

**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"/>	<input checked="" type="checkbox"/> NO: <input checked="" type="checkbox"/>	DATE: 12/1/2017
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 November 9th and November 15th, 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 November 2017 Head Start Parent Committee meetings please go to the Early Childhood Education webpage under Head Start Reports, Oakdale Parent Committee Meeting, November 15th and the Rio Linda Parent Committee Meeting on November 9th, 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>			
<b>Approved by:</b> Dr. Steven Martinez, Superintendent: _____		Date: _____	
Page <u>1</u> of <u>1</u>			



Twin Rivers Unified School District  
Rio Linda Preschool

Parent Committee Meeting

Thursday

November 9th @ 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**  
**November 9, 2017**  
**8:30 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. Winterfest 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**  
**November 9, 2017**  
**8:30 a.m. – Preschool Room 20**

**Minutes**

**I. Welcome**

- A. Call To Order/Roll Call - *Tabitha Thompson called the meeting to order at 8:30am. 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.*  
L. Update of Oakdale program and Morey Avenue program - *Sites fully enrolled and going well.*  
M. Winterfest planning - *Event on 12/20/2017 and parents agreed to assist as needed.*

**V. Public Participation**

**VI. Adjournment** - *Meeting adjourned at 9:00 A.M.*

*Next meeting 12/18/2017 @8:30am*

Twin Rivers Unified School District

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

11/9/17  
Date of Meeting

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

PC Members Names	Complex	Signature	Payment
1. Tabitha Thompson	TRUSD	<i>[Signature]</i>	—
2. Elizabeth Schermig	Ms. May Rio Linda	E Schermig	
3. Kelly Pruitt	Ms. Leslie Riolinda	<i>[Signature]</i>	
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: October 2017

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

- Successfully completed DRDP/Learning Genie Fall semester
- Successfully became certified in CLASS
- Successfully downloaded alarm
- Observing inclusion children problem solving with teachers Working ahead, pacing myself
- Becoming more comfortable with Educational Meetings and planning agenda

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

- Become more familiar with Child Plus
- Communicate with administration team in order to form a more cohesive and team oriented environment
- Meet with classes consistently for TCM meetings to get the gist of environment and individual teaching styles
- Continue to pace myself and stay on task.
- Continue to take care of myself and not overstress

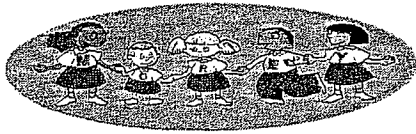
**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Prepare for staff meetings with teachers. Consider team needs as well as individual teachers
- Work with Toddlers and Oakdale on DRDP Action Plan
- Class Dimensions tt

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: October 2017

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

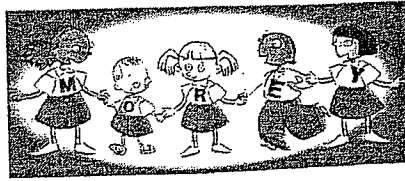
1. All processes are going well with attendance.

**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.
26. Update and revise Policies and Procedures Binder.
27. Update Written Area Service Plan.

**SELF MONITORING/PIR DATA:** Monitoring Nutrition Component this month using the Classroom Checklist and 5 student files using Nutrition Checklist.



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

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

- EHS is fully enrolled
- Have half of my dual program paper sign by parents

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

- Filling in the open slots. Parent are showing up with no documents.

**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.
- Rio Linda binder check
- Filing up open slots
- File check returning students file
- Filing loose papers
- Students Recruitment

**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



**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
October 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 January 2018)	140	100%	October 31 <sup>st</sup> 72/140 (*district wide training day for K-12 students*) 46%  October 30 <sup>th</sup> 128/140  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%	81% (*3students sick)
<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			
Total	80			

- (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 October**

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

1. Up to date with Hearing and Vison
2. Follow up notices sent for Physicals and Dentals

**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. Component (Ersea) file and cp checks
7. Safe environment checks

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

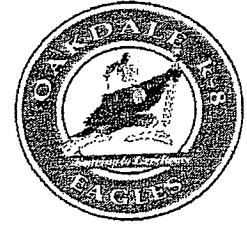
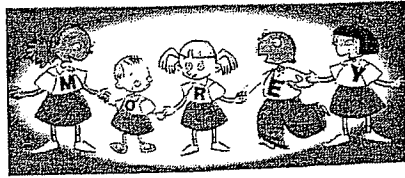
- 1.
2. File checks
3. Child Plus Reports
4. File review
5. Meeting District - Seta

**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: October 2017

#### SUCCESSSES

- Student with medical concerns have been followed-up and medication, if needed, is in the classroom.
- New 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.
- 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.
- Health screenings (vision, hearing, blood pressure) for newly enrolled students.

#### NUMBER OF SCREENINGS COMPLETED TO DATE:

##### Rio Linda

Vision	<u>48</u>
Hearing	<u>49</u>
Blood Pressure	<u>48</u>
Dental Screenings	<u>41</u>

##### Oakdale

Dental Screenings	<u>18</u>
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#### 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.

11/2/2017  
 4:27 pm  
 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: 10/2/2017 - 10/31/2017

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									
14100	21	8	0	0	113	0	113	113	0
1410P	21	9	0	0	142	0	142	142	0
Morey Ave CDC	42	17	0	0	255	0	255	255	0
Twin River Unified School Distri	42	17	0	0	255	0	255	255	0
Report Totals	42	17	0	0	255	0	255	255	0

11/2/2017  
4:28 pm  
MPorter

## Twin River Unified School District

2371 - CACFP Reimbursement Summary  
Program Term: Head Start 2017 - 2018, Agency: Twin River Unified School District  
Attendance Date: 10/2/2017 - 10/31/2017

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	18	16	0	0	251	0	253	253	0
1402C-AM	18	20	0	0	305	0	306	306	0
1402E-AM	18	15	0	0	225	0	225	225	0
1402G-AM	18	20	0	0	304	0	304	304	0
<b>Morey Ave CDC</b>	<b>72</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>1,085</b>	<b>0</b>	<b>1,088</b>	<b>1,088</b>	<b>0</b>
<b>Oakdale Preschool</b>									
1405A-AM	18	20	0	0	320	0	320	320	0
<b>Oakdale Preschool</b>	<b>18</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>320</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>0</b>
<b>Rio Linda Preschool Center</b>									
1406A-AM	18	24	0	0	360	0	360	360	0
1406C-AM	18	24	0	0	365	0	365	365	0
<b>Rio Linda Preschool Center</b>	<b>36</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>725</b>	<b>0</b>	<b>725</b>	<b>725</b>	<b>0</b>
<b>Twin River Unified School Distri</b>	<b>126</b>	<b>139</b>	<b>0</b>	<b>0</b>	<b>2,130</b>	<b>0</b>	<b>2,133</b>	<b>2,133</b>	<b>0</b>
<b>Report Totals</b>	<b>126</b>	<b>139</b>	<b>0</b>	<b>0</b>	<b>2,130</b>	<b>0</b>	<b>2,133</b>	<b>2,133</b>	<b>0</b>

11/2/2017  
 4:28 pm  
 MPorter

### Twin River Unified School District

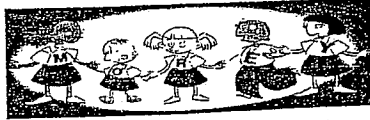
#### 2371 - CACFP Reimbursement Summary

Program Term: State preschool 2017-2018, Agency: Twin River Unified School District

Attendance Date: 10/2/2017 - 10/31/2017

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
State preschool 2017-2018									
Morey Ave CDC									
1402A-AM	18	4	0	0	70	0	70	70	0
1402C-AM	18	4	0	0	69	0	69	69	0
1402E-AM	18	4	0	0	59	0	59	59	0
1402G-AM	18	4	0	0	65	0	65	65	0
Morey Ave CDC	72	16	0	0	263	0	263	263	0
Twin River Unified School Distri	72	16	0	0	263	0	263	263	0
Report Totals	72	16	0	0	263	0	263	263	0



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

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

- Ongoing friendship groups
- Establishing positive relationships amongst the Morey Ave staff
- Positive communication amongst the component team
- Organization of "Winterfest"
- Intern support in classrooms
- Completion of CLASS

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

- Further direction for support staff with ASQ's have failed
- Organizing time for case staffing's where all stakeholders can be present

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

- Planning of Winterfest
- Organizing Mental Health Parent Meeting
- Ongoing counseling groups
- Ongoing individual sessions
- Continuing to meet with sac state regarding Interns

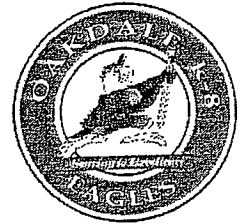
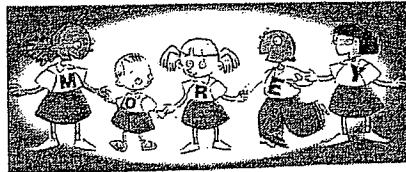
**SELF MONITORING/PIR DATA** (details of what you have done to self monitor your component area or starting the tracking process for PIR 2011)

- Blue Folders in classrooms

**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: Christina Southivilay  
MONTH: October

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

- Parent meeting at all three site
- Harvest Fest
- Home visits
- Growth Assessments
- Hmong New year
- FPA
- Ordering for Hmong New Years
- Red ribbons week

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

- Special diet
- Getting Hemo and Blood lead result
- FPA
- Parent signatures

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

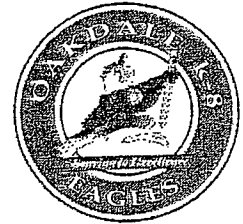
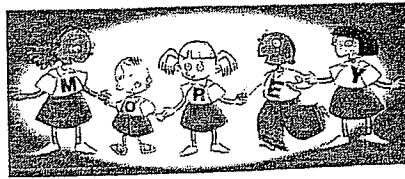
- Planning hmong new year
- Parent meeting
- FPA
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for November
- Nutrition in the classroom
- Start to pre for winter fest

**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 = 45/45
- FPA= 22/45
- Blood Lead = 30/45
- Hemoglobin = 33/45

**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: October 2017

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

- ✓ Morey, RL, Oakdale Parent Meetings.
- ✓ Morey, RL, Oakdale Harvest Festival
- ✓ Home Visits
  - Hmong New Year
  - FPA's
  - Red Ribbon Week

**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.

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

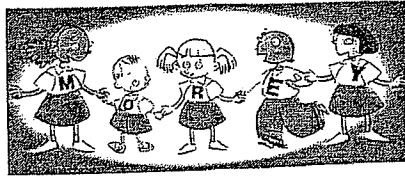
- ✓ Planning for Hmong New Year.
- ✓ Parent Meetings planning.
- ✓ FPA's.
- ✓ Follow up with hemo/blood lead notices.
- ✓ Nutrition classroom activities.
- ✓ Change parent boards for November
- ✓ Winterfest

**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 51/51
- ✓ Blood Lead 25/51
- ✓ Hemoglobin 36/51
- ✓ FPA's 26/51

**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: October 2017

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

- Harvest Festival
- Getting community agencies
- 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 students to perform for Hmong New Year
- 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
- Hmong New Year
- Winter Fest

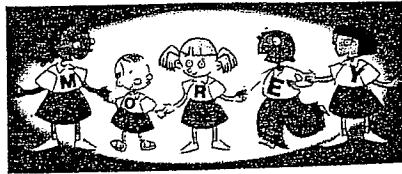
**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) \_\_\_\_\_

- FPP: 68/68
- HEMO: 49/68
- BLOOD LEAD: 37/68
- LEAD RISK ASSESSMENTS: 68/68
- GROWTH ASSESSMENT: 42/68
- FPA: 6/68

**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: October 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	1	1
E	Future IFSP/IEP Meetings scheduled	0	0

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

- I have been keeping a daily log of all current students that I am seeing.
- Update my caseload file as necessary.

**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.

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

- Screening kinder and preschool kids as necessary

**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): 10 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.
- Writing in my daily service logs of what we worked on.



# Monthly Special Education Report

Twin Rivers USD

October 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

November 1, 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

October 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 October 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: October 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	3,345.11	10,259.85	50,696.00	40,436.15
Fringe Benefits	1,203.99	3,592.80	17,188.00	13,595.20
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	7,843.18	21,132.49	75,640.00	54,507.51
<b>I. Total Administration</b>	<b>12,392.28</b>	<b>34,985.14</b>	<b>147,419.00</b>	<b>112,433.86</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>12,392.28</b>	<b>34,985.14</b>	<b>147,419.00</b>	<b>112,433.86</b>
II. a. Personnel	86,658.83	252,615.59	1,122,900.00	870,284.41
b. Fringe Benefits	29,817.89	89,832.82	345,026.00	255,193.18
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	1,003.56	2,254.68	5,250.00	2,995.32
Child and Family Service Supplies	1,151.20	1,151.20	3,800.00	2,648.80
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	11,414.48	13,196.01	10,000.00	(3,196.01)
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	1,671.97	3,880.03	24,855.00	20,974.97
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	431.50	593.20	2,000.00	1,406.80
Nutrition Services	0.00	940.99	10,709.00	9,768.01
Child Services Consultants	3,059.85	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	3,346.82	4,613.00	8,500.00	3,887.00
Publications/Advertising/Printing	30.34	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	1,159.32	1,619.54	8,000.00	6,380.46
Membership/Licensing Fees	413.28	655.28	2,000.00	1,344.72
<b>II. Total Program</b>	<b>140,159.04</b>	<b>377,119.70</b>	<b>1,566,040.00</b>	<b>1,188,920.30</b>
Non-Federal Program	37,682.49	91,602.09	430,240.00	338,637.91
<b>Total SETA Costs (I + II)</b>	<b>152,551.32</b>	<b>412,104.84</b>	<b>1,713,459.00</b>	<b>1,301,354.16</b>
	152,551.32	412,104.84		1,301,354.16
	0.00	0.00		0.00
<i>KZ [Signature]</i>	11-9-17	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 October 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)		29,784.41		73,442.20
			-	-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool)		5,859.26		13,203.74
				-
				-
				-
				-
OTHER (Describe in detail) State Preschool Indirect	2,038.82		4,956.15	-
			-	-
			-	-
			-	-
<b>TOTAL</b>	<b>2,038.82</b>	<b>35,643.67</b>	<b>4,956.15</b>	<b>86,645.94</b>
				<b>91,602.09</b>

SIGNATURE KZ Angerall  
 DATE 11-9-17

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

Month: October 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	643.51	643.51	12,692.00	12,048.49
Fringe Benefits	201.58	201.58	6,306.00	6,104.42
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	1,405.71	3,404.81	15,963.00	12,558.19
<b>I. Total Administration</b>	<b>2,250.80</b>	<b>4,249.90</b>	<b>35,566.00</b>	<b>31,316.10</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>2,250.80</b>	<b>4,249.90</b>	<b>35,566.00</b>	<b>31,316.10</b>
II a. Personnel	14,714.25	39,344.14	223,631.00	184,286.86
b. Fringe Benefits	5,997.20	16,561.91	76,202.00	59,640.09
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
Q e. Supplies	0.00	0.00	0.00	0.00
Office Supplies	104.52	109.15	900.00	790.85
Child and Family Service Supplies	237.80	373.19	1,200.00	826.81
Food Service Supplies	0.00	0.00	1,200.00	1,200.00
Medical/Dental/Disabilities/Custodial	1,284.81	1,309.19	2,000.00	690.81
Instructional Materials	2,239.47	3,306.26	1,000.00	(2,306.26)
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	5.78	5.78	500.00	494.22
Nutrition Services	22.36	303.61	1,000.00	696.39
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	263.01	263.01	2,000.00	1,736.99
Publications/Advertising/Printing	81.74	118.46	200.00	81.54
Training or Staff Development	0.00	0.00	500.00	500.00
Copy Machine Lease	103.01	205.23	500.00	294.77
Membership/Licensing Fees	36.72	36.72	200.00	163.28
<b>II. Total Program</b>	<b>25,090.67</b>	<b>61,974.45</b>	<b>315,628.00</b>	<b>253,653.55</b>
Non-Federal Program	46,859.22	63,687.44	89,261.00	25,573.56
<b>Total SETA Costs (I + II)</b>	<b>27,341.47</b>	<b>66,224.35</b>	<b>351,194.00</b>	<b>284,969.65</b>
	27,341.47	66,224.35		284,969.65
	0.00	0.00		0.00
<i>K. Z. ...</i>	11-9-17	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 October 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 & Value)				-
General Fund		46,859.22		63,687.44
				-
				-
				-
				-
OTHER (Describe in detail)				-
				-
				-
				-
<b>TOTAL</b>	-	46,859.22	-	63,687.44
		46,859.22		63,687.44

SIGNATURE K. Zingales  
 DATE 11-9-17

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

Month: October 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				
	<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	0.00	385.92	7,500.00	7,114.08
M					
	<b>II. Total Program</b>	0.00	385.92	7,500.00	7,114.08
	Non-Federal Program				
	<b>Total SETA Costs (I + II)</b>	0.00	385.92	7,500.00	7,114.08
		11-9-17	Vasseliki Vervilos 566-1600.66859		
Authorized Signature/		Date	Prepared By	Phone	

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

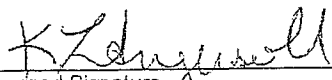
Month: October 2017 TTA--Early Head Start

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				
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	0.00	8.16	5,852.00	5,843.84
M.				
II. Total Program	0.00	8.16	5,852.00	5,843.84
Non-Federal Program				
Total SETA Costs (I + II)	0.00	8.16	5,852.00	5,843.84


11-9-17
Vasseliki Vervilos 566-1600,66659  
 Authorized Signature      Date      Prepared By      Phone

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

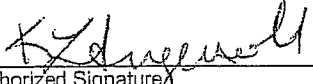
Month: October 2017

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				
<b>I. Total Administration</b>				
Non-Federal Admin.				
<b>Total Fed. And Non-Fed. Admin.</b>				
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				
<b>II. Total Program</b>	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
<b>Total SETA Costs (I + II)</b>	0.00	76,839.11	618,997.00	542,157.89


11-9-17
Vassiliki Vervilos 566-1600,66859  
 Authorized Signature                      Date                      Prepared By                      Phone