Castori Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

03/25/2026 3:00 PM

Location *(Ubicación)*

zoom

Zoom Link *(Enlace de Zoom)*

https://twinriversusd-org.zoom.us/j/6928687249?omn=85181633746

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

Non-staff: Parents/Community Member/Students *No Personal: Padres/Miembros de la Comunidad/Estudiantes*		**Present / Absent** *Presente/ Ausente*
Parent	Stasia Rinck	
Parent	Francesca De Guevera	
Parent	Santana Moody	
Parent	Mendez Villasenor	
Parent	Granush Asatryan	
Alternates *(Alternativos)*:		

***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)**

***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).**

Staff: Principal or Designee/Teachers/Other Staff *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal*		**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):*	Leslie Sargent	
Teacher: *Maestro(a):*	Natasha Timonichev	
Teacher: *Maestro(a):*	Julie St. Amant	
Teacher: *Maestro(a):*	Tracy Graalfs	
Other Staff*:Otro Personal:*	Maria Sanchez	
Alternates: *Alternativos:*	Brittany Baptista	
***Teachers must be the majority** **Los maestros deben ser mayoría*		

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* Total Members in Attendance: *Total de Miembros Presentes:* Quorum: *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)*
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)*
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* Review & Approve Minutes from 1/28/26 meeting 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Document Review: *Revisión y de Documentos*		
Needs Assessment (Evaluación de Necesidades)	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
N/A Data Review	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas*
School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*		
SPSA Draft Review & Approve SPSA Draft Goals/Actions	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

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

Next meeting date: 05/20/2026 3:00 PM
Fecha de próxima reunión:

Castori Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

01/28/2026 3:00 PM

Location *(Ubicación)*

Zoom

Zoom Link *(Enlace de Zoom)*

https://twinriversusd-org.zoom.us/j/6928687249?omn=85181633746

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

Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) *No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)*		**Present / Absent** *Presente/ Ausente*
Parent	Stasia Rinck	Absent
Parent	Francesca De Guevera	Absent
Parent	Santana Moody	Present
Parent	Mendez Vilasenor	Absent
Parent	Granush Asatryan	Absent
Alternates *(Alternativos)*:		

***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)**

***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).**

Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)*	**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):* Leslie Sargent	Present
Teacher: *Maestro(a):* Julie St. Amant	Present
Teacher: *Maestro(a):* Tracy Graalfs	Present
Teacher: *Maestro(a):* Natasha Timonichev	Present
Other Staff:*Otro Personal:* Maria Sanchez	Present
Alternates: *Alternativos:* Brittany Baptista	
***Teachers must be the majority** **Los maestros deben ser mayoría*	

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* 3:00 PM Total Members in Attendance: 6 *Total de Miembros Presentes:* Quorum: Yes (Si) *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* No Public Speakers
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* Discussed today's meeting priorities.
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* Review and approve 11/19/25 meeting minutes 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Minutes/Actas Person *Persona:* Leslie Sargent Second *Se secundó*: Natasha Timonichev In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
Other Review and approve Title 1 funded SST Teacher position for 2026-2027.	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* funding for our SST teacher Person *Persona:* Julie St. Amant Second *Se secundó*: Tracy Graalfs In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Document Review: *Revisión y de Documentos*		
Needs Assessment (Evaluación de Necesidades)	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Still need our two SST positions to sustain our increasing growth. Our goal is to better support our EL students to push more to pass the ELPAC. Will be adding more targeted help based on data acquired.
Other Data Review	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Will continue gathering data with our upcoming Benchmarks and iReady assessments.
School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*		
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Other Business: *Otros Asuntos:*		
ELAC Reporting *Informes ELAC*	**Chairperson** ***Presidente***	**Summary of Reporting (***Resumen de Informes)* N/A
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) *Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*	**Chairperson** ***Presidente***	**Summary of Presentation (***Resumen de Presentación)* N/A
Additional Information/New Business/Discussion *Información Adicional/Asuntos Nuevos/Conversación* ThoughtExchange survey	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* We have gathered data through a survey for staff and parents.
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:* 3:15 PM

Next meeting date: 03/18/2026 3:00 PM
Fecha de próxima reunión:

Castori Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

11/19/2025 3:00 PM

Location *(Ubicación)*

Zoom

Zoom Link *(Enlace de Zoom)*

https://twinriversusd-org.zoom.us/j/6928687249?omn=85181633746

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

Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) *No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)*		**Present / Absent** *Presente/ Ausente*
Parent	Stasia Rinck	Absent
Parent	Francesca De Guevera	Absent
Parent	Santana Moody	Present
Parent	Mendez Villasenor	Absent
Parent	Granush Asatryan	Absent
Alternates *(Alternativos)*:	N/A	

***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)**

***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).**

Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)*	**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):* Leslie Sargent	Present
Teacher: *Maestro(a):* Natasha Timonichev	Present
Teacher: *Maestro(a):* Julie St. Amant	Present
Teacher: *Maestro(a):* Tracy Graalfs	Present
Other Staff*:Otro Personal:* Maria Sanchez	Present
Alternates: *Alternativos:* Brittany Baptista	Absent
***Teachers must be the majority** **Los maestros deben ser mayoría*	

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* 3:00 PM Total Members in Attendance: 6 *Total de Miembros Presentes:* Quorum: Yes (Si) *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* No Public comment
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* Reviewed agenda and had no questions
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 10/8/25 Meeting Minutes (see attached) 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Minutes/Actas Person *Persona:* Leslie Sargent Second *Se secundó*: Tracy Graalfs In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
Site Safety Plan (Plan de Seguridad del Centro)	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Site Safety Plan Person *Persona:* Natasha Timonichev Second *Se secundó*: Tracy Graalfs In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada*

Document Review: *Revisión y de Documentos*		
Title I Evaluation (Evaluación de Título I) 1 📎 Attachment	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Shared of where majority of funds go: salary and benefits for support staff, materials such as ESGI and technology such as IXL. Funds for parent engagement. Will work on figuring out the remaining funds.
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*		
SPSA Addendum 1 📎 Attach Document	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* SPSA Addendum Person *Persona:* Julie St. Amant Second *Se secundó*: Santana Moody In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

Other Business: *Otros Asuntos:*		
ELAC Reporting *Informes ELAC*	**Chairperson** ***Presidente***	**Summary of Reporting (***Resumen de Informes)* ELAC to be discussed with more participants in the future
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) *Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*	**Chairperson** ***Presidente***	**Summary of Presentation (***Resumen de Presentación)* N/A
Additional Information/New Business/Discussion *Información Adicional/Asuntos Nuevos/Conversación*	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:* 3:30 PM

Next meeting date: *Fecha de próxima reunión:*	01/28/2026	3:00 PM

Castori Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

10/08/2025 3:00 PM

Location *(Ubicación)*

Zoom

Zoom Link *(Enlace de Zoom)*

https://twinriversusd-org.zoom.us/j/6928687249?omn=85181633746

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

Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) *No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)*		**Present / Absent** *Presente/ Ausente*
Parent	Stasia Rinck	No
Parent	Francesca De Guevera	No
Parent	Santana Moody	Yes (Si)
Parent	Mendez Villasenor	No
Parent	Granush Asatryan	No
Alternates *(Alternativos)*:		

***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)**

***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).**

Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) *Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)*	**Present / Absent** *Presente/ Ausente*
Principal/Designee: *Directora(a)/ Designado(a):* Leslie Sargent	Yes (Si)
Teacher: *Maestro(a):* Natasha Timonichev	Yes (Si)
Teacher: *Maestro(a):* Julie St. Amant	Yes (Si)
Teacher: *Maestro(a):* Tracy Graalfs	Yes (Si)
Other Staff*:Otro Personal:* Maria Sanchez	Yes (Si)
Alternates: *Alternativos:* Brittany Baptista	No
***Teachers must be the majority** **Los maestros deben ser mayoría*	

AGENDA

ITEM *ARTÍCULO*	**Facilitator** *Facilitador(a)*	**Minutes** *Minutas*
Call to Order / Sign in sheet *Orden del Día/ Hoja de Firmas* **Quorum** *Quórum* **(50% +1)**	**Chairperson** ***Presidente***	This meeting is called to order at: *Se abre la sesión a las* 3:00 PM Total Members in Attendance: 6 *Total de Miembros Presentes:* Quorum: Yes (Si) *Quórum:*
Public Comment (2 minutes per speaker) *Comentarios del Público (2 minutos cada participante)*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* No members of the public present.
Review Agenda *Repasar Agenda*	**Chairperson** ***Presidente***	**Summary of Comments (***Resumen de Comentarios)* Agenda consists of : approving minutes, introducing new members, electing officers, reviewing involvement policies, voting on bylaws and school compact, and discussing school data.
Review / approve minutes from last meeting *Revisar/aprobar el acta de la última reunión* 1 Previous Minutes	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Minutes/Actas Person *Persona:* Santana Moody Second *Se secundó*: Natasha Timonichev In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada*

Council Business *Asuntos del Consejo*		
New Members (Nuevos Miembros) Introduce new members	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Introduced a new parent member, Santana Moody.
Elect Officers (Elegir a Funcionarios)	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Tracy Graalfs is the President, Julie St. Amant is Vice President and Natasha Timonichev is Secretary.
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* Parent Involvement Policies about communication, equity for students, making sure parents are involved with student support, etc.

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*		
Parent Involvement (Participación de Padres) Review, adjust and parent involvement policy 1 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* Parent Involvement Policies Person *Persona:* Leslie Sargent Second *Se secundó*: Natasha Timonichev In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada* Pass
Bylaws (Reglamentos) Review, adjust and adopt bylaws 1 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* School Site Council Bylaws Person *Persona:* Santana Moody Second *Se secundó*: Tracy Graalfs In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada* Pass
School Compact (Compacto Escolar Review, adjust and adopt School-Family Compact 1 Attachment	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* School Compact Person *Persona:* Leslie Sargent Second *Se secundó*: Julie St. Amant In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada* Pass
Other Present and discuss: School Data (SBAC, Etc) and SPSA Goals/Actions	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* School Data Person *Persona:* Natasha Timonichev Second *Se secundó*: Leslie Sargent In favor *A favor* : 6 Oppose *En contra*: 0 Abstain *En abstención*: 0 Motion: Pass or Fail: Pass *Moción: Aprobada o Rechazada* Pass

Document Review: *Revisión y de Documentos*		
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
N/A	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*		
N/A	**Chairperson** ***Presidente***	I move to approve the *Propongo aprobar a la* N/A Person *Persona:* Second *Se secundó*: In favor *A favor* : Oppose *En contra*: Abstain *En abstención*: Motion: Pass or Fail: *Moción: Aprobada o Rechazada* N/A

Other Business: *Otros Asuntos:*		
ELAC Reporting *Informes ELAC*	**Chairperson** ***Presidente***	**Summary of Reporting (***Resumen de Informes)* We will have ELAC meetings coming up.
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) *Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*	**Chairperson** ***Presidente***	**Summary of Presentation (***Resumen de Presentación)* Parents supporting with making copies, being in class and planning for a Fall Festival.
Additional Information/New Business/Discussion *Información Adicional/Asuntos Nuevos/Conversación*	**Chairperson** ***Presidente***	**Summary of Action Taken** *Resumen de Medidas Adoptadas* N/A
Adjournment: *Aplazamiento:*	**Chairperson** ***Presidente***	**Time**: *Hora:* 3:30 PM

Next meeting date: 11/19/2025 3:00 PM
Fecha de próxima reunión:

Castori Elementary
School Site Council Agenda/Minutes

Date & Time: May 21, 2025 3:00 PM
Location: Zoom
Zoom Link: https://zoom.us/j/94270316669
Meeting ID: 94270316669

2024- 2025, Elected SSC Members

Non-staff: Parents/Community Member/Students	Present
Parent : Karen Elliott	Present
Parent : Francisca De Guevera	Absent
Parent : Avis Gutierrez	Absent
Parent : Stasia Rinck	Present
Parent : Anna Asatryan	Absent
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)	
Staff: Principal or Designee/Teachers/Other Staff	**Present**
Principal: Leslie Sargent	Present
Teacher: Natasha Timonichev	Present
Teacher: Julie St. Amant	Present
Teacher: Tracy Graalfs	Present
Teacher Alternate: Brittany Baptista	Absent
Other Staff: Maria Sanchez	Present

AGENDA

ITEM	Facilitator	Minutes
Call to Order / Sign in sheet **Quorum (50% +1)**	**Chairperson**	This meeting is called to order on 5/21 at 3:04 p.m. Total Members in Attendance: 7 Quorum: Yes
Public Comment (2 minutes per speaker)	**Chairperson**	No public comments were made

Review Agenda	**Chairperson**	Agenda was reviewed
Review / approve minutes from last meeting March Meeting Minutes	**Chairperson**	I move to approve the minutes: Julie St-Amant Second: Leslie Sargent In favor: 7 Oppose: 0 Abstain: 0 Motion: Passed
School Plan For Student Achievement (SPSA)		
Review & Approve: • **2025-2026 SPSA** 2025 Castori SPSA	**Chairperson**	I move to approve the 2025-2026 SPSA: Natasha Timonichev Second: Tracy Graalfs In favor: 7 Oppose: 0 Abstain: 0 Motion: Passed
• **Other Business:**		
• **Not Combined**	**Chairperson**	**Summary of Discussion**
Additional Information/New Business/Discussion	**Chairperson**	Ice Cream Social and Spring Recital 5/29 at 6pm
Adjournment	**Chairperson**	Time: May 21, 2025 3:27 p.m.
Next meeting date: Fall 2025		

Castori Elementary School

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

2025-2026

Castori Elementary has developed a written Title I parental involvement policy with input from Title I parents. This policy was developed with parents and staff. It was distributed to parents in AERIES Communicator. The policy describes the means for carrying out the following Title I parental involvement requirements *[20 USC* 6318 Section 1118(a)-(f) inclusive].

INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM:

To involve parents in the Title I program at Castori Elementary School , the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

The parents at Castori are informed about the school's Title I requirements and the right to be involved in the Title I program at our annual Back-to-School Night, which is held within the first 2 weeks of school. Parent rights and requirements are shared via a presentation in the cafeteria during the event.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

Flexible parent meetings are offered during Coffee & Conversation meetings. Some Title 1 parents are a part of the School Site Council, Panther Partners group and English Learner Advisory Committee. Parents provide input about the most convenient meeting times for them, and scheduling takes place to meet their needs.

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

Information is gathered at parent input meetings regarding the needs of the Title 1 students. Parents are an Integral part of the development of the Single Plan for Student Achievement (SPSA). The SSC and ELAC conduct formal needs assessments during each school year, and these are used to develop the goals and strategies included in the SPSA.

The school provides parents of Title I students with timely information about Title I programs.

Parents are informed about information regarding Title 1 programs at meetings, and written correspondence sent home through AERIES ParentSquare and Dojo.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

Parents are informed about curriculum, assessments, and student progress and proficiency at Back-to-School Nights, Mid-Trimester Progress Reports, Parent Conferences, Report Cards, and Open House. Student Study

Team Meetings and IEP Meetings are also held for at-risk and special needs students.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents participate in decisions relating to the education of their children.

Parents can contribute to decisions related to the education of their child at parent-teacher conference meetings with the Principal, Vice Principal, Student Study Team, and or meetings with the Academic and Behavior Intervention Assistant, when possible.

BUILDING CAPACITY FOR INVOLVEMENT:

Castori engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

The state academic content standards and assessments are explained to parents by the classroom teacher at Back-to-School Night and at Parent Conferences. Parents are provided with assistance in how to monitor and improve achievement of their children with assistance from the classroom teacher. Teachers provide ongoing student assessment and achievement information to parents in AERIES ParentSquare, Google Classroom, via Mid-Trimester Progress Reports and Report Cards. The monitoring and improvement of student achievement is also discussed in Student Study Team meetings, IEP meetings and Professional Learning Community collaboration meetings.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

Title I parents are provided with training and materials to work with their students at Back-to-School Nights, Parent Teacher Conferences, Student Study Team meetings and informal parent meetings with the teacher.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.

Parent Involvement is a primary focus at Castori. It is a primary goal of the staff and classroom teachers to engage and involve parents in their child’s education. Parents are encouraged by the principal and the staff to volunteer. Parents are informed that they are an integral part of their child’s education.

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

Parents of Title I students are some of the same parents that are part of School Site Council, Parent Teacher Association and English Language Advisory Committee. Most of the school activities, events, resources and support is for all parents of students on campus or virtually.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

Parent information is distributed in everyday common language terms. Acronyms are spelled out and educational vernacular and academic language are rarely used. Written language flyers and correspondence is translated for

parents who speak a language other than English, if it is a dominant language at the school site.

The school provides support for parental involvement activities requested by Title I parents.

The school provides many parent involvement activities requested by Title I, School Site Council, Panther Partners, English Language Advisory Committee and daytime students assemblies.

ACCESSIBILITY

Castori provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students Information and school reports are provided in a format and language that parents understand.

All parents are provided opportunities to participate in our many evening events, family nights, and classroom activities, field trips, and activities. Many of the parents have students that are Title I, English Learners, and/or disabled. Translation services are available to assist parents communicate with school staff, teachers, and principal. The district office provides translators upon request. Our office and the district office is also available to translate any forms or booklets to enhance school home communications. All flyers are sent home in both English and Spanish. Castori is a family-friendly school, where parent involvement, input and access is highly valued.

Castori Elementary School
SCHOOL SITE COUNCIL BYLAWS
2025-2026

ARTICLE I

Duties of the School Site Council:

The School Site Council of Castori Elementary School , shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Participate in regular training on SSC roles and responsibilities.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the TRUSD Board of Education 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 district approval whenever a material change (as defined in district governing board policy) is made in planned activities for related categorical expenditures.
- Regularly evaluate academic data to determine the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the TRUSD Board of Education and by state law.

ARTICLE II

Members

Section A: Composition*
The council shall be composed of at least 10 members, selected by their peers, as follows:

- ✔ Principal/Designee
- ✔ Classroom teachers
- ✔ "Other" school staff members (non classroom teaching staff)
- ✔ Parents or community members

* *Elementary schools must have a minimum of ten (10) members.*

The school principal/designee is a required member of the council. The principal/designee shall attend all SSC meetings. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. Classroom teachers selected shall constitute a majority of the school members selected. The number of parent and/or community members selected shall equal the number of school members selected.

Section B: Term of Office
Council 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 of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights
Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee voting shall not be permitted.

Section D: Termination of Membership
The council 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 council chairperson.

Section E: Transfer of Membership
Membership on the council may not be assigned or transferred.

Section F: Vacancy
Any vacancy on the council occurring during the term of duly elected member shall be filled by:

- An alternate designated during the annual election
- Nominated by current SSC and approved by majority of SSC membership.

The term will be for the remaining time left in the vacated seat.

The following are examples

Regular elections; appointment by two-thirds of the council 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

Elections of Council Members

- The school principal/designee is a standing member of the council.
- Classroom teacher elections will be held in *August*:
  - The certificated membership will be elected into rotational positions of *two years*.
  - Nominations and elections are conducted by the certificated staff.
  - A ballot will be used that includes a write in option.
  - If the form is digital, a member of the voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.
- "Other" staff elections will be held in *August*. The "other" position is filled by a non-classroom teacher. He/she may be a classified or certificated staff member.
  - The "other" staff membership will be elected into rotational positions of *two years*.
  - Nominations and elections will be conducted by the non classroom teaching classified and certificated staff.
  - A ballot will be used that includes a write in option.
  - If the form is digital, a member of the voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.
- Parent/Community Member representative elections will be conducted within the first six weeks of school.
  - Nominations and elections will be conducted by the *school office staff*.
  - *Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. The announcement will also be posted on the school marquee.*
  - Nominations will be accepted through the first *week of September*.
  - A ballot will be used that includes a write in option.
  - If the form is digital, a member of the voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.

All election ballots and result records will be maintained at the school site for three (3) years.

ARTICLE IV

Officers

Section A: Officers
The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council deems desirable.

The chairperson shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the council.
- Sign all letters, reports, and other communications of the council.
- Have other such duties as are prescribed by the council.

The vice-chairperson shall:

- Assist the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.

The secretary shall:

- Keep minutes and sign ins of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

Section B: Election and Terms of Office
The officers shall be elected annually, at the first or second meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Reasons for Removal of Officers
Any officer 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 council for the remaining portion of the term of office or by placement of a properly elected alternate during the Fall election.

ARTICLE V

Committees

Section A: Sub-committees
The council may establish and abolish sub-committees of their own membership to perform duties as prescribed by the council. *At least one member representing teachers and one member representing parents shall make up the sub-committee*. No sub-committee may exercise the authority of the council.

Section B: Terms of Office
The council shall determine the terms of office for members of a committee.

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

Section D: Quorum
A majority (51% or greater) of the members of the committee shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

ARTICLE VI

Meetings of the Council

Section A: Meetings
The council shall meet regularly to fulfill compliance for the school site council. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings
The council shall hold its regular meetings at a facility provided by the school, unless such 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 council.

Section C: Notice of Meetings

1. Written public notice of all meetings shall be given at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues:
   Castori website and posted on the front office door..

4. All required notices shall be delivered to council and committee members no less than 72 hours in advance of the meeting*, personally, or by mail or via email.*

Section D: Quorum
The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

A 15 minute window of wait time will be allotted to establish quorum.

Section E: Conduct of Meetings
Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 © and with Robert's Rules of Order or adoption thereof approved by the council.

Section F: Meetings Open to the Public
All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

ARTICLE VII

Amendments
An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. Written notice of the proposed amendment must be submitted to council members at least *2 days* prior to the meeting at which the amendment is to be considered for adoption.

Michael J. Castori Elementary School
2025-2026 Home/School Compact

SCHOOL ~ PARENT ~ STUDENT COMPACT

Castori Staff Pledge:
To help each student meet or exceed the state's high academic standards, Michael J. Castori Staff agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in all content areas
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities
- Endeavor to motivate my students to learn
- Maintain high expectations and help every child develop a love of learning
- Provide a warm, safe, and caring learning environment
- Participate in professional development activities that improve teaching and learning and that support the formation of partnerships with families and the community
- Participate actively in collaborative decision-making
- Work consistently with families and my school colleagues to make the school an accessible and welcoming place for families
- Respect the school, students, staff and families

Student Pledge:
To help myself succeed in school, I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Attend school each day on time
- Bring necessary materials, completed assignments and homework if assigned
- Ask for help when I need it
- Communicate regularly with my parents and teachers about school experiences so that they can help me be successful in school
- Follow Castori rules as they apply to all areas and be Respectful, Optimistic, Academic, and Responsible
- Limit my TV watching and video game playing so it does not affect my education
- Respect Castori, other student Panthers, families, and adult Panther staff

Family/Parent Pledge:

To help my child meet or exceed the state's high academic standards, I agree to carry out the following responsibilities to the best of my ability:

- Communicate the importance of education and learning to my child
- Provide a quiet time and place for homework and schoolwork
- Monitor my child's TV viewing and video game playing as to not interfere in their sleep or academic growth
- Read to my child or encourage my child to read every day (20 minutes for grades K-3, and 30 minutes for grades 4-6)
- Communicate with the teacher or the school when I have a concern
- Ensure that my child attends school every day, and gets adequate sleep, regular medical attention and proper nutrition
- Regularly monitor my child's progress in school
- Participate in activities at school, such as school decision making, volunteering and/or attending parent-teacher conferences
- Communicate the importance of education and learning to my child
- Respect the school, staff, students, and other families of Castori

Student Signature: _____

Teacher Signature: _____

Parent/Guardian: _____

School Plan for Student Achievement: Title I Funded Program Evaluation
Michael J. Castori Elementary School

Monitoring and Evaluation Template

Goal #1
English Language Arts: By Spring 2026, Castori proficiency rates for CAASPP (3rd-6th grade) will increase over the 2024-2025 rates by a minimum of 5% school wide. Mathematics: By Spring 2026, Castori proficiency rates for CAASPP (3rd-6th grade) will increase over the 2024-2025 rates by a minimum of 5% school wide. English Learners: By Spring 2026, Castori proficiency rates for ELPAC will increase over the 2024-2025 rates by a minimum of 3% school wide.

Budgeted Amount	**Actions/ Activities (Strategies)**	**Expenditures to Date**	**Monitoring What is/is not working and why?**	**Modification(s) based on monitoring results (Evaluation)**
(From SPSA)	(Actions from your SPSA)	Updated regularly as funds are spent	Give details of effective and/or ineffective indicators showing that this activity or strategy is/is not working, including: Assessment Data, Attendance and Behavior Data, Implementation data, anecdotal data that can be used to justify the action.	Continue, modify, or discontinue and why?
	1.1 Student Support Teacher (1.0 FTE) will assist with the management and implementation of student intervention programs that lead to accelerated student learning.	Total amount of $150,560 will be spent over the couse of the school year on salary and benifits.	Based on data (SIPPS, curriculum based assessments, CORE assessments, etc.) students are making academic progress in reading proficiency. Lowest SIPPS levels are 4 levels higher than in 24-25. The majority of 3rd and 4th graders are on track to test out of SIPPS challenge by the end of the school year.	Continue
	1.2 Instructional materials, supplies, software, and intervention materials to support EL students and students needing intervention	ESGI and IXL licences were purchased for a total of $6,238. All funds have been expended on these licenses.	TK, Kindergarten, and SST teachers use ESGI to progress monitor student achievement with our youngest learners. This data informs student interventions and supports teachers in planning for instruction. IXL is used for math practice and intervention for students in grades 3-6. Students making growth in their mastery of math standards as a result.	Continue

Goal #2
No goal #2 at this time.

Budgeted Amount	**Actions/ Activities (Strategies)**	**Expenditures to Date**	**Monitoring What is/is not working and why?**	**Modification(s) based on monitoring results (Evaluation)**
(From SPSA)	(Actions from your SPSA)	Updated regularly as funds are spent	Give details of effective and/or ineffective indicators showing that this activity or strategy is/is not working, including: Assessment Data, Attendance and Behavior Data, Implementation data, anecdotal data that can be used to justify the action.	Continue, modify, or discontinue and why?

Goal #3
Castori will ensure a school environment that is safe, clean, and conducive to learning and that contributes to a positive, student centered school culture. PBIS (Positive Behavior Interventions & Supports) will be used as our school wide behavior system to define and encourage appropriate student behaviors. Castori will continue to maintain a suspension rate under 8% annually and will decrease chronic absenteeism by 5%.

Budgeted Amount	**Actions/ Activities (Strategies)**	**Expenditures to Date**	**Monitoring What is/is not working and why?**	**Modification(s) based on monitoring results (Evaluation)**
(From SPSA)	(Actions from your SPSA)	Updated regularly as funds are spent	Give details of effective and/or ineffective indicators showing that this activity or strategy is/is not working, including: Assessment Data, Attendance and Behavior Data, Implementation data, anecdotal data that can be used to justify the action.	Continue, modify, or discontinue and why?

Goal #4
Provide support, services and trainings to strengthen families as an integral part of our students' education to support the instructional program. Feedback from parent and staff LPAC, SSC, and ELAC meetings, Castori survey and data gathered during parent meetings and events show an interest in parent training opportunities and family support services to support their students' academic success.

Budgeted Amount	Actions/ Activities (Strategies)	Expenditures to Date	Monitoring What is/is not working and why?	Modification(s) based on monitoring results (Evaluation)
(From SPSA)	(Actions from your SPSA)	Updated regularly as funds are spent	Give details of effective and/or ineffective indicators showing that this activity or strategy is/is not working, including: Assessment Data, Attendance and Behavior Data, Implementation data, anecdotal data that can be used to justify the action.	Continue, modify, or discontinue and why?
	4.1 Supplies, materials, and resources to facilitate parent engagement	$4,289 allocated. $37 expended.	Funds support engagement at community/family events	Continue

Goal #5
No Goal 5

Budgeted Amount	Actions/ Activities (Strategies)	Expenditures to Date	Monitoring What is/is not working and why?	Modification(s) based on monitoring results (Evaluation)
(From SPSA)	(Actions from your SPSA)	Updated regularly as funds are spent	Give details of effective and/or ineffective indicators showing that this activity or strategy is/is not working, including: Assessment Data, Attendance and Behavior Data, Implementation data, anecdotal data that can be used to justify the action.	Continue, modify, or discontinue and why?

School Plan for Student Achievement: Title I Needs Assessment

Directions: Develop a list of site needs based on current data. Collaborate with ILT, ELAC, Site Council and other groups to determine priority needs. Once your needs are ranked, decide if they fit within a current SPSA goal or if a new goal needs to be created. List the needs your Site Council agrees need to be prioritized for each goal and complete the table. This will determine your actions and budget expenditures for your SPSA.

SPSA Goal	Site Needs (Ranked Greatest-Least)	Data that demonstrates need	Proposed or Current Actions	Metric: How will you measure success?
1.0 Improve students' reading proficiency	1	iReady, SIPPS, SBAC	Reading focus during WIN, small group instruction during literacy block, support from SST teachers for small group instruction	pass rate on benchmark assessments, improved SBAC results, growth over time on SIPPS assessments, growith on iReady from D1-D2-D3
1.0 Improve students' math proficiency	2	curriculum based assessments, unit assessments, SBAC, IXL data	IXL targeted support assigned to students, small group instruction from teacher during math	pass rate on benchmark assessments, improved SBAC results, growth over time on IXL assessments
1.0 Improve EL student reclassification rate on ELPAC over 24-25	3	ELPAC, SBAC, Curriculum based measures	daily integrated and designated ELD instruction, EL focused PD, teacher coaching from EL TOSA	improved ELPAC scores, higher rate of reclassification in 25-26, improved SBAC scores of EL students

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
Michael J. Castori Elementary School	34765056033427	11/19/25	

Table of Contents

SPSA Modified Actions and/or Expenditures to Goal 1 2

SPSA Modified Actions and/or Expenditures to Goal 2 3

SPSA Modified Actions and/or Expenditures to Goal 3 4

SPSA Modified Actions and/or Expenditures to Goal 4 6

SPSA Modified Actions and/or Expenditures to Goal 5 7

Budgeted Funds and Expenditures in this Plan 8

Approval/Attested 10

SPSA Modified Actions and/or Expenditures to Goal 1

Goal Statement
English Language Arts: By Spring 2026, Castori proficiency rates for CAASPP (3rd-6th grade) will increase over the 2024-2025 rates by a minimum of 5% school wide. Mathematics: By Spring 2026, Castori proficiency rates for CAASPP (3rd-6th grade) will increase over the 2024-2025 rates by a minimum of 5% school wide. English Learners: By Spring 2026, Castori proficiency rates for ELPAC will increase over the 2024-2025 rates by a minimum of 3% school wide.

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
1.0 Student Support Teacher (1.0 FTE) will assist with the management and implementation of student intervention programs that lead to accelerated student learning.	1000-1999: 3000-3999:	Title I Basic Title I Basic	120,807 29,753				150,560
Instructional materials, supplies, software, and intervention materials to support EL students and students needing intervention	4000-4999:	Title I Basic	7,591	4000-4999: Books	Title I Basic	-1,353	6,238

SPSA Modified Actions and/or Expenditures to Goal 2

Goal Statement
No goal #2 at this time.

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	

SPSA Modified Actions and/or Expenditures to Goal 3

Goal Statement
Castori will ensure a school environment that is safe, clean, and conducive to learning and that contributes to a positive, student centered school culture. PBIS (Positive Behavior Interventions & Supports) will be used as our school wide behavior system to define and encourage appropriate student behaviors. Castori will continue to maintain a suspension rate under 8% annually and will decrease chronic absenteeism by 5%.

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
The following actions will be implemented and funded with site-based and district resources. Provide counseling support for students - 100% district funded Provide yard supervisors for student safety - district & site funded for a total of 4 Provide incentives for behavior and academic achievements to support PBIS program PBIS team to work with school community to implement positive supports school wide and clear processes							

SPSA Modified Actions and/or Expenditures to Goal 4

Goal Statement
Provide support, services and trainings to strengthen families as an integral part of our students' education to support the instructional program. Feedback from parent and staff LPAC, SSC, and ELAC meetings, Castori survey and data gathered during parent meetings and events show an interest in parent training opportunities and family support services to support their students' academic success.

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
Supplies, materials, and resources to facilitate parent engagement	4000-4999: 4000-4999:	Title I Parent and Title I Parent and	4,000 326	4000-4999: Books	Title I Parent and	-37.00	4,289.00

SPSA Modified Actions and/or Expenditures to Goal 5

Goal Statement
No Goal 5

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	

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
Title I Basic	158,151.00
Title I Parent and Family Engagement	4,326.00

+/- Proposed Changes

Funding Source	Amount
Title I Basic	-1,353.00
Title I Parent and Family Engagement	-37.00

New Total

Funding Source	Amount
	156,798
	4,289

Expenditures by Goal

Approved Expenditures

+/- Proposed Changes

Goal Number	Total Expenditures	Goal Number	Total Expenditures
Goal 1	158,151.00	Goal 1	-1,353.00
Goal 4	4,326.00	Goal 4	-37.00

Approval/Attested

Title	Signature	Date
SSC Chair		11/19/25
Principal		11/19/25

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: Michael J. Castori Elementary
CDS Code: 34 76505 6033427
School Address: 1801 South Ave, Sacramento, CA 95838
School Phone: 916-566-3420

Principal's Name: Leslie Sargent
Principal's Email: leslie.sargent@trusd.net

Date of Adoption by Board of Trustees: _____

2 Attach evac map & aerial view

Signatures:

Leslie Sargent	Principal	
	SSC Chairperson	
	Executive Director	

Table of Contents

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 I, 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.

School Safety Planning Committee Members (School Site Council Members or School Safety Committee, comprised of the members listed) Ed. Code 32281	**Principal or designee**	**Teacher Rep. of Cert. Employees**	**Parent**	**Classified Employee**	**Other School Staff**	**Law Enforcement**
Name						
Twin Rivers Police						X
Leslie Sargent	X					
Donna Sanchez		x				
Sarah Smith		x				
Maria Sanchez				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	517
Number of Staff	75
Number of Disabled Students	115
Number of Disabled Staff	0
Site Square Acreage / Square Footage	2,556
Number of Classrooms	34
Number of Other Rooms	9
Number of Parking Lots	2
Campus Safety Specialist (CSS) On-Site (Y/N)	N
Health Assistant On-Site (Y/N)	Y

2024 California School Dashboard	**% of Students**
Suspensions	5.2
Chronic absence rates	36.9
2024-25 School Climate Report Card (Elementary)	**% of Students**
School Connectedness	75
Academic Motivation	75

Meaningful Participation	30
Facilities Upkeep	64
Parent Involvement in Schooling	62
Social and Emotional Learning Supports	80
Antibullying Climate	61
Feel Safe at School	64
Cyberbullying	27
Rule Clarity	55

At Michael J. Castori Elementary, 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

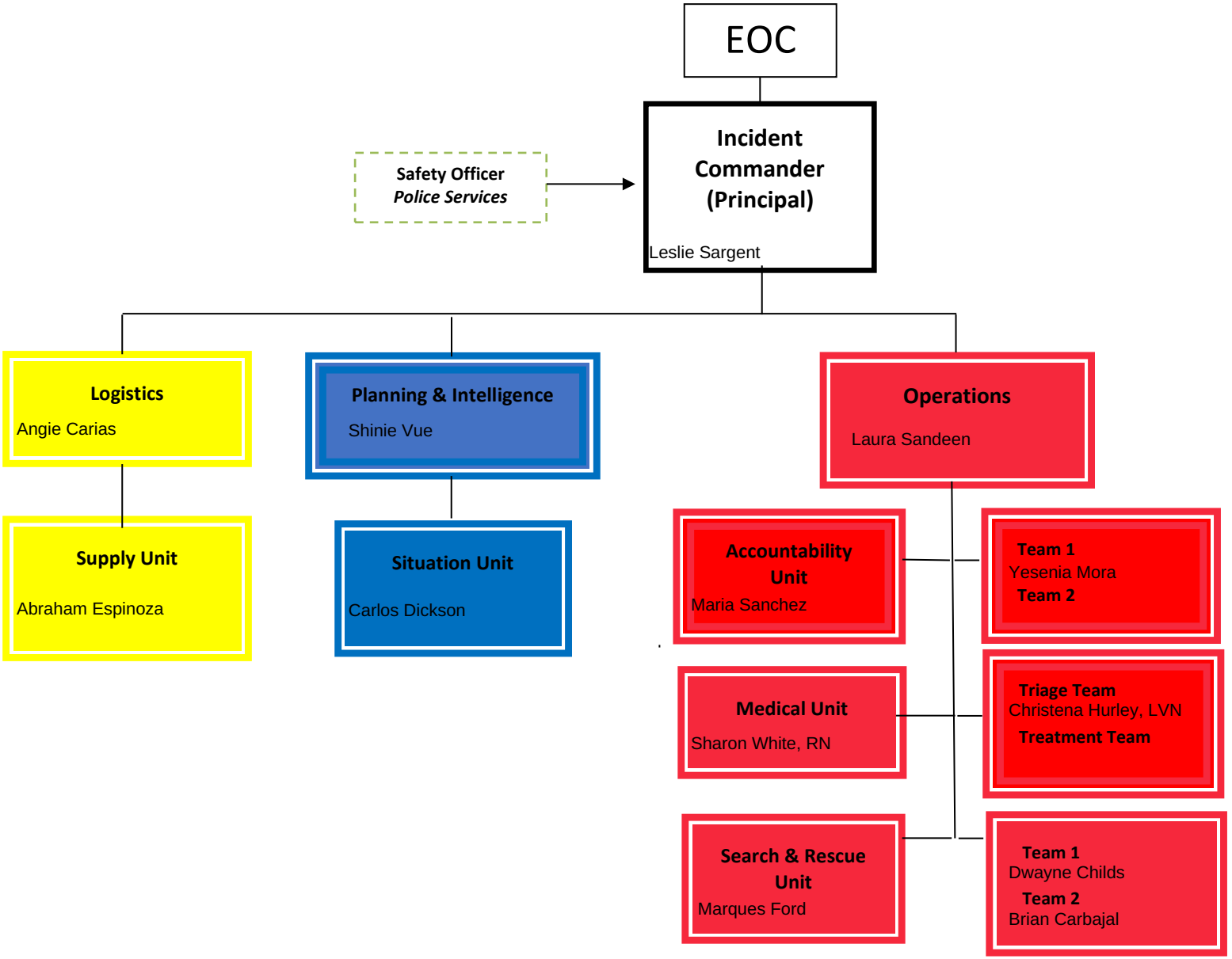
Michael J. Castori Elementary

Incident Command System
Year: 2025-2026

Name	Work Phone	Cell Phone
COMMAND STAFF		
Incident Commander (Principal)		
Primary: Leslie Sargent	916-566-3420	916-529-0023
Alternate: Steven Borchers	916-566-3420	916-582-1076
GENERAL STAFF		
OPERATIONS SECTION		
Section Leader: Laura Sandeen	916-566-3420	916-549-9595
Alternate: Ashley Scatena		
Accountability Unit		
Unit Leader: Maria Sanchez	916-566-3420	916-397-6791
Team 1: Yesenia Mora		
Team 2:		
Medical Unit		
Unit Leader: Sharon White, RN	916-566-3420	916-382-6509
Triage Team: Christena Hurley, LVN	916-566-3420	916-566-3420
Treatment Team:		
Search & Rescue Unit		
Unit Leader: Marques Ford	916-566-3420	707-304-0048
Team 1: Dwayne Childs	916-566-3420	916-832-5689
Team 2: Brian Carbajal	916-566-3420	916-799-9447
PLANNING & INTEL SECTION		
Section Leader: Shinie Vue	916-056-6342	916-529-3202
Alternate:		
Situation Unit		
Unit Leader: Carlos Dickson	916-566-3420	916-539-3279
Alternate:		

LOGISTICS SECTION		
Section Leader: Angie Carias	916-566-3420	323-691-0154
Alternate:		
Supply Unit		
Unit Leader: Abraham Espinoza	916-566-3420	510-861-4311
Alternate:		

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
Priorities	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.	What are the most important things to focus on immediately? Gain accountability of all students and staff within 10 minutes of the onset of the incident.
Objectives	Define what must be accomplished to achieve the priorities based on the knowledge of the current situation and the resources available. Objectives can be thought of as the "big picture" response mechanisms that allow the Incident Commander to address the defined priorities.	How do I address the identified priorities? 1) Conduct classroom-by-classroom accountability surveys at the Evacuation Assembly Area. 2) Conduct Search and Rescue Operations
Strategies	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.	What are the specific resources I need to deploy in order to accomplish the stated objectives? 1) Deploy Accountability Team to the Evacuation Assembly Area. 2) Deploy Search and Rescue Teams to selected areas.
Tactics and Tasks	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.	What are the specific task directives? 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. 2) Team 2 will account for and identify by name all students and staff reporting to the casualty collection point. 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.

INCIDENT COMMAND SYSTEM
POSITION DESCRIPTIONS

COMMAND STAFF

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

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

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

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.

---

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.

---

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.

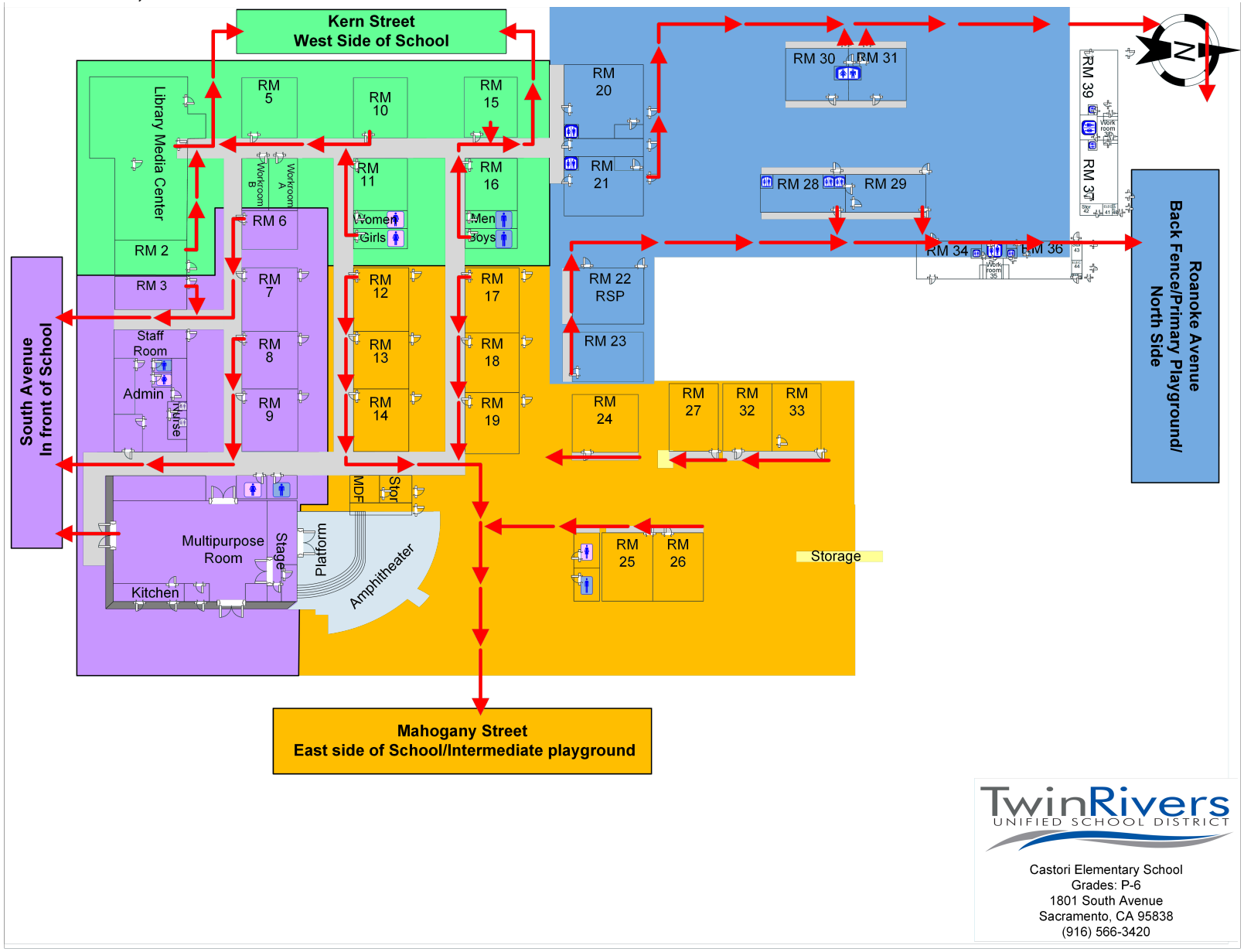
The District's Emergency Response Protocols from the Master Emergency Operation Plan (EOP) are accessible online at this link.

Off-Site Evacuation Locations

1st OFF-SITE EVACUATION LOCATION			
Name of Evacuation Facility:	William J. Kinney North Command Police Facility		
Contact Person:		**Phone:**	972-547-2700
Address:	3550 Marysville Blvd. Sacramento, CA 95838		
Special Conditions of Facility Owner:			
	2ND OFF-SITE EVACUATION LOCATION		
Name of Evacuation Facility:			
Contact Person:		**Phone:**	
Address:			
Special Conditions of Facility Owner:			

Part VIII: Strategies and Procedures for School Safety

Castori, Michael J.
1801 South Avenue, Sacramento CA 95838



TwinRivers
UNIFIED SCHOOL DISTRICT

Castori Elementary School
Grades: P-6
1801 South Avenue
Sacramento, CA 95838
(916) 566-3420

Roanoke Ave
Roanoke Ave
Roanoke Ave
Roanoke Ave
Roanoke Ave
Jasmine St
Jasmine St
Jasmine St
Jasmine St
Jasmine St Kern St Alley
Jasmine St Kern St Alley
Jasmine St Kern St Alley
Kern St
Kern St
Kern St
Kern St
Castori Park
Mahogany St
Mahogany St
Mahogany St
South Ave
South Ave
South Ave
South Ave
3700
3640
1728
1732
1736
1740
3645
3636
3635
3631
3632
3628
3627
3624
3623
3620
3619
3616
3615
3612
3611
3608
3607
3604
1729
1733
1737
1741
3601
1736
1744
1752
1760
1772
1776
1790
1732
1808
1804
1820
1830
1836
1840
1844
1848
1854
1860
1814
1803
30
3640
1904
3632
3628
3624
3620
3616
3608
3600
1905
Jaydees mob
MECHANICs