

**Twin Rivers Unified School District  
631 L Street  
Rio Linda, CA 95673**

**Special Policy Committee Meeting  
February 21, 2018  
8:30 a.m. – Room 2  
Minutes**

**I. Welcome**

- A. Call To Order/Roll Call – *Meeting called to order at 8:38am by Chair Charles Taylor. Members present included Vice Chair Charla Coley, Elizabeth Schoemig (Rio Linda), Kelly Pruitt (Rio Linda) and Allison Vaughn (Secretary). Tabitha E. Thompson Head Start Director also present.*

**II. Action Items**

- A. Approval of ECE Para-educator list for Rio Linda position – *During closed session group approved ECE Para-educator list. Yes – 4, No-0 and 1 abstention.*
- B. Approval of Meeting Minutes from January 22, 2018 and February 14, 2018 - *Allison Vaughn made a motion to approve the minutes from January 22, 2018. Kelly Pruitt seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Elizabeth Schoemig) 0-No, 1-Abstention (Charles Taylor - Chairperson).*

*Allison Vaughn made a motion to approve the minutes from February 14, 2018. Kelly Pruitt seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Elizabeth Schoemig) 0-No, 1-Abstention (Charles Taylor - Chairperson).*

**III. Information Items**

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal – *Written information provided to all members and Head Start Director provided verbal information as needed for all items A-K.*

- L. Update on Oakdale and Rio Linda Preschool Programs – *Director provided information that all sites fully enrolled and Oakdale has some staffing changes. Rio Linda parents report that program is going well.*
- M. Recruitment for Policy Committee 2017-2018 - *Still looking for parents for PC at Oakdale.*
- N. Federal Review update – *Director reported that first part of the Federal Review visit is over and appears to have gone well. Second part (CLASS observations will be held during week of April 2<sup>nd</sup>. Final report will be coming soon and copies will be provided.*
- O. Dr. Seuss planning – *Parents advised of the March 1<sup>st</sup> date for Morey and March 5<sup>th</sup> for Oakdale and Rio Linda and invited to come read to the students.*

#### **IV. Public Participation**

**V. Adjournment** – *Meeting adjourned at 9:15am.*

Twin Rivers Unified School District

Oakdale Parent Committee Members Sign-In Sheet/Roll Call Sheet

3/21/18  
Date of Meeting

Please Specify

\_\_\_\_\_ # eligible voting representative  
\_\_\_\_\_ # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Crystal Hernandez		Crystal Hg.	
2. Tabitha Thompson	TRUSD	[Signature]	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
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11.			
12.			
13.			
14.			
15.			
16.			



Twin Rivers Unified School District  
Rio Linda Preschool

**Parent Committee Meeting**

**Wednesday**

**February 21st @ 11:00 a.m.**

All Parents are welcome!

Preschool Room 20



Twin Rivers Unified School District  
Rio Linda Preschool

**Parent Committee Meeting**

**Wednesday**

**February 21st @ 11:00 a.m.**

All Parents are welcome!

Preschool Room 20

Twin Rivers Unified School District

**Rio Linda Parent Committee Members Sign-In Sheet/Roll Call Sheet**

2/21/18  
Date of Meeting

Please Specify  
\_\_\_\_\_ # eligible voting representative  
\_\_\_\_\_ # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Tabitha Thompson	TRUSD	TET	
2. Elizabeth Schaefer	Rio Linda # 20	E Schaefer	
3. Kelly Pruitt	Rio Linda	K Pruitt	
4.			
5.			
6.			
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16.			

**PUBLIC NOTICE**

**PUBLIC NOTICE**

**PUBLIC NOTICE**

Twin Rivers Unified School District  
631 L Street  
Rio Linda, CA 95673

**Parent Committee Meeting  
February 21, 2018  
11:00 a.m. – Preschool Room 20**

**AGENDA**

**I. Welcome**

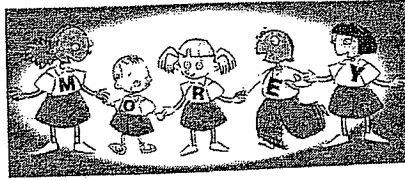
- A. Call To Order/Roll Call

**II. Information Items**

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal
- L. Update on Oakdale and Rio Linda Preschool Programs
- M. Recruitment for Policy Committee 2017-2018
- N. Federal Review update
- O. Dr. Seuss planning

**V. Public Participation**

**VI. Adjournment**



Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Leica Jones  
MONTH: January 2018

**SUCCESSSES** (details of tasks that are going well within your component area)

Education Meeting, discussed restructure of lesson plan in order that it be a concise, well rounded document.  
Discussed federal monitoring with teachers and information they needed to know  
Cleaned and reorganized classroom to ensure that it was orderly and age appropriate  
Worked in classroom for three hours a day, created new daily schedule, also a safe place for children to deal with different emotions.

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

Stay on task with needs of teachers  
Paper work  
Review TCM meetings  
Review lesson plans  
Collect TCM, Lesson plans, IDP and Tracking forms by Friday @ 2:00

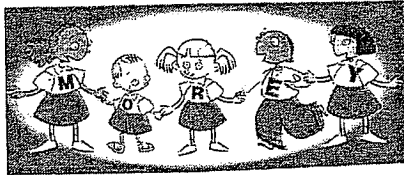
**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

Continue to work with Oakdale and encourage a safe, happy environment for all!

**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) 170 DRDPs completed, 170 ASQ's completed

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)

Constantly taking notes, putting due dates into computer and personal tablet, printing out weekly schedule



Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Zer Yang  
MONTH: January 2018

**SUCCESES** (details of tasks that are going well within your component area)

- We had recruited 15 students to Twilight program
- This month we only had one family dropped from the program.

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- Parents not showing up on appointments
- Filing loose papers
- 

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

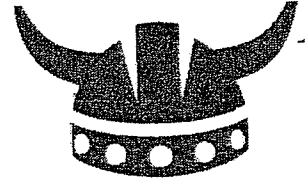
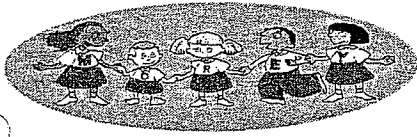
- Filing up open slots
- Filing loose papers
- Students Recruitment calls
- Students Demographic
- Preparing files for the Federal Review
- Preparing for the Federal Review

**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) \_\_\_\_\_

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)

- File Check and Childplus





Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Marci Porter  
MONTH: January 2018

**SUCCESSSES** (details of tasks that are going well within your component area)

1. iPad issues have pretty much been worked out as of 1/31/18. Still a few glitches that IT and SETA are working on.

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

1. Time management for getting daily tasks done while trying to get special projects done for the Federal Review (i.e., licensing info, Policies & Procedures Binder).

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

1. Back up for enrolling new students for all three sites.
2. Back up for Kindergarten enrollment.
3. Maintain class rosters in Aeries and ChildPlus (State, Early Head Start and Head Start).
4. Daily attendance and follow up of absences.
5. Distribute attendance letters to students under 85%.
6. Daily staff attendance.
7. Monthly Staff Attendance award certificates.
8. Assist Principal/Director in various projects.
9. General office support to the Office Manager.
10. Create Purchase Requisitions and Request for Direct Payment forms.
11. Process mileage forms for staff.
12. Order/receive/distribute supplies for all centers and staff.
13. Complete Staff Absentee Reports for District Office.
14. Create/distribute notices to students at all centers, as needed.
15. General Front office (answering phones, helping parents and students, etc.).
16. Complete end of the month ADA and Enrollment Report to SETA and TRUSD Budget Analyst
17. Update student information in Aeries, Child Plus, Authorization for Pick Up.
18. File student information into student files.
19. Update staff licensing information.
20. Distribute and collect licensing information for new staff.
21. Schedule/coordinate Fall and Spring picture days.
22. Schedule vendors for on-campus events, puppet shows, critters, etc.
23. Child Plus data entry for Education / Disabilities.
24. Supporting teachers with Child Plus Attendance App.
25. Update and revise ERSEA Binder as needed.
26. Update and revise Policies and Procedures Binder.
27. Update and revise Written Area Service Plan.

**SELF MONITORING/PIR DATA:** Review 5 files and compare info in Child Plus.

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
January 2018  
Head Start/EHS**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440			
Sacramento City USD	1,211			
SETA	1,988			
San Juan USD	668			
Twin Rivers USD	180	172 16 slots dually funded at Morey 15 slots Twilight program started December 13,2017 *remaining 1 slots will be filled by ASAP*	100%	85%
WCIC/Playmate	120			
<b>Total</b>	<b>4,660</b>			

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144			
SETA	377			
San Juan USD	160			
Twin Rivers USD	16	16	100%	63% 6 students absent on the last day due to sickness
<b>Total</b>	<b>681</b>			

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36			
Sacramento City USD	40			
SETA/Job Corps.*	4			
<b>Total</b>	<b>80</b>			

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.  
 (b) If enrollment is less than 100%, agency includes corrective plan of action.  
 (c) Average Daily Attendance for month, excluding Home Based



**Twin Rivers Head Start Programs**  
**COMPONENT MONTHLY REPORT**

COMPONENT NAME: Health  
**January 2-18**

**SUCCESSSES**(details of tasks that are going well within your component a

1. Twilight\Health info put into childplus
- 2.

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month)

1. Getting ready for the Federal Review
2. Twilight screenigs
3. Inputting into Child Plus
4. Matching cp with child file
5. Filing of Health forms
6. Following up on dental – annual physicals
7. New student health screenings
- 8.

**SELF MONITORING/PIR DATA** (details of what you have done to self monitor your component area or starting the tracking process for PIR 2015)

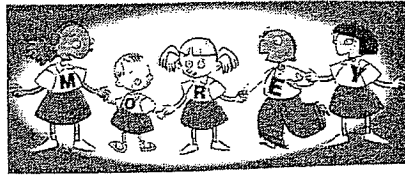
1. File checks
2. Child Plus Reports
3. File review
4. Meeting District - Seta

**SCREENINGS** (number of screenings completed during the month) \_\_\_\_\_

See attached

**Attachments** (component meeting agenda, sign in sheets, minutes, self assessment tracking sheets (i.e. file checklists, observations, student list, etc)

\*\*\*due to Mrs. Tabitha by 1<sup>st</sup> of each month\*\*\*



Twin Rivers Unified School District  
 Head Start Programs

COMPONENT MONTHLY REPORT  
 COMPONENT NAME: Health  
 MONTH: January 2018

**SUCSESSES**

- Student with medical concerns have been followed-up and medication, if needed, is in the classroom.
- New Morey and Rio Linda students have received hearing, vision, and blood pressure screenings.
- Morey Ave, Rio Linda, and Oakdale students who failed their hearing and/or vision exam have been rescreened.
- New student information has been entered into Child Plus.
- Physical and dental exam reminder notices have been sent to parents.
- Twilight students have been screened for hearing and vision.

**CHALLENGES**

- Some parents are having difficulty getting dental and physical exam appointments due to insurance changes or availability with their medical providers.
- Some parents need several reminders to return Dental and/or Physical exams.
- Universal medical form usage needs to be implemented between Headstart programs and First 5 preschools.

**CURRENT PROJECTS OR TASKS**

- Student health information, such as physicals, dentals, hearing and vision screening results, immunizations and other health information will be recorded in Child Plus.
- Follow-up with parents for students needing updated Physical and/or Dental exams. Provide assistance scheduling appts. or connecting with medical providers as needed.
- Health screenings (vision, hearing, blood pressure) for newly enrolled students and Twilight Students.
- Rio Linda students will have their second Smile Keepers dental screenings and varnishing.

**NUMBER OF SCREENINGS COMPLETED TO DATE:**

<b><u>Morey</u></b>	
Vision	<u>14</u>
Hearing	<u>15</u>
<b><u>Rio Linda</u></b>	
Vision	<u>51</u>
Hearing	<u>51</u>
Blood Pressure	<u>51</u>
Dental Screenings	<u>41</u>
<b><u>Oakdale</u></b>	
Dental Screenings	<u>18</u>

**SELF MONITORING/PIR DATA**

- Screening information is being tracked to be entered into Child Plus.
- I notify parents in advance when health information is needed.
- I check individual student files to ensure all information has been entered into their file or Child Plus.

## Twin River Unified School District

### 2371 - CACFP Reimbursement Summary

Program Term: Head Start 2017 - 2018, Agency: Twin River Unified School District

Attendance Date: 1/8/2018 - 1/31/2018

**Twin River Unified School District**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>Head Start 2017 - 2018</b>									
<b>Morey Ave CDC</b>									
1402A-AM	14	20	0	0	217	0	216	216	0
1402C-AM	14	24	0	0	300	0	299	299	0
1402E-AM	14	20	0	0	224	0	219	219	0
1402G-AM	14	24	0	0	271	0	264	264	0
1402H-PM	14	14	0	0	0	0	152	152	0
<b>Morey Ave CDC</b>	<b>70</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>1,012</b>	<b>0</b>	<b>1,150</b>	<b>1,150</b>	<b>0</b>
<b>Oakdale Preschool</b>									
1405A-AM	14	20	0	0	236	0	237	237	0
<b>Oakdale Preschool</b>	<b>14</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>236</b>	<b>0</b>	<b>237</b>	<b>237</b>	<b>0</b>
<b>Rio Linda Preschool Center</b>									
1406A-AM	14	24	0	0	296	0	292	292	0
1406C-AM	14	24	0	0	310	0	310	310	0
<b>Rio Linda Preschool Center</b>	<b>28</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>606</b>	<b>0</b>	<b>602</b>	<b>602</b>	<b>0</b>
<b>Twin River Unified School Distri</b>	<b>112</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>1,854</b>	<b>0</b>	<b>1,989</b>	<b>1,989</b>	<b>0</b>
<b>Report Totals</b>	<b>112</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>1,854</b>	<b>0</b>	<b>1,989</b>	<b>1,989</b>	<b>0</b>

2/5/2018  
 10:57 am  
 MPorter

## Twin River Unified School District

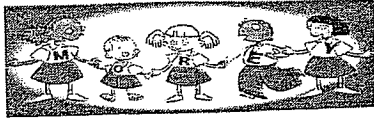
### 2371 - CACFP Reimbursement Summary

Program Term: Early Head Start 2017 - 2018, Agency: Twin River Unified School District

Attendance Date: 1/8/2018 - 1/31/2018

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>Early Head Start 2017 - 2018</b>									
<b>Morey Ave CDC</b>									
14100	16	8	0	0	106	0	106	106	0
1410P	16	8	0	0	103	0	101	101	0
<b>Morey Ave CDC</b>	<b>32</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>207</b>	<b>207</b>	<b>0</b>
<b>Twin River Unified School Distri</b>	<b>32</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>207</b>	<b>207</b>	<b>0</b>
<b>Report Totals</b>	<b>32</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>207</b>	<b>207</b>	<b>0</b>



Morey Avenue School  
Early Childhood Development Center  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Mental Health  
MONTH: January

**SUCSESSES** (details of tasks that are going well within your component area)

- Social Skill Group activities
- Collaborating student concerns with all sites
- Weekly collaboration with social work interns
- Completion of Spring PIP meetings

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- Division of time to meet all students and teachers equally
- Working with all student's needs at different times in the same classroom

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month)

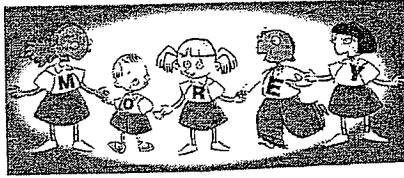
- Adding any new students to social skills group
- Individual counseling
- Planning of Men in my life
- Planning of Multi-Cultural Day
- Continuing to observe and give feedback to staff regarding students referred to social worker
- Scheduling of Pre-Sap meetings in February
- Preparation for K readiness meetings
- Coordinating "case staffing" meetings
- Prep for parent meetings

**SELF MONITORING/PIR DATA** (details of what you have done to self monitor your component area or starting the tracking process for PIR 2011)

- Excel spreadsheet to capture all meetings with students
- Attendance of student during group and individual sessions

**Attachments** (component meeting agenda, sign in sheets, minutes, self assessment tracking sheets (i.e. file checklists, observations, student list, etc)

\*\*\*due to Mrs. Tabitha by 1<sup>st</sup> of each month\*\*\*



Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Tashamarie Brewer  
MONTH: January 2018

**SUCSESSES** (details of tasks that are going well within your component area)

- Hemo and Blood Lead
- Follow-ups
- Talking with families
- Parent Meeting
- Learning Community Liaison Duties (Continuing)

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- Getting orders in on a timely matter
- Getting to the Team Collaboration meetings all of them
- More time at Rio Linda

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Parent Meeting
- BHM
- Dr. Sues
- Ordering
- Multicultural Day

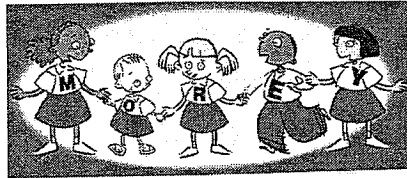
**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) \_\_\_\_\_

- FPP: 68/72
- HEMO:60/72
- BLOOD LEAD:52/72
- LEAD RISK ASSESSMENTS: 71/72
- GROWTH ASSESSMENT: 68/72
- FPA:64/72
- Follow up 1: 64/72



**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)

- Tracking Sheet
- ChildPlus



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT  
COMPONENT NAME: Ashley M. Jones  
MONTH: January

### **SUCCESSSES** (details of tasks that are going well within your component area)

- Parent meeting at all three site
- FPA follow up
- Prepping for Black History
- Parent Appreciation week

### **CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- Signature from parents
- Hemo and blood results
- Meeting parents for FPA
- Students Files

### **CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Planning Black history month
- Planning for Dr. Seuss, MC Faire, and Cinco de Mayo
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for February
- Nutrition in the classroom
- Getting up to date with the state students
- Getting into all student files
- Inputting FPP and FPA into child plus.

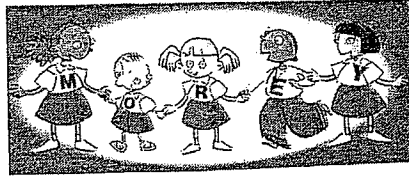
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- FPP = 38/44
- Blood Lead = 34/44
- Hemoglobin = 37/44
- Growth Assessment=43/44
- Lead risk assessment=44/44
- TB Risk assessment=43/44

- FPA= 43/44
- FPA 1st round follow-up=33/44
- FPA 2nd round follow-up =8/44

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)

- Child plus
- Students tracking list



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

MONTH: January

**SUCSESSES** (details of tasks that are going well within your component area)

- Parent meeting at all three site
- FPA follow up
- Prepping for Black History
- Parent Appreciation week
- FDC training
- 

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- Signature from parents
- Hemo and blood results
- Meeting parents for FPA
- Students Files

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Planning Black history month
- Planning for Dr. Seuess, MC Faire, and Cinco de Mayo
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for February
- Nutrition in the classroom
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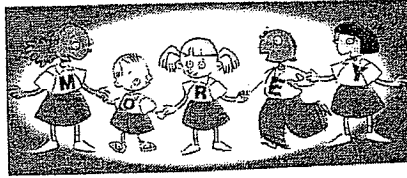
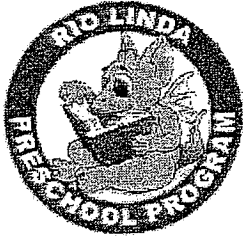
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- FPP = 38/44
- Blood Lead = 34/44
- Hemoglobin = 37/44
- Growth Assessment=43/44
- Lead risk assessment=44/44

- TB Risk assessment=43/44
- FPA= 43/44
- FPA 1st round follow-up=33/44
- FPA 2nd round follow-up =8/44

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)

- Child plus
- Students tracking list



Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Elizeth Jaimes-Cornejo  
MONTH: January 2018

**SUCCESSSES** (details of tasks that are going well within your component area)

- ✓ Morey, RL, Oakdale parent meetings
- ✓ Parent appreciation week
- ✓ Twilight orientations
- ✓ FDC training

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- ✓ Collecting parent signatures
- ✓ Learning CL duties
- ✓ Attending TCM's
- ✓ Collecting blood lead/hemos
- ✓ FPA follow-ups

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- ✓ Change parent boards for February
- ✓ Nutrition classroom activities
- ✓ February parent meetings
- ✓ Black History Month
- ✓ Multicultural Fair
- ✓ Dr. Seuss's
- ✓ 5 De mayo
- ✓ Update state student files
- ✓ FPA input's on CP

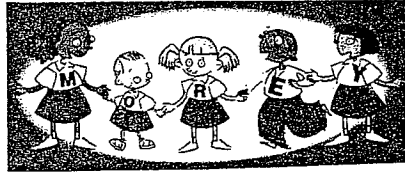
**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) \_\_\_\_\_

- ✓ FPP 40/40
- ✓ Blood Lead 19/40
- ✓ Hemoglobin 34/40
- ✓ Growth Assessment 20/40
- ✓ FPA's 40/40
- ✓ FPA 1<sup>st</sup> Follow-up 30/40
- ✓ FPA 2<sup>nd</sup> Follow-up 0/40
- ✓ TB Risk Assessment 40/40
- ✓ Lead Risk Assessment 40/40

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or

starting the tracking process for PIR 2018)

- ✓ Student tracking list
- ✓ Child plus



Twin Rivers Unified School District  
Head Start Programs

COMPONENT MONTHLY REPORT  
COMPONENT NAME: Nina Sandhu  
MONTH: January 2018

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	21
B	Total number of children enrolled with an active IFSP/IEP	0	21
C	Children with an IFSP/IEP who have dis-enrolled, outside agency transfer, or services have been terminated	0	0
D	Children currently pending	0	0
E	Future IFSP/IEP Meetings scheduled	0	1

**SUCSESSES** (details of tasks that are going well within your component area)

- Keeping a log of all the screeners that I have completed of students qualifying, not qualifying and needing to be rescreened.
- Writing daily notes of all the children I see daily for speech and language services.

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

- Trying to finish all the speech and language reports and SEIS paperwork for 2 initials coming up and 5 triennials/transitions.

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Assessing kids whose parents have signed the assessment plan for speech and language
- Screening kids as necessary in speech

**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month): 14 speech and language screeners.

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)

- Keeping up to date on my excel sheet of current students with active IEP's.
- Have daily logs with children I have been servicing for speech and language, also written which disability they are under.
- Making sure section 6 is updated in the kids binders.



# Monthly Special Education Report

Twin Rivers USD

January 2018

**Agency Name**

**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	20
B	Total number of children enrolled with an active IFSP/IEP		20
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated		0
D	Children currently pending		1
E	Future IFSP/IEP Meetings scheduled		1

\* (Line B) + (Line C) = Line A

Comments:

Tabitha E. Thompson, Ed.D

Principal/Head Start Director

February 1, 2018

**Completed by (Print Name)**

**Title**

**Date**

Please complete and submit by the 1<sup>st</sup> of each month for the previous reporting month.

Email to Alexis Briggs (SETA Education Coordinator) @ [Alexis.Briggs@seta.net](mailto:Alexis.Briggs@seta.net)

TWIN RIVERS UNIFIED SCHOOL DISTRICT  
Head Start Programs  
August 1, 2017 through July 31, 2018

Head Start Basic

This program is housed at the Morey Avenue Child Development Center (155 Morey Avenue) and Oakdale (3708 Myrtle Avenue) and Rio Linda (631 L Street) sites.

**Morey Avenue Child Development Center**--Funding affords this Center the opportunity to offer a high quality program for children from 2 years 9 months to 6 years old and to uphold the Head Start philosophy of serving both the child and the family. This program provides services to 72 children. These services include the staffing of both certificated (teachers, social worker, speech therapist) and classified personnel (assistants, custodial and clerical), the purchase of instructional materials and supplies, the experiences of student assemblies and field trips, the payment of policy council reimbursements for child care and mileage, the printing of test results and handbooks delivered to staff and the family and the health screenings of children.

**Oakdale**—This site serves 20 children. Funding is used to staff the site, to purchase instructional materials and supplies, to expose children to as many experiences as possible through student assemblies and/or field trips, to print a variety of forms needed to communicate to the child's family and staff and to conduct health screenings.

**Rio Linda Elementary**—This site serves 48 children. Funding is used to staff the site, to purchase instructional materials and supplies, to expose children to as many experiences as possible through student assemblies and/or field trips, to print a variety of forms needed to communicate to the child's family and staff and to conduct health screenings.

Early Head Start (EHS)

This program is housed at the Morey Avenue Child Development Center (155 Morey Avenue).

**Morey Avenue Child Development Center**--Funding affords this Center the opportunity to offer a high quality program for children from 24 to 36 months old and to uphold the Head Start philosophy of serving both the child and the family. This program provides services to 16 children. These services include all of the details noted above under the Head Start Basic section.

Head Start Training and Technical Assistance

Funding has been allocated by the Federal government for training provided by the NCECE Conference, California Head Start Conference, safety regulations (including CPR training) and Twin Rivers Pre-K staff development day.

Duration

The award of this grant provides with increased service hours and days for Head Start students. The increased services for students will permit the classroom size to consist of up to 24 students with 1 teacher and 2 teacher assistants daily. This revised teaching model will ensure that every student is provided individualized support and the classroom environment is equipped to ensure all students' needs both academically and socially are met. The revised teaching model further ensures the appropriate planning and collaboration time for teaching staff to develop lesson plans, classroom activities and collect the necessary evidence for the various assessments to monitor student progress. Start-up funds received in FY 2016/17 will be used to purchase a portable to place at Village Elementary that will provide services to 40 students.

**Head Start (HS),  
Early Head Start (EHS),  
Head Start Training and Technical Assistance (HS and EHS) and  
Duration**

**Fiscal Reports**

**January 2018**

**The following is a brief description of the dollar amounts reported on each fiscal report--**

1. Actual Expenses—Current Period and Adjustments—Expenses incurred during January 2018.
2. Actual Expenses—Cumulative to Date—Summary of expenses from August 1, 2017 through July 31, 2018.
3. Current Budget—Amount budgeted for each cost item.
4. Unexpended Balance--Amount remaining to be spent during this grant period (Current Budget less Cumulative to Date Expenses).

SETA - HEADSTART MONTHLY FISCAL REPORT  
1217 Del Paso Blvd., Sacramento CA 95815

Month: January 2018--Head Start

Agreement No.:

Delegate: Twin Rivers Unified School District  
Address: 3222 Winona Way  
North Highlands, CA 95660

Program: PA 22 BASIC  
PA20  
PA26  
Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel	3,279.96	20,155.24	50,696.00	30,540.76
Fringe Benefits	1,162.98	7,084.78	17,188.00	10,103.22
A. Occupancy	0.00	0.00	0.00	0.00
D. Staff Travel	0.00	0.00	0.00	0.00
M. Supplies	0.00	0.00	1,750.00	1,750.00
I. Other	0.00	0.00	2,145.00	2,145.00
N. Indirect Costs	7,808.11	41,685.93	75,640.00	33,954.07
<b>I. Total Administration</b>	<b>12,251.05</b>	<b>68,925.95</b>	<b>147,419.00</b>	<b>78,493.05</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>12,251.05</b>	<b>68,925.95</b>	<b>147,419.00</b>	<b>78,493.05</b>
II. a. Personnel	96,191.83	499,030.75	1,122,900.00	623,869.25
b. Fringe Benefits	34,231.29	179,071.86	345,026.00	165,954.14
P. c. Out of State Travel	0.00	0.00	5,000.00	5,000.00
R. d. Equipment	0.00	0.00	0.00	0.00
O. e. Supplies	0.00	0.00	0.00	0.00
Office Supplies	56.22	4,101.83	5,250.00	1,148.17
Child and Family Service Supplies	0.00	3,289.35	3,800.00	510.65
Food Service Supplies	0.00	0.00	3,000.00	3,000.00
Medical/Dental/Disabilities/Custodial	208.73	1,093.85	6,000.00	4,906.15
Instructional Materials	(492.10)	19,087.83	10,000.00	(9,087.83)
G. f. Contractual	0.00	0.00	0.00	0.00
R. g. Construction	0.00	0.00	0.00	0.00
A. h. Other :	0.00	0.00	0.00	0.00
M. Utilities	3,923.75	10,345.96	24,855.00	14,509.04
Building/Child Liability Insurance	0.00	726.32	1,500.00	773.68
Building Maint/Repair	0.00	0.00	500.00	500.00
Local Teachers Travel	284.50	1,995.80	2,000.00	4.20
Nutrition Services	1,140.64	6,891.10	10,709.00	3,817.90
Child Services Consultants	0.00	3,059.85	2,000.00	(1,059.85)
Substitutes, if not paid benefits	433.07	687.73	2,000.00	1,312.27
Parent Services	3,146.97	9,763.44	8,500.00	(1,263.44)
Publications/Advertising/Printing	0.00	458.70	2,000.00	1,541.30
Training or Staff Development	0.00	1,232.10	1,000.00	(232.10)
Copy Machine Lease	49.56	1,669.10	8,000.00	6,330.90
Membership/Licensing Fees	443.69	1,098.97	2,000.00	901.03
<b>II. Total Program</b>	<b>139,618.15</b>	<b>743,604.54</b>	<b>1,566,040.00</b>	<b>822,435.46</b>
Non-Federal Program	27,642.48	212,380.44	430,240.00	217,859.56
<b>Total SETA Costs (I + II)</b>	<b>151,869.20</b>	<b>812,530.49</b>	<b>1,713,459.00</b>	<b>900,928.51</b>
	151,869.20	812,530.49		900,928.51
	0.00	0.00		0.00
Authorized Signature <i>K. Zengoull</i>	Date <i>2-7-18</i>	Prepared By <i>Vassiliki Vervilos</i>	566-1600, 66859	Phone

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING January 2018

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				2,179.35
				1,133.51
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
State Preschool		14,415.61		146,192.78
			-	-
			-	-
			-	-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Valuation)				-
State Preschool		4,950.25		27,179.97
				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	1,107.73		10,368.68	-
Social Worker Volunteer Interns--12/6/17-1/31/18		7,168.89	-	25,326.15
			-	-
			-	-
<b>TOTAL</b>	<b>1,107.73</b>	<b>26,534.75</b>	<b>10,368.68</b>	<b>202,011.76</b>
		27,642.48		212,380.44

SIGNATURE *K. Angel* 2-7-18

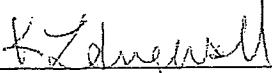
**SETA - HEADSTART MONTHLY FISCAL REPORT**  
1217 Del Paso Blvd., Sacramento CA 95815

Month: January 2018--Early Head Start

Agreement No.:

Delegate: Twin Rivers Unified School District  
Address: 3222 Winona Way  
North Highlands, CA 95660

Program: PA 22 EHS  
PA20  
PA26  
Other:

	Cost Item	Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I A D M I N	Personnel	643.51	2,574.09	12,692.00	10,117.91
	Fringe Benefits	201.58	803.50	6,306.00	5,502.50
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	300.00	300.00
	Other	0.00	0.00	305.00	305.00
	Indirect Costs	1,349.21	7,507.78	15,963.00	8,455.22
	<b>I. Total Administration</b>	<b>2,194.30</b>	<b>10,885.37</b>	<b>35,566.00</b>	<b>24,680.63</b>
	Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>2,194.30</b>	<b>10,885.37</b>	<b>35,566.00</b>	<b>24,680.63</b>	
II P R O G R A M	a. Personnel	13,098.67	84,922.81	223,631.00	138,708.19
	b. Fringe Benefits	4,299.53	34,181.92	76,202.00	42,020.08
	c. Out of State Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	1.62	268.67	900.00	631.33
	Child and Family Service Supplies	93.54	1,259.38	1,200.00	(59.38)
	Food Service Supplies	0.00	0.00	1,200.00	1,200.00
	Medical/Dental/Disabilities/Custodial	0.00	1,462.97	2,000.00	537.03
	Instructional Materials	1,546.01	4,868.04	1,000.00	(3,868.04)
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other :	0.00	0.00	0.00	0.00
	Utilities	2,243.12	2,276.22	2,695.00	418.78
	Building/Child Liability Insurance	0.00	0.00	300.00	300.00
	Building Maint/Repair	0.00	4.70	100.00	95.30
	Local Teachers Travel	1.77	16.20	500.00	483.80
	Nutrition Services	312.50	2,053.61	1,000.00	(1,053.61)
	Child Services Consultants	0.00	0.00	1,000.00	1,000.00
	Substitutes, if not paid benefits	2,076.49	2,226.19	500.00	(1,726.19)
	Parent Services	370.49	1,085.75	2,000.00	914.25
	Publications/Advertising/Printing	0.00	269.81	200.00	(69.81)
	Training or Staff Development	0.00	0.00	500.00	500.00
	Copy Machine Lease	4.36	209.59	500.00	290.41
	Membership/Licensing Fees	0.00	36.72	200.00	163.28
	<b>II. Total Program</b>	<b>24,048.10</b>	<b>135,142.58</b>	<b>315,628.00</b>	<b>180,485.42</b>
	Non-Federal Program	636.72	68,778.87	89,261.00	20,482.13
<b>Total SETA Costs (I + II)</b>	<b>26,242.40</b>	<b>146,027.95</b>	<b>351,194.00</b>	<b>205,166.05</b>	
	26,242.40	146,027.95		205,166.05	
	0.00	0.00		0.00	
		2-7-18		Vassiliki Vervilos 566-1600, 66859	
Authorized Signature		Date		Prepared By Phone	

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING January 2018

Early Head Start

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				375.75
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Value)				-
General Fund				66,153.72
				-
				-
				-
				-
OTHER (Describe in detail)				-
Social Worker Volunteer Interns--12/6/17-1/31/18		636.72	-	2,249.40
				-
				-
				-
<b>TOTAL</b>	-	636.72	-	68,778.87
		636.72		68,778.87

SIGNATURE K. Ziegler  
 DATE 2-7-18

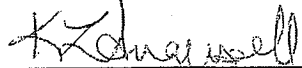
SETA - HEADSTART MONTHLY FISCAL REPORT  
1217 Del Paso Blvd., Sacramento CA 95815

Month: January 2018 TTA--Head Start

Agreement No: 17C21751S0

Delegate: Twin Rivers Unified School District  
Address: 3222 Winona Way  
North Highlands, CA 95660

Program: PA 22  
PA20 T&TA  
PA26  
Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel				
Fringe Benefits				
A Occupancy				
D Staff Travel				
M Supplies				
J Other				
N Indirect Costs				
<b>I. Total Administration</b>				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II. a. Personnel				
b. Fringe Benefits				
P c. Travel				
R d. Equipment				
O e. Supplies				
G f. Contractual				
R g. Construction				
A h. Other: Staff Development	1,549.01	2,986.93	7,500.00	4,513.07
M				
<b>II. Total Program</b>	1,549.01	2,986.93	7,500.00	4,513.07
Non-Federal Program				
<b>Total SETA Costs (I + II)</b>	1,549.01	2,986.93	7,500.00	4,513.07
				
Authorized Signature		Date	Prepared By	Phone
		2-2-18	Vasseliki Vervilos	566-1600.66859



SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: January 2018 TTA--Early Head Start

Agreement No: 17C21751S0

Delegate: Twin Rivers Unified School District  
 Address: 3222 Winona Way  
 North Highlands, CA 95660

Program: PA 22  
 PA20 T&TA  
 PA26  
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel				
Fringe Benefits				
A Occupancy				
D Staff Travel				
M Supplies				
I Other				
N Indirect Costs				
<b>I. Total Administration</b>				
Non-Federal Admin.				
<b>Total Fed. And Non-Fed. Admin.</b>				
II. a. Personnel				
b. Fringe Benefits				
P c. Travel				
R d. Equipment				
D e. Supplies				
G f. Contractual				
R g. Construction				
A h. Other: Staff Development	92.14	236.30	5,852.00	5,615.70
M				
<b>II. Total Program</b>	92.14	236.30	5,852.00	5,615.70
Non-Federal Program				
<b>Total SETA Costs (I + II)</b>	92.14	236.30	5,852.00	5,615.70
<p><i>K. Z. ...</i> 2-7-18 Vasseliki Vervilos 566-1600,66859                  Authorized Signature Date Prepared By Phone</p>				

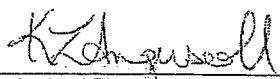
SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: January-18

Agreement No:

Delegate: Twin Rivers Unified School District  
 Address: 3222 Winona Way  
 North Highlands, CA 95660

Program: Duration Carryover

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel				
Fringe Benefits				
A Occupancy				
D Staff Travel				
M Supplies				
I Other				
N Indirect Costs				
I. Total Administration				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II. a. Personnel	0.00	0.00	11,230.00	11,230.00
b. Fringe Benefits	0.00	0.00	3,767.00	3,767.00
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	18,692.16	80,000.00	61,307.84
O e. Supplies	0.00	24,708.41	24,000.00	(708.41)
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	303,444.70	337,385.24	500,000.00	162,614.76
A h. Other: Staff Development	0.00	0.00	0.00	0.00
M				
II. Total Program	303,444.70	380,785.81	618,997.00	238,211.19
Non-Federal Program	0.00	18,970.00	154,750.00	135,780.00
Total SETA Costs (I + II)	303,444.70	380,785.81	618,997.00	238,211.19
				
Authorized Signature	Date	Prepared By	Phone	
	2-7-18	Vasseliki Vervilos 566-1600,66859		