

PUBLIC NOTICE

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Twin Rivers Unified School District  
155 Morey Avenue  
Sacramento, CA 95838

**Special Policy Committee Meeting**

**October 18, 2017**

**8:30 a.m. – Room 2**

**Agenda**

**Revised 10/13/2017**

**I. Welcome**

- A. Call To Order/Roll Call (Seating of 2017-2018 Committee)

**II. Action Items**

- A. Election of Policy Committee Officers for 2017-2018  
B. Approval of shared decision-making, internal dispute resolution and impasse procedures between TRUSD Head Start Policy Committee and TRUSD Board of Trustees  
C. Approval of 2017-2018 COLA Funding  
D. **Closed session personnel-pursuant to government code section 54957 –**  
Approval of Head Start ECE Teachers and ECE Para-educators

**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  
L. Update on Oakdale and Rio Linda Preschool Programs  
M. Recruitment for Policy Committee 2017-2018  
N. Fall Festival Planning  
O. Information Bulletins - ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes and ACF-PI-HS-17-04 Federal Reporting of Standard Forms (SF) 425 and 428  
P. Discussion of Community Member Election

**IV. Public Participation**

**V. Adjournment**

Twin Rivers Unified School District  
155 Morey Avenue  
Sacramento, CA 95838

**Special Policy Committee Meeting  
October 18, 2017  
8:30 a.m. – Room 2  
Minutes**

**I. Welcome**

- A. Call To Order/Roll Call (Seating of 2017-2018 Committee) *The meeting was called to order at 8:43am by Tabitha Thompson. Members present included Desiree Gonzalez, Charles Taylor, Charla Coley, Erika Mendoza, Kelly Pruitt, Allison Vaughn, Caritia Singleton, and Tabitha Thompson (Head Start Director).*

**II. Action Items**

- A. Election of Policy Committee Officers for 2017-2018 *Desiree Gonzalez made a motion to elect Charles Taylor as Chairperson for 2017-2018. Allison Vaughn seconded the motion. 7-Yes (Desiree Gonzalez, Charles Taylor, Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, and Allison Vaughn) 0-No, 0-Abstention. Desiree Gonzalez made a motion to elect Allison Vaughn as Vice Chairperson for 2017-2018. Charla Coley seconded the motion. 6-Yes (Desiree Gonzalez, Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor – Chairperson). Allison Vaughn motioned to elect Charla Coley as Secretary for 2017-2018, Desiree Gonzalez seconded the motion. 6-Yes (Desiree Gonzalez, Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor- Chairperson).*
- B. Approval of shared decision-making, internal dispute resolution and impasse procedures between TRUSD Head Start Policy Committee and TRUSD Board of Trustees *Allison Vaughn made a motion to approve, Desiree Gonzalez seconded the motion, 6-Yes (Desiree Gonzalez, Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor- Chairperson).*
- C. Approval of 2017-2018 COLA Funding *Allison Vaughn made a motion to approve, Desiree Gonzalez seconded the motion, 6 -Yes (Desiree Gonzalez, Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor- Chairperson).*
- D. Closed session personnel-pursuant to government code section 54957 – Approval of Head Start ECE Teachers and ECE Para-educators - *Charla Coley made a motion to approve personnel, Desiree Gonzalez seconded the motion, 6-Yes (Desiree Gonzalez, Charla Coley, Erika Mendoza, Kelly*

*Pruitt, Caritia Singleton, and Allison Vaughn) 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 reports 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
- M. Recruitment for Policy Committee 2017-2018 *At least 1 parent per session.*
- N. Fall Festival Planning
- O. Information Bulletins - ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes and ACF-PI-HS-17-04 Federal Reporting of Standard Forms (SF) 425 and 428
- P. Discussion of Community Member Election

**IV. Public Participation**

**V. Adjournment** *Meeting adjourned at 9:31 A.M.*

*Next Policy Committee Meeting November 15<sup>th</sup> @ 8:30am*

Twin Rivers Unified School District

Morey Avenue Policy Committee Members Sign-In Sheet/Roll Call Sheet

10/18/17  
Date of Meeting

Please Specify

9 # eligible voting representative  
~~7~~ # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Desiree Gonzalez	10B-morey	[Signature]	
2. Charles Taylor	morey <sup>rm 4</sup>	[Signature]	
3. Charla Coley	morey <sup>rm 7</sup>	[Signature]	
4. ERIKA Mendez	morey <sup>rm 8</sup>	[Signature]	
5. Kelly Pruitt	Riolinda <sup>rm 19</sup>	[Signature]	
6. Allison Vaughn	morey <sup>rm 9</sup>	[Signature]	
7. Tabitha Thompson	[Signature]	[Signature]	
8. Caritia Singleton	Morey	[Signature]	
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

**Twin Rivers Unified School District Head Start  
2017- 2018  
Policy Committee Members Roster**

**Complex 4 – Mrs. Vang**

Elected – Charles Taylor

Alternate - Alicia Garcia

**Complex 7 – Mrs. Thao**

Elected - Charla Coley

Alternate - Shanakia Kirk

**Complex 8 – Ms. Vam**

Elected - Erica Mendoza

Alternate - vacant

**Complex 9 - Ms. Daval**

Elected - Allison Vaughn

Alternate- Carrie Husa

**Complex 10a - Mrs. Xiong**

Elected- Caritia Singleton

Alternate- vacant

**Complex 10b - Mrs. Jensen**

Elected- Desiree Gonzalez

Alternate- vacant

**Oakdale Preschool Center- Ms. Gehrer**

Elected – Laura Areola

Alternate- Crystal Hernandez

**Complex 19 Rio Linda – Ms. Mitchem**

Elected- Kelly Pruitt

Alternate - vacant

**Complex 20 Rio Linda – Ms. Yang**

Elected- Elizabeth Schoemig

Alternate - vacant

**Community Members**

Vacant

ITEM III-C – ACTION

APPROVAL OF SHARED DECISION-MAKING, INTERNAL DISPUTE  
RESOLUTION AND IMPASSE PROCEDURES BETWEEN THE  
TWIN RIVERS UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES  
AND HEAD START POLICY COMMITTEE

BACKGROUND:

The newly revised Head Start Program Performance Standards (45 CFR §1301.6) require that the Policy Committee and the Governing Board jointly must establish written procedures for resolving internal disputes between them that include impasse procedures. These procedures must: (1) Demonstrate that the Governing Board considers proposed decisions from the Policy Committee and that the Policy Committee considers proposed decisions from the Governing Board; (2) If there is a disagreement, require the Governing Board and the Policy Committee to notify the other in writing why it does not accept the decision; and (3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious or illegal.

Section 1301.6 also provides that, in situations where the decision-making process does not result in a resolution, the parties will participate in mediation and, if mediation fails to resolve the matter, binding arbitration.

In 2013, the Governing Board and Policy Committee approved a shared decision-making process that included an impasse procedure. The attached Agreement updates the 2013 Agreement to insure that the impasse procedures are compliant with Section 1301.1, but otherwise retains the historical procedure of having matters regarding joint decision-making referred first to the Policy Committee and then to the Governing Board.

RECOMMENDATION:

Review and approve the Shared Decision-Making, Internal Dispute Resolution and Impasse Procedures between the Twin Rivers Board of Trustees and the TRUSD Head Start Policy Committee.

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

RESOLUTION NO.: 2017-6

SHARED DECISION-MAKING, INTERNAL DISPUTE RESOLUTION  
AND IMPASSE PROCEDURES BETWEEN THE TWIN RIVERS  
UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES  
AND HEAD START POLICY COMMITTEE

THIS AGREEMENT, dated for convenience October 5, 2017, is made and entered into by and between the Twin Rivers Unified School District Board of Trustees ("Board") and the Head Start Policy Committee ("Committee").

WHEREAS, the Federal Head Start Act (42 U.S.C. 9801, *et seq.*) authorizes a local public or non-profit private agency to be designated as a Head Start agency and to serve as a Head Start Grantee to provide services to Head Start eligible children and families in a designated community; and,

WHEREAS, THE Head Start Act requires that each Delegate Grantee establish a policy committee, comprised of at least 51% parents of children enrolled in the program who have been elected by the parents of children enrolled in the program, plus representatives of the community; and,

WHEREAS, Head Start Program Performance Standard 1301.6 further requires that the Board and the Committee establish written procedures describing how the Board of Trustee and Committee will resolve internal disputes, including impasse procedures; and

WHEREAS, the Committee has approved this Agreement and authorized its Chairperson to execute it at a meeting duly noticed and held on October 16, 2017; and

WHEREAS, the Board has approved this Agreement and authorized its Chairperson to execute it at a meeting duly noticed and held on November 14, 2017;

NOW, THEREFORE, the parties agree as follows:

1. Actions of the Board and the Committee with respect to shared decision matters shall be implemented as follows:
  - A. The Committee shall make initial decisions with respect to all shared decision matters and shall refer those decisions to the Board for concurrence.
  - B. The Board shall then consider the decision reached by the Committee and either concur with, modify or reject the Committee's decision. If the Board concurs, the joint decision shall become the decision of TRUSD Head Start. If the Board modifies or rejects a decision of the Committee, the matter shall be referred back to the Committee, in writing, for concurrence. If the Committee concurs, the joint decision shall become the decision of TRUSD Head Start. If the Committee does not concur, it shall provide, in writing, to the Board of Trustees the basis for its lack of concurrence. If, for any reason, the Board of Trustees and the Committee are unable to reach concurrence with respect to a shared decision matter, the matter shall proceed to Impasse Committee as outlined in Section 2, below.
2. When the Committee and the Board of Trustees fail to concur with respect to any shared decision matter, the following impasse procedure shall be utilized to resolve the matter.
  - A. The Executive Director shall arrange, as soon as practicable, an Impasse Committee to address the matter. All meetings of the Impasse Committee shall be held consistent with the Ralph M. Brown Act.
  - B. The Board and the Committee shall each appoint two (2) members to serve on the Impasse Committee, which shall meet and discuss the matter to reach resolution. Once the Impasse Committee has reached agreement on a recommended course of action, the recommendation shall be submitted to the Committee and then to the Board for acceptance and concurrence. If either the Committee or the Board rejects the Impasse Committee recommendation, the matter shall be referred back to the Impasse Committee for further discussion and recommendations. This process shall be continued until the Committee and the Board mutually agree on an acceptable resolution of the matter. In the unlikely event that this impasse procedure fails to result in an agreement, the parties shall resolve the matter as provided in Head Start Program Performance Standard 1301.6.



3. No final decision resulting from this process shall be implemented in any manner that is arbitrary, capricious or illegal.

Executed in Sacramento, California, on the dates appearing below.

Dated: October 16, 2017

HEAD START POLICY COMMITTEE

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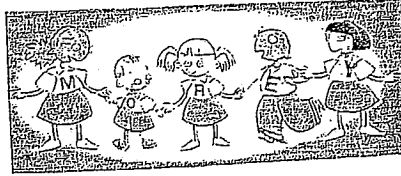
Chairperson

Dated: November 14, 2017

BOARD OF TRUSTEES

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Chairperson



Twin Rivers Unified School District  
 Head Start Programs  
 COMPONENT MONTHLY REPORT  
 COMPONENT NAME: Leica Jones  
 MONTH: September 2017

**SUCCESES** (details of tasks that are going well within your component area)  
 Teacher interaction and communication  
 Working successfully with ASQ and ASQ-SE on app.  
 Fine motor workshop with parents  
 Becoming more confident with ins and outs of Learning Genie  
 Working ahead, pacing myself

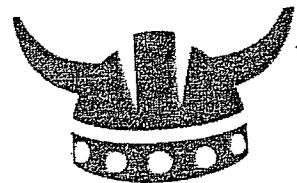
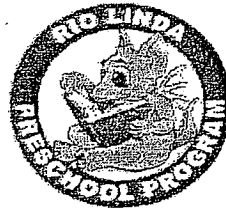
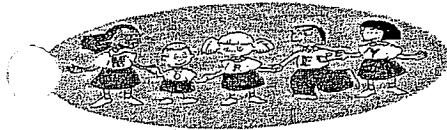
**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)  
 Become more familiar with Child Plus  
 Communicate with administration team in order to form a more cohesive and team oriented environment  
 Meet with classes consistently for TCM meetings to get the gist of environment and individual teaching styles  
 Pace myself and stay on task.

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).  
 Stay with teachers regarding DRDP's which is due Oct 5  
 Work with Oakdale and Rio Linda on IDP  
 CLASS Dimension Sessions Oct 6  
 CLASS Training-Oct 3-4  
 Teachers Pyramid Oct 20

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) 220 DRDP's by October 5

**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: September 2017

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

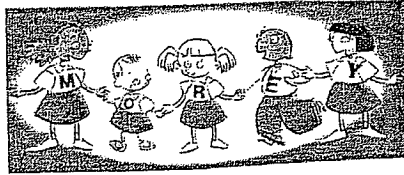
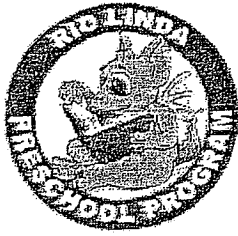
1. All processes are going well with attendance.

**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. Maintaining class rosters in Aeries for State and Early Head Start and Head Start students.
4. Daily attendance and follow up of absences.
5. Give attendance letters to students under 85%.
6. Daily staff attendance.
7. Monthly Staff Attendance award certificates.
8. Assisting Principal/Director in various projects.
9. General office support to the Office Manager.
10. Creating Purchase Requisitions and Request for Direct Payment forms.
11. Processing mileage forms for staff.
12. Ordering, receiving and distributing supplies for center and staff.
13. Completing Staff Absentee Reports to send to District Office.
14. Creating notices and distributing to all students, as needed.
15. Front office (answering phones, helping parents and students, etc.).
16. End of the month ADA and Enrollment Report to SETA.
17. Updating student information in Aeries, Child Plus, Emergency Cards, Authorization for Pick Up.
18. Filing student information into student files.
19. Updating staff licensing information.
20. Distributing and collecting licensing forms for new staff.
21. Scheduling and coordinating Fall and Spring picture days.
22. Scheduling 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. Updating and revising ERSEA Binder
26. Updating and revising Policies and Procedures Binder

**SELF MONITORING/PIR DATA:** Updating data for re-enrolled students and making sure all PIR info is input when entering new students; monthly file checks.



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

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

- Transfer of toddlers to preschool has been very smooth.

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

- Filling in the open slots. Parent are not showing up on appointments
- Understanding of procedure on intake of children of with disability

**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.
- Waiver Binders
- Rio Linda binder check
- Drop files needs to be organize
- Section 1 and 9 in binders need to be switch out
- Filing up open slots

**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)

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
September 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)	137/140	100%	84.3%
WCIC/Playmate	120			
<b>Total</b>	<b>4,660</b>			

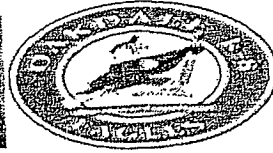
**Early Head Start**

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%	87%
<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 September

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

1. Hearing Screenings for Morey
2. Sent 31<sup>st</sup> day Physical and Dental notices
3. Blood Pressures for all three schools.
4. Vision Screenings
- 5.

**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)

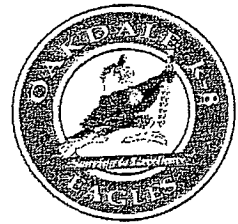
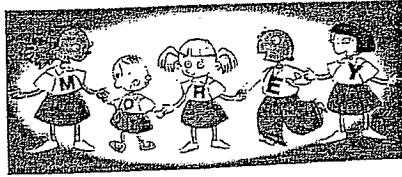
1. File checks
2. Child Plus Reports
3. File review
4. Meeting District - Seta

**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 Rivers Unified School District

## Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Health

MONTH: October 2017

*September*

### SUCCESSSES

- Student with medical concerns have been followed-up and medication, if needed, is in the classroom.
- Most students at Rio Linda passed their vision exam.
- Morey Ave, Rio Linda, and Oakdale students who failed their hearing and/or vision exam have been rescreened.
- Parents have been compliant in returning dental and/or physical exams.
- Morey Avenue students had hearing screenings with the Center for Hearing Van and dental screenings with Dr. Saladin
- Smile Keepers provided dental varnishing for Morey Ave 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.
- 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.
- Rio Linda Preschool and Oakdale Preschool will have dental vanishings by Smile Keepers.

### NUMBER OF SCREENINGS COMPLETED TO DATE:

#### Rio Linda

Vision	<u>45</u>
Hearing	<u>46</u>
Blood Pressure	<u>45</u>
Dental Screenings	<u>41</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.

10/4/2017  
7:58 am  
Porter

## Twin River Unified School District

2371 - CACFP Reimbursement Summary  
 Program Term: State preschool 2017-2018, Agency: Twin River Unified School District  
 Attendance Date: 9/1/2017 - 9/29/2017

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	15	4	0	0	58	0	58	58	0
1402C-AM	15	4	0	0	60	0	60	60	0
1402E-AM	15	4	0	0	43	0	43	43	0
1402G-AM	16	4	0	0	56	0	56	56	0
Morey Ave CDC	61	16	0	0	217	0	217	217	0
Twin River Unified School Distri	61	16	0	0	217	0	217	217	0
Report Totals	61	16	0	0	217	0	217	217	0



10/4/2017  
7:58 am  
Porter

## Twin River Unified School District

237.1 - CACFP Reimbursement Summary  
 Program Term: Head Start 2017 - 2018, Agency: Twin River Unified School District  
 Attendance Date: 9/1/2017 - 9/29/2017

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Head Start 2017 - 2018									
Morey Ave CDC									
1402A-AM	15	17	0	0	209	0	209	209	0
1402C-AM	15	20	0	0	258	0	258	258	0
1402E-AM	15	15	0	0	189	0	189	189	0
1402G-AM	16	19	0	0	268	0	268	268	0
Morey Ave CDC	61	71	0	0	924	0	924	924	0
Oakdale Preschool									
1405A-AM	15	20	0	0	275	0	275	275	0
Oakdale Preschool	15	20	0	0	275	0	275	275	0
Rio Linda Preschool Center									
1406A-AM	15	23	0	0	321	0	321	321	0
1406C-AM	17	23	0	0	311	0	311	311	0
Rio Linda Preschool Center	32	46	0	0	632	0	632	632	0
Twin River Unified School Distri	108	137	0	0	1,831	0	1,831	1,831	0
Report Totals	108	137	0	0	1,831	0	1,831	1,831	0

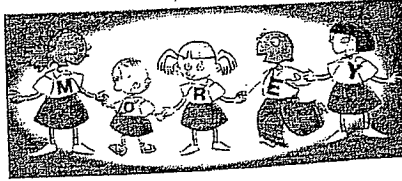
10/4/2017  
7:59 am  
Porter

## Twin River Unified School District

2371 - CACFP Reimbursement Summary  
Program Term: Early Head Start 2017 - 2018, Agency: Twin River Unified School District  
Attendance Date: 9/1/2017 - 9/29/2017

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	20	8	0	0	132	0	132	132	0
1410P	20	8	0	0	146	0	146	146	0
Morey Ave CDC	40	16	0	0	278	0	278	278	0
Twin River Unified School Distri	40	16	0	0	278	0	278	278	0
Report Totals	40	16	0	0	278	0	278	278	0



Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Mental Health  
MONTH: Sept

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

- Rolling out and successful screening of the ASQ online
- Intern support in classroom needing the most support
- Positive PIP meetings for all teaching staff
- Collaboration with new support staff members (speech and inclusion)
- Ability to meet with staff regarding concerns between 2-4

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

- Daily support in classrooms with the most need
- Ability to supervise inters at different levels of capability while meeting with their advisers
- Ordering supplies and having them arrive in a timely manner
- Having all support staff members be able to participate at case staffing's and PIP meetings

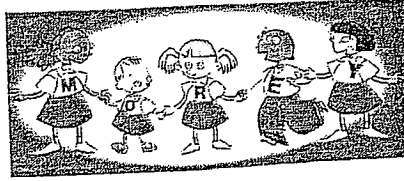
**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Planning of Red Ribbon Week
- Beginning of social skills groups
- Planning of home visits
- Planning of events to include more male involvement
- Parent meeting for Mental Health
- Support in classrooms daily

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) 163 (ASQ - SE)

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

- Blue folders in every classroom
- Self Check forms



Twin Rivers Unified School District  
Head Start Programs  
COMPONENT MONTHLY REPORT  
COMPONENT NAME: Elizeth Jaimes-Cornejo  
MONTH: September 2017

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

- ✓ Morey, RL, Oakdale Back to school night
- ✓ Morey, RL, Oakdale Parent Meetings.
- ✓ Collecting parent signatures for parent committee elections.
- ✓ Planning for Harvest Festival.
- ✓ Assembly Awards.

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

- ✓ Collecting parent signatures for parent committee elections.
- ✓ Getting hemo/blood lead results.
- ✓ Not having the Harvest Festival materials has been difficult.
- ✓ Hayride schedule

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

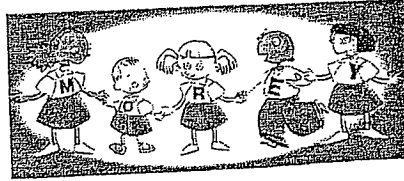
- ✓ Harvest festival planning.
- ✓ Parent Meetings planning.
- ✓ FPA's.
- ✓ Follow up with hemo/blood lead notices.
- ✓ Coat and costume donations.
- ✓ Nutrition classroom activities.
- ✓ Change parent boards for October.

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 22/22
- ✓ Blood Lead 12/22
- ✓ Hemoglobin 21/22

**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: Christina Southivilay  
MONTH: September

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

- Rio Linda and Morey back to school
- Completed PC election
- Toddler and Preschool award assembly
- Parent meetings
- Planning harvest festival
- Picture day

**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
- Hayride schedule

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

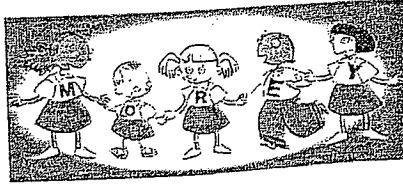
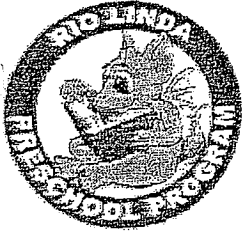
- Planning harvest festival
- Parent meeting
- FPA
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for next month
- Collecting coats and costumes
- Nutrition in the classroom

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 = 42/42
- Blood Lead = 30/42
- Hemoglobin = 33/42

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: Tashamarie Brewer  
MONTH: September 2017

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

- BTSN
- Getting community agencies
- Microphone ready for BTSN
- Learning Community Liaison Duties (Continuing)

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

- Getting community agencies to respond in 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).

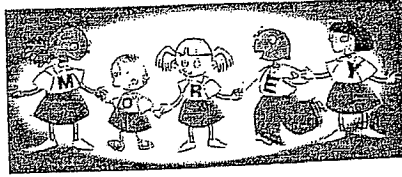
- Harvest Festival
- Ordering for Harvest Festival

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: 41/68
- BLOOD LEAD: 37/68
- LEAD RISK ASSESSMENTS: 68/68

**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: Anna Gaona Botello  
MONTH: September, 2017

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

- Completed Parent Policy Committee elections
- Parent Meetings at all three sites were a success
- Back to School Night events went great
- Award Assemblies
- Harvest Festival event's planning is near completion

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

- Obtaining votes and signatures for Policy Committee
- Obtaining missing Hemoglobin and/or Blood Lead results from parents
- Getting the required material and supplies for the Harvest Festival
- Finding parents to volunteer for Picture Day

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

- Finalize the details and activities for the Harvest Festival event
- Obtain missing Water Play forms
- Complete the Volunteer Opportunities for Parents forms
- Finish entering Blood Lead, Hemoglobin, and Lead Assessment information on ChildPlus

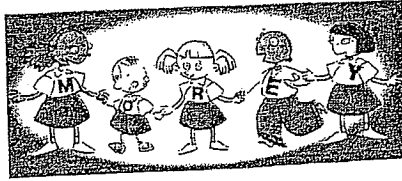
**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) \_\_\_\_\_

- FPP: 28/28
- Blood Lead: 14/26
- Hemoglobin: 16/26

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

- ChildPlus
- Student Tracking List





## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT  
 COMPONENT NAME: Nina Sandhu  
 MONTH: September 2017

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	18
B	Total number of children enrolled with an active IFSP/IEP	0	18
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	2
E	Future IFSP/IEP Meetings scheduled		

\*One of the future IEP meetings scheduled is pending for the student who is on the waitlist; however is on an IEP already.

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

- Push-in services have been going great.
- All the teachers and staff have been great and very welcoming.

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

- Going to 3 different sites can be a challenge, but I feel like it is becoming better.

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

- Screening kinder kids as necessary
- Assessing kids that failed screeners (kinder)

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): 3 screeners for Kindergarten. Waiting on the ASQ's to begin screeners of preschoolers.

### 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.



# Monthly Special Education Report

Twin Rivers USD

September 2017

Agency Name

Reporting Month/Year

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	18
B	Total number of children enrolled with an active IFSP/IEP		18
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

September 29, 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

September 2017

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

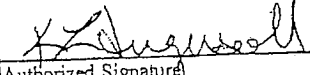
1. Actual Expenses—Current Period and Adjustments—Expenses incurred during September 2017.
2. Actual Expenses—Cumulative to Date—Head Start Basic and Head Start Training and Technical Assistance--Summary of expenses from August 1, 2017 through July 31, 2018.
3. Current Budget—Amount budgeted for each 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: September 2017—Head Start  
 Delegate: Twin Rivers Unified School District  
 Address: 3222 Winona Way  
 North Highlands, CA 95660

Agreement No.:  
 Program: PA 22 BASIC  
 PA20  
 PA26  
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel	3,457.37	6,914.74	50,696.00	43,781.26
Fringe Benefits	1,190.29	2,388.81	17,188.00	14,799.19
Occupancy	0.00	0.00	0.00	0.00
Staff Travel	0.00	0.00	1,750.00	1,750.00
Supplies	0.00	0.00	2,145.00	2,145.00
Other	6,947.06	13,289.31	75,640.00	62,350.69
Indirect Costs	11,594.72	22,592.86	147,419.00	124,826.14
<b>I. Total Administration</b>	0.00	0.00	0.00	0.00
Non-Federal Admin.	11,594.72	22,592.86	147,419.00	124,826.14
<b>Total Fed. and Non-Fed. Admin.</b>	86,232.74	165,956.76	1,122,900.00	956,943.24
II. a. Personnel	31,280.82	60,014.93	345,026.00	285,011.07
b. Fringe Benefits	0.00	0.00	5,000.00	5,000.00
c. Out of State Travel	0.00	0.00	0.00	0.00
d. Equipment	0.00	0.00		0.00
e. Supplies	1,090.51	1,251.12	5,250.00	3,998.88
Office Supplies	0.00	0.00	3,800.00	3,800.00
Child and Family Service Supplies	0.00	0.00	3,000.00	3,000.00
Food Service Supplies	0.00	177.54	6,000.00	5,822.46
Medical/Dental/Disabilities/Custodial	1,347.76	1,781.53	10,000.00	8,218.47
Instructional Materials	0.00	0.00	0.00	0.00
f. Contractual	0.00	0.00	0.00	0.00
g. Construction	0.00	0.00	0.00	0.00
h. Other:	331.26	2,208.06	24,855.00	22,646.94
Utilities	726.32	726.32	1,500.00	773.68
Building/Child Liability Insurance	0.00	0.00	500.00	500.00
Building Maint/Repair	161.70	161.70	2,000.00	1,838.30
Local Teachers Travel	940.99	940.99	10,709.00	9,768.01
Nutrition Services	0.00	0.00	2,000.00	2,000.00
Child Services Consultants	128.04	128.04	2,000.00	1,871.96
Substitutes, if not paid benefits	1,266.18	1,266.18	8,500.00	7,233.82
Parent Services	413.17	413.17	2,000.00	1,586.83
Publications/Advertising/Printing	1,232.10	1,232.10	1,000.00	(232.10)
Training or Staff Development	(550.72)	460.22	8,000.00	7,539.78
Copy Machine Lease	0.00	242.00	2,000.00	1,758.00
Membership/Licensing Fees				
<b>II. Total Program</b>	124,600.87	236,960.66	1,566,040.00	1,329,079.34
Non-Federal Program	28,616.41	53,919.60	430,240.00	376,320.40
<b>Total SETA Costs (I + II)</b>	136,195.59	259,553.52	1,713,459.00	1,453,905.48
		0.00		0.00


 Date: 9-17  
 Prepared By: Vassiliki Vervilos 566-1600, 66859  
 Phone:

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING September 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)		22,053.69		43,657.79
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool)		5,014.42		7,344.48
				-
				-
				-
				-
OTHER (Describe in detail) State Preschool Indirect	1,548.30		2,917.33	-
				-
				-
				-
<b>TOTAL</b>	<b>1,548.30</b>	<b>27,068.11</b>	<b>2,917.33</b>	<b>51,002.27</b>
		<b>28,616.41</b>		<b>53,919.60</b>

SIGNATURE K. Zingales

DATE 10-9-17

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

Month: September 2017-Early Head Start  
 Delegate: Twin Rivers Unified School District  
 Address: 3222 Winona Way  
 North Highlands, CA 95660

Agreement No.:  
 Program: PA 22 EHS  
 PA20  
 PA26  
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel	0.00	0.00	12,692.00	12,692.00
Fringe Benefits	0.00	0.00	6,306.00	6,306.00
A Occupancy	0.00	0.00	0.00	0.00
B Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	0.00	300.00	300.00
T Other	0.00	0.00	305.00	305.00
N Indirect Costs	1,068.08	1,999.10	15,963.00	13,963.90
I. Total Administration	1,068.08	1,999.10	35,566.00	33,566.90
Non-Federal Admin.	0.00	0.00	0.00	0.00
Total Fed. and Non-Fed. Admin.	1,068.08	1,999.10	35,566.00	33,566.90
II a. Personnel	12,955.09	24,629.89	223,631.00	199,001.11
b. Fringe Benefits	5,386.39	10,564.71	76,202.00	65,637.29
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	4.63	4.63	900.00	895.37
Child and Family Service Supplies	135.39	135.39	1,200.00	1,064.61
Food Service Supplies	0.00	0.00	1,200.00	1,200.00
Medical/Dental/Disabilities/Custodial	0.00	24.38	2,000.00	1,975.62
Instructional Materials	856.70	1,066.79	1,000.00	(66.79)
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	33.10	33.10	2,695.00	2,661.90
Building/Child Liability Insurance	0.00	0.00	300.00	300.00
Building Maint/Repair	4.70	4.70	100.00	95.30
Local Teachers Travel	0.00	0.00	500.00	500.00
Nutrition Services	281.25	281.25	1,000.00	718.75
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	0.00	0.00	2,000.00	2,000.00
Publications/Advertising/Printing	36.72	36.72	200.00	163.28
Training or Staff Development	0.00	0.00	500.00	500.00
Copy Machine Lease	12.38	102.22	500.00	397.78
Membership/Licensing Fees	0.00	0.00	200.00	200.00
II. Total Program	19,706.35	36,883.78	315,628.00	278,744.22
Non-Federal Program	0.00	16,828.22	89,261.00	72,432.78
Total SETA Costs (I + II)	20,774.43	38,882.88	351,194.00	312,311.12
				0.00

*K. D. ...* 10-9-17 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 September 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				16,828.22
				-
				-
				-
				-
OTHER (Describe in detail)				-
				-
				-
				-
<b>TOTAL</b>				<b>16,828.22</b>
				<b>16,828.22</b>

SIGNATURE *[Handwritten Signature]*

DATE 10-9-17



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

Month: September-17

Agreement No:

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

Program: Duration

Cost Item	Actual Expenses		Current Budget	Unexpended Balance	
	Current period & adjustments	Cumulative to date			
ADMINISTRATIVE	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
PROGRAM	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
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	18,692.16	80,000.00	61,307.84
	e. Supplies	0.00	24,624.41	24,000.00	(624.41)
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	33,522.54	500,000.00	466,477.46
	h. Other: Staff Development	0.00	0.00	0.00	0.00
	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	

*K. L. Dugan*  
 Authorized Signature

10-9-17  
 Date

Vassiliki Vervilos 566-1600,66659  
 Prepared By

Phone

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

Month: September 2017 TTA--Early Head Start

Agreement No: 17C2175190

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				
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				
D e. Supplies				
G f. Contractual				
R g. Construction				
A h. Other: Staff Development	8.16	8.16	5,852.00	5,843.84
M II. Total Program	8.16	8.16	5,852.00	5,843.84
Non-Federal Program				
Total SETA Costs (I + II)	8.16	8.16	5,852.00	5,843.84
Authorized Signature: <i>K. L. Vervilos</i> Date: 10-9-17 Prepared By: Vasselki Vervilos 566-1600,66859 Phone:				

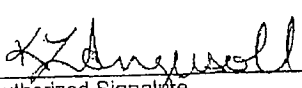
SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: September 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				
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				
D e. Supplies				
G f. Contractual				
R g. Construction				
A h. Other: Staff Development	385.92	385.92	7,500.00	7,114.08
M				
II. Total Program	385.92	385.92	7,500.00	7,114.08
Non-Federal Program				
Total SETA Costs (I + II)	385.92	385.92	7,500.00	7,114.08
				
Authorized Signatory	Date	Prepared By	Phone	
	10-9-17	Vasselki Vervilos	566-1600,66859	

Susan.Pawelczyk

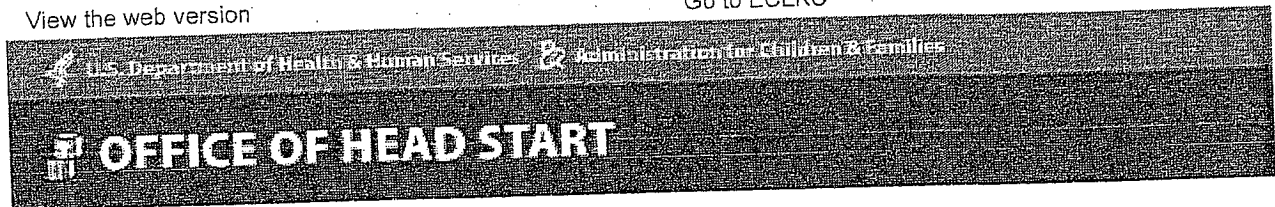
**From:** Tabitha.Thompson  
**Sent:** Thursday, September 21, 2017 8:25 PM  
**To:** Susan.Pawelczyk  
**Subject:** FW: ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes

Pls print

**From:** Office of Head Start [mailto:no-reply@hsicc.org]  
**Sent:** Thursday, September 21, 2017 12:00 PM  
**To:** Tabitha.Thompson <Tabitha.Thompson@twinriversusd.org>  
**Subject:** ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM- HS-17-02	2. Issuance Date: 09/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes Harvey, Irma, Jose, and Maria; Natural Disaster	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

**SUBJECT:** Disaster Recovery from 2017 Hurricanes

**INFORMATION:**

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have

operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

#### Serving Other Eligible Head Start Families

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

#### Administrative Flexibility

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

#### Eligibility, Recruitment, Selection, and Enrollment

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or

the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

#### Program Options and Hours of Program Operations

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

#### Space, Class Size, and Ratios

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

#### Additional Classroom Staffing and Teacher Credentials

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered

homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

#### Safe Environments

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>.

#### Health and Mental Health Services

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

The Head Start Emergency Preparedness Manual addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

Psychological First Aid is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

Children's Responses to Crises and Tragic Events is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

Helping Your Child Cope After a Disaster is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

#### Nutrition

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

#### Children with Disabilities

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

#### Fiscal Management

**Recovery Costs:** Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

**Budget Modifications:** It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other



costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

**Staffing and Wages:** Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

**Equipment:** Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to \$25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$25,000.

**Procurement:** Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329-75.335 must be followed and a complete application using SF-429

and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

*Davis-Bacon Act:* Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information may be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

#### Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

#### Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve

those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://edlkc.ohs.acf.hhs.gov/> | 1-866-763-6481 | [Contact Us](#)

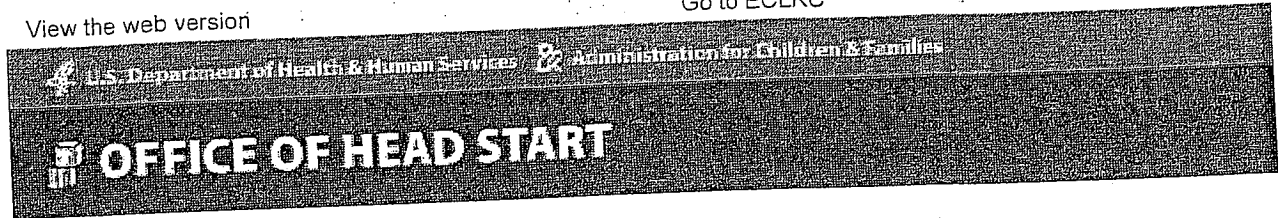
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Tabitha.Thompson

**From:** Office of Head Start <no-reply@hsicc.org>  
**Sent:** Monday, August 21, 2017 8:35 AM  
**To:** Tabitha.Thompson  
**Subject:** ACF-PI-HS-17-04 Federal Reporting of Standard Forms (SF) 425 and 428

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI- HS-17-04	2. Issuance Date: 08/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures; Tangible Personal Property Reports; SF-428	

**PROGRAM INSTRUCTION**

**TO:** All Head Start Grantees, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

**SUBJECT:** Federal Reporting of Standard Forms (SF) 425 and 428

**INSTRUCTION:**

This Program Instruction (PI) notifies grantees of the requirements for submission of the Federal Financial Report Standard Form (SF)-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System.

**Submission of Federal Financial Report SF-425**

All Head Start grantees are required to submit financial reports detailing the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report SF-425.

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a-c of SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families (ACF) on lines 10d-o of SF-425. Head Start grantees currently meet their

reporting requirements to ACF via postal mail or by scanning and emailing the form to their assigned fiscal specialist.

ACF and the Program Support Center are collaborating in the submission of SF-425 to reduce the burden on grantees, assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with the fiscal year (FY) 2016 grant awards, this system of separate online reporting was consolidated into a single reporting system. Starting with these awards, both the cash transactions (lines 10a-c) and the expenditures, obligations, and liquidations (lines 10d-o) are reported through the grantee online accounts with PMS. Every grantee has a PMS account to allow access to complete SF-425. If your office needs additional user access, please contact your PMS representative.

Note the following important conditions:

- This reporting method became effective with the FY 2016 financial reports.
- Any remaining reports still required, or revised, for FY 2015 or earlier must be submitted as a scanned and uploaded document to the Grant Notes file in GrantSolutions.
- SF-425 reports are due as required in the award terms and conditions.
  - Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. See *Table 1*.
- Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each budget period they have received.
- Generally, awards are for a 12-month budget period. Head Start grantees will continue to submit the following reports:
  - Semi-Annual Report
  - Annual Report
  - Final Report
- Semi-Annual and Annual reports are cumulative, covering either six or 12 months of expenditures, respectively.
- Final Reports will be due on the quarterly submission date for the quarter after the end of their budget period. Grantees that have budget periods beginning Feb. 1, May 1, Aug. 1, and Nov. 1 are the exception. In these cases, the Final Reports will be due on the quarterly reporting date for the quarter in which the grantee's budget period ended. No Final Report will be due sooner than 90 days after the end of the applicable budget period.
- Box 12 of the Final Report must include the following:
  - Total Amount of U.S. Department of Agriculture (USDA) Reimbursement: \$ \_\_\_\_\_
  - Total Development and Administrative Expenditures: \$ \_\_\_\_\_ (federal and non-federal)
  - If an unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown

of total federal expenditures for each 'CAN NO.,' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.

- To aid in understanding, see the table below. Note that in some cases, the Annual Report and the Final Report will be due on the same date.

Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	First SF-425 Due	Report Cumulative Costs through	Annual SF-425 Due	Report Cumulative Costs through	Final SF-425 Due
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Apr 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Apr 30*
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Jul 30
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Jul 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jul 30*
June 1	Jan 30	Nov 30	Jul 30	May 31	Oct 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Oct 30
August 1	Apr 30	Jan 31	Oct 30	Jul 31	Oct 30*
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Jan 30
October 1	Apr 30	Mar 31	Oct 30	Sep 30	Jan 30
November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jan 30*
December 1	Jul 30	May 31	Jan 30	Nov 30	Apr 30

\*The annual and final reports are due on the same date.

#### Submission of Tangible Personal Property Report SF-428

Grantees are required to provide Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned grants management specialist identified in the Head Start Enterprise System (HSES). Should your office need additional PMS accounts, please contact your PMS representative at [www.dpm.psc.gov](http://www.dpm.psc.gov).

Thank you for the work you do on behalf of children and families.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

Resources:  
Post-Award Reporting Forms: SF-425 and SF-428

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