

**TWIN RIVERS UNIFIED SCHOOL DISTRICT
BOARD COMMUNICATION**

BC NO. _____
(Board Office Use Only)

CONFIDENTIAL ITEM <i>(Check a Box)</i>	YES: <input type="checkbox"/>	NO: <input checked="" type="checkbox"/>	DATE: 2/9/2018
From the Office of the Superintendent			
To the Board of Trustees			
Prepared by: <i>(Include name and title)</i> Dr. Tabitha E. Thompson Principal/Head Start Director		Phone Number: (916) 566-1600 Ext. <u>62101</u>	
Regarding: Head Start Special Policy Committee Meeting, January 22, 2018			
<p>The purpose of this communication is to update the Board of Trustees on the Head Start Special Policy Committee Meeting.</p> <p>The TRUSD Head Start Policy Committee meets monthly to review program standards, policies, and procedures of our Head Start preschool program. Federal Head Start program standards require out 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 Federal Special Head Start Policy Committee meetings please go to the Early Childhood Education webpage under Head Start Reports, Special Policy Committee Meeting, January 22, 2018, or use the web address: http://www.twinriversusd.org/depts/ece</p> <p>For questions regarding this report please contact Dr. Tabitha E. Thompson, Principal/Head Start Director at 916/566-1600 extension 62101.</p>			
<p>Approved by: Dr. Steven Martinez, Superintendent: _____ Date: _____</p>			
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Twin Rivers Unified School District
Morey Avenue School Preschool

Special Policy Committee (PC)

Meeting

Monday

January 22nd @ 8:30 a.m.

Room 2

PUBLIC NOTICE

PUBLIC NOTICE

PUBLIC NOTICE

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

**Special Policy Committee Meeting
January 22, 2018
8:30 a.m. – Room 2
Agenda**

I. Welcome

- A. Call To Order/Roll Call

II. Action Items

- A. Approval of Meeting Minutes from November 15, 2017
- B. Approval of Meeting Minutes from December 20, 2017
- C. Time Item 8:30AM and Public Hearing** – Final reading of modifications of TRUSD Bylaws of the TRUSD Head Start Policy Committee
- D. Approval of ECE Para-educator list for Rio Linda position

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. Black History Month Planning
- O. Self-assessment process/Safe Environment checklist
- P. Grant preparation discussion

IV. Public Participation

V. Adjournment

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

Special Policy Committee Meeting
January 22, 2018
8:30 a.m. – Room 2
Minutes

I. Welcome

- A. Call To Order/Roll Call *The meeting was called to order at 8:35am by Charles Taylor (Chairperson). Members present included Charles Taylor (Chairperson), Charla Coley (Secretary), Kelly Pruitt (Rio Linda), Allison Vaughn (Vice Chairperson), Desiree Gonzalez, Sherri Aufsten (SETA QA), Robert Silva (SETA), and Tabitha Thompson (Head Start Director).*

II. Action Items

- A. Approval of Meeting Minutes from November 15, 2017 *Allison Vaughn made a motion to approve the minutes from November 15, 2017. Desiree Gonzalez seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Desiree Gonzalez) 0-No, 1-Abstention (Charles Taylor - Chairperson).*
- B. Approval of Meeting Minutes from December 20, 2017 *Charla Coley made a motion to approve the minutes from December 20, 2017. Allison Vaughn seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Desiree Gonzalez) 0-No, 1-Abstention (Charles Taylor - Chairperson).*
- C. **Time Item 8:30AM and Public Hearing** – Final reading of modifications of TRUSD Bylaws of the TRUSD Head Start Policy Committee - *Allison Vaughn made a motion to approve the modifications of the TRUSD Bylaws of the TRUSD Head Start Policy Committee. Desiree Gonzalez seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Desiree Gonzalez) 0-No, 1-Abstention (Charles Taylor - Chairperson).*
- D. Approval of ECE Para-educator list for Rio Linda position – *postponed until February 2018.*

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 – *Wyatt working on behavior/things going well - Oakdale*
- M. Recruitment for Policy Committee 2017-2018 – *Still need rep for Oakdale*
- N. Black History Month Planning – *Rio Linda 2/21, Morey/Oakdale 2/22*
- O. Self-assessment process/Safe Environment checklist – *Parents encouraged to complete the classroom self assessment checklist for classrooms before February 22nd.*
- P. Grant preparation discussion – *Discussed timelines for grant application and the approval process. Group will have budget meeting on February 14th.*

IV. Public Participation

V. Adjournment - Meeting was adjourned at 9:03am

*Budget meeting
February 14th @ 830am*

Next Meeting 2/21/2018 @8:30am

Twin Rivers Unified School District

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

1/22/18
Date of Meeting

Please Specify
 _____ # eligible voting representative
 _____ # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Allison Vaughn	Twin Rivers	Allison Vaughn	0
2. Charla Coley	Twin Rivers	Ch Coley	0
3. Charles Senter	Twin Rivers	Charles Senter	
4. Desiree Gonzalez	Twin Rivers	Desiree Gonzalez	0
5. Kelly Pruitt	Rio Linda 00 Twin Rivers	Kelly Pruitt	0
6. Sherri Alfsten	SETH QIA	Sherri Alfsten	—
7. Tabitha Thompson	TRUSD	Tabitha Thompson	—
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

**Twin Rivers Unified School District Head Start
2017- 2018**

Policy Committee Members Roster

1/22/2018

Complex 4 – Mrs. Vang

Elected – Charles Taylor - Chairperson

Alternate - Alicia Garcia

Complex 7 – Mrs. Thao

Elected - Charla Coley - Secretary

Alternate - Shanakia Kirk

Complex 8 – Ms. Vam

Elected - Erica Mendoza

Alternate - vacant

Complex 9 - Ms. Dayal

Elected - Allison Vaughn – Vice Chairperson

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 – *resigned 10/27/2017*

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

Damien Jones - SSC

Hermilla Mendoza - YMCA

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

Special Policy Committee Meeting
November 15, 2017
8:30 a.m. – Room 2
Minutes

I. Welcome

- A. Call To Order/Roll Call *The meeting was called to order at 8:30am by Charles Taylor (Chairperson). Members present included Charles Taylor (Chairperson), Charla Coley (Secretary), Erika Mendoza, Kelly Pruitt, Allison Vaughn (Vice Chairperson), Caritia Singleton, Elizabeth Schoemig, Vasseliki Vervilos (TRUSD Budget Analyst), and Tabitha Thompson (Head Start Director).*

II. Action Items

- A. Election of Community Member for 2017-2018 *Elizabeth Schoemig made a motion to elect Hermilla Mendoza (YMCA) as Community Member for 2017-2018. Allison Vaughn seconded the motion. 6-Yes (Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, Elizabeth Schoemig and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor - Chairperson). Allison Vaughn made a motion to elect Damien Jones as Community Member for 2017-2018. Erica Mendoza seconded the motion. 6-Yes (Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, Elizabeth Schoemig and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor - Chairperson).*
- B. **Time Item 8:30AM and Public Hearing** – First reading of TRUSD Bylaws of the TRUSD Head Start Policy Committee- *The group completed 1st reading of bylaws.*
- C. Approval of Meeting Minutes from October 18, 2017 – *Allison Vaughn made a motion to approve the Meeting Minutes from October 18, 2017. Charla Coley seconded the motion. 6-Yes (Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, Elizabeth Schoemig and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor - Chairperson).*
- D. Approval of Duration carryover funds – *Charla Coley made a motion to approve the Approval of Duration carryover funds. Erica Mendoza seconded the motion. 6-Yes (Charla Coley, Erika Mendoza, Kelly Pruitt, Caritia Singleton, Elizabeth Schoemig 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 report *Written reports provided to all members and Head Start Director provided verbal information as needed for all items A-K. Vasseliki Vervilos was present to review Fiscal report and answer questions.*
- L. Update on Oakdale and Rio Linda Preschool Programs –*Sites fully enrolled and going well.*
- M. Winterfest planning – *Event on 12/20/2017 and parents agreed to assist as needed.*
- N. Review of Written Area Service Plan (Governance section) – *Group made necessary changes to document.*

IV. Public Participation

V. Adjournment - Meeting adjourned at 10:10 A.M.

Next Meeting 12/20/2017 @ 8:00am

PUBLIC NOTICE

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

**Special Policy Committee Meeting
December 20, 2017
8:00 a.m. – Room 2
Minutes**

I. Welcome

- A. Call To Order/Roll Call *The meeting was called to order at 8:11am by Charles Taylor (Chairperson). Members present included Charles Taylor (Chairperson), Charla Coley (Secretary), Kelly Pruitt, Allison Vaughn (Vice Chairperson), Caritia Singleton, Robert Silva (SETA), and Tabitha Thompson (Head Start Director).*

II. Action Items

- A. Approval of Meeting Minutes from November 15, 2017 – *Postponed until January Meeting*

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
N. Black History Month Planning – *Is scheduled 2/22/2018, and 2/21/2018*
O. Fiscal Monitoring Findings Report dated November 15, 2017
P. TRUSD Preschool PIR

IV. Public Participation

V. Adjournment – *This meeting was adjourned at 8:30am*

Next Meeting is on 1/22/2018 @ 8:30am

**BYLAWS OF THE
TWIN RIVERS UNIFIED
SCHOOL DISTRICT**

**HEAD START PROGRAMS
POLICY COMMITTEE
(PC)**

Policy Committee First Reading ~~November 10, 2016~~ *November 15,
2017*

Policy Committee Final Approval: *February 13, 2017*

Twin Rivers Unified School Board Approval:
February 28, 2017

TWIN RIVERS UNIFIED SCHOOL DISTRICT
Twin Rivers Unified School District Head Start Programs
POLICY COMMITTEE BYLAWS

ARTICLE I
NAME OF THE COMMITTEE

The name of the committee shall be the Twin Rivers Unified School District Head Start Programs Policy Committee.

ARTICLE II
ROLE OF THE COMMITTEE

The Policy, referred to hereafter as PC, shall have the responsibility to oversee the development evaluation regulations of the Head Start and State Preschool programs. The PC, after approval by the school district governing board, shall have the ongoing responsibility to review with all staff the effectiveness of the program delivery services. The PC with staff shall have the responsibility to make recommendations as to improvements that can be made to improve the quality of educational services to children and delivery of services to parents. The PC shall abide by the state and federal regulations as outlined by those agencies (i.e. Administration of Children and Families (ACF) for Head Start, Child Development Division for State Preschool).

Section 1– Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and TRUSD School Board, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC ~~must~~ *may* work in partnership with key management staff and the governing school board to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS, including administrative services, prior to submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.

3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
4. The program's philosophy and long- and short-range program goals and objectives.
5. The composition of the PC and the procedures by which policy group members are chosen.
6. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
7. The annual self-assessment of the Delegate progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
8. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
9. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
10. Decisions to hire or terminate the HS Director of the Delegate Agency.
11. Decisions to hire or terminate any person who works primarily for the HS program of the delegate agency.
12. PC reimbursement for reasonable expenses incurred by members. Members shall not receive reimbursement for serving on the PC or for providing services to the HS Program.
13. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
14. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group. If needed mutually agreeable 3rd party mediator or arbitrator will be utilized.
15. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.

F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS program, as established by either local, State or Federal laws, regulations or Twin Rivers Unified School District policies. In addition, Committee members may not have a financial interest in the district.

ARTICLE III MEMBERSHIP

SECTION 1: COMPOSITION

It is the intention for the PC to fully and fairly represent the composition of the Head Start Preschool programs. It is therefore suggested that a cross representation of parents and

community members be a part of the committee. The members shall represent the rich and varied cultural backgrounds of the Head Start preschool programs. Parents who express interest or are nominated by other parents will become a part of the Policy Committee or Parent Committee. Head Start classroom parents will vote for their classroom representative and alternates. The PC shall consist of one voting representative elected from each Head Start class/complex including community representatives. Membership shall consist of:

- 1 PARENT FROM THE COMPLEX 9A, Alternate 1, Alternate 2
- 1 PARENT FROM THE COMPLEX 9B, Alternate 1, Alternate 2
- 1 PARENT FROM COMPLEX 4, Alternate 1, Alternate 2
- 1 PARENT FROM THE COMPLEX 7A, Alternate 1, Alternate 2
- 1 PARENT FROM THE COMPLEX 7B, Alternate 1, Alternate 2
- 1 PARENT FROM THE COMPLEX 8, Alternate 1, Alternate 2
- 1 PARENT FROM THE COMPLEX 10a, Alternate 1, Alternate 2
- 1 PARENT FROM THE COMPLEX 10b, Alternate 1, Alternate 2**

2 Parent Representatives:

- 1 Representative from Oakdale Parent Committee, Alternate 1, Alternate 2*
- 1 Representative from Rio Linda Parent Committee **Room 19**, Alternate 1, Alternate 2*
- 1 Representative from Rio Linda Parent Committee Room 20, Alternate 1, Alternate 2***

2 COMMUNITY REPRESENTATIVES:

- 1 REPRESENTATIVE FROM SCHOOL SITE COUNCIL, 1 Alternate
- 1 REPRESENTATIVE FROM A COMMUNITY GROUP OR ORGANIZATION, 1 Alternate, *past parent*

(51% or more of the voting members must be Head Start parents of children currently enrolled in the program).

SECTION 2: Alternates

Each classroom/complex representative shall be entitled to have (2) two Alternates. Alternates may attend all meetings and shall be entitled to one vote when the elected representative is absent.

SECTION 3: OTHER PROVISIONS

No SETA or Delegate Agency Head Start staff or members of their immediate families shall serve on the PC except parents who occasionally substitute for regular HS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

SECTION 4: TERM OF OFFICE

All members of the PC shall be elected for a one-year term. The PC must limit the number of one-year terms any individual may serve on the PC to a combined total of no longer than five (5) program years. In order to achieve a smooth transition, the member shall be seated in September of each year. No members shall be eligible to serve more than two consecutive years in one position. Members are elected in September of each new school year. Parent members continue term until the new parent members are elected at the second month of each school year. During August-September, the past Chair will be responsible to conduct an orientation for those newly elected representative on the Twin Rivers Unified School District Head Start Programs Policy Committee.

SECTION 5: VOTING RIGHTS

Each member shall have one vote on each item.

No absentee ballots are permitted. Due to the revision of the Brown Act (effective April 1, 1994) there will be absolutely no voting by phone. All voting will take place at properly posted PC meetings only.

SECTION 6: TERMINATION AND RESIGNATION

Membership may be terminated if a member misses three consecutive regularly scheduled meetings. If the child leaves the Head Start Program, the member will be automatically terminated. The PC can terminate, expel, or suspend a member by two-third vote. Any member may resign from the committee. Resignations must be in writing and submitted to the committee and the school district.

ARTICLE IV OFFICERS

SECTION 1-OFFICERS

The officers of the PC shall be a Chair, a Vice Chair, and Secretary and must be a current Head Start parent.

Officers shall be elected from the membership composition listed in Article III Membership, Section 1- Composition.

SECTION 2: ELECTION AND TERM OF OFFICE

- A.** The officers of the PC shall be elected for a one-year term and shall be elected from the body of parents. The Chair and Vice Chair shall be seated on the SETA Policy Council (PC) in the third month of each school year.
- B.** Past officers shall work collectively with newly elected officers from September of each year through January to assure a smooth transition as needed.

SECTION 3: Duties of Officers

- A. The Chair of designee shall preside over all (PC) meetings (in accordance with Section 5, Article III Conduct of Meeting using ROBERT RULES OF ORDER. The Chair also serves as the official representative from the Twin Rivers Unified School District at all Budgets, District Advisory Committee (DAC), Sacramento Employment and Training Agency (SETA), Policy Council (PC) meetings, [Child Development Division (CDD) State Department of Education] meetings, and school board meetings. The Chair may sign all documents, letters, reports and other communication with the consent of the PC.

- B. The Vice Chair or designee shall represent the Twin Rivers Unified School District at all Budgets, District Advisory Committee (DAC), Sacramento Employment and Training Agency (SETA), Policy Council (PC) meetings, [Child Development Division (CDD) State Department of Education] meetings, and school board meetings. The Vice Chair shall perform duties of the Chair in the absence of the Chair. The Vice Chair may sign all reports, letters, and communication in the absence of the Chair, with the approval of the Chair.

- C. The Secretary shall keep the minutes of all meetings, both regular, emergency, annual and special, and shall see that each member of the committee receives minutes from the past meetings at least a week in advance of the next meeting. The Secretary shall keep an updated list of all committees and have available for each committee member. The Secretary shall prepare the agenda copies and post agenda prior to any meeting, reference Article VI, Section 3, Meeting Notice. The Secretary shall meet regularly with the Chair to assure that all correspondence is properly executed. A copy of the minutes shall be posted in the window of the office for public viewing.

SECTION 4: REMOVAL

Any officer may be removed by a two-third vote of all members sitting on the, PC whenever in the judgment of the PC the best interest of the PC will be served. If Chair/Vice Chair removed from Grantee's Policy Council then Committee can elect another representative.

SECTION 5: VACANCY

When an Officer vacancy occurs, the Chair with the approval of the remaining officers shall fill the vacancy. If the Chair's position becomes vacant, the Vice Chair becomes the Chair until the regular election in October.

ARTICLE V
STANDING AND SPECIAL COMMITTEES

- A.** The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendars days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

- B.** The PC may establish and abolish standing committees, standing or special, as it desires. No standing or special committee may exercised the authority of the PC. All activities of the standing and special committees shall report to the full PC on a regular basis. Membership of the standing and special committees shall be made up of the members as well as other parents with children enrolled at the center. At least three members shall constitute a committee. The Chair shall appoint all members to a committee with the approval of the officers.

ARTICLE VI
MEETINGS OF THE COMMITTEE

SECTION 1 - ANNUAL, REGULAR, SPECIALAND OPEN MEETINGS

- A.** Annual and Regular Meetings
Annual and Regular Meetings of the committee will be held on the third ~~Monday~~ **Wednesday** of each and every month at 8:30 a.m.

- B.** Special Meetings
Special called meetings of the PC may be called at anytime by the Head Start Director, PC Chair or upon petition by at least a majority of the members of the PC.

- C.** Open Meetings
All meetings, annual, regular, special and emergency shall be open to the public and shall be conducted in conformance with the Ralph and Brown Act, California Government Code, Section 54950, et. seq.

SECTION 2 - LOCATION OF MEETINGS

The PC will hold all meetings, annual, regular, special and emergency in a place that is accessible to all members and the public including on or near the school sites or the Twin Rivers Unified School District Office.

SECTION 3 - MEETINGS NOTICE

A. Annual and Regular Meetings

All annual and regular meetings shall have a posted agenda at the school sites at least 72 hours in advance. Any change in time, place, and date shall be at the discretion of the officers, and notice shall be in writing to all the members. Each member shall have all agendas past minutes, and other information at least 72 hours in advance. Agenda items must be forwarded to the Secretary at least one week in advance. In accordance with the Brown Act, no agenda item that is subject to action may be discussed prior to the PC due to the revision of the Brown Act as of January 2003.

B. Special Meetings

Members of the PC shall be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Meeting shall be posted for the public.

C. Emergency Meetings

Emergency meetings of the PC may be held as defined in the Ralph M. Brown Act without complying with the notice provisions of either A or B of Section 3, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

SECTION 4 – MEETING REIMBURSEMENT

A. Voting committee members representing parents will be reimbursed at the rate of \$8 per hour for childcare expenses and current mileage rates set by SETA: (Whether a quorum exists or not) for annual, regular, special and emergency meetings.

B. Special Called Meetings with agenda of two or less items that require less than half-hour of attendance will be reimbursed at the rate of \$8 per hour for childcare expenses and current mileage rates set by SETA (whether a quorum exists or not).

SECTION 5 - QUORUM

For the purpose of transacting business of the, PC a quorum shall be necessary. A majority of the quorum must be current Head Start parents. (35% (thirty five percent) of the voting members must be Head Start parents with children currently enrolled in the program.) A quorum required for action items.

SECTION 6 - CONDUCT OF MEETINGS

All annual, regular, special and emergency called meetings of the PC shall be conducted in accordance with ROBERT RULES OF ORDER, 2nd edition. The Secretary of the Twin Rivers Unified School District Head Start Program PC shall advise the Chair and other officers of the rules for the PC. All decisions of the PC shall be made only after a vote of the majority of the members (a quorum required for action items).

SECTION 7 - BYLAWS AMENDMENT

Bylaws shall be reviewed annually for purposes of updates, changes or revisions. Final vote for the amended bylaws shall be annually.

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

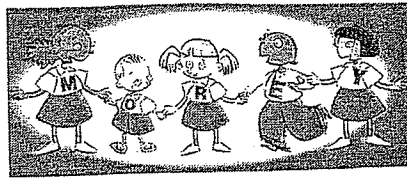
- A.** There is a quorum present.
- B.** All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C.** Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D.** The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E.** No voting on Bylaws amendments may take place excepting at regular, annual or special meeting of the PC.
- F.** Any amendments must be approved by the Twin Rivers Unified School Governing Board.

Revised as of: ~~January 27, 2017~~ November 15, 2017

RL selection list

Lisa Rivera

Wanda Pon



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Leica Jones

MONTH: December 2017

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

Worked with Oakdale December 11, 13,14 impressed the importance of being consistent in setting boundaries for children as well as using proper language to express feelings.

Discussed with Community Laison plans for parent workshop in January

Talked with teachers about proper handwashing techniques in the classroom

Continued with TCM meetings, talking with teachers about concerns and networking with others to problem solve

Trained teacher on Learning Genie

Trained teacher on Education Folder and necessary documents.

Met with parent regarding her concerns on transition and growth and development of her child. Shared ideas on what she can do to create activities at home that are enjoyable and age appropriate

Will meet with Lyanna Pillazar-Blanco Health Educator Sacramento County Dept. of Health and Human Services to discuss ways to implement concerns about obesity

Created Supply checklist

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

Become more familiar with Child Plus

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

Continue to pace myself and stay on task

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

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

Education Meetings

Continue to record and discuss CLASS Dimensions with teachers who are enrolled in workshop

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

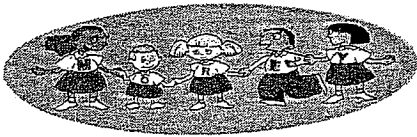
Prepare for parent workshop in January (do necessary research, prepare brochure)

Prepare for Education meeting

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: December 2017

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

1. Able to get attendance info in spite of iPads having a lot of issues.

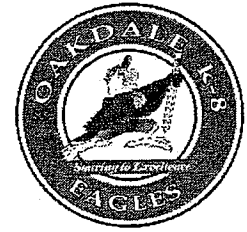
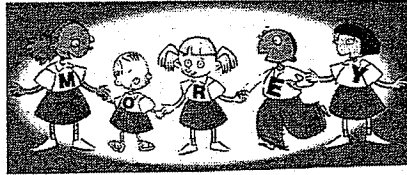
CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)

1. iPads not working correctly and consistently. Taking IT a long time to resolve the issue.

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

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

SELF MONITORING/PIR DATA: Checked component partner (Nutrition) student files and observed lunch meal in Room 9.



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

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

- Hmong New Year

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

- Student binders and accepted dates.

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

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

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

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

- File Check and Childplus

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
December 2017
Head Start/EHS**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440			
Sacramento City USD	1,211			
SETA	1,988			
San Juan USD	668			
Twin Rivers USD	180 (40 slots for Village not filled as not opening until April 2018)	167 16 slots dually funded at Morey 11 slots Twilight program started December 13,2017 *remaining 13 slots will be filled by January 2018*	100%	88%
WCIC/Playmate	120			
Total	4,660			

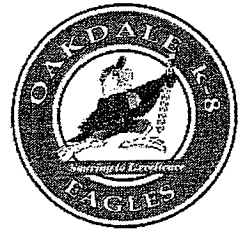
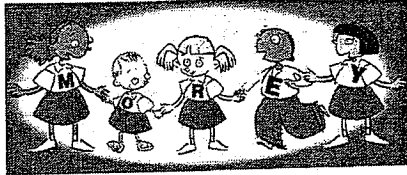
Early Head Start

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%	75% 4 students absent on the last day
Total	681			

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.



**Twin Rivers Unified School District
Head Start Programs**

COMPONENT MONTHLY REPORT

COMPONENT NAME: Health

MONTH: December 2017

SUCCESSSES

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

CHALLENGES

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

CURRENT PROJECTS OR TASKS

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

NUMBER OF SCREENINGS COMPLETED TO DATE:

Morey

Vision 5

Hearing 6

Rio Linda

Vision 49

Hearing 49

Blood Pressure 49

Dental Screenings 41

Oakdale

Dental Screenings 18

SELF MONITORING/PIR DATA

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



Twin Rivers Head Start Programs
COMPONENT MONTHLY REPORT

COMPONENT NAME: Health **December**

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

1. Twilight\Health info put into childplus
2. New Students hearing and vision screenings are done

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

1. 30 Month Physicals for Toddlers
2. Waiting on new enrollees to be put into Child Plus so I can put info in.

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

1. Education Self Assessment
2. Inputting into Child Plus
3. Matching cp with child file
4. Filing of Health forms
5. Following up on dental – annual physicals
6. New student health screenings
- 7.

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 1st of each month

Twin River Unified School District

2371 - CACFP Reimbursement Summary

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

Attendance Date: 12/1/2017 - 12/20/2017

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	11	20	0	0	201	0	201	201	0
1402C-AM	11	24	0	0	216	0	216	216	0
1402E-AM	11	20	0	0	190	0	190	190	0
1402G-AM	11	24	0	0	219	0	219	219	0
1402H-PM	5	9	0	0	0	0	42	42	0
Morey Ave CDC	49	97	0	0	826	0	868	868	0
Oakdale Preschool									
1405A-AM	11	20	0	0	200	0	200	200	0
Oakdale Preschool	11	20	0	0	200	0	200	200	0
Rio Linda Preschool Center									
1406A-AM	11	24	0	0	219	0	219	219	0
1406C-AM	11	24	0	0	227	0	227	227	0
Rio Linda Preschool Center	22	48	0	0	446	0	446	446	0
Twin River Unified School Distri	82	165	0	0	1,472	0	1,514	1,514	0
Report Totals	82	165	0	0	1,472	0	1,514	1,514	0

1/11/2018
10:45 am
MPorter

Twin River Unified School District

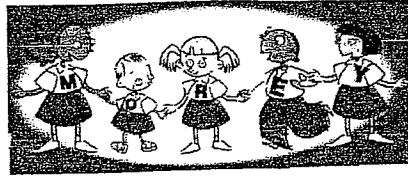
2371 - CACFP Reimbursement Summary

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

Attendance Date: 12/1/2017 - 12/20/2017

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Early Head Start 2017 - 2018									
Morey Ave CDC									
1410O	14	8	0	0	90	0	90	90	0
1410P	14	8	0	0	97	0	97	97	0
Morey Ave CDC	28	16	0	0	187	0	187	187	0
Twin River Unified School Distri	28	16	0	0	187	0	187	187	0
Report Totals	28	16	0	0	187	0	187	187	0



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Mental Health

MONTH: December

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

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

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

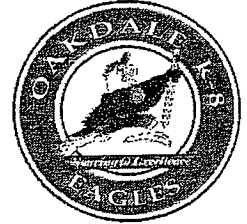
- Finding time to monitor and manage students from three different schools effectively
- Provide individualized behavior modifications while servicing the needs of all students:
- Being able to serve Oakdale and Rio Linda with more hours

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

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

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

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



Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: Christina Southivilay
MONTH: December

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

- Parent meeting at all three site
- FPA follow up
- Prepping for Winter fest
- Twight light program
-

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

- Signature from parents
- Hemo and blood results
- Meeting parents for FPA
- Winter Fest details
- Winterfest schedule
- Creating an igloo for winter fest

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

- Planning MLK and Black history month
- Parent meeting/ Parent appreciation week
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for December
- Nutrition in the classroom
- Getting up to date with the state students
- Getting into all student files
- Inputting FPP and FPA into child plus.

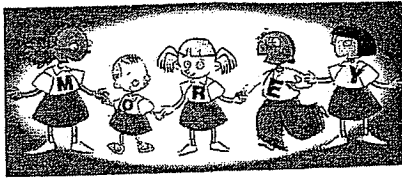
Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) _____

- FPP = 38/44
- Blood Lead = 32/44
- Hemoglobin = 35/44
- Growth Assessment=42/44

- Lead risk assessment=44/44
- TB Risk assessment=43/44
- FPA= 41/44
- FPA 1st round follow-up=28/44
- FPA 2nd round follow-up = 6/44

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

- Child plus
- Students tracking list



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Elizeth Jaimes-Cornejo

MONTH: December 2017

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

- ✓ Morey, RL, Oakdale parent meetings
- ✓ Winter Fest
- ✓ FPA's

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

Collecting parent signatures

- ✓ Winter Fest planning
- ✓ Collecting parent signatures
- ✓ Learning CL duties
- ✓ Attending TCMs

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

- ✓ Winterfest
- ✓ Change parent boards for January
- ✓ Nutrition classroom activities
- ✓ Prepping for January parent meetings
- ✓ Black History Month

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 38/38
- ✓ Blood Lead 15/38
- ✓ Hemoglobin 31/38
- ✓ Growth Assessment 20/38
- ✓ FPA's 22/38
- ✓ FPA 1st Follow-up 23/38
- ✓ FPA 2nd Follow-up 26/38
- ✓ TB Risk Assessment 38/38
- ✓ Lead Risk Assessment 38/38

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



Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: Tashamarie Brewer
MONTH: December 2017

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

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

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

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

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

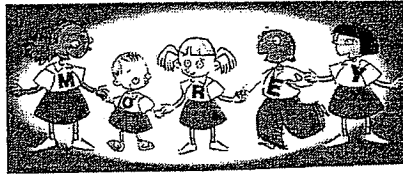
- Parent Meeting
- Winter Fest

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

- FPP: 68/68
- HEMO: 46/68
- BLOOD LEAD: 42/68
- LEAD RISK ASSESSMENTS: 65/68
- GROWTH ASSESSMENT: 68/68
- FPA: 64/68

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: Ashley M. Jones
MONTH: December 2017

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

- Nutrition Activity
- Parent Meeting
- Learning Community Liaison Duties

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

- Winterfest
- Getting to the Team Collaboration meetings

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

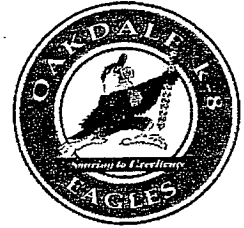
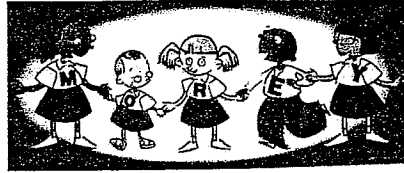
- Parent Meeting
- Winter Fest

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

- FPP:
- HEMO:
- BLOOD LEAD:
- LEAD RISK ASSESSMENTS:
- GROWTH ASSESSMENT:
- FPA:

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

- Tracking Sheet
- ChildPlus



Twin Rivers Unified School District
 Head Start Programs
 COMPONENT MONTHLY REPORT
 COMPONENT NAME: Nina Sandhu
 MONTH: December 2017

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	0	19
B	Total number of children enrolled with an active IFSP/IEP	0	19
C	Children with an IFSP/IEP who have dis-enrolled, outside agency transfer, or services have been terminated	0	0
D	Children currently pending	1	0
E	Future IFSP/IEP Meetings scheduled	0	3

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

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

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

- Trying to finish all the speech and language reports and SEIS paperwork for 3 initials coming up and 5 triennials/transitions.

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

- Assessing kids whose parents have signed the assessment plan for speech and language
- Finishing speech and language reports for initials, triennials and transitions coming up

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

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

- Keeping up to date on my excel sheet of current students with active IEP's.
- Have daily logs with children I have been servicing for speech and language, also written which disability they are under.
- Keeping a screening log, as well as a log that lets me know which students are qualifying or not qualifying, and which students need to be rescreened.

- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based



Monthly Special Education Report

Twin Rivers USD

December 2017

Agency Name

Reporting Month/Year

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

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

Comments:

Tabitha E. Thompson, Ed.D

Principal/Head Start Director

December 19, 2017

Completed by (Print Name)

Title

Date

Please complete and submit by the 1st of each month for the previous reporting month.

Email to Alexis Briggs (SETA Education Coordinator) @ 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

December 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 December 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: December 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	3,366.62	16,875.28	50,696.00	33,820.72
Fringe Benefits	1,173.78	5,921.80	17,188.00	11,266.20
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	6,320.27	33,877.82	75,640.00	41,762.18
I. Total Administration	10,860.67	56,674.90	147,419.00	90,744.10
Non-Federal Admin.	0.00	0.00	0.00	0.00
Total Fed. and Non-Fed. Admin.	10,860.67	56,674.90	147,419.00	90,744.10
II a. Personnel	74,654.16	402,838.92	1,122,900.00	720,061.08
b. Fringe Benefits	26,628.27	144,840.57	345,026.00	200,185.43
P c. Out of State Travel	0.00	0.00	5,000.00	5,000.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	0.00	0.00
Office Supplies	863.09	4,045.61	5,250.00	1,204.39
Child and Family Service Supplies	0.00	3,289.35	3,800.00	510.65
Food Service Supplies	0.00	0.00	3,000.00	3,000.00
Medical/Dental/Disabilities/Custodial	707.58	885.12	6,000.00	5,114.88
Instructional Materials	4,470.50	19,579.93	10,000.00	(9,579.93)
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	1,168.67	6,422.21	24,855.00	18,432.79
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	704.53	1,711.30	2,000.00	288.70
Nutrition Services	1,359.20	5,750.46	10,709.00	4,958.54
Child Services Consultants	0.00	3,059.85	2,000.00	(1,059.85)
Substitutes, if not paid benefits	126.62	254.66	2,000.00	1,745.34
Parent Services	1,371.88	6,616.47	8,500.00	1,883.53
Publications/Advertising/Printing	15.19	458.70	2,000.00	1,541.30
Training or Staff Development	0.00	1,232.10	1,000.00	(232.10)
Copy Machine Lease	0.00	1,619.54	8,000.00	6,380.46
Membership/Licensing Fees	0.00	655.28	2,000.00	1,344.72
II. Total Program	112,069.69	603,986.39	1,566,040.00	962,053.61
Non-Federal Program	59,549.54	184,737.96	430,240.00	245,502.04
Total SETA Costs (I + II)	122,930.36	660,661.29	1,713,459.00	1,052,797.71
	122,930.36	660,661.29		1,052,797.71
	0.00	0.00		0.00

K. Zelnick
Authorized Signature

1-878
Date

Vasseliki Vervilos 566-1600, 66859
Prepared By

Phone

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING December 2017

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
Parent Volunteer Hours--October		2,179.35		2,179.35
Parent Volunteer Hours--November		1,133.51		1,133.51
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
State Preschool		31,566.46		131,777.17
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List Item(s), Donor & Val)				-
State Preschool		4,025.35		22,229.72
				-
				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	2,487.61		9,260.95	-
Social Worker Volunteer Interns--Sept-Dec 5, 2017		18,157.26	-	18,157.26
				-
				-
TOTAL	2,487.61	57,061.93	9,260.95	175,477.01
		59,549.54		184,737.96

SIGNATURE K. Longwell 1-8-18

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

Month: December 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	1,930.58	12,692.00	10,761.42
	Fringe Benefits	198.76	601.92	6,306.00	5,704.08
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	1,520.86	6,158.57	15,963.00	9,804.43
	I. Total Administration	2,363.13	8,691.07	35,566.00	26,874.93
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	2,363.13	8,691.07	35,566.00	26,874.93
II	a. Personnel	18,756.05	71,824.14	223,631.00	151,806.86
	b. Fringe Benefits	7,225.84	29,882.39	76,202.00	46,319.61
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	75.38	267.05	900.00	632.95
	Child and Family Service Supplies	100.45	1,165.84	1,200.00	34.16
	Food Service Supplies	0.00	0.00	1,200.00	1,200.00
	Medical/Dental/Disabilities/Custodial	153.78	1,462.97	2,000.00	537.03
	Instructional Materials	16.91	3,322.03	1,000.00	(2,322.03)
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	3.04	14.43	500.00	485.57
	Nutrition Services	406.25	1,741.11	1,000.00	(741.11)
	Child Services Consultants	0.00	0.00	1,000.00	1,000.00
	Substitutes, if not paid benefits	149.70	149.70	500.00	350.30
	Parent Services	179.07	715.26	2,000.00	1,284.74
	Publications/Advertising/Printing	151.35	269.81	200.00	(69.81)
	Training or Staff Development	0.00	0.00	500.00	500.00
	Copy Machine Lease	0.00	205.23	500.00	294.77
	Membership/Licensing Fees	0.00	36.72	200.00	163.28
	II. Total Program	27,217.82	111,094.48	315,628.00	204,533.52
	Non-Federal Program	1,988.43	68,142.15	89,261.00	21,118.85
	Total SETA Costs (I + II)	29,580.95	119,785.55	351,194.00	231,408.45
		29,580.95	119,785.55		231,408.45
		0.00	0.00		0.00

K. Z. Vervilos
Authorized Signature()

1-8-18
Date

Vasseliki Vervilos 566-1600, 66859
Prepared By Phone

DELEGATE _Twin Rivers Unified School District_
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING _December 2017_

Early Head Start

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
Parent Volunteer Hours--October		375.75		375.75
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val)				-
General Fund				66,153.72
				-
				-
				-
				-
OTHER (Describe in detail)				-
Social Worker Volunteer Interns--Sept-Dec 5, 2017		1,612.68	-	1,612.68
				-
				-
				-
TOTAL	-	1,988.43	-	68,142.15
		1,988.43		68,142.15

SIGNATURE *K. Zingales*
 DATE 1-8-18

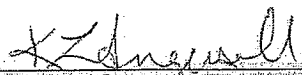
SETA - HEADSTART MONTHLY FISCAL REPORT
 1217 Del Paso Blvd., Sacramento CA 95815

Month: December-17

Agreement No:

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

Program: Duration Carryover

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel				
Fringe Benefits				
A Occupancy				
D Staff Travel				
M Supplies				
I Other				
N Indirect Costs				
I. Total Administration				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II a. Personnel	0.00	0.00	11,230.00	11,230.00
b. Fringe Benefits	0.00	0.00	3,767.00	3,767.00
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	18,692.16	80,000.00	61,307.84
O e. Supplies	84.00	24,708.41	24,000.00	(708.41)
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	418.00	33,940.54	500,000.00	466,059.46
A h. Other: Staff Development	0.00	0.00	0.00	0.00
M				
II. Total Program	502.00	77,341.11	618,997.00	541,655.89
Non-Federal Program	0.00	18,970.00	154,750.00	135,780.00
Total SETA Costs (I + II)	502.00	77,341.11	618,997.00	541,655.89
				
Authorized Signature	Date	Prepared By	Phone	
	1-8-18	Vassiliki Vervilos	566-1600,66859	

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

Month: December 2017 TTA--Head Start

Agreement No: 17C21751S0

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

Program: PA 22
 PA20 T&TA
 PA26
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel				
Fringe Benefits				
A Occupancy				
D Staff Travel				
M Supplies				
I Other				
N Indirect Costs				
I. Total Administration				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II. a. Personnel				
b. Fringe Benefits				
P c. Travel				
R d. Equipment				
O e. Supplies				
G f. Contractual				
R g. Construction				
A h. Other: Staff Development	100.00	1,437.92	7,500.00	6,062.08
M				
II. Total Program	100.00	1,437.92	7,500.00	6,062.08
Non-Federal Program				
Total SETA Costs (I + II)	100.00	1,437.92	7,500.00	6,062.08

K. Zamora 1-8-18

Vassiliki Vervilos 566-1600,66859

Authorized Signature Date Prepared By Phone

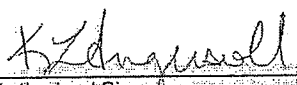
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: December 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				
D. e. Supplies				
G. f. Contractual				
R. g. Construction				
A. h. Other: Staff Development	0.00	144.16	5,852.00	5,707.84
M. II. Total Program	0.00	144.16	5,852.00	5,707.84
Non-Federal Program				
Total SETA Costs (I + II)	0.00	144.16	5,852.00	5,707.84
				
Authorized Signature	Date	1-8-18	Prepared By	Vassiliki Vervilos 566-1600,66859 Phone

SAFE ENVIRONMENTS CHECKLIST

Classrooms

1. "No Outside Food Policy" and "No Nut Policy" postings are visible upon entering the classroom. Yes No
2. Earthquake Preparedness Checklist (LIC 9148) is completed/implemented and attached to the Emergency Disaster Plan (LIC 610). Yes No
3. Doors are free of paper postings. Yes No
4. Emergency evacuation procedures are posted. Yes No
5. Electrical outlets are covered with approved safety covers when not in use. Yes No
6. Cleaning agents and flammable or poisonous supplies are labeled and off-site or stored in locked cabinets out of reach of children. Yes No
7. Trash containers are away from a heat or flame source. Yes No
8. Center temperature is maintained between 68 degrees and 85 degrees (in cases of extreme heat, center temperature cannot exceed 20 degrees less than the outside temperature). Yes No
9. There is an easily identified adult restroom. Yes No
10. Material Safety Data Sheet (MSDS) book is easily Accessible and all staff are aware of the MSDS. Yes No
11. Flammable and dangerous supplies are off-site or stored in locked cabinets out of reach of children. Yes No
12. Garbage containers are covered and contents are disposed of properly. Yes No
13. The refrigerator and microwave are clean. Yes No
14. Food preparation area is separate from the eating, restroom, diaper changing, and play areas. Yes No
15. Food preparation area including counters, tabletops and floors are clean/swept. Yes No

SAFE ENVIRONMENTS CHECKLIST

16. Refrigerators have a thermometer located in the back and registers 40 degrees or less; freezers have a thermometer in the back and registers 0 degrees. Yes No
17. Restrooms are easily accessible to children. Yes No
18. Restroom is separate from areas of cooking, eating or children's activities. Yes No
19. Items needed for hand washing and toileting are easily accessible to children. Yes No
20. Children's sinks are at child's level or accessible by stable safety step. Yes No
21. Accurate emergency numbers are posted near the telephone in each classroom. Yes No
22. An onsite evacuation map is prominently displayed by the door in each classroom. Yes No
23. Exits are clearly marked with signage in each classroom. Yes No
24. Exits in each classroom are unobstructed and have a three (3) foot clearance. Yes No
25. Electrical cords and surge protectors are out of reach of children. Yes No
26. Electrical cords do not obstruct foot traffic or doorways. Yes No
27. Windows can be locked from the inside. Yes No
28. Decorative materials or postings are not blocking exits or emergency equipment. Yes No
29. Decorative materials or postings cover 25% or less of wall space. Yes No
30. Classroom decorations are a minimum of three (3) feet away from exits or adjoining walls. Yes No
31. Any items used by classroom pets are kept out of the reach of children. Yes No

SAFE ENVIRONMENTS CHECKLIST

32. Napping mats, if applicable, are stored so that each mat does not touch the other. Yes No
33. Napping mats are cleaned daily and bedding laundered weekly. Yes No
34. Rugs have a non-slip backing or strips to avoid slipping. Yes No
35. Doors used by children can be easily opened by staff and children. Yes No
36. Doors shut closed after entry or exit. Yes No
37. Doors have rubber gaskets to prevent finger pinching. Yes No
38. Classrooms are free of portable heating/cooling devices including fans. Yes No
39. Drawers are closed to prevent tripping hazards. Yes No
40. Pull cords for blinds are out of reach of children and free of knots. Yes No
41. Step stools are safe and stable. Yes No
42. Children have access to drinking water. Yes No
43. Children's belongings are stored separate from other children's belongings. Yes No
44. Staff purses and backpacks are stored out of reach of children. Yes No
45. Staff who work with children wear closed-toed shoes on a daily basis. Yes No
46. Toys are safe, do not contain sharp points, edges or splinters, and small parts cannot be pulled off and swallowed. Yes No
47. There is a designated area for contaminated toys and toys are cleaned on a regular basis. Yes No
48. Sandbox and sensory tables are clean and covered when not in use. Yes No

SAFE ENVIRONMENTS CHECKLIST

49. Emergency cards are readily accessible for evacuation. Yes No
50. There is emergency lighting available in case of an emergency. Yes No
51. Cabinets and bookcases are free of potential falling objects in the case of an earthquake or explosion. Yes No
52. Classroom backpack contains blank student accident forms. Yes No
53. Diapering plans posted in the bathroom close to diapering materials. Yes No

Comments: _____
