

**TWIN RIVERS UNIFIED SCHOOL DISTRICT
BOARD COMMUNICATION**

BC NO. _____
(Board Office Use Only)

CONFIDENTIAL ITEM <small>(Check a Box)</small>	YES: <input type="checkbox"/>	NO: <input checked="" type="checkbox"/>	DATE: 12/1/2017
From the Office of the Superintendent			
To the Board of Trustees			
Prepared by: <i>(Include name and title)</i> Dr. Tabitha E. Thompson Principal/Head Start Director		Phone Number: (916) 566-1600 Ext. <u>62101</u>	
Regarding: Head Start Special Policy Committee Meeting, November 15, 2017			
<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 our TRUSD Board of Trustees be kept informed of the details of the agenda items and actions.</p> <p>To review the Agendas, minutes, and attachments from the Federal Special Head Start Policy Committee meetings please go to the Early Childhood Education webpage under Head Start Reports, Special Policy Committee Meeting, November 15, 2017, 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

Wednesday

November 15th @ 8:30 a.m.

Room 2

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

Special Policy Committee Meeting

November 15, 2017

8:30 a.m. – Room 2

Agenda

Revised 11/13/2017

I. Welcome

- A. Call To Order/Roll Call

II. Action Items

- A. Election of Community Member for 2017-2018
- B. Time Item 8:30AM and Public Hearing** – First reading of TRUSD Bylaws of the TRUSD Head Start Policy Committee
- C. Approval of Meeting Minutes from October 18, 2017
- D. Approval of Duration carryover funds

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
- L. Update on Oakdale and Rio Linda Preschool Programs
- M. Winterfest planning
- N. Review of Written Area Service Plan (Governance section)

IV. Public Participation

V. Adjournment

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

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

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. Daval

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

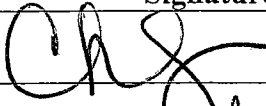






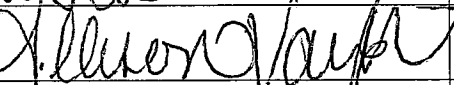
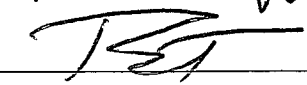
Community Members

Vacant

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

11/15/17
Date of Meeting

Please Specify
10 # eligible voting representative
7 # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Chara Coley	7		
2. Charles Lopez	4		
3. Carita Singleton	10A		
4. Elizabeth Schoenig	Rio Linda		
5. Kelly Pruitt	Rio Linda		
6. Erika Mendaza	8		
7. Vasili Vemilo	District		
8. Allison Vaughn	9		
9. Tabitha Thompson	TRUSD		
10.			
11.			
12.			
13.			
14.			
15.			
16.			

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

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

I. Welcome

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

II. Action Items

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

Pruitt, Caritia Singleton, and Allison Vaughn) 0-No, 1-Abstention (Charles Taylor- Chairperson).

III. Information Items

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal - *Written reports provided to all members and Head Start Director provided verbal information as needed for all items A-K.*
- L. Update on Oakdale and Rio Linda Preschool Programs
- M. Recruitment for Policy Committee 2017-2018 *At least 1 parent per session.*
- N. Fall Festival Planning
- O. Information Bulletins - ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes and ACF-PI-HS-17-04 Federal Reporting of Standard Forms (SF) 425 and 428
- P. Discussion of Community Member Election

IV. Public Participation

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

Next Policy Committee Meeting November 15th @ 8:30am

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

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

Policy Committee First Reading *November 10, 2016*
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 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 10, Alternate 1, Alternate 2

2 Parent Representatives:

- 1 Representative from Oakdale Parent Committee, Alternate 1, Alternate 2*
- 1 Representative from Rio Linda Parent Committee, 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, SPECIAL AND OPEN MEETINGS

- A. Annual and Regular Meetings
Annual and Regular Meetings of the committee will be held on the third *Monday* 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

Twin Rivers USD
FY 2017-2018

Duration Carryover – Budget Modification

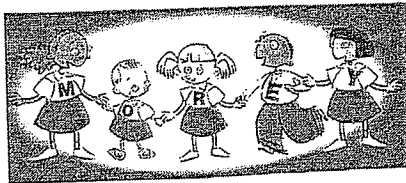
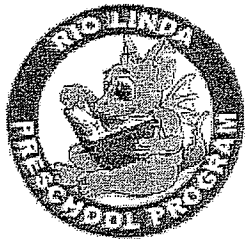
Twin Rivers USD has been approved to carryover \$598,977 of the Duration Start-Up funds originally granted in the 2016-2017 budget period. The funds will be utilized to complete the modular project located at Village Elementary as proposed and approved in the 1303 Facilities Application. The 1303 Facilities Application for the Twin Rivers modular project was approved by ACF on July 21, 2017.

		HS Duration
Twin Rivers USD	• Modular building at Village Elementary	\$598,977

The Duration Carryover funds must be accounted for and claimed separately from any other grant funding. All carryover funds must be expended by July 31, 2018.

Non-Federal Share (\$149,744)

Twin River USD will meet their non-federal share requirement with funds from the district's General Fund including time spent by district staff not paid with Head Start funds. The district's General Fund contribution is estimated to be \$79,750. The remaining \$69,994 in required non-federal share will be met with parent volunteer hours. Twin Rivers USD anticipates approximately 3,826.9 hours valued at \$18.29 per hour.



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Leica Jones

MONTH: October 2017

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

Successfully completed DRDP/Learning Genie Fall semester

Successfully became certified in CLASS

Successfully downloaded alarm

Observing inclusion children problem solving with teachers Working ahead, pacing myself

Becoming more comfortable with Educational Meetings and planning agenda

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

Become more familiar with Child Plus

Communicate with administration team in order to form a more cohesive and team oriented environment

Meet with classes consistently for TCM meetings to get the gist of environment and individual teaching styles

Continue to pace myself and stay on task.

Continue to take care of myself and not overstress

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

Prepare for staff meetings with teachers. Consider team needs as well as individual teachers

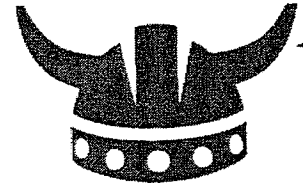
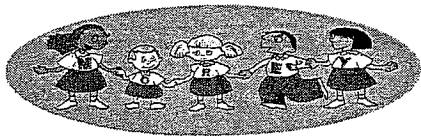
Work with Toddlers and Oakdale on DRDP Action Plan

Class Dimensions tt

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) 168 DRDPs completed, 170 ASQ's completed

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

Constantly taking notes, putting due dates into computer and personal tablet



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Marci Porter

MONTH: October 2017

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

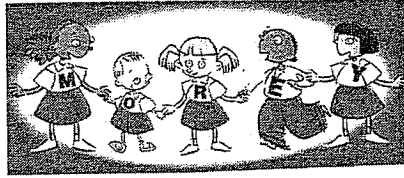
1. All processes are going well with attendance.

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

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

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

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



Twin Rivers Unified School District
Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Zer Yang

MONTH: November 2017

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

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

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

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

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

- Have families in dual program to sign additional state papers.
- Rio Linda binder check
- Filing up open slots
- File check returning students file
- Filing loose papers
- Students Recruitment

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

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

- File Check

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

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440			
Sacramento City USD	1,211			
SETA	1,988			
San Juan USD	668			
Twin Rivers USD	180 (40 slots for Village not filled as not opening until January 2018)	140	100%	October 31 st 72/140 (*district wide training day for K-12 students*) 46% October 30 th 128/140 91%
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%	81% (*3students sick)
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 **October**

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

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

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

1. 30 Month Physicals for Toddlers

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

1. Inputting into Child Plus
2. Matching cp with child file
3. Filing of Health forms
4. Following up on dental – annual physicals
5. New student health screenings
6. Component (Ersea) file and cp checks
7. Safe environment checks

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

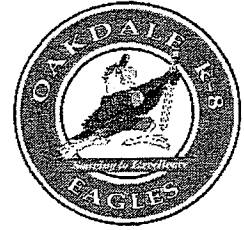
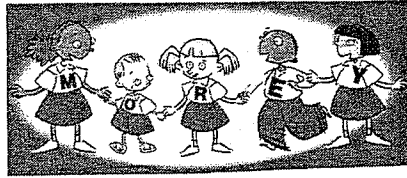
- 1.
2. File checks
3. Child Plus Reports
4. File review
5. Meeting District - Seta

SCREENINGS (number of screenings completed during the month) _____

See attached

Attachments (component meeting agenda, sign in sheets, minutes, self assessment tracking sheets (i.e. file checklists, observations, student list, etc)

due to Mrs. Tabitha by 1st of each month



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT
COMPONENT NAME: Health
MONTH: October 2017

SUCSESSES

- Student with medical concerns have been followed-up and medication, if needed, is in the classroom.
- New Rio Linda students have received hearing, vision, and blood pressure screenings.
- Morey Ave, Rio Linda, and Oakdale students who failed their hearing and/or vision exam have been rescreened.
- Smile Keepers provided dental varnishing for Oakdale and Rio Linda Preschool students.
- Immunization reports have been submitted to appropriate agency.

CHALLENGES

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

CURRENT PROJECTS OR TASKS

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

NUMBER OF SCREENINGS COMPLETED TO DATE:

Rio Linda

Vision	48
Hearing	49
Blood Pressure	48
Dental Screenings	41

Oakdale

Dental Screenings	18
-------------------	----

SELF MONITORING/PIR DATA

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

Twin River Unified School District

2371 - CACFP Reimbursement Summary

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

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

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Early Head Start 2017 - 2018									
Morey Ave CDC									
14100	21	8	0	0	113	0	113	113	0
1410P	21	9	0	0	142	0	142	142	0
Morey Ave CDC	42	17	0	0	255	0	255	255	0
Twin River Unified School Distri	42	17	0	0	255	0	255	255	0
Report Totals	42	17	0	0	255	0	255	255	0

Twin River Unified School District

2371 - CACFP Reimbursement Summary

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

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

Twin River Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Head Start 2017 - 2018									
Morey Ave CDC									
1402A-AM	18	16	0	0	251	0	253	253	0
1402C-AM	18	20	0	0	305	0	306	306	0
1402E-AM	18	15	0	0	225	0	225	225	0
1402G-AM	18	20	0	0	304	0	304	304	0
Morey Ave CDC	72	71	0	0	1,085	0	1,088	1,088	0
Oakdale Preschool									
1405A-AM	18	20	0	0	320	0	320	320	0
Oakdale Preschool	18	20	0	0	320	0	320	320	0
Rio Linda Preschool Center									
1406A-AM	18	24	0	0	360	0	360	360	0
1406C-AM	18	24	0	0	365	0	365	365	0
Rio Linda Preschool Center	36	48	0	0	725	0	725	725	0
Twin River Unified School Distri	126	139	0	0	2,130	0	2,133	2,133	0
Report Totals	126	139	0	0	2,130	0	2,133	2,133	0

Twin River Unified School District

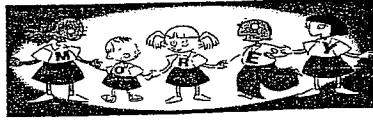
2371 - CACFP Reimbursement Summary

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

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

Twin River Unified School District

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



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

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

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

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

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

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

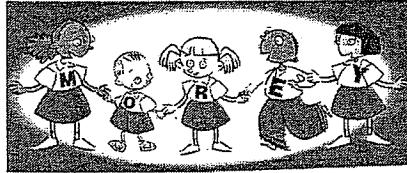
- Planning of Winterfest
- Organizing Mental Health Parent Meeting
- Ongoing counseling groups
- Ongoing individual sessions
- Continuing to meet with sac state regarding Interns

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

- Blue Folders in classrooms

SCREENINGS (number of screenings completed during the month) See attached
Attachments (component meeting agenda, sign in sheets, minutes, self assessment tracking sheets (i.e. file checklists, observations, student list, etc)

due to Mrs. Tabitha by 1st of each month



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

MONTH: October

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

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

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

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

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

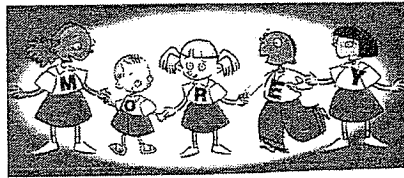
- Planning hmong new year
- Parent meeting
- FPA
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for November
- Nutrition in the classroom
- Start to pre for winter fest

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

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

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

- Child plus
- Students tracking list



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

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

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

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

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

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

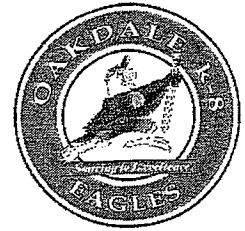
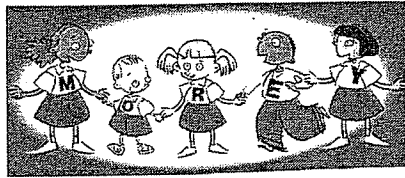
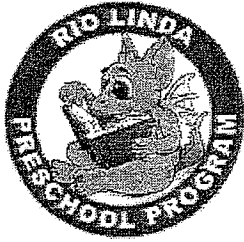
- ✓ Planning for Hmong New Year.
- ✓ Parent Meetings planning.
- ✓ FPA's.
- ✓ Follow up with hemo/blood lead notices.
- ✓ Nutrition classroom activities.
- ✓ Change parent boards for November
- ✓ Winterfest

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

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

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

- ✓ Student tracking list
- ✓ Child plus



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Tashamarie Brewer

MONTH: October 2017

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

- Harvest Festival
- Getting community agencies
- Parent Meeting
- Learning Community Liaison Duties (Continuing)

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

- Getting students to perform for Hmong New Year
- Getting to the Team Collaboration meetings all of them
- More time at Rio Linda

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

- Parent Meeting
- Hmong New Year
- Winter Fest

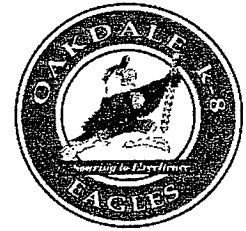
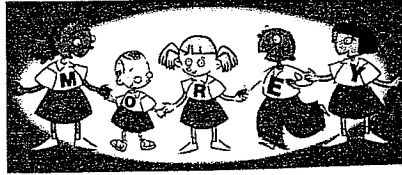
Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) _____

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

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

- Tracking Sheet

- ChildPlus



Twin Rivers Unified School District Head Start Programs

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

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

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

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

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

- Going to Rio Linda for 3 days for my student is a challenge. I hope during our December IEP, it can be changed to 2 days, as I feel student is making progress.

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

- Screening kinder and preschool kids as necessary

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month): 10 screeners.

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

- Keeping up to date on my excel sheet of current students with active IEP's.
- Writing in my daily service logs of what we worked on.



Monthly Special Education Report

Twin Rivers USD

October 2017

Agency Name

Reporting Month/Year

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

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

Comments:

Tabitha E. Thompson, Ed.D

Principal/Head Start Director

November 1, 2017

Completed by (Print Name)

Title

Date

Please complete and submit by the 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

October 2017

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

1. Actual Expenses—Current Period and Adjustments—Expenses incurred during October 2017.
2. Actual Expenses—Cumulative to Date—Summary of expenses from August 1, 2017 through July 31, 2018.
3. Current Budget—Amount budgeted for each cost item.
4. Unexpended Balance--Amount remaining to be spent during this grant period (Current Budget less Cumulative to Date Expenses).

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

Month: October 2017--Head Start

Agreement No.:

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

Program: PA 22 BASIC
PA20
PA26
Other:

	Cost Item	Actual Expenses		Current Budget	Unexpended Balance	
		Current period & adjustments	Cumulative to date			
I	Personnel	3,345.11	10,259.85	50,696.00	40,436.15	
	Fringe Benefits	1,203.99	3,592.80	17,188.00	13,595.20	
	A Occupancy	0.00	0.00	0.00	0.00	
	D Staff Travel	0.00	0.00	0.00	0.00	
	M Supplies	0.00	0.00	1,750.00	1,750.00	
	I Other	0.00	0.00	2,145.00	2,145.00	
	N Indirect Costs	7,843.18	21,132.49	75,640.00	54,507.51	
	I. Total Administration	12,392.28	34,985.14	147,419.00	112,433.86	
Non-Federal Admin.	0.00	0.00	0.00	0.00		
Total Fed. and Non-Fed. Admin.	12,392.28	34,985.14	147,419.00	112,433.86		
II	a. Personnel	86,658.83	252,615.59	1,122,900.00	870,284.41	
	b. Fringe Benefits	29,817.89	89,832.82	345,026.00	255,193.18	
	P c. Out of State Travel	0.00	0.00	5,000.00	5,000.00	
	R d. Equipment	0.00	0.00	0.00	0.00	
	O	e. Supplies	0.00	0.00		0.00
		Office Supplies	1,003.56	2,254.68	5,250.00	2,995.32
		Child and Family Service Supplies	1,151.20	1,151.20	3,800.00	2,648.80
		Food Service Supplies	0.00	0.00	3,000.00	3,000.00
		Medical/Dental/Disabilities/Custodial	0.00	177.54	6,000.00	5,822.46
		Instructional Materials	11,414.48	13,196.01	10,000.00	(3,196.01)
		G f. Contractual	0.00	0.00	0.00	0.00
		R g. Construction	0.00	0.00	0.00	0.00
		A h. Other :	0.00	0.00	0.00	0.00
		M	Utilities	1,671.97	3,880.03	24,855.00
	Building/Child Liability Insurance		0.00	726.32	1,500.00	773.68
	Building Maint/Repair		0.00	0.00	500.00	500.00
	Local Teachers Travel		431.50	593.20	2,000.00	1,406.80
	Nutrition Services		0.00	940.99	10,709.00	9,768.01
	Child Services Consultants		3,059.85	3,059.85	2,000.00	(1,059.85)
	Substitutes, if not paid benefits		0.00	128.04	2,000.00	1,871.96
	Parent Services		3,346.82	4,613.00	8,500.00	3,887.00
	Publications/Advertising/Printing		30.34	443.51	2,000.00	1,556.49
	Training or Staff Development		0.00	1,232.10	1,000.00	(232.10)
Copy Machine Lease	1,159.32		1,619.54	8,000.00	6,380.46	
Membership/Licensing Fees	413.28		655.28	2,000.00	1,344.72	
II. Total Program	140,159.04	377,119.70	1,566,040.00	1,188,920.30		
Non-Federal Program	37,682.49	91,602.09	430,240.00	338,637.91		
Total SETA Costs (I + II)	152,551.32	412,104.84	1,713,459.00	1,301,354.16		
	0.00	0.00		0.00		

K. Z. Vervilos
Authorized Signature

11-9-17
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 October 2017

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				-
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding State Preschool)		29,784.41	-	73,442.20
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool)		5,859.26		13,203.74
				-
				-
				-
				-
OTHER (Describe in detail) State Preschool Indirect	2,038.82		4,956.15	-
				-
				-
				-
TOTAL	2,038.82	35,643.67	4,956.15	86,645.94
		37,682.49		91,602.09

SIGNATURE *K. K. [Signature]*
 DATE 11-9-17

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

Month: October 2017--Early Head Start

Agreement No.:

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

Program: PA 22 EHS
PA20
PA26
Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel	643.51	643.51	12,692.00	12,048.49
Fringe Benefits	201.58	201.58	6,306.00	6,104.42
A. Occupancy	0.00	0.00	0.00	0.00
D. Staff Travel	0.00	0.00	0.00	0.00
M. Supplies	0.00	0.00	300.00	300.00
I. Other	0.00	0.00	305.00	305.00
N. Indirect Costs	1,405.71	3,404.81	15,963.00	12,558.19
I. Total Administration	2,250.80	4,249.90	35,566.00	31,316.10
Non-Federal Admin.	0.00	0.00	0.00	0.00
Total Fed. and Non-Fed. Admin.	2,250.80	4,249.90	35,566.00	31,316.10
II. a. Personnel	14,714.25	39,344.14	223,631.00	184,286.86
b. Fringe Benefits	5,997.20	16,561.91	76,202.00	59,640.09
P. c. Out of State Travel	0.00	0.00	0.00	0.00
R. d. Equipment	0.00	0.00	0.00	0.00
O. e. Supplies	0.00	0.00	0.00	0.00
Office Supplies	104.52	109.15	900.00	790.85
Child and Family Service Supplies	237.80	373.19	1,200.00	826.81
Food Service Supplies	0.00	0.00	1,200.00	1,200.00
Medical/Dental/Disabilities/Custodial	1,284.81	1,309.19	2,000.00	690.81
Instructional Materials	2,239.47	3,306.26	1,000.00	(2,306.26)
G. f. Contractual	0.00	0.00	0.00	0.00
R. g. Construction	0.00	0.00	0.00	0.00
A. h. Other:	0.00	0.00	0.00	0.00
M. Utilities	0.00	33.10	2,695.00	2,661.90
Building/Child Liability Insurance	0.00	0.00	300.00	300.00
Building Maint/Repair	0.00	4.70	100.00	95.30
Local Teachers Travel	5.78	5.78	500.00	494.22
Nutrition Services	22.36	303.61	1,000.00	696.39
Child Services Consultants	0.00	0.00	1,000.00	1,000.00
Substitutes, if not paid benefits	0.00	0.00	500.00	500.00
Parent Services	263.01	263.01	2,000.00	1,736.99
Publications/Advertising/Printing	81.74	118.46	200.00	81.54
Training or Staff Development	0.00	0.00	500.00	500.00
Copy Machine Lease	103.01	205.23	500.00	294.77
Membership/Licensing Fees	36.72	36.72	200.00	163.28
II. Total Program	25,090.67	61,974.45	315,628.00	253,653.55
Non-Federal Program	46,859.22	63,687.44	89,261.00	25,573.56
Total SETA Costs (I + II)	27,341.47	66,224.35	351,194.00	284,969.65
	27,341.47	66,224.35		284,969.65
	0.00	0.00		0.00
<i>K. Z. Dugan</i>	11-9-17	Vasseliki Vervilos	566-1600, 66859	
Authorized Signature	Date	Prepared By	Phone	

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

Early Head Start

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				-
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val)				-
General Fund		46,859.22		63,687.44
				-
				-
				-
OTHER (Describe in detail)				-
				-
				-
				-
TOTAL	-	46,859.22	-	63,687.44
		46,859.22		63,687.44

SIGNATURE K. Longwell

DATE 11-9-17

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

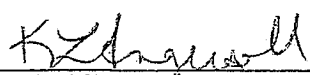
Month: October 2017 TTA--Head Start

Agreement No: 17C21751S0

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

Program: PA 22
 PA20 T&TA
 PA26
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel				
Fringe Benefits				
A. Occupancy				
D. Staff Travel				
M. Supplies				
I. Other				
N. Indirect Costs				
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				
C. f. Contractual				
R. g. Construction				
A. h. Other: Staff Development	0.00	385.92	7,500.00	7,114.08
M. II. Total Program	0.00	385.92	7,500.00	7,114.08
Non-Federal Program				
Total SETA Costs (I + II)	0.00	385.92	7,500.00	7,114.08


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

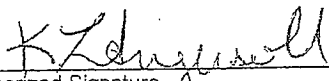
SETA - HEADSTART MONTHLY FISCAL REPORT
 1217 Del Paso Blvd., Sacramento CA 95815

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

Agreement No: 17C21751S0

Program: PA 22
 PA20 T&TA
 PA26
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel				
Fringe Benefits				
A. Occupancy				
D. Staff Travel				
M. Supplies				
I. Other				
N. Indirect Costs				
I. Total Administration				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II. a. Personnel				
b. Fringe Benefits				
P. c. Travel				
R. d. Equipment				
O. e. Supplies				
G. f. Contractual				
R. g. Construction				
A. h. Other: Staff Development	0.00	8.16	5,852.00	5,843.84
M.				
II. Total Program	0.00	8.16	5,852.00	5,843.84
Non-Federal Program				
Total SETA Costs (I + II)	0.00	8.16	5,852.00	5,843.84


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

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

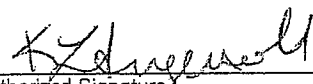
Month: October 2017

Agreement No:

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

Program: Duration Carryover

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel				
Fringe Benefits				
A Occupancy				
D Staff Travel				
M Supplies				
I Other				
N Indirect Costs				
I. Total Administration				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II. a. Personnel	0.00	0.00	11,230.00	11,230.00
b. Fringe Benefits	0.00	0.00	3,767.00	3,767.00
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	18,692.16	80,000.00	61,307.84
O e. Supplies	0.00	24,624.41	24,000.00	(624.41)
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	33,522.54	500,000.00	466,477.46
A h. Other: Staff Development	0.00	0.00	0.00	0.00
M				
II. Total Program	0.00	76,839.11	618,997.00	542,157.89
Non-Federal Program	0.00	18,970.00	154,750.00	135,780.00
Total SETA Costs (I + II)	0.00	76,839.11	618,997.00	542,157.89


11-9-17
Vasseliki Vervilos 566-1600,66859

Authorized Signature/ Date Prepared By Phone

Twin Rivers Unified School District (TRUSD)
Head Start Program
New Head Start Program Performance Standards (HSPPS)
45 CFR Chapter XIII/RIN 0970-AC63

This document serves as an outline for developing Program Area Plans (aka Written Service Plans). Some performance standards have been omitted from this document if not relevant to program planning/strategies. An example would be performance standards relevant to Migrant/Seasonal programs, OHS jurisdiction items, DRS, etc.

Performance Standard	Strategies	Responsible Staff	Time Line
SUBPART B – THE ADMINISTRATION FOR CHILDREN AND FAMILIES, HEAD START PROGRAM			
Part 1301.1 – Purpose			
An agency, as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.			
§ 1301.2 Governing Body			
(a) Composition. The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act	Governing body members (aka TRUSD Board of Trustees) are elected officials from the community that represent geographical areas within the school district's boundaries. Members are elected every two years according to timeliness established by TRUSD Board Policy.	Board of Trustees Head Start Director	Every 2 years
(b) Duties and responsibilities. (1) The governing body is responsible for activities specified at section 642(c)(1)(E) of the Act. (2) The governing body must use ongoing monitoring results, data on school readiness goals, §1301.3 45 CFR Chapter XIII other information described in §1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.	Policy Committee Bylaws and Appendix A+ establishes specific activities for which Board of Trustees and Policy Committee are responsible. Governing Board is provided monthly reports regarding program updates, monitoring reports, assessment data, etc. to effectively conduct responsibilities.	Board of Trustees Head Start Director	As needed
(c) Advisory committees. (1) A governing body may establish advisory committees as it deems necessary	N/A – Board of Trustees has not nor intends to establish an advisory committee. N/A	Board of Trustees Head Start Director	Monthly

Performance Standard	Strategies	Responsible Staff	Time Line
<p>for effective governance and improvement of the program.</p> <p>(2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:</p>	N/A		
<p>(i) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,</p> <p>(ii) Notify the responsible HHS official of its intent to establish such an advisory committee</p>	N/A		
<p>\$1301.3 Policy council and policy committee</p> <p>(a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegate's operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.</p>	<p>Policy Committee is comprised of Head Start parents from the three school sites, School Site Council members and Community Representatives.</p> <p>Policy Committee members will serve as representatives for TRUSD on the Grantee's Policy Council.</p>	Head Start Director PC Parents	No later than October of the school year
<p>(b) Composition.</p> <p>(1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.</p> <p>(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act.</p>	<p>Policy Council will be established at the Grantee level with representation from the TRUSD Policy Committee.</p> <p>Members will be seated for the school year no later than October of the current school year with recruitment beginning in late Spring of the previous year.</p> <p>Per the PC Bylaws, at least 51% of the group must be currently enrolled parents.</p> <p>Parents of currently-enrolled students who are a part of the parent group may not be permanent employees of TRUSD as reflected in the PC Bylaws.</p>	Head Start Director PC Parents	No later than October of the school year
		Head Start Director PC Parents	Ongoing

Performance Standard	Strategies	Responsible Staff	Time Line
<p>Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff.</p>	<p>Occasional substitute is defined in PC Bylaws as once per week and/or not to exceed four consecutive days in a month.</p>		
(c) Duties and responsibilities.			
<p>(1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.</p>	<p>Activities outlined in PC Bylaws and Governing Matrix.</p>	<p>Head Start Director PC Parents</p>	<p>Ongoing</p>
<p>(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2) of the Act to conduct its responsibilities.</p>	<p>Policy Committee are provided monthly reports regarding program updates, monitoring reports, assessment data, etc. to effectively conduct responsibilities.</p>	<p>Head Start Director PC Parents</p>	<p>Ongoing</p>
(d) Term.			
(1) A member will serve for one year.	<p>Per PC Bylaws, members will be re-elected annually by their respective classroom parents.</p>	<p>Head Start Director PC Parents</p>	<p>No later than October of the school year</p>
(2) If the member intends to serve for another year, s/he must stand for re-election.	<p>Per PC Bylaws, parents will be elected annually with election ballots in September of the current school year.</p>	<p>Head Start Director PC Parents</p>	<p>No later than October of the school year</p>
(3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.	<p>Per PC Bylaws, parents may serve up to five terms if re-elected annually by their respective classroom parents.</p>	<p>Head Start Director PC Parents</p>	<p>Ongoing</p>
(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.	<p>Per PC Bylaws, current parent group will remain active until next parent group is officially seated in October of the current school year.</p>	<p>Head Start Director PC Parents</p>	<p>Ongoing</p>
(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.	<p>Per PC Bylaws, parents may be reimbursed for childcare expenses and mileage costs associated with attending any meetings as a representative of the TRUSD Policy Committee.</p>	<p>Head Start Director PC Parents</p>	<p>Ongoing and/or as needed</p>

Performance Standard	Strategies	Responsible Staff	Time Line
<p>§1301.4 Parent committees</p> <p>(a) Establishing parent committees. A program must establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.</p> <p>(b) Requirements of parent committees. Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:</p> <p>(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;</p> <p>(2) Have a process for communication with the policy council and policy committee; and</p> <p>(3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.</p> <p>§1301.5 Training</p> <p>An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the</p>	<p>Parents will be recruited to be a part of the Parent Committee in late Spring for the upcoming school year. All enrolled parents will be eligible to participate in the group. Representatives from the group will serve as center representatives on the Policy Committee. Information about the parent groups will be provided at parent orientations prior to the start of the school year and information sessions will be held for all interested parents to provide additional information about the parent groups.</p>	<p>Head Start Director PC Parents</p>	<p>Ongoing</p>
<p>(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;</p> <p>(2) Have a process for communication with the policy council and policy committee; and</p> <p>(3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.</p>	<p>Parent groups will be involved with implementing policies within the classroom setting, event planning, and parent meetings and will be provided opportunities to be involved with decision making whenever possible.</p> <p>Parent groups will be provided monthly reports with program updates, official communication bulletins from the Office of Head Start, monitoring results from Grantee visits and other relevant information.</p> <p>Parent group members may be involved in the interviewing and selection process of Head Start employees.</p>	<p>Head Start Director PC Parents</p> <p>Head Start Director PC Parents</p> <p>Head Start Director PC Parents</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>§1301.5 Training</p> <p>An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the</p>	<p>Policy Committee members will be provided an orientation/training prior to the official seating of the group in October of the school year. Orientation will include information on how to conduct meetings, performance standards, review of written area service plans, etc.</p>	<p>Head Start Director PC Parents</p>	<p>No later than October of the school year</p>

Performance Standard	Strategies	Responsible Staff	Time Line
<p>information they receive and can effectively oversee and participate in the programs in the Head Start agency.</p> <p>\$1301.6 Impasse procedures</p> <p>(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:</p> <p>(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;</p> <p>(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,</p> <p>(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.</p> <p>(b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.</p> <p>(c) If no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.</p>	<p>TRUSD and Head Start program have approved the impasse procedures which includes the use of an agreed upon mediator and arbitrator as deemed necessary.</p> <p>TRUSD and Head Start program have approved the impasse procedures which includes the use of an agreed upon mediator and arbitrator as deemed necessary.</p> <p>TRUSD and Head Start program have approved the impasse procedures which includes the use of an agreed upon mediator and arbitrator as deemed necessary.</p> <p>TRUSD and Head Start program have approved the impasse procedures which includes the use of an agreed upon mediator and arbitrator as deemed necessary.</p> <p>TRUSD and Head Start program have approved the impasse procedures which includes the use of an agreed upon mediator and arbitrator as deemed necessary.</p> <p>TRUSD and Head Start program have approved the impasse procedures which includes the use of an agreed upon mediator and arbitrator as deemed necessary.</p>	<p>Head Start Director PC Parents Board of Trustees</p> <p>Head Start Director PC Parents Board of Trustees</p> <p>Head Start Director PC Parents Board of Trustees</p> <p>Head Start Director PC Parents Board of Trustees</p> <p>Head Start Director PC Parents Board of Trustees</p> <p>Head Start Director PC Parents Board of Trustees</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>