



Garden Valley Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time (Fecha & Hora)

01/28/2026

3:30 PM

Location (Ubicación)

ZOOM


Zoom Link (Enlace de Zoom)

<https://twinriversusd-org.zoom.us/j/86365230540>

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

Non-staff: Parents/Community Member/Students <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes</i>		Present / Absent <i>Presente/ Ausente</i>
Parent	Maily Leon	Present
Parent	Laura Hannon	Present
Parent	Maria Rueda	Present
Parent	Reina Yadira	Absent
Parent	Priyanka Sharma	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) <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>		
Staff: Principal or Designee/Teachers/Other Staff <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal</i>		Present / Absent <i>Presente/ Ausente</i>
Principal/Designee: Directora(a)/ Designado(a): Dr. Ana Segoviano		Present
Teacher: Maestro(a): Jesscia Hallett		Present
Teacher: Maestro(a): Krisi Lopez		Present
Teacher: Maestro(a): Ursula Stallworth		Present
Other Staff: Otro Personal: Naomi Williams		Present
Alternates: Alternativos: Tonius Uba		Absent
*Teachers must be the majority <i>*Los maestros deben ser mayoría</i>		

AGENDA

ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
Call to Order / Sign in sheet <i>Orden del Día/ Hoja de Firmas</i> Quorum <i>Quórum (50% +1)</i>	Chairperson <i>Presidente</i>	This meeting is called to order at: <i>Se abre la sesión a las</i> 3:36 PM Total Members in Attendance: 8 <i>Total de Miembros Presentes:</i> Quorum: No <i>Quórum:</i>
Public Comment (2 minutes per speaker) <i>Comentarios del Público (2 minutos cada participante)</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> It was noted that the public comment slide needs to be corrected to state: The Greene Act and California Education Code 35147. It was noted that public comment should be reserved for individuals who are not members. Members of the council should provide input during the New Business agenda item.
Review Agenda <i>Repasar Agenda</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> Review agenda and minutes Review data and needs assessment Approve SPSA Review ThoughtExchange survey
Review / approve minutes from last meeting <i>Revisar/aprobar el acta de la última reunión</i> 1  Previous Minutes	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas Person <i>Persona:</i> Hallett Second <i>Se secundó:</i> Naomi Williams In favor <i>A favor :</i> 7 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: approval <i>Moción: Aprobada o Rechazada</i>

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:*

N/A	Chairperson <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	Chairperson <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	Chairperson <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	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Motion to end the meeting @ 04:37 Person <i>Persona:</i> Hallett Second <i>Se secundó:</i> Williams In favor <i>A favor :</i> 8 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i> Meeting adjourned

Document Review: *Revisión y de Documentos*

Needs Assessment (Evaluación de Necesidades)	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> Statistics shared about academic performance and attendance at the school. Overall decline noted, with similar trends in ELA and Math, particularly impacting English Learners. Suspensions increased by 0.5%. Attendance remains strong overall; chronic absenteeism remains an area of need. Attendance improvement efforts are underway to reduce SART/SARB referrals. School climate initiatives include spirit days/weeks, awards, PBIS Green Tickets, Falcon Store, and tiered supports.
Other Review and approve Title I positions based on the site needs assessment and student data.	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> K–2 Paraeducator and Student Support Teacher continue to provide critical student support as reflected in the staff needs assessment.

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

N/A	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> SPSA Funded positions 2026/2027 Person <i>Persona:</i> Hallett Second <i>Se secundó:</i> Williams In favor <i>A favor :</i> 8 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Comment the funds are about the same as last year.
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Other Business: <i>Otros Asuntos:</i>		
ELAC Reporting <i>Informes ELAC</i> ELAC Schedule: Feb 18th, 2026 @ 8am	Chairperson <i>Presidente</i>	Summary of Reporting (<i>Resumen de Informes</i>) ELAC needs assessment will be conducted at the March SSC meeting with interpreters (Dari/Farsi, Spanish, Hindi).
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i> DELAC Representative Reporting	Chairperson <i>Presidente</i>	Summary of Presentation (<i>Resumen de Presentación</i>) N/A
Additional Information/New Business/Discussion <i>Información Adicional/Asuntos Nuevos/Conversación</i> NA	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> N/A
Adjournment: <i>Aplazamiento:</i>	Chairperson <i>Presidente</i>	Time: Hora: 4:37 PM

Next meeting date: <i>Fecha de próxima reunión:</i>	03/18/2026	3:30 PM
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Garden Valley Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time (Fecha & Hora)

11/19/2025

3:30 PM

Location (Ubicación)

ZOOM


Zoom Link (Enlace de Zoom)

<https://twinriversusd-org.zoom.us/j/86365230540>

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

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>		Present / Absent <i>Presente/ Ausente</i>
Parent	Maily Leon	Present
Parent	Laura Hannon	Present
Parent	Maria Rueda	Present
Parent	Reina Yadira	Absent
Parent	Priyanka Sharma	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) <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)</i>		Present / Absent <i>Presente/ Ausente</i>
Principal/Designee: <i>Directora(a)/ Designado(a):</i> Dr. Ana Segoviano		Present
Teacher: <i>Maestro(a):</i> Ursula Stallworth		Present
Teacher: <i>Maestro(a):</i> Jesscia Hallett		Present
Teacher: <i>Maestro(a):</i> Kristin Lopez		Present
Other Staff: <i>Otro Personal:</i> Naomi Williams		Absent
Alternates: <i>Alternativos:</i>		
*Teachers must be the majority <i>*Los maestros deben ser mayoría</i>		

AGENDA

ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
Call to Order / Sign in sheet <i>Orden del Día/ Hoja de Firmas</i> Quorum <i>Quórum (50% +1)</i>	Chairperson <i>Presidente</i>	This meeting is called to order at: <i>Se abre la sesión a las</i> 3:33 PM Total Members in Attendance: 7 <i>Total de Miembros Presentes:</i> Quorum: Yes (Si) <i>Quórum:</i>
Public Comment (2 minutes per speaker) <i>Comentarios del Público (2 minutos cada participante)</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> Maria Rueda enjoyed the Salsa Festival and wants it to continue to include something fun for the kids.
Review Agenda <i>Repasar Agenda</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> Review and Approve 10.8 Meeting Minutes Site Safety Plan SPSA Addendum ELAC Reporting Next Meeting Jan, 28th @3:30 pm (No Comment)
Review / approve minutes from last meeting <i>Revisar/aprobar el acta de la última reunión</i> 1  Previous Minutes	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas Person <i>Persona:</i> Jesscia Hallet Second <i>Se secundó:</i> Kristin Lopez 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>

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:*

<p>Site Safety Plan (Plan de Seguridad del Centro)</p> <p>1  Attachment</p>	<p>Chairperson <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Site Safety Plan as its presented</p> <p>Person <i>Persona:</i> Jesscia Hallet Second <i>Se secundó:</i> Maily Leon 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>N/A</p>	<p>Chairperson <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>Chairperson <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>Chairperson <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>

Document Review: *Revisión y de Documentos*

Needs Assessment (Evaluación de Necesidades)	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> Did not review this meeting - postponed until January 28th SSC
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> N/A

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

SPSA Addendum	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> updated SPSA Addendum as presented. Person <i>Persona</i> : Jesscia Hallet Second <i>Se secundó</i> : Kristin Lopez 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>
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Other Business: <i>Otros Asuntos:</i>		
ELAC Reporting <i>Informes ELAC</i> Nominations and voting happened week of 10/ 24 to 10/30	Chairperson <i>Presidente</i>	Summary of Reporting (<i>Resumen de Informes</i>) Nominations and voting on 10/24 counting and the results for ELAC Elections: President(presidenta): Maily Leon — 7 votes Secretary(secretaria): Johana Ruiz — 4 votes DELAC Representative (representante de DELAC): Tahira Siddiqui — 5 votes Alternate DELAC Representative: Maira Aguirre — 7 votes Next Meeting 12/10 at 8 a.m.
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i> NA	Chairperson <i>Presidente</i>	Summary of Presentation (<i>Resumen de Presentación</i>) N/A
Additional Information/New Business/Discussion <i>Información Adicional/Asuntos Nuevos/Conversación</i> NA	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> No Comment
Adjournment: <i>Aplazamiento:</i>	Chairperson <i>Presidente</i>	Time: Hora: 3:58 PM

Next meeting date: <i>Fecha de próxima reunión:</i>	01/28/2026	3:30 PM
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Garden Valley Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time (Fecha & Hora)

10/08/2025

3:30 PM

Location (Ubicación)

Zoom

Zoom Link (Enlace de Zoom)

<https://twinriversusd-org.zoom.us/j/81889561142>

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

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>		Present / Absent <i>Presente/ Ausente</i>
Parent	Laura Hannon	Yes (Si)
Parent	Maily Leon	No
Parent	Maria Rueda	Yes (Si)
Parent	Priyanka Sharma	Yes (Si)
Parent	Reina Yadira	Yes (Si)
Alternates (Alternativos):		
<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> <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>		
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>		Present / Absent <i>Presente/ Ausente</i>
Principal/Designee: <i>Directora(a)/ Designado(a):</i> Dr. Ana Segoviano		Yes (Si)
Teacher: <i>Maestro(a):</i> Jesscia Hallet		Yes (Si)
Teacher: <i>Maestro(a):</i> Kristin Lopez		No
Teacher: <i>Maestro(a):</i> Ursula Stallworth		Yes (Si)
Other Staff: <i>Otro Personal:</i> Naomi Williams		Yes (Si)
Alternates: <i>Alternativos:</i> Tonius Uba		No
<i>*Teachers must be the majority</i> <i>*Los maestros deben ser mayoría</i>		

AGENDA

ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
Call to Order / Sign in sheet <i>Orden del Día/ Hoja de Firmas</i> Quorum <i>Quórum (50% +1)</i>	Chairperson <i>Presidente</i>	This meeting is called to order at: <i>Se abre la sesión a las</i> 3:30 PM Total Members in Attendance: 6 <i>Total de Miembros Presentes:</i> Quorum: Yes (Si) <i>Quórum:</i>
Public Comment (2 minutes per speaker) <i>Comentarios del Público (2 minutos cada participante)</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> No comments
Review Agenda <i>Repasar Agenda</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> Roles for SSC for this school year and how it impacts the education system.
Review / approve minutes from last meeting <i>Revisar/aprobar el acta de la última reunión</i>	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas Person <i>Persona:</i> Maria Second <i>Se secundó:</i> Hallet In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i>

Council Business *Asuntos del Consejo*

New Members (Nuevos Miembros)	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> Jessica Hallet- Chairperson Maria R.- Vice Chairperson Hannon- Secretary
Elect Officers (Elegir a Funcionarios)	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> No comment
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> No comments

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

Bylaws (Reglamentos)	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Maria Second <i>Se secundó:</i> Hallet In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
Parent Involvement (Participación de Padres)	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Hallet Second <i>Se secundó:</i> Namoi In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
School Compact (Compacto Escolar)	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Maria R Second <i>Se secundó:</i> Hallet In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
N/A	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> NA Second <i>Se secundó:</i> Na In favor <i>A favor :</i> 0 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Na <i>Moción: Aprobada o Rechazada</i> Na

Document Review: *Revisión y de Documentos*

Other School Data (SBAC, Etc) and SPSA Goals/Actions	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> School sources iReady, after school program, SWUN, tutors , EL and disability kids have their own program. Engaging with parents and teachers.
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> No comment

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

N/A	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Dr.A Second <i>Se secundó:</i> Maria R In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
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Other Business: <i>Otros Asuntos:</i>		
ELAC Reporting <i>Informes ELAC</i>	Chairperson <i>Presidente</i>	Summary of Reporting (<i>Resumen de Informes</i>) 5% for both ELAC and Math
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	Chairperson <i>Presidente</i>	Summary of Presentation (<i>Resumen de Presentación</i>) N/A
Additional Information/New Business/Discussion <i>Información Adicional/Asuntos Nuevos/Conversación</i>	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> No comment
Adjournment: <i>Aplazamiento:</i>	Chairperson <i>Presidente</i>	Time: Hora: 4:19 PM

Next meeting date: <i>Fecha de próxima reunión:</i>	11/19/2025	3:30 PM
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Garden Valley Elementary

SITE EMERGENCY MANAGEMENT PLAN

2025-2026

The **School Site Safety Team**, formed at the individual school level, is comprised of staff and students to carry out the **Incident Command Post** roles and responsibilities. In the event of an emergency, assigned personnel (pg 3 and 4) should report to their designated areas (pg 7) to perform their assigned responsibilities, which include:

1. Assess the situation
2. Secure the area
3. Check for injuries and damage
4. Activate the response
5. Report findings to the District Office through Catapult EMS

Also, see the **Emergency Operations Procedures Manual**, including the **Emergency Response Situations and Scenarios** (Section K of CSSP; <http://intranet/misc/emergency-procedures/>) for further response plans and role responsibilities.

INCIDENT COMMAND POST

Section Chiefs

Incident Commander Manages Site during an emergency incident.	Primary	Back-up
	Roberto Castro	Roman Romodin
Operations Chief Manages and supervises the ICP Response Units(pg 4) during an emergency incident.	Primary	Back-up
	Dr. Ana Segoviano - Principal	Kristi Lopez - Assistant to Principal
Incident Management Team Direct and supervise students and staff during an emergency incident.		
Assigned Area	Primary	Back-up
Planning	Mai Yer Yang	Unique Solis
Logistics	Dr. Ana Segoviano	Kristi Lopez
Finance/Admin	Paoyee Lee	Kate Ingersoll
Communication	Zenobia Gerald	Marlisa Rodriguez

Under the direction of the Incident Commander or Operations Chief:

Planning supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

Logistics provides resources and needed services to support the achievement of the incident objectives.

Finance/Admin monitors costs related to the incident; provides accounting, procurement, and cost analysis.

Communications develops the talking points, key messages, and tactical approaches to communicate with all audiences.

INCIDENT COMMAND POST

ICP Response Unit

Security Team Protect and assist students and staff during an emergency incident	Staff Assigned	
	All teachers and staff	
Search and Rescue Team Find and assist missing and injured students and staff during an emergency incident.	Staff Assigned:	
	Health staff: Sharon White, Nurse; Naomi Williams, Health Assistant; Office Staff: Mai Yer Yang, Office Manager; Unique Solis, Administrative Clerk	
First Aid Team* Treat and triage injuries during an emergency incident.	Staff Assigned	Specialty Area
	Sharon White Naomi Williams	Nurse Health Assistant
Evacuation Team Move students and staff to safe on or off-site locations during an emergency incident.	Staff Assigned	Evacuation Area (subject to change dependent upon situation)
	Lisa Molmen Kimberly Gunter Tonius Louie-Uba	On Site: Blacktop - playground Off Site: Beechwood Way (street south of school site)
Reunification Team Connect student and parent after an emergency incident.	Staff Assigned	Reunification Area (subject to change dependent upon situation)
	Kristi Lopez - Assistant to Principal	Garden Valley Playground at Beechwood Way Gate

* The Incident Commander or Operations Chief will activate **the First Aid Team** to treat injured students and staff. The First Aid Team will set up the First Aid Area for the injured. If possible, injured will be moved to the First Aid Area by any available ICP Response Team or the First Aid Team may be sent to the injured person to treat.

SAFETY INFORMATION

SAFETY FOLDERS

Primary caretakers of the folders are the classroom teacher and office manager. It is important that the folders be available to substitute when the teacher is out. Contents include class rosters, student and staff list with special needs, emergency procedures, directions, and reference numbers. Take the folder with you when evacuating. Use folder cover to indicate your status; red- missing, injured, or extra students and staff or green- assigned student and staff accounted for and all ok.

ACCOUNTABILITY PLAN

Conducting Roll During and After an Emergency Incident

In an emergency incident, it is critical to know the whereabouts of all students and staff assigned to the site as quickly as possible. The following directions and procedures will provide a systematic and thorough process for completing this important task. The Incident Commander or Operations Chief will initiate the accountability plan.

Teachers or Staff will take attendance via Catapult or complete the Emergency Incident Roll Form to account for all students. Indicate missing and injured students or staff assigned to your room. If you have additional students, staff, or other people in your room during the incident, record this information in the Chat Box in Catapult or on the form. Do not release these people, or anyone else, until directed to do so by administration or law enforcement.

Office staff will contact each assigned room to verify response and collect emergency incident roll call information. Use Catapult, email, cell phone, or runners (if safe to do so) to make contact with the room. Move quickly through the list. From classroom roll call information, create a master, site attendance roster that provides updated information of students and staff who are missing or injured. Missing student information will be cross-checked with daily attendance data to verify students attendance for the day (sick or early check-out), and if they are listed as “extra” in another class. Relay the master site-attendance roster to the Incident Commander or Operations Chief.

REUNIFICATION PLAN

Orderly Student Reunification System

During and after an emergency incident many parents will come to the school very quickly to pick up their children. Following the Accountability Plan, the site will account for each student and staff member. Implementing the Reunification Plan will provide the site with an orderly process to reunify students with their parents or guardians. The Incident Commander or Operations Chief will initiate the Reunification Plan.

ON-SITE

Evacuation Team Members will supervise the Student Staging Area (Evacuation Area). Evacuation Team will release students to the Reunification Team Member and record information on the Student Release form. The Student Release form will follow the student to the Reunification Area.

Security Team Members will supervise parents arriving to pick up their children at the Parent Staging Area. When it is safe to do so, escort or direct parents to the Reunification Area.

Reunification Team Runner will bring student to the Reunification Area for release to parent/guardian. Parents will sign in (Student Reunification form). Reunification Team Members will review proper parent identification before releasing student and collect the Student Reunification form. At the conclusion of the incident, give all Student Release forms to the Incident Commander or Operations Chief.

OFF-SITE

Evacuation Team Members initiate the Off-Site Evacuation Plan to move students and staff to the pre-designated Off-Site Evacuation Area. Evacuation Team Members work with District's Emergency Response Team to arrange pick-up and transportation of students and staff to the off-site location.

Evacuation Team Members will supervise students at the Off-Site Student Staging Area (Evacuation Area). Evacuation Team Members will release students to the Reunification Team Member and record information on the Student Release form. The Student Release form will follow the student.

Reunification Team Members will move to the off-site evacuation area and set-up the Off-Site Reunification Operation. The Reunification Team, with assistance from the District's Emergency Response Team, will supervise the Off-Site Parent Staging Area. Reunification Team runner will bring the student to the Parent Staging Area for release to parent/guardian. Parents arriving to pick up their student will sign in, (Student Reunification form). Reunification Team Members will review proper identification. At the conclusion of the incident, give all Student Release forms to the Incident Commander or Operations Chief.

DESIGNATED AREAS

SITE COMMAND POST: Primary:

Playground-Black Top

Secondary:

Cafeteria

STAFF STAGING:

Cafeteria/Classrooms

FIRST AID (TRIAGE):

Playground - Black top

ON-SITE EVACUATION: In-doors:

FRONT PARKING LOT

Outdoors:

SOUTH EAST CORNER OF SCHOOL
PLAYGROUND FIELD ON BEECHWOOD WAY

EMERGENCY STAGING: PARENT STAGING:

SOUTH EAST GATE on BEECHWOOD WAY

REUNIFICATION:

Staff Lounge - room 16

COUNSELING:

CITY OWNED EMPTY FIELD WEST OF
SCHOOL SITE

MEDIA STAGING:

Garden Valley Front Office

Library

STUDENT REUNIFICATION FORM

Please Print

Student's Name

Teacher

Grade

Requested By

To be filled in by Request Gate Staff

Proof of ID

Name In Emergency Info Yes No

Student's Status To be filled in by teacher

Sent with Runner_Absent_First Aid_Missing

To be filled in by Reunification Gate Staff

Proof of ID Name In Emergency Info Yes No

To be filled in by Requester at Release Gate

Requester Signature

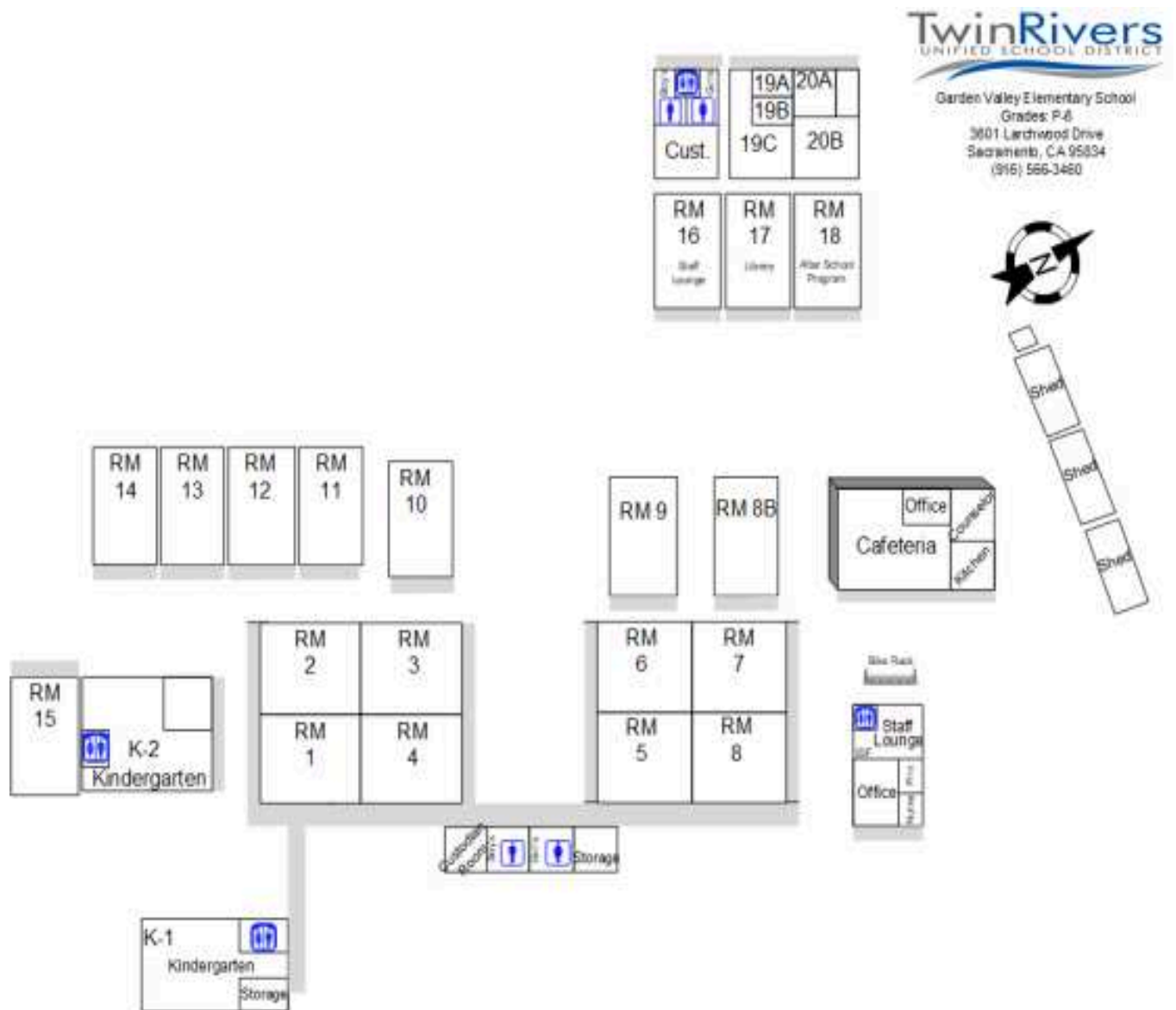
Destination

Date: Time:

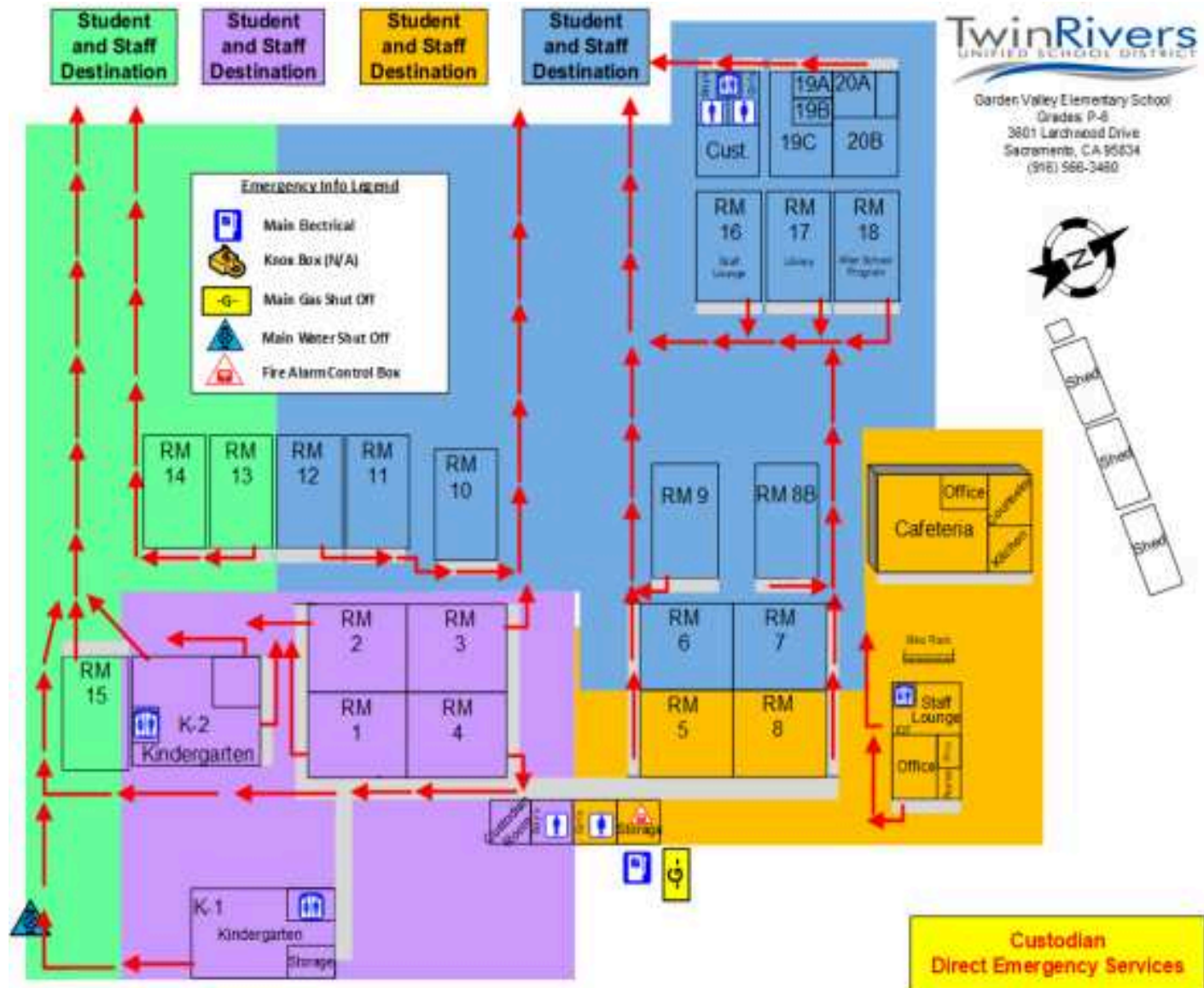
Notes:

Garden Valley Evacuation Map Page

Designated Evacuation Areas with Assignment Routes



Garden Valley Emergency Preparedness Map Page Utilities Off/On Locations



Catapult EMS

TRUSD will use Catapult EMS to monitor all safety drills/incidents. Save Catapult EMS on your laptops AND YOUR CELL PHONES.

Drill Procedures

Fire

- During class:
 - Have students line up single-file and silently walk to the blacktop/field. ○ Evacuate via designated routes.
 - Close door, DO NOT LOCK THE DOOR- do a visual check of room to ensure no one is in the room.
 - Follow the evacuation route designated for your room and direct students to the identified safe location.
 - Students face away from the buildings.
 - Take roll. If all present, have 1st student in line hold up green side of card. ○ If there is an issue of any kind, have 1st student in line hold up the red side of card and support staff will come to you to assist.
 - Wait for “All clear” announcement over the PA before returning to class.
- During recess:
 - The alarm will sound ... students will line up on their designated class line.
 - Teachers will meet their students at their class line and escort them to the appropriate location.
- During lunch/lunch recess:
 - On the yard:
 - The alarm will sound ... students will line up on their designated class line.
 - Teachers will meet their students at their class line and escort them to the appropriate location.
 - In the lunchroom:
 - The alarm will sound ... students will line up on their designated class line.
 - Yard supervisors will excuse students from the multipurpose room and lead students to designated class lines.
 - Teachers/Yard supervisors will escort them to the appropriate location.
- Teachers will show red/green Emergency cards to account for students
- After the “All clear” announcement, the teacher escorts students back to class.

Earthquake

- During class:
 - Everyone gets under their desks immediately.
 - DO NOT turn off lights, close blinds or lock doors.
 - Wait for the “*All clear*” announcement to resume previous activity.
- During recess:
 - Yard supervisors will guide students to a clearing on the field, away from buildings and equipment.
- During lunch/lunch recess:
 - On the yard:
 - Yard supervisors will guide students to a clearing on the field, away from buildings and equipment.
 - In the lunchroom:
 - Yard supervisors will direct students to get under lunch tables, then they will do the same.
- After the “*All clear*” announcement, yard supervisors will blow whistle and line students up on their designated class line. In the lunchroom, students will return to their class assigned table. Teachers will meet their students outside or in the lunchroom.

ALICE

TRUSD will use the ALICE intruder threat protocol as part of its safety training

A is alert. Alert is to warn about potential danger. It can be either from personal experience or from a school-wide announcement.

L is lockdown.

I is inform. This is the act of communicating details of a suspect/incident to those in the emergency.

C is counter. Countering is anything to distract the intruder, noise, movement, or, if necessary, direct confrontation.

E is evacuate. Evacuate not only means the building, but getting out of the immediate area of the intruder.

Lock-down

If Outside...get into a building.

If Inside...STAY INSIDE and:

- During class:
 - Lock the classroom door.
 - Turn off the lights.
 - Have children get under their desks or behind an internal barricade.
 - Away from doors and windows
 - Account for all students present/absent/learning center.
 - If necessary, office personnel will call classrooms to check on student attendance. Monitor and respond in Catapult EMS
 - Report anything known about the identity, description, or location of the suspect
 - Wait for the “*All clear*” announcement to resume previous activity.
- During recess:
 - Students are to report to the nearest unlocked classroom.
 - Teachers in classrooms at the end of the corridors and portables facing the blacktop: Do a quick visual scan of the playground or hall area near your classroom for stray students prior to locking door.
 - Follow regular classroom lock-down procedures.
 - If necessary, office personnel will call classrooms to check on student attendance.
- During lunch/lunch recess:
 - On the yard:
 - Follow *during recess* procedures above.
 - In the lunchroom:
 - Yard supervisors will turn off lights.
 - Students remain seated with heads down.
 - Custodian will lock all doors

STAY QUIET! Gather anything that can be used as weapons, put yourself in a defense position, and surprise the suspect if they make entry

NEVER open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom or via CATAPULT EMS.

Disaster/Evacuation:

- Have students line up silently, taking attendance to ensure all students ARE accounted for. Bring a guardian list and emergency contact information for all students.

Exit in a safe manner according to route on Evacuation Map

- Close all doors behind you – DO NOT LOCK
- Assist others who are physically, mentally, or emotionally impaired
- DO NOT RE-ENTER any building/room
- Assemble in the Designated Area or as directed
- DO NOT LEAVE the designated area until directed by the Incident Commander

During recess and lunch, and lunch recess:

- Yard supervisors will excuse students from the CAFETERIA and lead students to designated class lines.
- Teachers will meet their students at their class line
- Account for students and proceed to the assigned exit gate.
- Teacher or Staff will take attendance in Catapult or by completing a Roll form. Indicate missing students and staff assigned to your room as well as any additional students or staff in your room during an incident.
- Office staff will contact each room to verify and collect incident roll information. Make a master site attendance roster. Cross check missing students/staff with daily attendance data to verify student/staff attendance. Relay master list to Incident Commander.

Reunification after Evacuation

After the incident:

- Students will be escorted to the Parent Staging Area for release to their parent/guardian
- Staff will review parent ID before releasing students
 - Parents must sign the Student Reunification form before student will be released
- Staff will collect the Student Reunification form and give to the Incident Commander or Operations Chief

Certification of School Safety Plan

The School Site Council (SSC) recommends this Comprehensive Safe School Plan to the district governing board for approval, and assures the board of the following:

1. The School Site Council is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. Under California Education Code 32281, the School Site Council or its delegates formed a school safety planning committee with the minimum of the following members:
 - The principal or the principal's designee
 - One teacher who is a representative of the recognized certificated employee organization
 - One parent whose child attends the school
 - One classified employee who is a representative of the recognized classified employee organization
 - Other members, if desired
3. The School Site Council reviewed the content of the Comprehensive Safe School Plan and believes all requirements as outlined in the Twin Rivers Unified School District Comprehensive Safe School Plan template have been met.
4. This school plan was adopted by the school site council on:

Attested:

Dr. Ana Segoviano

Typed name of school principal

Signature of school principal

Date

XXXXXXXXXXXX

Typed name of SSC chairperson

Signature of SSC Chairperson

Date