GENERAL STAFF SECTION**

### **OPERATIONS**

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The Operations Section plans, performs, and supports tactical activities to achieve the incident objectives established by the Incident Commander (IC).

#### **OPERATIONS SECTION CHIEF:**

- Manage tactical operations at the site / Incident Command Post level.
- Interact with the next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan
- Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development
- Assist in the development of the operations portion of the Incident Action Plan
- Supervise the execution of the Incident Action Plan for Operations
- Ensure safe tactical operations
- Request additional resources to support tactical operations
- Approve release of resources from assigned status (not release from the incident)
- Maintain close communication with the Incident Commander
- Direct and oversee the activation, operations, and demobilization of the Operations Section and maintain a Unit Log.

The Operations Section Chief determines the need to activate or deactivate units within the section. If a unit is not activated, responsibility for that unit's duties will remain with the Section Chief.

#### **ACCOUNTABILITY UNIT LEADER**

- Gain accountability of all students, staff, visitors, and contractors at the Incident site
- Report accountability status to the Incident Command Post
- Organize and supervise the movement of personnel to transportation for movement during off-site evacuations
- Track movement of personnel to off-site reunification and conduct on-site parent release operations.

### **MEDICAL UNIT LEADER**

- At the scene of the incident, establish and manage the triage site and Casualty Collection Point
- Oversee the triage and medical treatment of all casualties
- Report casualty status and fatalities to the Incident Command Post
- Track movement of casualties and recommend mitigation strategies to the Incident Commander
- Liaise with medical first responder upon arrival and provide casualty status
- Request additional personnel and supplies as needed
- Liaise with the Coroner's Office on scene

### **SEARCH AND RESCUE UNIT LEADER**

- Oversee all incident site search and rescue teams and operations at the direction of the Incident Commander.
- Develop and implement search and rescue plans
- Track search and rescue team activities
- Document team actions
- Ensure teams have appropriate equipment
- Make equipment and personnel requests to the Incident Commander, as necessary
- Report all information to the Incident Commander
- Assist fire department operations at their request
- Brief arriving fire department personnel as directed
- Assist medical teams with immediate intervention treatment as needed

## **PLANNING & INTELLIGENCE**

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The Planning Section collects, evaluates, processes, and disseminates information for use at the incident.

### **PLANNING & INTELLIGENCE SECTION CHIEF:**

- Collect and process situation information
- Supervise the preparation of the Incident Action Plan
- Establish information requirements and reporting schedules for the Situation Unit
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Report any significant changes in incident status
- Compile and display incident status information
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan
- Oversee preparation of Incident demobilization plan
- Maintain close communication with the Incident Commander
- Direct and oversee the activation, operations, and demobilization of the Planning & Intelligence Section,

- Maintain a Unit Log

The Planning & Intelligence Section Chief determines the need to activate or deactivate units within the section. If a unit is not activated, responsibility for that unit's duties will remain with the Section Chief.

#### **SITUATION UNIT LEADER**

- Maintain the Incident Command Post status board
- Responsible for documenting, managing, and displaying all incoming and outgoing incident information
- Document assignments and supply needs
- Notify the Incident Commander of pertinent information and status changes
- Establish information requirement
- Fill EOC information requests
- Maintains a master record of the incident

### **LOGISTICS**

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All incident material support and staffing needs are provided by the Logistics Section.

#### **LOGISTICS SECTION CHIEF:**

- Manage all incident logistics
- Provide logistical input to the Incident Commander in preparing the Incident Action Plan
- Brief other Section and Unit Leaders as needed
- Conduct logistical forecasting
- Identify anticipated and known incident service and support requirements
- Request additional resources as needed
- Review and provide input to all plans and planning subsections, as required
- Supervise requests for additional resources
- Direct and oversee the activation, operations, and demobilization of the Logistics Section
- Maintain a Unit Log.

The Logistics Section Chief determines the need to activate or deactivate units within the section. If a unit is not activated, responsibility for that unit's duties will remain with the Section Chief.

#### **SUPPLY UNIT LEADER**

- Responsible for the immediate identification and local acquisition of equipment or supplies for the Incident Command Post and teams.

## Part V: Firearm Safety Notification Procedures (California Education Code 49392)

In compliance with California Education Code Section 48986, the District provides annual written notification to parents and guardians of pupils in kindergarten through grade 12 regarding California laws relating to the safe storage of firearms. This notification is included in the District's Student and Family Handbook and serves to increase awareness and promote school and community safety.

## Part VI: Threat Reporting Procedures (California Education Code 49393)

### 1. Purpose

These procedures are established to ensure the safety of all students, staff, and visitors by providing a clear, coordinated process for reporting, assessing, and responding to threats or incidents of violence, unlawful activity, or potential harm occurring:

- On school grounds
- During school-sponsored events
- On school transportation

These procedures fulfill the requirements of **Education Code sections 49390–49395**, as established by **Senate Bill 906**, effective January 1, 2023, and incorporate the use of **Catapult EMS** to support timely communication and incident management.

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### 2. Definitions

- **Threat or perceived threat:** Any writing or action by a pupil that creates a reasonable suspicion the pupil is preparing to commit a homicidal act related to the school or a school activity. This includes depictions of firearms, ammunition, shootings, or related violent imagery in association with physical harm or death (e.g., on social media, journals, or class notes).
- **Dangerous or unlawful activity:** Any act or threat that could cause injury or violate local, state, or federal laws (e.g., possession of weapons, physical assault, drug activity, threats of harm).
- **LEA employee:** All certificated and classified staff, contractors, and governing board members who interact with students.

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### 3. Immediate Response and Reporting Protocol

#### A. Staff Observations and Mandatory Reporting

- Any staff member who observes or becomes aware of a threat or perceived threat of a **homicidal act related to school or a school activity** must immediately:
  - **Report to site administration and**
  - **Notify local law enforcement, Twin Rivers Police** (or school resource officer)

- **Submit an Action Alert (Code Red) through Catapult EMS**, which will simultaneously notify key response personnel, including administration and district-level safety officials
- Include all **available evidence** related to the threat (e.g., screenshots, notes, eyewitness statements).
- If multiple employees are aware of the same incident, a report by one satisfies the obligation for all; however, employees are encouraged to document/report individually when in doubt.

#### B. Reporting Other Dangerous or Unlawful Activities

- Staff should report all observed or suspected incidents involving violence, weapons, or unlawful acts to site administration **and through Catapult EMS**.
- Site administrators will use Catapult EMS to:
  - Track incident response in real-time
  - Coordinate with district and law enforcement partners
  - Document steps taken throughout the incident

### 4. Administrative Investigation and Threat Assessment

- Upon receiving a report, school administration will:
  1. **Secure the immediate safety** of all individuals involved (e.g., initiate lockdown, call security, isolate the student).
  2. **Initiate a threat assessment** using District-adopted tools (e.g., Behavioral Threat Assessment model).
  3. **Collaborate with law enforcement**, per Ed. Code § 49394, to:
    - Conduct a timely investigation
    - Review the California DOJ firearm registry
    - Conduct a search of the school site if warranted by reasonable suspicion
- **All communication with internal response teams and documentation of investigative steps will be managed via Catapult EMS**, supporting transparency and centralized recordkeeping.

### 5. Parent and Student Involvement

- Parents/guardians of involved students will be notified in a manner consistent with district policy and legal requirements.
- In cases involving threats of violence, mental health supports may be offered, including:
  - Counseling referrals
  - SST or IEP team review, if applicable
  - Safety re-entry planning

### 6. Documentation and Follow-Up

- All incidents and responses will be documented in both Aeries and Catapult EMS for tracking and legal compliance.
- School administrators will convene a follow-up meeting to:
  - Review the adequacy of the response
  - Ensure all supports and consequences were implemented appropriately
  - Adjust safety protocols if needed

## Part VII: Emergency Response Protocols

These Emergency Response Protocols are an excerpt from the larger Master Emergency Operating Plan (EOP) that is developed under the U.S. Department of Education's Emergency Response and Crisis Management Discretionary Program.

These Emergency Response Protocols are consistent with both the Standardized Emergency Management System (SEMS) developed by the State of California and the National Incident Management System (NIMS) developed by the U.S. Department of Homeland Security. The EOP presents specific standardized procedures to be used in preparing for and responding to school emergencies.

It is important to treat this plan as an evolving and living document that will be reviewed in detail annually and updated as required, especially after every incident that requires its use.

The main objectives of these Emergency Response Protocols are to establish policies, procedures, and an organizational structure for response to emergencies for:

- Protecting the life and safety of students and staff
- Protecting Twin Rivers Unified School District property and the environment
- Providing rapid resumption of normal school activities in a timely manner

These emergency protocols are organized into two sections:

1. **Part V.1: Common Response Actions:** Addresses immediate common response actions that may be applied to multiple incident types.
2. **Part V.2: Incident-Specific Response Actions:** Provides pre-incident prevention/mitigation, emergency response, and recovery guidelines for specific incident types.

Each Section of the Incident-Specific Response Actions is divided into 3 subsections:

- A. Pre –Incident Prevention / Mitigation: Those actions, such as plans, training, equipment acquisitions etc., that will prepare schools to deal with emergencies.
- B. Emergency Response Guidelines: Those actions to be taken at the onset, during and at the immediate conclusion of an incident.
- C. Recovery: Those actions that promote continuity of operations and a return to normal operations and post-incident analysis.

**The District's Emergency Response Protocols from the Master Emergency Operation Plan (EOP) are accessible online at this [link](#).**

**Off-Site Evacuation Locations**

<b>1<sup>ST</sup> OFF-SITE EVACUATION LOCATION</b>			
<b>Name of Evacuation Facility:</b>	Richardson Village Park		
<b>Contact Person:</b>		<b>Phone:</b>	
<b>Address:</b>	Altos Ave, Sacramento, CA 95815		
<b>Special Conditions of Facility Owner:</b>			
<b>2<sup>ND</sup> OFF-SITE EVACUATION LOCATION</b>			
<b>Name of Evacuation Facility:</b>			
<b>Contact Person:</b>		<b>Phone:</b>	
<b>Address:</b>			
<b>Special Conditions of Facility Owner:</b>			

**Part VIII: Strategies and Procedures for School Safety**

# Martin Luther King Jr, Jr High

3051 Fairfield Street, Sacramento CA 95815



Martin Luther King, Jr.  
Technology Academy  
Grades: 7-8  
3051 Fairfield Street  
Sacramento, CA 95815  
(916) 566-3490





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School Year: 2025-26



# 2025-26 School Plan for Student Achievement Addendum #1

School Name	County-District-School (CDS) Code	Site Council Meeting Date:	Local Board Approval Date
Martin Luther King Jr. Technology Academy	34765056102784		

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### SPSA Modified Actions and/or Expenditures to Goal 1

<b>Goal Statement</b>
<p>The following goals have been established for 2025-26:                      The percentage of students scoring at standards met or exceeded in ELA, Math and Science on the CAASPP will reflect at least 10% or higher.</p>

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
1.1 Extended day tutoring for academic intervention	1000-1999:	Title I Basic	0				0
	3000-3999:	Title I Basic	0				
1.2 Training and resources to support instruction more effectively aligning SBAC and Quarter Benchmarks, including Student Data Talks, PLC meeting time and Teacher Instructional Rounds	1000-1999:	Title I Basic	10,000				10,320
	3000-3999:	Title I Basic	320				
1.3 AVID schoolwide implementation (materials, tutorology, PD, fees, etc..) to support best instructional practices		Title I Basic	10,000				10,000

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
1.4 Fund 0.4 (2 sections) FTE to allow for an AVID elective in 7th and 8th grade. Including subs for sick leave, personal necessity, etc.	1000-1999:	Title I Basic	34,411				47,746
	3000-3999:	Title I Basic	13,335				
1.5 Provide opportunities for professional development, including conferences that support instructional best practices							0
1.6 Support student organization and schoolwide AVID implementation with needed resources based on AVID team consultation and collaboration.	4000-4999:	Title I Basic	3000				3,000
1.7 Provide funding for technology and supplemental curriculum to support interventions and classroom instruction	4000-4999:	Title I Basic	6,000				6,000
1.8: Provide access to professional	5000-5999:	Title I Basic	10,794				10,794

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
development, conferences, resources, and collaboration time to strengthen instruction and align with SBAC and benchmark assessments. Such as AVID, PLCs, DLI, data-driven practices, PBIS, etc.							

**SPSA Modified Actions and/or Expenditures to Goal 2**

<b>Goal Statement</b>
Increase the number of students by at least five students per school year who are involved with not only AVID and DLI but who also participate in college partnerships and alliances with programs such as the UC Davis Early Academic Outreach Program, Roberts Family Development Center, Improve Your Tomorrow, UCAN/GEMS, Student/Athlete awareness relative to NCAA requirements, etc. in addition to students having access to resources that support their self-discovery for career interests.

<b>Action/Services</b>	<b>Approved Expenditures</b>			<b>+/- Proposed Changes</b>			<b>Total Allocation</b>
	<b>Type</b>	<b>Funding Source</b>	<b>Amount</b>	<b>Type</b>	<b>Funding Source</b>	<b>Amount</b>	
2.1 Increase opportunities for College and Career Readiness enlightenment for both students and parents.	4000-4999:	Title I Basic	0				0
2.2 Develop and implement a system of monitoring goals and progress of each course or partnership							

**SPSA Modified Actions and/or Expenditures to Goal 3**

<b>Goal Statement</b>
<p>By June 2026, 50% of the students at MLKTA will be involved and engaged in an enrichment program or extracurricular activity such as a club, athletics and Leadership which is a 10% increase from the 24-25 school year.                      Suspension Rates will be below 15% and Chronic Absentee Rates will be below 20%</p>

<b>Action/Services</b>	<b>Approved Expenditures</b>			<b>+/- Proposed Changes</b>			<b>Total Allocation</b>
	<b>Type</b>	<b>Funding Source</b>	<b>Amount</b>	<b>Type</b>	<b>Funding Source</b>	<b>Amount</b>	
3.1 Increase club offerings and improve recruitment process for clubs, athletics and leadership class							0
Improve Systems for Tier 2 and Tier 3 Interventions focused on reducing behaviors that lead to suspension, especially anger and grief management and smoking/drug use							0
Improve systems to aimed at increasing daily attendance and reducing tardies.							0
Increase PBIS Tier 1 acitivities and events for student recognition, motivation, and celebrations							0
Add an additional Campus Safety Specialist who can build	2000-2999: 3000-3999:	Title I Basic Title I Basic	27995 10975	2000-2999: Classified	Title I Parent and	5650	38,970

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
relationships with students and provide early identification of students who may need Tier 2 or 3 supports.							
3.6 Provide students with social and emotional supportive resources that positively impacts student learning through materials and programs that will help decrease referrals and suspensions and increase attendance. Including but not limited to PBIS school wide expectations lessons and assemblies, structured student engagement, mentorship, SEL/motivational assemblies, including outside vendors and materials.	5000-5999:	Title I Basic	20,266				20,266

**SPSA Modified Actions and/or Expenditures to Goal 4**

**Goal Statement**

By June 2026, 50% MLKTA parents/guardians will participate in a minimum of two school events during the school year as evidenced by sign in sheets.

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
4.1 Funding for light refreshments, transportation, printing and postage.	5000-5999:	Title I Parent and	4,024	5000-5999: Services	Title I Parent and	+154	4,024
4.2 Fund parent to attend CABA conference	5000-5999:	Title I Parent and	0				0

### SPSA Modified Actions and/or Expenditures to Goal 5

<b>Goal Statement</b>
To increase the overall safety and health needs of students, faculty and staff that aligns with district and school wide protocols and procedures

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
5.1 Increasing Communication and Safety Protocols that ensure the well-being of all students and staff							

### Budgeted Funds and Expenditures in this Plan

The tables below are provided to help the school track expenditures as they relate to funds budgeted to the school.

#### Expenditures by Funding Source

##### Approved Expenditures

Funding Source	Amount
Comprehensive Support and Improvement (CSI)	0.00
Title I Basic	147,096.00
Title I Parent and Family Engagement	4,024.00

##### +/- Proposed Changes

Funding Source	Amount
	0.00
Comprehensive Support and Improvement (CSI)	0.00
Title I Basic	0.00
Title I Parent and Family Engagement	5,804.00

##### New Total

Funding Source	Amount
Comprehensive Support and Improvement (CSI)	0
Title I Basic	147,096
Title I Parent and Family Engagement	4,024

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5,804


**Expenditures by Goal**

**Approved Expenditures**

**+/- Proposed Changes**

<b>Goal Number</b>	<b>Total Expenditures</b>	<b>Goal Number</b>	<b>Total Expenditures</b>
Goal 1	87,860.00	Goal 1	0.00
Goal 2	0.00		
Goal 3	59,236.00	Goal 3	5,650.00
Goal 4	4,024.00	Goal 4	154.00

**Approval/Attested**

<b>Title</b>	<b>Signature</b>	<b>Date</b>
SSC Chair		October 8, 2025
Principal		October 8, 2025