

Twin Rivers Unified School District

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

5/16/18
Date of Meeting

Please Specify

_____ # eligible voting representative

_____ # voting representatives present

| PC Members Names | Complex | Signature | Payment |
|-----------------------|-----------|------------------|---------|
| 1. Allison Vaughn | TRUSD | Allison Vaughn | |
| 2. Robert Sha | SETA | Robert Sha | Staff |
| 3. Kelly Pruitt | Rio Linda | Kelly Pruitt | |
| 4. Elizabeth Schoemig | Rio Linda | E Schoemig | |
| 5. Carita Singletts | 9 | Carita Singletts | |
| 6. Anne Mafi | 10 | Anne Mafi | |
| 7. Charles Taylor | TRUSD | Charles Taylor | |
| 8. Tabitha Thompson | TRUSD | Tabitha Thompson | == |
| 9. | | | |
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| 12. | | | |
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| 15. | | | |
| 16. | | | |

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

**Special Policy Committee Meeting
May 16, 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 April 25, 2018
- B. Approval of Head Start Teacher hiring list
- C. Approval of COLA funding Fiscal Year 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
- L. Fiscal Review Summary report dated April 19, 2018
- M. Program Performance Summary Report April 20, 2018
- N. Info about possible grant opportunities(duration funds/EHS expansion)
- O. Update on Oakdale and Rio Linda Preschool Programs
- P. Recruitment for 2018-2019

IV. Public Participation

V. Adjournment

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

**Special Policy Committee Meeting
April 25, 2018
8:30 a.m. – Room 2
Minutes**

I. Welcome

- A. Call To Order/Roll Call – Meeting called to order by Chair Charles Taylor at 8:39am. Members present include Charla Coley, Caritia Singleton, Kelly Pruitt, Anne Mafi and Elizabeth Schoemig. Also present were Head Start Director Tabitha E. Thompson and Robert Silva from SETA Governance Unit.

II. Action Items

- A. Approval of Meeting Minutes from February 21, March 7, 2018 and March 21, 2018 – *Charla motioned for the approval of the meeting minutes and Anne Mafi seconded the motion. Votes were as follows: 5 yes (Charla Coley, Caritia Singleton, Kelly Pruitt, Anne Mafi and Elizabeth Schoemig), 0=no and 1-abstention (Charles Taylor).*
- B. Approval of Oakdale ECE Para-educator hiring list – *Anne Mafi motioned for the approval of the hiring list and Charla Coley seconded the motion. Votes were as follows: 5 yes (Charla Coley, Caritia Singleton, Kelly Pruitt, Anne Mafi and Elizabeth Schoemig), 0=no and 1-abstention (Charles Taylor).*
- C. Timed Item 8:30 a.m. and Public Hearing: Final Reading and Approval of the Modifications to the Bylaws of the Twin Rivers Unified School District (TRUSD) Head Start Programs Policy Committee. – *Elizabeth Schoemig motioned for the approval of the Bylaw revisions and Kelly Pruitt seconded the motion. Votes were as follows: yes (Charla Coley, Caritia Singleton, Kelly Pruitt, Anne Mafi and Elizabeth Schoemig), 0=no and 1-abstention (Charles Taylor).*

III. Information Items

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement

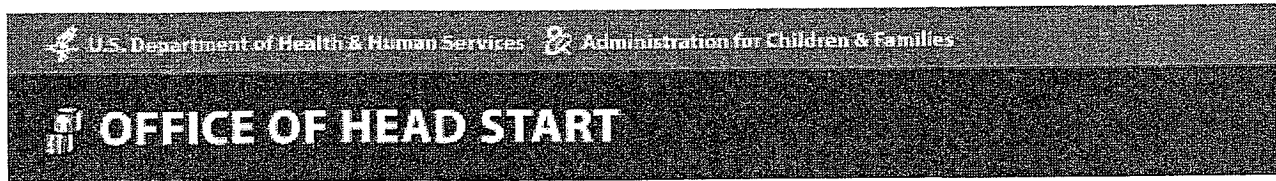
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal – *Written information provided to all members and Head Start Director provided verbal information as needed for all items A-K.*
- L. Update on Oakdale and Rio Linda Preschool Programs – *Director provided information that all sites remain full and enrollment for next year continues for all sites including Village. Rio Linda parents reports that both classrooms are doing great.*
- M. Multicultural Faire planning – *Director reminded the parents about the upcoming event on May 10th and solicited volunteer assistance and any additional ideas that could be incorporated into the event.*
- N. Recruitment for 2018-2019 – *Director reminded the group to start talking to parents about joining the group for next year.*

IV. Public Participation

V. Adjournment – *Meeting adjourned at 9:13am. Next meeting scheduled for May 16, 2018 at 8:30am.*

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| | | |
|--|--|------------------------------|
| ACF Administration for Children and Families | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | |
| | 1. Log No. ACF-PI-HS-18-03 | 2. Issuance Date: 05/01/2018 |
| | 3. Originating Office: Office of Head Start | |
| | 4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Cost of Living Adjustment (COLA) | |

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2018 Head Start Funding Increase

INSTRUCTION:

President Trump signed Public Law 115-141, the Consolidated Appropriations Act, 2018, on March 23, 2018. Included is \$9,863,095,000 for programs under the Head Start Act, an increase of \$610 million over the fiscal year (FY) 2017 funding level.

Of this increase, \$216 million provides grantees a 2.6 percent cost-of-living adjustment (COLA), \$260 million to support grantees increasing their hours of program operations, and \$115 million for Early Head Start-Child Care Partnerships (EHS-CCP) and Early Head Start (EHS) Expansion, which includes a 2.6 percent COLA for existing EHS-CCP and EHS Expansion grantees. Information will be provided in the coming weeks about how to apply for these funds.

This Program Instruction provides information about the COLA funds that are available to grantees in FY 2018 and describes the requirements for applying for these funds.

All Head Start and Early Head Start grantees, and Early Head Start-Child Care Partnerships/Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2018 COLA

Each grantee may apply for a COLA increase of 2.6 percent of the FY 2017 base funding level. Base funding excludes training and technical assistance funds, and any one-time funding grantees may have received in FY 2017. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires

that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this Program Instruction to your Regional Office. Thank you for your work on behalf of children and families.

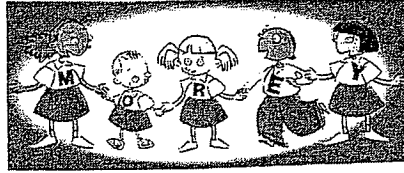
/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

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

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe here. You also may modify your ECLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. Contact customer service for additional support.



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

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

- Oakdale transition is successful. Teachers are working well together, children adapted to new teacher. Seeing growth in accepting responsibilities from teachers. Team Work!
- Staff meeting went well. Communication with staff regarding Home and P/T conferences was good as well as agreement with documents to be used during both visits.
- Ordered Step 2 and Creative Curriculum for Village
- Working with teachers regarding Handwriting W/O Tears
- Completed monthly reports

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

- Multicultural Day-
- Collecting back packs for transitions-will ask one of the CL's to help me collect backpacks
- Transition-Send vide to teachers, hook up with CL's to make sure we have all information, contact Ms. Chandler to make sure she is able to come
- Find document letting new teachers know which items in folders need to be collected

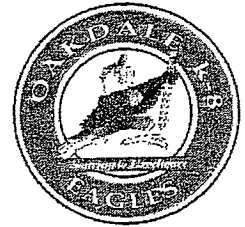
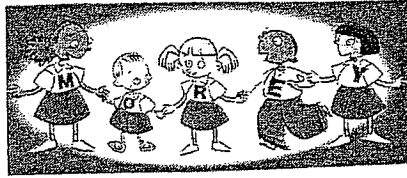
CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- Will work on IDP Cover page
- Continue to work with teachers on Handwriting W/O Tears. Watch training video
- Do Transition
-

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

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

I have started to assign a folder for days of the week and include daily calendar in each folder taking necessary documents as well as listing things that need to be done that day.



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

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

- Enrollment is almost full.

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

- Enrolling new student for the open slots.
- Recruitment calls. Following up on recruitment.

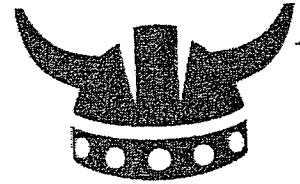
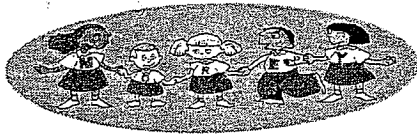
CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- Filing up open slots
- Students Recruitment calls
- Prepping for Summer School
- Prepping for next school year (Aeries coding)
- Adding Childplus number on students application
- File Review (prepping for Seta Review)

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

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

- File Check and Childplus



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT
COMPONENT NAME: Marci Porter
MONTH: April 2018

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

1. Keeping things fairly consistent in absence of office manager.

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

1. Front office vacancy.
2. Prioritizing workload.

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. 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. Filling in some areas of Office Manager duties.
10. 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. Revising and ordering forms for 2018-2019.

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

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

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded | Average Daily Attendance for Month % |
|---------------------|-------------------|--|---------------------------|--------------------------------------|
| Elk Grove USD | 440 | | | |
| Sacramento City USD | 1,211 | | | |
| SETA | 1,988 | | | |
| San Juan USD | 668 | | | |
| Twin Rivers USD | 180 | 173 16 slots dually funded at Morey 17 slots Twilight program started December 13,2017 Remaining 7 slots unfilled due to Village site not being ready | 100% | 90% |
| 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% | 62% *6 students absent* |
| 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.
 (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 April 2018

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

1. Twilight\Health info put into childplus – follow up
2. New Students hearing and vision screenings
3. Head Start National conference in Anaheim California

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

1. 30 Month Physicals for Toddlers
2. Toddlers dental follow up

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

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

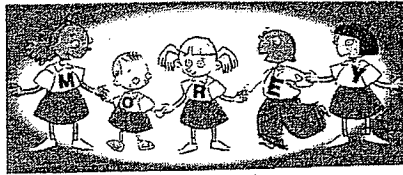
SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for PIR 2015)

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 1st of each month



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Health

MONTH: April 2018

SUCCESSSES

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

CHALLENGES

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

CURRENT PROJECTS OR TASKS

- Hemoglobin screenings with Pronto machine
- Health assessments and reports for students with IEPs.
- 2018-2019 health screenings are being scheduled.
- 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 | <u>23</u> |
| Hearing | <u>23</u> |

Rio Linda

| | |
|-------------------|-----------|
| Vision | <u>52</u> |
| Hearing | <u>52</u> |
| Blood Pressure | <u>52</u> |
| Dental Screenings | <u>41</u> |

Oakdale

| | |
|-------------------|-----------|
| Dental Screenings | <u>18</u> |
|-------------------|-----------|

SELF MONITORING/PIR DATA

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

Twin River Unified School District

2371 - CACFP Reimbursement Summary

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

Attendance Date: 4/3/2018 - 4/30/2018

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 | 20 | 8 | 0 | 0 | 122 | 0 | 122 | 122 | 0 |
| 1410P | 20 | 8 | 0 | 0 | 130 | 0 | 130 | 130 | 0 |
| Morey Ave CDC | 40 | 16 | 0 | 0 | 252 | 0 | 252 | 252 | 0 |
| Twin River Unified School Distri | 40 | 16 | 0 | 0 | 252 | 0 | 252 | 252 | 0 |
| Report Totals | 40 | 16 | 0 | 0 | 252 | 0 | 252 | 252 | 0 |

Twin River Unified School District

2371 - CACFP Reimbursement Summary

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

Attendance Date: 4/3/2018 - 4/30/2018

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 | 16 | 20 | 0 | 0 | 302 | 0 | 302 | 302 | 0 |
| 1402C-AM | 16 | 24 | 0 | 0 | 333 | 0 | 333 | 333 | 0 |
| 1402E-AM | 16 | 20 | 0 | 0 | 292 | 0 | 292 | 292 | 0 |
| 1402G-AM | 16 | 24 | 0 | 0 | 340 | 0 | 340 | 340 | 0 |
| 1402H-PM | 16 | 17 | 0 | 0 | 0 | 0 | 213 | 213 | 0 |
| Morey Ave CDC | 80 | 105 | 0 | 0 | 1,267 | 0 | 1,480 | 1,480 | 0 |
| Oakdale Preschool | | | | | | | | | |
| 1405A-AM | 16 | 20 | 0 | 0 | 277 | 0 | 277 | 277 | 0 |
| Oakdale Preschool | 16 | 20 | 0 | 0 | 277 | 0 | 277 | 277 | 0 |
| Rio Linda Preschool Center | | | | | | | | | |
| 1406A-AM | 16 | 24 | 0 | 0 | 352 | 0 | 352 | 352 | 0 |
| 1406C-AM | 16 | 24 | 0 | 0 | 340 | 0 | 340 | 340 | 0 |
| Rio Linda Preschool Center | 32 | 48 | 0 | 0 | 692 | 0 | 692 | 692 | 0 |
| Twin River Unified School Distri | 128 | 173 | 0 | 0 | 2,236 | 0 | 2,449 | 2,449 | 0 |
| Report Totals | 128 | 173 | 0 | 0 | 2,236 | 0 | 2,449 | 2,449 | 0 |



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

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

- "Men in my life" come fly with me event
- Multicultural Day Planning
- Intern potluck planning
-

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

- Organizing the volunteers Multicultural Day
- Organization of Multicultural Day games with lack of people to run them

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

- Multicultural planning
- Collaborating with Staff regarding any follow up meetings for students
- Giving resources for families for summer school and summer readiness
- Wrapping up last week for interns
- Gather data on second step

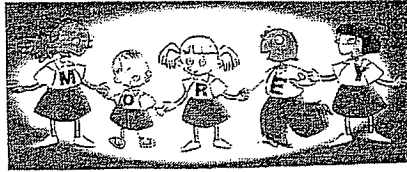
SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for PIR 2011)

- Blue Folders for individuals teachers and classrooms

SCREENINGS (number of screenings completed during the month) 0

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 Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

MONTH: April

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

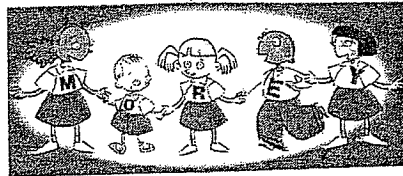
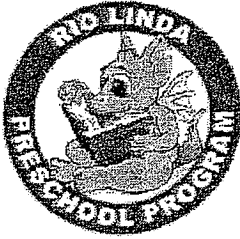
- Parent board
- FDC training is completed
- Popcorn fundraiser
- Roller derby
- Spirit week
- Open house
-

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

- Multicultural Faire Planning
- Hemo and blood results
- Donations
- FPA
- Students Files
- Getting insurance for vendors
- Contacting food vendors

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

- Parent board
- Brochure for MC Faire,
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Nutrition in the classroom
- Inputting FPA into child plus.
- Height and weight graph getting signed by parents
- Creating a map for MC faire
- Poster for MC faire
- Donations/ shopping for MC



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

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

- ✓ Morey, RL, Oakdale parent meetings
- ✓ Roller Derby
- ✓ FDC completed
- ✓ Spirit week
- ✓ Square 1/Popcorn Fundraiser
- ✓ RL, Oak, Morey Open House

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

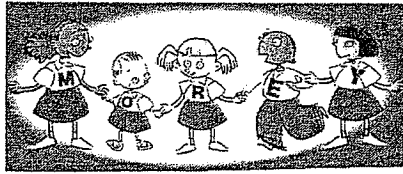
- ✓ Collecting parent signatures
- ✓ Learning CL duties
- ✓ Attending TCM's
- ✓ Collecting blood lead/hemos
- ✓ FPA follow-ups
- ✓ Event planning
- ✓ Donations

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

- ✓ Change parent boards for May
- ✓ Nutrition classroom activities
- ✓ May parent meetings
- ✓ Cinco de Mayo event
- ✓ Multicultural Fair prep
- ✓ Reminder notices for blood lead/hemos
- ✓ Twilight FPA's
- ✓ Growth assessments signatures
- ✓ Event posters
- ✓ Finalizing nutrition food for MC

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 44/44
- ✓ Blood Lead 23/44
- ✓ Hemoglobin 39/44



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Ashley M. Jones

MONTH: April 2018

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

- Parent meeting at all three site
- Preparing for Cinco de Mayo
- Preparing for Multicultural
- Completion of fundraisers

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

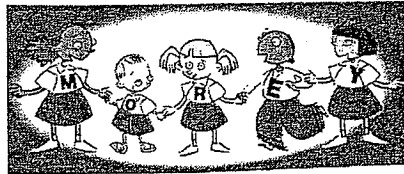
- Signature from parents
- Hemo and blood results
- Meeting parents for FPA
- Students Files

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

- Finishing planning Multicultural
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for May
- Nutrition in the classroom
- 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 = 28/28
- Blood Lead = 19/28
- Hemoglobin = 15/28
- Growth Assessment=21/28
- Lead risk assessment=16/28
- TB Risk assessment=28/28
- FPA= 28/28
- FPA 1st round follow-up=18/28
- FPA 2nd round follow-up =4/28



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

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

- Hemo and Blood Lead
- Follow-ups
- Talking with families
- Parent Meeting
- Learning Community Liaison Duties (Continuing)
- Interacting with my students
- Conference
- See's Candy fundraiser

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

- Getting to the Team Collaboration meetings all of them
- More time in Room 9

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

- Parent Meeting
- Ordering
- Vendors
- Donations
- Cinco De Mayo
- Multicultural Day

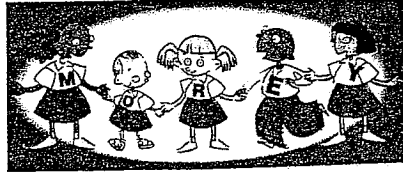
Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) _____

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

- Follow up 2: 72/72
- Follow up 3:54/72

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

- Tracking Sheet
- ChildPlus



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

COMPONENT MONTHLY REPORT

COMPONENT NAME: Nina Sandhu

MONTH: April 2018

| | | IFSP | IEP |
|---|--|------|-----|
| A | Cumulative number of children with an IFSP/IEP for the Program Year * | 1 | 23 |
| B | Total number of children enrolled with an active IFSP/IEP | 0 | 21 |
| C | Children with an IFSP/IEP who have dis-enrolled, outside agency transfer, or services have been terminated | 1 | 1 |
| D | Children currently pending | 0 | 0 |
| E | Future IFSP/IEP Meetings scheduled | 0 | 1 |

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

- All of the parents coming to IEP's and seeing progress on their kiddos speech and language.

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

- Finishing all necessary paperwork.

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

- Finishing the paperwork on SEIS and finishing DRDP's, due in May.

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): 18 speech and language screeners.

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

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



Monthly Special Education Report

Twin Rivers USD

April 2018

Agency Name

Reporting Month/Year

| | | IFSP | IEP |
|---|--|------|-----|
| A | Cumulative number of children with an IFSP/IEP for the Program Year * | 0 | 23 |
| B | Total number of children enrolled with an active IFSP/IEP | | 22 |
| 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 | | 0 |

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

Comments:

Tabitha E. Thompson, Ed.D

Principal/Head Start Director

May 1, 2018

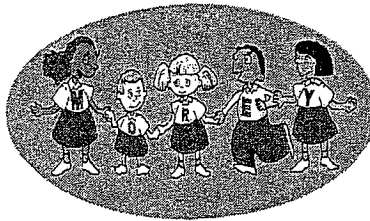
Completed by (Print Name)

Title

Date

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

Email to Laura Moore (SETA Education Coordinator) @ laura.moore@seta.net



155 Morey Avenue School
Sacramento, Ca. 95838
(916) 566-3485
(916) 566-3485 fax

School Site Council /English Language Advisory Committee Meeting
April 25, 2018
1:00pm
Room 1
Minutes

- 1.0 Introduction of SSC members -
Dr. Tabitha Eaden Thompson - present
Anthony Bryant - present
Janine Petree - present
Chee Vang - present
Megan Olivas - present
Isabella Nelson
Damien Jones
Beatriz Gonzalez - present
Alicia Nelson - present
Vanessa Martinez Hernandez - present
Ka Yang

- 2.0 Review, Discussion and Approval of SPSA for 2018-2019 - Anthony Bryant motioned for the approval of the SPSA for 2018-2019 and Mrs. Vang seconded the motion. Votes were as follows: 8-yes and 0-no

- 3.0 ELAC – Review Needs assessment for Bilingual students – Discussed English Learners as part of the SPSA for upcoming school year. Interventions for all students will be implemented including English Learner, foster youth and homeless students.
- 4.0 Approval of Addendum – Anthony Bryant motioned for the approval of the addendum and Chee Vang seconded the motion. Votes were as follows: 8-yes and 0-no
- 5.0 Approval of Parent Involvement Compact - Anthony Bryant motioned for the approval of the addendum and Chee Vang seconded the motion. Votes were as follows: 8-yes and 0-no

- 5.0 Adjournment – meeting adjourned by Vice Chair at 1:53pm.
What's next? Next meeting will be in late May 23, 2018 (final meeting for 2017-2018)
Calendar of meetings

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.

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

Month: April 2018--Head Start

Agreement No.:

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

Program: PA 22 BASIC
PA20
PA26
Other:

| Cost Item | Actual Expenses | | Current Budget | Unexpended Balance |
|---------------------------------------|------------------------------|--------------------|----------------|--------------------|
| | Current period & adjustments | Cumulative to date | | |
| I. Personnel | 0.00 | 26,625.60 | 50,696.00 | 24,070.40 |
| Fringe Benefits | 0.00 | 9,388.42 | 17,188.00 | 7,799.58 |
| A Occupancy | 0.00 | 0.00 | 0.00 | 0.00 |
| D Staff Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| M Supplies | 0.00 | 0.00 | 1,750.00 | 1,750.00 |
| I Other | 0.00 | 0.00 | 2,145.00 | 2,145.00 |
| N Indirect Costs | 7,327.64 | 63,291.75 | 75,640.00 | 12,348.25 |
| I. Total Administration | 7,327.64 | 99,305.77 | 147,419.00 | 48,113.23 |
| Non-Federal Admin. | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fed. and Non-Fed. Admin. | 7,327.64 | 99,305.77 | 147,419.00 | 48,113.23 |
| II. a. Personnel | 84,633.11 | 750,614.36 | 1,122,900.00 | 372,285.64 |
| b. Fringe Benefits | 30,351.32 | 268,210.80 | 345,026.00 | 76,815.20 |
| 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 | 1,103.58 | 5,897.88 | 5,250.00 | (647.88) |
| Child and Family Service Supplies | 0.00 | 3,422.67 | 3,800.00 | 377.33 |
| Food Service Supplies | 0.00 | 3,613.90 | 3,000.00 | (613.90) |
| Medical/Dental/Disabilities/Custodial | 39.73 | 4,587.84 | 6,000.00 | 1,412.16 |
| Instructional Materials | 1,127.87 | 22,405.76 | 10,000.00 | (12,405.76) |
| 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 | 1,139.98 | 14,117.50 | 24,855.00 | 10,737.50 |
| 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 | 405.74 | 3,006.73 | 2,000.00 | (1,006.73) |
| Nutrition Services | 0.00 | 11,453.65 | 10,709.00 | (744.65) |
| Child Services Consultants | 0.00 | 3,059.85 | 2,000.00 | (1,059.85) |
| Substitutes, if not paid benefits | 4,340.23 | 5,878.71 | 2,000.00 | (3,878.71) |
| Parent Services | 7,394.09 | 23,037.52 | 8,500.00 | (14,537.52) |
| Publications/Advertising/Printing | 171.61 | 1,627.55 | 2,000.00 | 372.45 |
| Training or Staff Development | 4,212.94 | 6,818.96 | 1,000.00 | (5,818.96) |
| Copy Machine Lease | 0.00 | 2,886.81 | 8,000.00 | 5,113.19 |
| Membership/Licensing Fees | 0.00 | 1,818.98 | 2,000.00 | 181.02 |
| II. Total Program | 134,920.20 | 1,133,185.79 | 1,566,040.00 | 432,854.21 |
| Non-Federal Program | 31,041.00 | 306,135.12 | 430,240.00 | 124,104.88 |
| Total SETA Costs (I + II) | 142,247.84 | 1,232,491.56 | 1,713,459.00 | 480,967.44 |
| | 142,247.84 | 1,232,491.56 | | 480,967.44 |
| | 0.00 | 0.00 | | 0.00 |

Authorized Signature: *K. Zingerson* Date: *5-7-18* Prepared By: Vasseliki Vervilos Phone: 566-1600, 66859

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

Month: April 2018--Early Head Start

Agreement No.:

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

Program: PA 22 EHS
PA20
PA26
Other:

| Cost Item | Actual Expenses | | Current Budget | Unexpended Balance |
|---------------------------------------|------------------------------|--------------------|-------------------|--------------------|
| | Current period & adjustments | Cumulative to date | | |
| I Personnel | 643.51 | 4,504.62 | 12,692.00 | 8,187.38 |
| Fringe Benefits | 201.58 | 1,408.24 | 6,306.00 | 4,897.76 |
| 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 | 1,556.49 | 11,843.58 | 15,963.00 | 4,119.42 |
| I. Total Administration | 2,401.58 | 17,756.44 | 35,566.00 | 17,809.56 |
| Non-Federal Admin. | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fed. and Non-Fed. Admin. | 2,401.58 | 17,756.44 | 35,566.00 | 17,809.56 |
| II. a. Personnel | 12,436.17 | 123,717.12 | 223,631.00 | 99,913.88 |
| b. Fringe Benefits | 5,329.51 | 51,727.22 | 76,202.00 | 24,474.78 |
| 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 |
| G e. Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Supplies | 34.50 | 668.21 | 900.00 | 231.79 |
| Child and Family Service Supplies | 0.00 | 1,602.97 | 1,200.00 | (402.97) |
| Food Service Supplies | 0.00 | 0.00 | 1,200.00 | 1,200.00 |
| Medical/Dental/Disabilities/Custodial | 108.82 | 2,011.45 | 2,000.00 | (11.45) |
| Instructional Materials | 3,935.72 | 9,840.80 | 1,000.00 | (8,840.80) |
| 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 | 253.18 | 3,113.86 | 2,695.00 | (418.86) |
| 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 | 4.34 | 21.43 | 500.00 | 478.57 |
| Nutrition Services | 0.00 | 3,303.61 | 1,000.00 | (2,303.61) |
| Child Services Consultants | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| Substitutes, if not paid benefits | 2,355.89 | 10,549.10 | 500.00 | (10,049.10) |
| Parent Services | 1,407.84 | 3,186.18 | 2,000.00 | (1,186.18) |
| Publications/Advertising/Printing | 21.95 | 358.18 | 200.00 | (158.18) |
| Training or Staff Development | 2,668.77 | 2,668.77 | 500.00 | (2,168.77) |
| Copy Machine Lease | 0.00 | 317.74 | 500.00 | 182.26 |
| Membership/Licensing Fees | 0.00 | 196.71 | 200.00 | 3.29 |
| II. Total Program | 28,556.69 | 213,288.05 | 315,628.00 | 102,339.95 |
| Non-Federal Program | 54,699.23 | 130,562.32 | 89,261.00 | (41,301.32) |
| Total SETA Costs (I + II) | 30,958.27 | 231,044.49 | 351,194.00 | 120,149.51 |
| | 30,958.27 | 231,044.49 | | 120,149.51 |
| | 0.00 | 0.00 | | 0.00 |

K. Zengewald

5-7-18

Vasseliki Vervilos 566-1600, 66859

Authorized Signature Date Prepared By Phone

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

Month: April 2018

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 A D M I N | Personnel | | | | |
| | Fringe Benefits | | | | |
| | Occupancy | | | | |
| | Staff Travel | | | | |
| | Supplies | | | | |
| | Other | | | | |
| | Indirect Costs | | | | |
| | I. Total Administration | | | | |
| | Non-Federal Admin. | | | | |
| | Total Fed. And Non-Fed. Admin. | | | | |
| II P R O G R A M | 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 | 1,492.00 | 20,184.16 | 80,000.00 | 59,815.84 |
| | e. Supplies | 0.00 | 24,708.41 | 24,000.00 | (708.41) |
| | f. Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | g. Construction | 6,025.40 | 515,909.42 | 500,000.00 | (15,909.42) |
| | h. Other: Staff Development | 0.00 | 0.00 | 0.00 | 0.00 |
| | II. Total Program | 7,517.40 | 560,801.99 | 618,997.00 | 58,195.01 |
| | Non-Federal Program | 0.00 | 115,374.89 | 154,750.00 | 39,375.11 |
| Total SETA Costs (I + II) | 7,517.40 | 560,801.99 | 618,997.00 | 58,195.01 | |
| Authorized Signature: <i>KZingusoll</i> Date: <i>5-7-18</i> Prepared By: Vasseliki Vervilos 566-1600,66859 Phone: | | | | | |

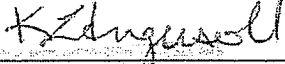
SETA - HEADSTART MONTHLY FISCAL REPORT
 1217 Del Paso Blvd., Sacramento CA 95815

Month: April 2018 TTA--Head Start

Agreement No: 17C21751S0

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

Program: PA 22
 PA20 T&TA
 PA26
 Other:

| | Cost Item | Actual Expenses | | Current Budget | Unexpended Balance |
|---|----------------------------------|------------------------------|--------------------|-----------------------------------|--------------------|
| | | Current period & adjustments | Cumulative to date | | |
| I. | Personnel | | | | |
| | Fringe Benefits | | | | |
| A | Occupancy | | | | |
| D | Staff Travel | | | | |
| M | Supplies | | | | |
| 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 | 279.11 | 7,500.00 | 7,500.00 | 0.00 |
| M | | | | | |
| | II. Total Program | 279.11 | 7,500.00 | 7,500.00 | 0.00 |
| | Non-Federal Program | | | | |
| | Total SETA Costs (I + II) | 279.11 | 7,500.00 | 7,500.00 | 0.00 |
|  | | 5-7-18 | | Vasseliki Vervilos 566-1600,66859 | |
| Authorized Signature | | Date | | Prepared By Phone | |



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

JAY SCHENIRER
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

April 19, 2018

Kate Ingersoll
Twin Rivers Unified School District
3222 Winona Way
North Highlands, CA 95660

Dear Ms. Ingersoll:

This office wishes to thank you and your staff, and the Budget and Purchasing Departments for the courtesy and helpfulness extended to us during our fiscal monitoring visits on February 26 to March 1, 2018.

The results of that monitoring have been summarized on the attached memorandum, which covers general observations, comments, and recommendations for corrective action.

We sincerely hope that this information will be helpful in the administration of your program. If you should have any questions, please do not hesitate to call me at (916) 263-3821.

Sincerely,

Tammi Kerch
Accountant II

cc: Vasseliki Vervilos
Tabitha Thompson
Sara Noguchi

Attachments

MEMORANDUM

TO: Ms. Ingersoll **DATE:** April 19, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start | Basic | \$ 1,617,796 | 8/1/17-7/31/18 | 8/1/17-1/31/18 |
| Head Start | T & TA | \$ 7,500 | 8/1/17-7/31/18 | 8/1/17-1/31/18 |
| Head Start | Duration | \$ 618,997 | 8/1/17-7/31/18 | 8/1/17-1/31/18 |
| Early HS | Basic | \$ 357,046 | 8/1/17-7/31/18 | 8/1/17-1/31/18 |
| Early HS | T & TA | \$ 5,852 | 8/1/17-7/31/18 | 8/1/17-1/31/18 |

Monitoring Purpose: Initial Interim Special Final

Date of review: February 26 to March 1, 2018 and follow-up April 13, 2018

| AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|---------------------------------|--------------|----|------------------------------|----|
| | YES | NO | YES | NO |
| 1 Accounting Systems/Records | X | | | |
| 2 Internal Control | X | | | |
| 3 Bank Reconciliation | N/A | | | |
| 4 Disbursement Control | X | | | |
| 5 Staff Payroll/Files | X | | | |
| 6 Fringe Benefits | X | | | |
| 7 Participant Payroll | N/A | | | |
| 8 OJT Contracts/Files/Payment | N/A | | | |
| 9 Indirect Cost Allocation | X | | | |
| 10 Adherence to Contract/Budget | X | | | |
| 11 In-Kind Contribution | X | | | |
| 12 Equipment Records | X | | | |

RECEIVED APR 30 2018



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Board Chairperson

Mr. Patrick Kennedy
Sacramento Employment and Training Agency
925 Del Paso Blvd Suite 200
Sacramento, CA 95815-3500

From: Responsible HHS Official

Ms. Ann Linehan
Acting Director, Office of Head Start

Ann Linehan

Date *4-20-18*

From February 5-9, 2018, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of the Sacramento Employment and Training Agency, Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*. We would like to thank your governing body, policy council, parents, and staff for their engagement in the review process.

Based on the information gathered during this review, your Head Start program was found to need improvement in one or more areas. The report provides you with detailed information in each area where program performance did not meet one or more applicable Head Start Program Performance standards, laws, regulations and policy requirements and the required timeframes for corrective action. The report also provides you with information on Areas of Concern identified in your program, where applicable.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

- Ms. Jan Len, Regional Program Manager
- Mr. Reginald Castex, Policy Council Chairperson
- Ms. Kathy Kossick, CEO/Executive Director
- Ms. Denise T. Lee, Head Start Director

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| Glossary of Terms | |
|------------------------------|---|
| Area of Concern | An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance. |
| Area of Noncompliance | An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency. |
| Deficiency | <p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p> |

Summary of Findings

| Applicable Standards | Grant Number(s) | Timeframe | Compliance Level | Service Area |
|----------------------|-------------------------|-----------|-----------------------|--------------|
| 1302.16(b) | 09CH010182, 09HP0021 | 120 days | Area of Noncompliance | ERSEA |

Section II: Program Infrastructure, Oversight and Improvement

This section of the report provides information on your program's performance in: (1) Program Management; (2) Program Governance; (3) Financial Management; and (4) ERSEA.

1. Program Management

This section describes your program's performance in providing management, ongoing monitoring and continuous improvement to achieve program goals and ensure child safety and the delivery of high-quality program services. This section indicates your program's performance in each of the following areas: program management structure; ongoing oversight and continuous improvement; and staff hiring, supervision, and development.

Program Management Performance Summary

| Performance Area | Performance Status | Performance Status |
|--|--------------------|--------------------|
| | 09CH010182 | 09HP0021 |
| Program management structure | | |
| Ongoing oversight and continuous program improvement | | |
| Staff hiring, supervision, and development | | |

Performance Area Summary

Program management structure. The monitoring review found your program maintains a program and human resource management structure that provides effective management of all program areas.

Ongoing oversight and continuous program improvement. The monitoring review found that your program has implemented a system for collecting, using, and sharing data for ongoing monitoring and continuous program improvement.

Your program has an effective system for monitoring and supporting your delegate and partner agencies. Your program monitors delegates and partners at least biennially with a tool that measures 396 factors. This includes assessing each program across all service areas. Included in this process, your program develops a plan to address any weaknesses identified and highlight programmatic strengths. In addition, your program offers a support

Financial Management Performance Summary

| Performance Area | Performance Status | Performance Status |
|--|--------------------|--------------------|
| | 09CH010182 | 09HP0021 |
| Internal controls | | |
| Financial management system | | |
| Identifying and mitigating risk | | |
| Adequacy of budgeted resources | | |
| Budget management | | |
| Automated accounting and record keeping system | | |
| Delegate agency oversight | | |

Performance Area Summary

Internal controls. The monitoring review assessed whether your program has internal controls that provide effective oversight of all fiduciary areas of responsibility to ensure accomplishment of program objectives.

Financial management system.

Identifying and mitigating risk. The monitoring review found your program has a process to identify risks and obtain cost-effective insurance for those identified risks, including a system for ensuring the protection of Federal interest in real property purchased with Federal funds.

Adequacy of budgeted resources. The monitoring review found that your program has sufficient staffing and resources to promote continuity of care for all children enrolled, allow for sufficient time needed for staff to participate in training and professional development, allow for provision of the full range of services, and ensure that facilities, equipment and materials remain safe.

Budget management. The monitoring review found your program has a management system that effectively monitors its budget for personnel, compensation, benefits, shared cost, non-Federal share, and indirect and administrative costs.

Automated accounting and record keeping system. The monitoring review found your program maintains an automated accounting and record keeping system adequate for effective oversight.

Delegate agency oversight. The monitoring review found your program is accountable for the services delegate agencies provide and ensures provision of high-quality services to children and

4. ERSEA

The final performance area in Section I, ERSEA, focuses on your program's performance in eligibility and attendance.

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Each summary table includes information from Section II's Program Management and Financial Management assessment to provide a comprehensive summary of the assessment of your program's service delivery. The summary table includes information on how well your program is providing ongoing oversight and continuous improvement; hiring, supervising, and developing staff; and budgeting adequate resources within the respective education, health, and family and community engagement service areas.

1. Education and Child Development Program Services

This section describes your program's performance in delivering the following services: teaching practices and learning environments, services for children with disabilities, and home-based program services (where applicable).

Education and Child Development Services Performance Summary

| Education and Child Development Service Delivery | | |
|--|----------------------------------|--------------------------------|
| Performance Area | Performance Status 09CH010182 | Performance Status 09HP0021 |
| Teaching practices and learning environments | ● | ● |
| Services for children with disabilities | ● | ● |
| Home-based services | ● | ● |
| Program Management* | | |
| Program management structure | ● | ● |
| Ongoing oversight and continuous improvement of education and child development services | ● | ● |
| Hiring, supervision, and development of education and child development staff | ● | ● |
| Financial Management* | | |
| Adequacy of resources for education and child development services | ● | ● |

* Program and Financial Management data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee Program Management and Financial Management performance.

Performance Area Summary

Teaching practices and learning environments. The monitoring review found your program uses a developmentally appropriate research-based curriculum that aligns with the Head Start Early Learning Outcomes Framework, and has implemented effective teaching practices and well-organized learning environments that promote progress in children's development and growth.



Services for children with disabilities. The monitoring review found your program fully engages children with disabilities in all aspects of the program, engages families of children with disabilities in their children's learning and development, and supports families in becoming advocates for services that meet their children's needs.

Edward Kemble Classroom