

**TWIN RIVERS UNIFIED SCHOOL DISTRICT  
BOARD COMMUNICATION**

BC NO. \_\_\_\_\_  
(Board Office Use Only)

<b>CONFIDENTIAL ITEM</b> <i>(Check a Box)</i>	YES: <input type="checkbox"/>	NO: <input checked="" type="checkbox"/>	DATE: 1/12/2018
From the Office of the Superintendent			
To the Board of Trustees			
Prepared by: <i>(Include name and title)</i> Dr. Tabitha E. Thompson Principal/ Head Start Director		Phone Number:  (916) 566-1600 Ext. <u>62101</u>	
Regarding: Head Start Parent Committee Meetings for December 18th and 19th, 2017			
<p>The purpose of this communication is to update the Board of Trustees on the Head Start Parent Committee Meeting.</p> <p>The TRUSD Head Start Parent Committee meets monthly to review program standards, policies, and procedures of our Head Start preschool program. Federal Head Start program standards require our TRUSD Board of Trustees be kept informed of the details of the agenda items and actions.</p> <p>To review the Agendas, minutes, and attachments from the December 2017 Head Start Parent Committee meetings please go to the Early Childhood Education webpage under Head Start Reports, Oakdale Parent Committee Meeting, December 18th and the Rio Linda Parent Committee Meeting on December 19th, 2017, or use the web address: <a href="http://www.twinriversusd.org/depts/ece">http://www.twinriversusd.org/depts/ece</a></p> <p>For questions regarding this report please contact Dr. Tabitha E. Thompson, Principal/ Head Start Director at 916/566-1600 extension 62101</p>			
<p><b>Approved by:</b> Dr. Steven Martinez, Superintendent: _____ Date: _____</p>			
Page <u>1</u> of <u>1</u>			



Twin Rivers Unified School District  
Rio Linda Preschool

Parent Committee Meeting  
**Monday**

**December 18th @ 8:30 a.m.**

All Parents are welcome!  
Preschool Room 20

**PUBLIC NOTICE**

**PUBLIC NOTICE**

**PUBLIC NOTICE**

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

**Parent Committee Meeting  
December 18, 2017  
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 report
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement/Nutrition
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal report
- L. Update of Oakdale program and Morey Avenue program
- M. Black History Month Planning

**V. Public Participation**

**VI. Adjournment**

**PUBLIC NOTICE**

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

**Parent Committee Meeting**  
**December 19, 2017**  
**11:00 a.m. – Preschool Room 20**

**AGENDA**

**Revised**

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

**Parent Committee Meeting**  
**December 19, 2017**  
**8:30 a.m. – Preschool Room 20**

**Minutes**

**I. Welcome**

- A. Call To Order/Roll Call Call - *Tabitha Thompson called the meeting to order at 11:10am. Members present included Elizabeth Schoemig, Kelly Pruitt, and Tabitha Thompson (Head Start Director).*

**II. Information Items**

- A. Education  
B. ERSEA  
C. Enrollment and Attendance Report  
D. Health  
E. Meal Count report  
F. Mental Health  
G. Family and Community Partnerships/Parent Involvement/Nutrition  
H. Disabilities  
I. Special Education Report  
J. School Site Council  
K. Fiscal report *Written reports provided to all members and Head Start Director provided verbal information as needed for all items A-K, as well as, group feedback on Self-Assessment Safety Checklists and Quality Assurance visits.*  
L. Update of Oakdale program and Morey Avenue program  
M. Black History Month Planning

**V. Public Participation**

**VI. Adjournment** – *This meeting was adjourned at 11:45am*

*Next Meeting is on 1/24/2018 @ 8:30am*

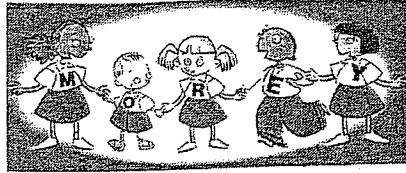
Twin Rivers Unified School District

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

12/19/17  
Date of Meeting

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

PC Members Names	Complex	Signature	Payment
1. Elizabeth Schoemig	Rio Linda - ms. may	E. Schoemig	
2. Kelly Pruitt	Rio Linda ms. leslie	K. Pruitt	
3. Tabitha Thompson	TRUSD	T. Thompson	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			



## Twin Rivers Unified School District Head Start Programs

### COMPONENT MONTHLY REPORT

COMPONENT NAME: Leica Jones

MONTH: November 2017

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

Successfully completed DRDP Action Plans, CLASS Observations and Action plans as well as ECERS Action plan

Successfully conducted training on Tier 1, 2, 3 Words and how to use them in the classroom

Successfully worked with teachers on CLASS Dimension workshop as well as participated in Learning Pyramid

Successfully enrolled in Handwriting without Tears workshop

Successfully connected with new staff, discussed her vision for the classroom

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

Become more familiar with Child Plus

Meet with classes consistently for TCM meetings and stress CLASS Action plan to become a part of lesson plan

Continue to pace myself and stay on task

Keep abreast of meetings and inform office of where I will be throughout the day.

Continue to rejoice with the teachers and remind them to look at the big picture

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

Prepare for Education Meetings (once a month) where we will address problems, celebrate each other and reflect on teaching styles

Attend Handwriting Without Tears workshop

Record teachers that are enrolled in CLASS Dimensions, discuss strengths and weaknesses.

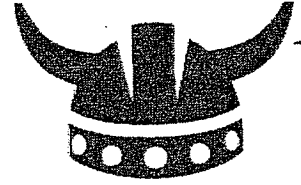
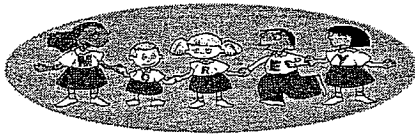
Create homework notebook

Create Supply Checklist

**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) 168 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



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT  
COMPONENT NAME: Marci Porter  
MONTH: November 2017

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

1. All processes are going well with attendance.
2. All new staff personnel files have been created and licensing paperwork received and filed.
3. ERSEA binder has been revised and updated.

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

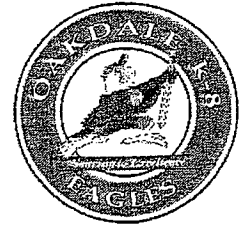
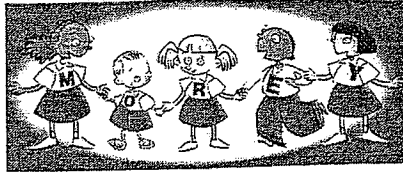
N/A

### **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.
28. Assisting with Enrollment for new Twilight Classroom.

**SELF MONITORING/PIR DATA:** Checked 5 student files and regularly updating student information in ChildPlus.





**Twin Rivers Unified School District**  
**Head Start Programs**  
**COMPONENT MONTHLY REPORT**  
COMPONENT NAME: Zer Yang  
MONTH: December 2017

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

- Hmong New Year

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

- Student binders and accepted dates.

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

- Have families in dual program to sign additional state papers.
- Oakdale binder check
- Filing up open slots
- States students waivers
- Filing loose papers
- Students Recruitment calls

**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

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
November 2017  
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 (40 slots for Village not filled as not opening until April 2018)	156 16 slots dually funded at Morey 24 slots Twilight program starting December 2017	100%	91%
WCIC/Playmate	120			
<b>Total</b>	<b>4,660</b>			

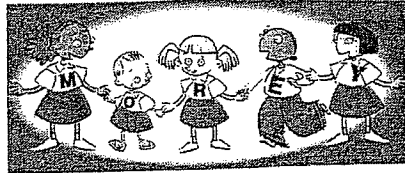
**Early Head Start**

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%	88%
<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 Unified School District

### Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Health

MONTH: November 2017

#### 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.
- Smile Keepers provided dental varnishing for Oakdale and Rio Linda Preschool students.
- Immunization reports have been submitted to appropriate agency.

#### 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.

#### NUMBER OF SCREENINGS COMPLETED TO DATE:

##### Morey

Vision 2

Hearing 3

##### Rio Linda

Vision 48

Hearing 49

Blood Pressure 48

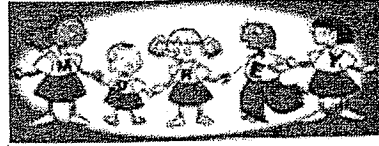
Dental Screenings 41

##### Oakdale

Dental Screenings 18

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

COMPONENT NAME: Health November

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

1. State information put into childplus
2. New Students hearing and vision screenings are done

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

1. 30 Month Physicals for Toddlers

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

1. Inputting into Child Plus
2. Matching cp with child file
3. Filing of Health forms
4. Following up on dental – annual physicals
5. New student health screenings
- 6.

**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 River Unified School District**

**2371 - CACFP Reimbursement Summary**

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

Attendance Date: 11/1/2017 - 11/30/2017

**Twin River Unified School District**

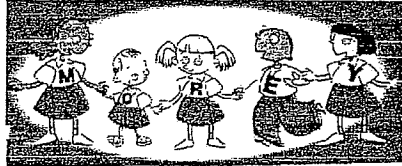
	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>Head Start 2017 - 2018</b>									
<b>Morey Ave CDC</b>									
1402A-AM	13	20	0	0	176	0	176	176	0
1402C-AM	13	24	0	0	207	0	207	205	0
1402E-AM	13	20	0	0	172	0	172	172	0
1402G-AM	13	24	0	0	228	0	228	228	0
<b>Morey Ave CDC</b>	<b>52</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>783</b>	<b>0</b>	<b>783</b>	<b>781</b>	<b>0</b>
<b>Oakdale Preschool</b>									
1405A-AM	13	20	0	0	241	0	240	240	0
<b>Oakdale Preschool</b>	<b>13</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>241</b>	<b>0</b>	<b>240</b>	<b>240</b>	<b>0</b>
<b>Rio Linda Preschool Center</b>									
1406A-AM	13	24	0	0	283	0	283	283	0
1406C-AM	13	24	0	0	271	0	271	271	0
<b>Rio Linda Preschool Center</b>	<b>26</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>554</b>	<b>0</b>	<b>554</b>	<b>554</b>	<b>0</b>
<b>Twin River Unified School Distri</b>	<b>91</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>1,578</b>	<b>0</b>	<b>1,577</b>	<b>1,575</b>	<b>0</b>
<b>Report Totals</b>	<b>91</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>1,578</b>	<b>0</b>	<b>1,577</b>	<b>1,575</b>	<b>0</b>

### Twin River Unified School District

2371 - CACFP Reimbursement Summary  
 Program Term: Early Head Start 2017 - 2018, Agency: Twin River Unified School District  
 Attendance Date: 11/1/2017 - 11/30/2017

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Early Head Start 2017 - 2018									
Morey Ave CDC									
1410O	14	8	0	0	97	0	96	96	0
1410P	14	8	0	0	98	0	97	97	0
Morey Ave CDC	28	16	0	0	195	0	193	193	0
Twin River Unified School Distri	28	16	0	0	195	0	193	193	0
Report Totals	28	16	0	0	195	0	193	193	0



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Mental Health

MONTH: November

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

- Completion of Pre-Sap meetings
- Pre-SAP's and paperwork completed by teachers and filed appropriately
- Positive feedback regarding ice breaking completed during staff meetings
- Winter gift exchange completed
- Completion and results given of Second Step data
- Wrapping up the first half of social skills groups
- Thanksgiving potluck success

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

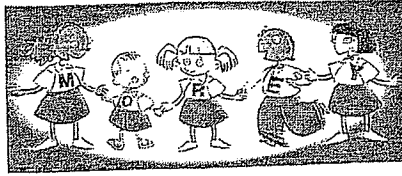
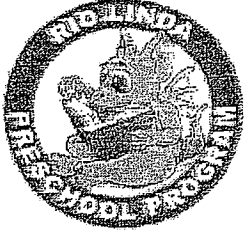
- Finding time to monitor and manage students from three different schools effectively
- Provide individualized behavior modifications while servicing the needs of all students.
- Being able to serve Oakdale with more hours

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

- Self-Assessment checklist
- Monitoring review of ASQ screeners
- Providing weekly social skills lessons to identify students.
- Winterfest schedule
- Parent meeting
- Planning the next 8 weeks of social skills groups

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

- Blue Folders for individuals teachers and classrooms
- Excel spreadsheet
- Weekly file checklist



## Twin Rivers Unified School District Head Start Programs

### COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

MONTH: November

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

- Parent meeting at all three site
- Hmong New Year
- Growth Assessment
- 

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

- Signature from parents
- Hemo and blood results
- Winterfest planning
- Meeting parents for FPA

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

- Planning winter fest
- Parent meeting
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for December
- Nutrition in the classroom

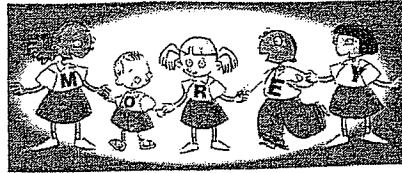
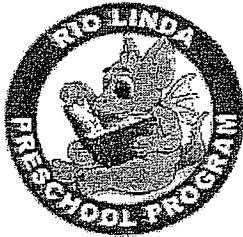
**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) \_\_\_\_\_

- FPP = 36/36
- Blood Lead = 30/36
- Hemoglobin = 33/36
- Growth Assessment=36/36
- Lead risk assessment=36/36
- FPA= 31/36
- FPA 1st round follow-up=15/36
- FPA 2nd round follow-up =
- TB Risk assessment=36/36



**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: November 2017

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

- ✓ Morey, RL, Oakdale Parent Meetings.
- ✓ Morey, RL, Oakdale Hmong New Year
- ✓ Growth Assessments

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

- ✓ Meeting with parents for FPA's
- ✓ Getting hemo/blood lead results signatures.
- ✓ Growth Assessments parent signatures

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

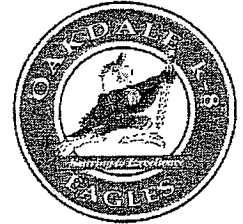
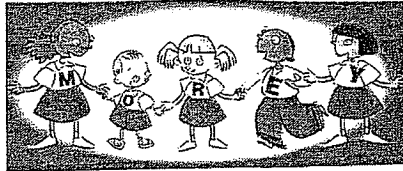
- ✓ Winterfest
- ✓ Planning for Parent Meetings
- ✓ Follow up with hemo/blood lead notices.
- ✓ Nutrition classroom activities.
- ✓ Change parent boards for December

**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 52/52
- ✓ Blood Lead 26/52
- ✓ Hemoglobin 36/52
- ✓ Growth Assessment 42/52
- ✓ FPA's 47/52
- ✓ FPA 1<sup>st</sup> Follow-up 23/52
- ✓ FPA 2<sup>nd</sup> Follow-up 0/52
- ✓ TB Risk Assessment 52/52
- ✓ Lead Risk Assessment 52/52

#### **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: Tashamarie Brewer**  
**MONTH: November 2017**

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

- Hemo and Blood Lead
- 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).

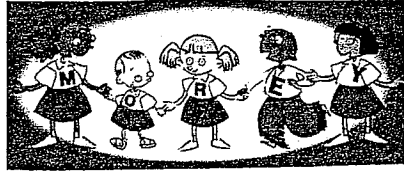
- Parent Meeting
- Winter Fest

**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: 68/68
- HEMO: 45/68
- BLOOD LEAD: 41/68
- LEAD RISK ASSESSMENTS: 65/68
- GROWTH ASSESSMENT: 62/68
- FPA: 60/68

**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: Nina Sandhu

MONTH: December 2017

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	19
B	Total number of children enrolled with an active IFSP/IEP	0	19
C	Children with an IFSP/IEP who have dis-enrolled, outside agency transfer, or services have been terminated	0	0
D	Children currently pending	2	0
E	Future IFSP/IEP Meetings scheduled	0	1

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

- Susie being awesome and helping me schedule all of my IEP's, so no kids go unmissed!
- Keeping a log of all the screeners that I have completed of students qualifying, not qualifying and needing to be rescreened.

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

- Going to Rio Linda for 3 days for my student is a challenge. I hope during our December IEP, it can be changed to 2 days, as I feel student is making progress. I feel that I will need additional support during this IEP to explain to parent, why I will be cutting down services to 2 days.

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

- Screening and assessing kids as necessary
- Finishing speech and language reports for initials coming up

**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 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.
- Keeping a screening log, as well as a log that lets me know which students are qualifying or not qualifying, and which students need to be rescreened.
- Writing in my daily service logs of what I worked on with the child.

# Monthly Special Education Report

Twin Rivers USD

November 2017

**Agency Name**

**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	19
B	Total number of children enrolled with an active IFSP/IEP		19
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated		0
D	Children currently pending		0
E	Future IFSP/IEP Meetings scheduled		2

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

Comments:

Tabitha E. Thompson, Ed.D

Principal/Head Start Director

December 5, 2017

**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**

**November 2017**

**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 November 2017.
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: November 2017--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	3,248.81	13,508.66	50,696.00	37,187.34
Fringe Benefits	1,155.22	4,748.02	17,188.00	12,439.98
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
J Other	0.00	0.00	2,145.00	2,145.00
N Indirect Costs	6,425.06	27,557.55	75,640.00	48,082.45
<b>L. Total Administration</b>	<b>10,829.09</b>	<b>45,814.23</b>	<b>147,419.00</b>	<b>101,604.77</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>10,829.09</b>	<b>45,814.23</b>	<b>147,419.00</b>	<b>101,604.77</b>
II a. Personnel	75,569.17	328,184.76	1,122,900.00	794,715.24
b. Fringe Benefits	28,379.48	118,212.30	345,026.00	226,813.70
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
Office Supplies	927.84	3,182.52	5,250.00	2,067.48
Child and Family Service Supplies	2,138.15	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	0.00	177.54	6,000.00	5,822.46
Instructional Materials	1,913.42	15,109.43	10,000.00	(5,109.43)
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	1,373.51	5,253.54	24,855.00	19,601.46
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	413.57	1,006.77	2,000.00	993.23
Nutrition Services	3,450.27	4,391.26	10,709.00	6,317.74
Child Services Consultants	0.00	3,059.85	2,000.00	(1,059.85)
Substitutes, if not paid benefits	0.00	128.04	2,000.00	1,871.96
Parent Services	631.59	5,244.59	8,500.00	3,255.41
Publications/Advertising/Printing	0.00	443.51	2,000.00	1,556.49
Training or Staff Development	0.00	1,232.10	1,000.00	(232.10)
Copy Machine Lease	0.00	1,619.54	8,000.00	6,380.46
Membership/Licensing Fees	0.00	655.28	2,000.00	1,344.72
<b>II. Total Program</b>	<b>114,797.00</b>	<b>491,916.70</b>	<b>1,566,040.00</b>	<b>1,074,123.30</b>
Non-Federal Program	33,586.33	125,188.42	430,240.00	305,051.58
<b>Total SETA Costs (I + II)</b>	<b>125,626.09</b>	<b>537,730.93</b>	<b>1,713,459.00</b>	<b>1,175,728.07</b>
	125,626.09	537,730.93		1,175,728.07
	0.00	0.00		0.00
<i>K. D. Ingersoll 12-7-17</i>			Vasseliki 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 November 2017

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				-
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding State Preschool)		26,768.51	-	100,210.71
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool)		5,000.63		18,204.37
				-
				-
				-
				-
OTHER (Describe in detail) State Preschool Indirect	1,817.19		6,773.34	-
				-
				-
				-
<b>TOTAL</b>	<b>1,817.19</b>	<b>31,769.14</b>	<b>6,773.34</b>	<b>118,415.08</b>
		<b>33,586.33</b>		<b>125,188.42</b>

SIGNATURE KZ Ingwersoll 12-7-17

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

Month: November 2017--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 Personnel	643.56	1,287.07	12,692.00	11,404.93
Fringe Benefits	201.58	403.16	6,306.00	5,902.84
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	300.00	300.00
I Other	0.00	0.00	305.00	305.00
N Indirect Costs	1,232.90	4,637.71	15,963.00	11,325.29
I. Total Administration	2,078.04	6,327.94	35,566.00	29,238.06
Non-Federal Admin.	0.00	0.00	0.00	0.00
Total Fed. and Non-Fed. Admin.	2,078.04	6,327.94	35,566.00	29,238.06
II. a. Personnel	13,723.95	53,068.09	223,631.00	170,562.91
b. Fringe Benefits	6,094.64	22,656.55	76,202.00	53,545.45
P c. Out of State Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	0.00	0.00
Office Supplies	82.52	191.67	900.00	708.33
Child and Family Service Supplies	692.20	1,065.39	1,200.00	134.61
Food Service Supplies	0.00	0.00	1,200.00	1,200.00
Medical/Dental/Disabilities/Custodial	0.00	1,309.19	2,000.00	690.81
Instructional Materials	(1.14)	3,305.12	1,000.00	(2,305.12)
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	0.00	33.10	2,695.00	2,661.90
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	5.61	11.39	500.00	488.61
Nutrition Services	1,031.25	1,334.86	1,000.00	(334.86)
Child Services Consultants	0.00	0.00	1,000.00	1,000.00
Substitutes, if not paid benefits	0.00	0.00	500.00	500.00
Parent Services	273.18	536.19	2,000.00	1,463.81
Publications/Advertising/Printing	0.00	118.46	200.00	81.54
Training or Staff Development	0.00	0.00	500.00	500.00
Copy Machine Lease	0.00	205.23	500.00	294.77
Membership/Licensing Fees	0.00	36.72	200.00	163.28
II. Total Program	21,902.21	83,876.66	315,628.00	231,751.34
Non-Federal Program	2,466.28	66,153.72	89,261.00	23,107.28
Total SETA Costs (I + II)	23,980.25	90,204.60	351,194.00	260,989.40
	23,980.25	90,204.60		260,989.40
	0.00	0.00		0.00
<i>K. Zingales</i>	12-7-17	Vasseliki 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 November 2017

Early Head Start

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				-
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val)				-
General Fund		2,466.28		66,153.72
				-
				-
				-
				-
OTHER (Describe in detail)				-
				-
				-
				-
<b>TOTAL</b>	-	2,466.28	-	66,153.72
		2,466.28		66,153.72

SIGNATURE K. Longwell  
 DATE 12-7-17

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

Month: November 2017 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.				
Total Fed. And Non-Fed. Admin.				
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	136.00	144.16	5,852.00	5,707.84
M				
<b>II. Total Program</b>	136.00	144.16	5,852.00	5,707.84
Non-Federal Program				
<b>Total SETA Costs (I + II)</b>	136.00	144.16	5,852.00	5,707.84


12-7-17
Vasseliki Vervilos 566-1600,66859  
 Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Prepared By \_\_\_\_\_ Phone \_\_\_\_\_

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

Month: November 2017 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				
I. Other				
N. Indirect Costs				
I. Total Administration				
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	952.00	1,337.92	7,500.00	6,162.08
M.				
II. Total Program	952.00	1,337.92	7,500.00	6,162.08
Non-Federal Program				
Total SETA Costs (I + II)	952.00	1,337.92	7,500.00	6,162.08


12-7-17
Vasseliki Vervilos 566-1600.66859  
 Authorized Signature                      Date                      Prepared By                      Phone


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

Month: November 2017

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	24,624.41	24,000.00	(624.41)
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	33,522.54	500,000.00	466,477.46
A h. Other: Staff Development	0.00	0.00	0.00	0.00
M				
II. Total Program	0.00	76,839.11	618,997.00	542,157.89
Non-Federal Program	0.00	18,970.00	154,750.00	135,780.00
Total SETA Costs (I + II)	0.00	76,839.11	618,997.00	542,157.89
				
Authorized Signature ( )		Date	Prepared By	Phone
		12-7-17	Vasseliki Vervilos 566-1600,66859	