

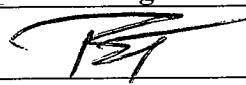

Twin Rivers Unified School District

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

3/21/18  
Date of Meeting

Please Specify

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

PC Members Names	Complex	Signature	Payment
1. Tabitha E. Thompson	TRUSD		—
2. Charles Taylor	TrusD	Charles Taylor	
3. Robert Silver	SETA		—
4.			
5.			
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11.			
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14.			
15.			
16.			

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

**Policy Committee Meeting  
March 21, 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 February 21 and March 7, 2018
- B. Approval of Oakdale ECE Para-educator hiring list
- 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.

**III. Information Items**

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal
- L. Update on Oakdale and Rio Linda Preschool Programs
- M. Quality Assurance Summary Report (EHS visit January 2018)

**IV. Public Participation**

**V. Adjournment**

**Twin Rivers Unified School District  
631 L Street  
Rio Linda, CA 95673**

**Special Policy Committee Meeting  
February 21, 2018  
8:30 a.m. – Room 2  
Minutes**

**I. Welcome**

- A. Call To Order/Roll Call – *Meeting called to order at 8:38am by Chair Charles Taylor. Members present included Vice Chair Charla Coley, Elizabeth Schoemig (Rio Linda), Kelly Pruitt (Rio Linda) and Allison Vaughn (Secretary). Tabitha E. Thompson Head Start Director also present.*

**II. Action Items**

- A. Approval of ECE Para-educator list for Rio Linda position – *During closed session group approved ECE Para-educator list. Yes – 4, No-0 and 1 abstention.*
- B. Approval of Meeting Minutes from January 22, 2018 and February 14, 2018 - *Allison Vaughn made a motion to approve the minutes from January 22, 2018. Kelly Pruitt seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Elizabeth Schoemig) 0-No, 1-Abstention (Charles Taylor - Chairperson).*

*Allison Vaughn made a motion to approve the minutes from February 14, 2018. Kelly Pruitt seconded the motion. 4-Yes (Charla Coley, Kelly Pruitt, Allison Vaughn, Elizabeth Schoemig) 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 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 fully enrolled and Oakdale has some staffing changes. Rio Linda parents report that program is going well.*
- M. Recruitment for Policy Committee 2017-2018 - *Still looking for parents for PC at Oakdale.*
- N. Federal Review update – *Director reported that first part of the Federal Review visit is over and appears to have gone well. Second part (CLASS observations will be held during week of April 2<sup>nd</sup>. Final report will be coming soon and copies will be provided.*
- O. Dr. Seuss planning – *Parents advised of the March 1<sup>st</sup> date for Morey and March 5<sup>th</sup> for Oakdale and Rio Linda and invited to come read to the students.*

#### **IV. Public Participation**

**V. Adjournment** – *Meeting adjourned at 9:15am.*

# BYLAWS OF THE TWIN RIVERS UNIFIED SCHOOL DISTRICT

## HEAD START PROGRAMS POLICY COMMITTEE (PC)

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

Policy Committee Final Approval: February 13, 2017

Twin Rivers Unified School Board Approval:

February 28, 2017

S/B 2/18

S/B 2/18

*Early Head Start*

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

ARTICLE 1  
NAME OF THE COMMITTEE

The name of the committee shall be the Twin Rivers Unified School District Head Start/*Early Head Start* Programs Policy Committee. *Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.*

ARTICLE II  
ROLE OF THE COMMITTEE

*Early Head Start*

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. *and EHS*
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.

E. Federal regulations state that the PC ~~must~~ *may* work in partnership with key management staff and the governing school board to develop, review, and approve or disapprove the following policies and procedures:

- I. 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).  
Procedures describing how the governing body and the appropriate policy group will implement shared decision making.

*Would use the language in the PSD?*

*ser nota the mult items from the main items*

~~The Policy Committee is responsible for activities specified at Section 102.6(a)(2)(3) of the Act. A policy committee must approve and submit to the delegate agency its decision in each of the following areas referenced at Section 102.6(a)(2)(D)(i) through~~

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 3<sup>rd</sup> 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 *and Early Head Start* Preschool programs. It is therefore suggested that a cross representation of parents and

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

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

and Early Head Start  
and Early Head Start  
Label which is/are EHS to make it more obvious

2 Parent Representatives:

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

→ eventually will need to add Village

Village

EHS Rep/Alternate

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).

Early Head Start

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.

*Head Start*

#### 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.

*Head Start*

#### 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* *Wednesday* of each and every month at 8:30 a.m.
- B.** Special Meetings  
Special called meetings of the PC may be called at anytime by the Head Start Director, PC Chair or upon petition by at least a majority of the members of the PC.
- C.** Open Meetings  
All meetings, annual, regular, special and emergency shall be open to the public and shall be conducted in conformance with the Ralph and Brown Act, California Government Code, Section 54950, et. seq.

SECTION 2 - LOCATION OF MEETINGS

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

### SECTION 3 - MEETINGS NOTICE

**A. Annual and Regular Meetings**

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

**B. Special Meetings**

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

**C. Emergency Meetings**

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

### SECTION 4 - MEETING REIMBURSEMENT

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

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

### SECTION 5 - QUORUM

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

### SECTION 6 - CONDUCT OF MEETINGS

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

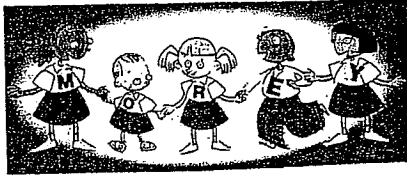
## SECTION 7 - BYLAWS AMENDMENT

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

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

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

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



Twin Rivers Unified School District  
Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Leica Jones - Education  
MONTH: February 2018

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

Educators Meeting: Discussed puppet show for seizures, playground equipment, Power Point Presentation on CLASS Instructional Domain.  
Printed Fundamental Review for folders and gave the documents to teachers  
Downloaded Learning Genie and sent SETA Excel drivers  
Staff at Oakdale becoming more independent

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

Combining lead teacher and ed coordinator responsibilities  
Keeping on task with needs of staff  
Stay on task with needs of teachers

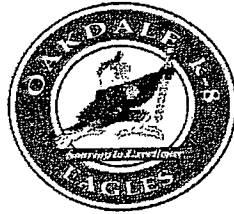
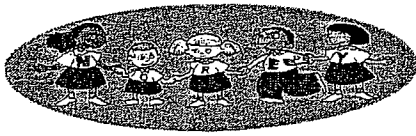
**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

Continue to work with Oakdale and encourage a safe, happy environment for all!  
Work with Interns on Seizure puppet show for classes  
Keep abreast with new staff on learning genie  
Plan Educator meeting for March

**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 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, printing out weekly schedule  
Check in with Principal daily informing her of what I see on my calendar and making sure we coincide before I make any additional plans.



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Marci Porter - ERSEA

MONTH: February 2018

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

1. Attendance continues to run smoothly for the most part. Parents seem to be calling in on more of a regular basis so able to clear absences in a timely manner.
2. Updated and revised ERSEA binder and Policies & Procedures Binders.
3. All forms ordered and received for EHS/HS/State Enrollment to begin 4/3.

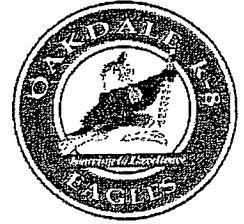
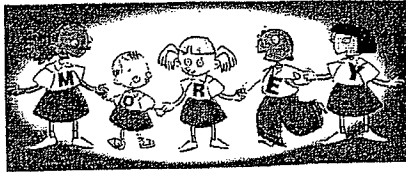
### **CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

1. Intermittent issues with electronic sign-in due to glitches with the iPad (mainly room 7).
2. Parents forgetting to sign in or they sign in but forget to hit save so we call and their child is at school.

### **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. Revising and ordering forms for 2018-2019 enrollment.

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



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

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

- Full enrollment met this month
- Schedules for re-enrollment has been completed

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

- I really enjoy the events and love being part of it. The challenges is not being able to support staff with events when I have other priority.
- Waiting for new packet to come in so I can pass it out to Toddlers.
- CDMIS has been down since December

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

- Filing up open slots
- Filing loose papers
- Students Recruitment calls
- Transferring students
- CDMIS catch up
- Prepping for Summer School
- Prepping for Re-Enrollment
- Prepping for next school year

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

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

- File Check and Childplus



**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
February 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	172 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%	83% *low attendance due to illness/flu season*
WCIC/Playmate	120			
<b>Total</b>	<b>4,660</b>			

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144			
SETA	377			
San Juan USD	160			
Twin Rivers USD	16	16	100%	94%
<b>Total</b>	<b>681</b>			

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36			
Sacramento City USD	40			
SETA/Job Corps.*	4			
<b>Total</b>	<b>80</b>			

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.  
 (b) If enrollment is less than 100%, agency includes corrective plan of action.  
 (c) Average Daily Attendance for month, excluding Home Based







**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
February 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	172 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%	83% *low attendance due to illness/flu season*
WCIC/Playmate	120			
<b>Total</b>	<b>4,660</b>			

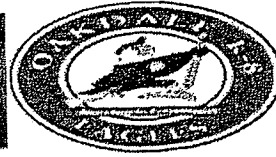
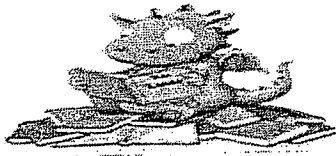
**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144			
SETA	377			
San Juan USD	160			
Twin Rivers USD	16	16	100%	94%
<b>Total</b>	<b>681</b>			

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36			
Sacramento City USD	40			
SETA/Job Corps.*	4			
<b>Total</b>	<b>80</b>			

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.  
 (b) If enrollment is less than 100%, agency includes corrective plan of action.  
 (c) Average Daily Attendance for month, excluding Home Based



## Twin Rivers Head Start Programs COMPONENT MONTHLY REPORT

COMPONENT NAME: \_\_\_\_\_ **Health February**

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

1. Twilight\Health info put into childplus
2. New Students hearing and vision screenings are done
3. Follow up on Seta monitoring
4. Carrington Dental College education for students EHS

**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. 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)

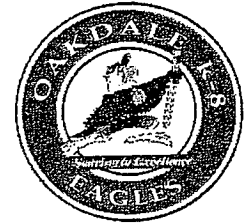
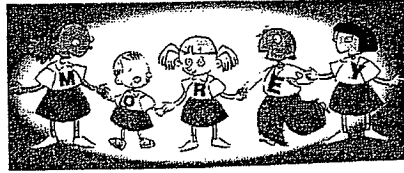
1. File checks
2. Child Plus Reports
3. File review
4. Meeting District - Seta

**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 1<sup>st</sup> of each month\*\*\*



Twin Rivers Unified School District  
 Head Start Programs  
 COMPONENT MONTHLY REPORT  
 COMPONENT NAME: Health  
 MONTH: February 2018

**SUCCESSSES**

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

**CHALLENGES**

- Student attendance has affected when screenings get completed.
- 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**

- Morey and Oakdale students will have their second Smile Keepers dental screenings and varnishing.
- 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.
- Health assessments and reports for students with IEPs.

**NUMBER OF SCREENINGS COMPLETED TO DATE:**

Morey

Vision 21  
 Hearing 21

Rio Linda

Vision 52  
 Hearing 52  
 Blood Pressure 52  
 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.

3/14/2018  
8:40 am  
MPorter

### Twin River Unified School District

#### 2371 - CACFP Reimbursement Summary

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

Attendance Date: 2/1/2018 - 2/28/2018

#### 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									
14100	18	9	0	0	115	0	115	114	0
1410P	18	9	0	0	110	0	110	110	0
Morey Ave CDC	36	18	0	0	225	0	225	224	0
Twin River Unified School Distri	36	18	0	0	225	0	225	224	0
Report Totals	36	18	0	0	225	0	225	224	0



## Twin River Unified School District

### 2371 - CACFP Reimbursement Summary

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

Attendance Date: 2/1/2018 - 2/28/2018

**Twin River Unified School District**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>Head Start 2017 - 2018</b>									
<b>Morey Ave CDC</b>									
1402A-AM	15	20	0	0	274	0	274	274	0
1402C-AM	15	24	0	0	300	0	300	300	0
1402E-AM	16	20	0	0	230	0	229	229	0
1402G-AM	15	25	0	0	288	0	292	292	0
1402H-PM	15	17	0	0	0	0	177	176	0
<b>Morey Ave CDC</b>	<b>76</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>1,092</b>	<b>0</b>	<b>1,272</b>	<b>1,271</b>	<b>0</b>
<b>Oakdale Preschool</b>									
1405A-AM	15	20	0	0	246	0	246	246	0
<b>Oakdale Preschool</b>	<b>15</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>246</b>	<b>0</b>	<b>246</b>	<b>246</b>	<b>0</b>
<b>Rio Linda Preschool Center</b>									
1406A-AM	15	24	0	0	332	0	332	332	0
1406C-AM	15	24	0	0	311	0	310	310	0
<b>Rio Linda Preschool Center</b>	<b>30</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>643</b>	<b>0</b>	<b>642</b>	<b>642</b>	<b>0</b>
<b>Twin River Unified School Distri</b>	<b>121</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>1,981</b>	<b>0</b>	<b>2,160</b>	<b>2,159</b>	<b>0</b>
<b>Report Totals</b>	<b>121</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>1,981</b>	<b>0</b>	<b>2,160</b>	<b>2,159</b>	<b>0</b>



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

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

- Social Skill Group activities
- Springtime PIP meetings
- Schedule of Pre-Sap meetings for families identified
- Collaborating student concerns with all sites
- Hero/Shero event

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

- Division of time to meet all students and teachers equally
- Working with all student's needs at different times in the same classroom

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

- New social skills group
- Second step lessons in the classroom
- Individual counseling
- Planning of Multi-Cultural Day
- Continuing to observe and give feedback to staff regarding students referred to social worker
- Hero/Shero activities

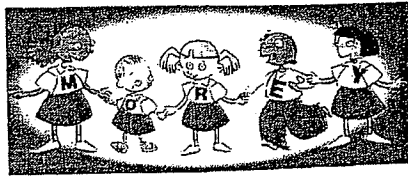
**SELF MONITORING/PIR DATA** (details of what you have done to self monitor your component area or starting the tracking process for PIR 2011)

- ASQ data
- Attendance of student during group and individual sessions

**SCREENINGS** (number of screenings completed during the month) 4

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

\*\*\*due to Mrs. Tabitha by 1<sup>st</sup> of each month\*\*\*



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

**SUCCESSSES** (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)

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

- Getting orders in on a timely matter
- Getting to the Team Collaboration meetings all of them
- More time in Room 9

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

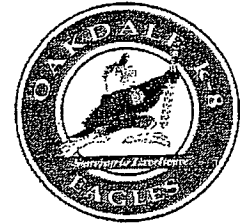
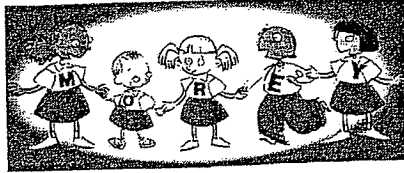
- Parent Meeting
- Ordering
- Multicultural Day

**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: 71/71
- HEMO: 60/71
- BLOOD LEAD: 52/71
- LEAD RISK ASSESSMENTS: 71/71
- GROWTH ASSESSMENT: 71/71
- FPA: 69/71
- Follow up 1: 69/71

**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: Elizeth Jaimes-Cornejo FCP

MONTH: February 2018

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

- ✓ Morey, RL, Oakdale parent meetings
- ✓ Black History Month
- ✓ Twilight has full enrollment
- ✓ FDC training

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

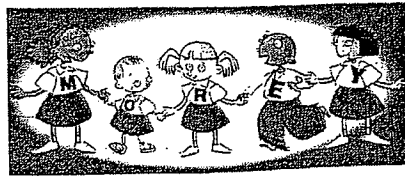
- ✓ Collecting parent signatures
- ✓ Learning CL duties
- ✓ Attending TCM's
- ✓ Collecting blood lead/hemos
- ✓ FPA follow-ups
- ✓ Fundraisers
- ✓ Event planning

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

- ✓ Change parent boards for March
- ✓ Nutrition classroom activities
- ✓ March parent meetings
- ✓ Dr. Seuss Day
- ✓ Multicultural Fair orders
- ✓ Update state student files
- ✓ FPA input's on CP
- ✓ Morey/Oak/RL open house
- ✓ Cinco de Mayo
- ✓ Reminder notices for blood lead/hemos
- ✓ Twilight FPA's

**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
- ✓ Blood Lead 19/45
- ✓ Hemoglobin 35/45
- ✓ Growth Assessment 38/45
- ✓ FPA's 39/45



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT  
COMPONENT NAME: Ashley M. Jones *FCP*  
MONTH: February 2018

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

- Parent meeting at all three site
- FPA follow up
- Black History Event
- Federal Review
- SETA Trainings
- 

**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).

- Planning Multicultural
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for February
- 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 = 28/28
- Hemoglobin = 28/28
- Growth Assessment=28/28
- Lead risk assessment=28/28
- TB Risk assessment=43/28
- FPA= 28/28
- FPA 1st round follow-up=18/28



Twin Rivers Unified School District  
Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Ashley M. Jones FCP

MONTH: February

Commented [A1]:

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

- Parent meeting at all three site
- FPA follow up
- Black History Event
- Federal Review
- SETA Trainings
- 

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

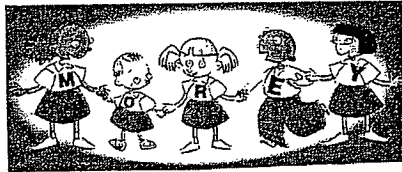
- Signature from parents
- Hemo and blood results
- Meeting parents for FPA
- Students Files

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

- Planning Multicultural
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Changing out parent boards for February
- 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 = 28/28
- Hemoglobin = 28/28
- Growth Assessment=28/28
- Lead risk assessment=28/28
- TB Risk assessment=43/28
- FPA= 28/28



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay - F+CP

MONTH: February

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

- Parent meeting at all three site
- FDC training
- Black History
- Twilight Full enrollment
- 

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

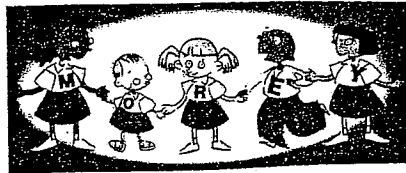
- Signature from parents
- Hemo and blood results
- FPA
- Students Files
- Attending TCM
- Getting fundraisers
- Event planning
- 

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

- Parent board
- Open House
- Planning for Dr. Seuess, MC Faire, and Cinco de Mayo
- Following up with Hemo and Blood Lead
- Getting parents reminder notices for hemo and blood
- Nutrition in the classroom
- Getting up to date with the state students
- Getting into all student files
- Inputting 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 = 40/44
- Blood Lead = 34/44



Twin Rivers Unified School District  
Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Nina Sandhu - Disabilities

MONTH: February 2018

		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	0	22
C	Children with an IFSP/IEP who have dis-enrolled, outside agency transfer, or services have been terminated	1	0
D	Children currently pending	0	0
E	Future IFSP/IEP Meetings scheduled	0	0

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

- Parents telling me the improvements they are seeing in their child's speech.
- Being able to communicate with parents and having them work on speech and language skills in the home setting.

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

- Trying to finish all the speech and language reports and SEIS paperwork for 4 triennials/transitions.
- Assessing students for triennials/transitions, as well as seeing the kiddos for speech and language.

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

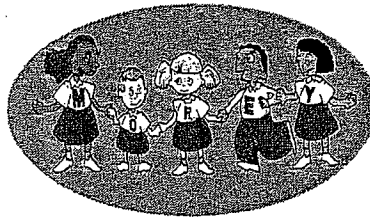
- Assessing kids whose parents have signed the assessment plan for speech and language
- Screening kids as necessary in speech and language

**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): 16 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.
- Writing daily notes of all the children I see daily for speech and language services.





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

School Site Council /English Language Advisory Committee Meeting  
February 28, 2018  
1:00pm – 2:00pm  
Room 1  
**Minutes**

- 1.0 Introductions of SSC members -  
Dr. Tabitha Eaden Thompson - **present**  
Anthony Bryant - **present**  
Janine Petree - **present**  
Chee Vang - **present**  
Megan Olivas - **present**  
Isabella Nelson  
Damien Jones - **present**  
Beatriz Gonzalez - **present**  
Alicia Nelson  
Vanessa Martinez Hernandez  
Ka Yang
- 2.0 Review of Trimester 2 data reports
- 3.0 Single Plan for Student Achievement (SPSA)  
Planning for the Single Plan for Student Achievement (SPSA) for 2018-2019 –  
**Group discussed students' progress and begin brainstorming for next year**  
  
Brainstorm Needs Assessment for program – **brainstormed ideas for improving classroom seating options and benefits of utilizing computer software programs for ELA and Math**
- 3.0 ELAC – Needs assessment for Bilingual students – **discussed the use of computer software programs and small group interactions for improved language development**
- 4.0 Approval of Addendum – **Group approved the addendum for the classroom projects and increased Parent involvement funds**
- 5.0 Approval of Parent Involvement Compact – **Group discussed and approved the document**
- 5.0 Adjournment  
What's next? **Next meeting scheduled for April 11, 2018 @1pm in Room 1**  
Calendar of meetings

**Head Start (HS),  
Early Head Start (EHS),  
Head Start Training and Technical Assistance (HS and EHS) and  
Duration**

**Fiscal Reports**

**February 2018**

**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 February 2018.
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).

**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: February 2018--Head Start  
Delegate: Twin Rivers Unified School District  
Address: 3222 Winona Way  
North Highlands, CA 95660

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

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel	3,159.23	23,314.47	50,696.00	27,381.53
Fringe Benefits	1,132.89	8,217.67	17,188.00	8,970.33
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
T Other	0.00	0.00	2,145.00	2,145.00
N Indirect Costs	6,765.72	48,451.65	75,640.00	27,188.35
L Total Administration	11,057.84	79,983.79	147,419.00	67,435.21
Non-Federal Admin.	0.00	0.00	0.00	0.00
Total Fed. and Non-Fed. Admin.	11,057.84	79,983.79	147,419.00	67,435.21
II. a. Personnel	81,276.28	580,307.03	1,122,900.00	542,592.97
b. Fringe Benefits	28,443.31	207,515.17	345,026.00	137,510.83
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	63.61	4,165.44	5,250.00	1,084.56
Child and Family Service Supplies	0.00	3,289.35	3,800.00	510.65
Food Service Supplies	3,613.90	3,613.90	3,000.00	(613.90)
Medical/Dental/Disabilities/Custodial	479.35	1,573.20	6,000.00	4,426.80
Instructional Materials	0.00	19,087.83	10,000.00	(9,087.83)
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
W Utilities	1,364.53	11,710.49	24,855.00	13,144.51
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	180.05	2,175.85	2,000.00	(175.85)
Nutrition Services	1,368.77	8,259.87	10,709.00	2,449.13
Child Services Consultants	0.00	3,059.85	2,000.00	(1,059.85)
Substitutes, if not paid benefits	850.75	1,538.48	2,000.00	461.52
Parent Services	1,663.18	11,426.62	8,500.00	(2,926.62)
Publications/Advertising/Printing	15.19	473.89	2,000.00	1,526.11
Training or Staff Development	0.00	1,232.10	1,000.00	(232.10)
Copy Machine Lease	1,217.71	2,886.81	8,000.00	5,113.19
Membership/Licensing Fees	0.00	1,098.97	2,000.00	901.03
II. Total Program	120,536.63	864,141.17	1,566,040.00	701,898.83
Non-Federal Program	31,912.95	244,293.39	430,240.00	185,946.61
Total SETA Costs (I + II)	131,594.47	944,124.96	1,713,459.00	769,334.04
	131,594.47	944,124.96		769,334.04
	0.00	0.00		0.00
Authorized Signature <i>K. Zingales</i>		Date 3-7-18	Prepared By Vassiliki Vervilos	Phone 566-1600, 66859

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING February 2018

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				2,179.35
				1,133.51
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
State Preschool		20,260.84		166,453.62
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Valuation)				-
State Preschool		4,189.39		31,369.36
				-
				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	1,398.55		11,767.23	-
Social Worker Volunteer Interns--2/1/18-2/28/18		6,064.17		31,390.32
				-
				-
<b>TOTAL</b>	<b>1,398.55</b>	<b>30,514.40</b>	<b>11,767.23</b>	<b>232,526.16</b>
		<b>31,912.95</b>		<b>244,293.39</b>

SIGNATURE: *K. Angusell*

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

Month: February 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	3,217.60	12,692.00	9,474.40
Fringe Benefits	201.58	1,005.08	6,306.00	5,300.92
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	1,427.65	8,935.43	15,963.00	7,027.57
<b>I. Total Administration</b>	<b>2,272.74</b>	<b>13,158.11</b>	<b>35,566.00</b>	<b>22,407.89</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>2,272.74</b>	<b>13,158.11</b>	<b>35,566.00</b>	<b>22,407.89</b>
II. a. Personnel	13,686.93	98,609.74	223,631.00	125,021.26
b. Fringe Benefits	6,803.90	40,985.82	76,202.00	35,216.18
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	312.53	581.20	900.00	318.80
Child and Family Service Supplies	176.14	1,435.52	1,200.00	(235.52)
Food Service Supplies	0.00	0.00	1,200.00	1,200.00
Medical/Dental/Disabilities/Custodial	0.00	1,462.97	2,000.00	537.03
Instructional Materials	874.76	5,742.80	1,000.00	(4,742.80)
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	0.00	2,276.22	2,695.00	418.78
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	0.89	17.09	500.00	482.91
Nutrition Services	375.00	2,428.61	1,000.00	(1,428.61)
Child Services Consultants	0.00	0.00	1,000.00	1,000.00
Substitutes, if not paid benefits	2,731.24	4,957.43	500.00	(4,457.43)
Parent Services	424.49	1,510.24	2,000.00	489.76
Publications/Advertising/Printing	1.35	271.16	200.00	(71.16)
Training or Staff Development	0.00	0.00	500.00	500.00
Copy Machine Lease	108.15	317.74	500.00	182.26
Membership/Licensing Fees	0.00	36.72	200.00	163.28
<b>II. Total Program</b>	<b>25,495.38</b>	<b>160,637.96</b>	<b>315,628.00</b>	<b>154,990.04</b>
Non-Federal Program	538.60	69,317.47	89,261.00	19,943.53
<b>Total SETA Costs (I + II)</b>	<b>27,768.12</b>	<b>173,796.07</b>	<b>351,194.00</b>	<b>177,397.93</b>
	27,768.12	173,796.07		177,397.93
	0.00	0.00		0.00

*KZongwell*  
Authorized Signature

3-7-18  
Date

Vasseliki Vervilos 566-1600, 66859  
Prepared By

Phone

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING February 2018

Early Head Start

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				375.75
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val)				-
General Fund				66,153.72
				-
				-
				-
				-
OTHER (Describe in detail)				-
Social Worker Volunteer Interns--2/1/18-2/28/18		538.60	-	2,788.00
				-
				-
				-
<b>TOTAL</b>	-	538.60	-	69,317.47
		538.60		69,317.47

SIGNATURE: *K. Angel*

DATE: 3-7-18

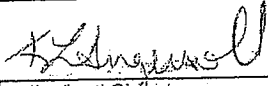
SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: February 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				
		<b>I. Total Administration</b>				
	Non-Federal Admin.					
	Total Fed. And Non-Fed. Admin.					
II.	a. Personnel					
	b. Fringe Benefits					
	P	c. Travel				
	R	d. Equipment				
	D	e. Supplies				
	G	f. Contractual				
	R	g. Construction				
	A	h. Other: Staff Development	3,547.00	6,533.93	7,500.00	966.07
	M					
		<b>II. Total Program</b>	3,547.00	6,533.93	7,500.00	966.07
	Non-Federal Program					
	<b>Total SETA Costs (I + II)</b>	3,547.00	6,533.93	7,500.00	966.07	
		3-7-18		Vasseliki Vervilos 566-1600,66859		
Authorized Signature		Date		Prepared By	Phone	



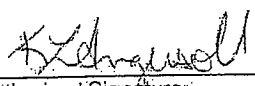
SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: February 2018 TTA--Early Head Start

Agreement No: 17C21751S0

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

Program: PA 22  
 PA20 T&TA  
 PA26  
 Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I. Personnel				
Fringe Benefits				
A. Occupancy				
D. Staff Travel				
M. Supplies				
I. Other				
N. Indirect Costs				
I. Total Administration				
Non-Federal Admin.				
Total Fed. And Non-Fed. Admin.				
II. a. Personnel				
b. Fringe Benefits				
P. c. Travel				
R. d. Equipment				
O. e. Supplies				
G. f. Contractual				
R. g. Construction				
A. h. Other: Staff Development	489.06	725.36	5,852.00	5,126.64
M. II. Total Program	489.06	725.36	5,852.00	5,126.64
Non-Federal Program				
Total SETA Costs (I + II)	489.06	725.36	5,852.00	5,126.64
				
Authorized Signature		Date	Prepared By	Phone
		3-7-18	Vassiliki Vervilos 566-1600,66859	

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

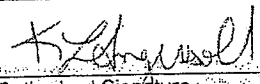
Month: February 2018

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.	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	24,708.41	24,000.00	(708.41)
C	f. Contractual	0.00	0.00	0.00	0.00
R	g. Construction	40,225.52	377,610.76	500,000.00	122,389.24
A	h. Other: Staff Development	0.00	0.00	0.00	0.00
M					
	II. Total Program	40,225.52	421,011.33	618,997.00	197,985.67
	Non-Federal Program	0.00	18,970.00	154,750.00	135,780.00
	Total SETA Costs (I + II)	40,225.52	421,011.33	618,997.00	197,985.67


 3-7-18
 Vasseliki Vervilos 566-1600,66859  
 Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Prepared By \_\_\_\_\_ Phone \_\_\_\_\_



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Early Head Start	1 center 2 classrooms 7 child files 6 staff files	January 9 – 26, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

**Highlighted Program Strengths and Positive Observations:**

- Excellent family engagement as evidenced by site-based parent meetings, Policy Council involvement and staff-parent interactions.
- Attentive and nurturing staff interactions with individual children.
- A variety of school and community events are offered such as Winter Festival and Parent Appreciation Day. Strategies to promote attendance and active engagement are used by the program (i.e. Perfect Attendance, Birthday awards for children and staff, and Family Nights twice a year).
- Use of community resources is highly promoted.
- Timely completion of ASQ, ASQ-SE screenings and DRDP assessments and parents' input is included in the screening and follow-up process. Parents are well informed of all health screenings by staff.
- Efficient use of ASQ online. TRUSD provides printed copies of ASQ assessments in different languages for non-English speaking parents.
- All files are well organized and contain numbered sections with a reference for each section.
- System for medical care plans and medication administration (documentation and storage of medication) is exemplary
- Staff is friendly and very responsive to input and recommendations
- Classroom environment includes children's artwork and pictures that are posted at children's eye level.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	82%	-No children enrolled with disabilities (10% minimum not met). -Not all enrollment applications were complete and/or had income calculated correctly. -Not all data in Childplus matched information in the child's file. -Not all vacancies were filled within 30 days. -Full enrollment was not obtained on the first day of the program year.
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	No noted children with disabilities. See ERSEA finding.
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	83%	-First Home Visit was not completed prior to enrollment. -Although assessments, IDP and staff and parent strategies were completed, the information was not clearly linked to lesson plans and curriculum. -Not all screening results were recorded in ChildPlus. -Zoning during outside time needs improvement. -Procedures for transitions (indoors-outdoors) was inconsistently followed.
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	86%	-Although program offers parenting workshops and referrals to community agencies, there is no established approach to offer research-based parenting curriculum/activities and practice parenting skills.
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted findings
<b>Program Design and Management Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	73%	-Required staff training on Sudden Death Syndrome (SIDS) or safe sleep practices was not met. -Not all teaching staff's licensing records had required documentation. -No evidence that PC and Governing Board received all required trainings
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	87%	-Although there is a written procedure for health emergencies that require rapid response on the part of staff or require immediate medical attention, information on the parent handbook did

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		not include all required elements. -Inconsistent documentation in children's files to determine screening dates and well child checks. -Not all documentation of immunizations was up-to-date or accurate. -Inconsistencies in information in tracking systems used (child files and Child Plus).
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87%	-Not all required postings were posted -Active adult supervision during hand-washing needs improvement -Overall upkeep of the classroom needs improvement. -Indoor climbing equipment did not have safety pad underneath for safe fall zone.

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

**Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.