

**TWIN RIVERS UNIFIED SCHOOL DISTRICT  
BOARD COMMUNICATION**

BC NO. \_\_\_\_\_  
*(Board Office Use Only)*

<b>CONFIDENTIAL ITEM</b> <i>(Check a Box)</i>	YES: <input type="checkbox"/>	NO: <input checked="" type="checkbox"/>	DATE: 1/10/2019
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>22750</u>	
Regarding: Village Preschool Parent Committee December 2019			
<p>The purpose of this communication is to update the Board of Trustees on the monthly program implementation reports.</p> <p>Federal Head Start requires grantees to provide our TRUSD Board of Trustees monthly program implementation reports including: narrative highlights, enrollment report, meals report, special education report, and fiscal report. The narrative highlights include thumbnail descriptions of activities occurring each month in one or more of the component areas including any major program changes.</p> <p>Included in the report are the monthly program implementation reports for December 2019. The Head Start Monthly Director's Report is available for viewing on the Early Childhood Education website at: <a href="http://www.twinriversusd.org/Academics/Early-Childhood-Education/Head-Start-Reports/index.html">http://www.twinriversusd.org/Academics/Early-Childhood-Education/Head-Start-Reports/index.html</a> under Head Start Reports.</p> <p>If you need additional information, please contact Dr. Tabitha E. Thompson, Principal/ Head Start Director, at 566-1600, ext. 22750.</p>			
<b>Approved by:</b> Dr. Steven Martinez, Superintendent: _____		Date: _____	
Page <u>1</u> of <u>5</u>			

**Twin Rivers Unified School District  
6845 Larchmont Drive  
North Highlands, CA 95660**

**Parent Committee Meeting  
December 18, 2019  
8:30 a.m. – School Cafeteria  
Minutes**

**I. Welcome**

- A. Call To Order/Roll Call – *Meeting cancelled due to lack of parent attendance.*

**II. Action Items**

- A. Election of Secretary position
- B. Approval of meeting minutes from November 6, 2019

**II. 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, Morey and Rio Linda Preschool Programs
- M. Recruitment for Policy Committee 2019-2020
- N. Quality Assurance Summary Report dated October 2019

**IV. Public Participation**

**V. Adjournment – *Next meeting will be on January 30, 2020 at 8:30am.***

**Twin Rivers Unified School District Head Start  
2019- 2020  
Village Parent Committee Members Roster  
Revised 12/13/2020**

**Village - EHS**

Chairperson- Lizette Rivera (Ms. Rainear)  
Vice Chairperson – Daisy Navarro (Rainear)  
Alternate – Nayla Rivera (Ms. Rainear)

**Village - PK**

Twin Rivers Unified School District  
Name of Delegate

**Parent Committee Members Sign-In Sheet**  
**Village Preschool Center**

12/18/19  
Date of Meeting

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

PC Members Names	Complex	Signature	Payment
Lashanarie Brewer		L. Brewer	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

**Twin Rivers Unified School District  
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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, Morey and Rio Linda Preschool Programs

M. Recruitment for Policy Committee 2019-2020

N. Quality Assurance Summary Report dated October 2019

**IV. Public Participation**

**V. Adjournment**

**Twin Rivers Unified School District  
6845 Larchmont Drive  
North Highlands, CA 95660**

**Parent Committee Meeting  
November 6, 2019  
8:30 a.m. – School Cafeteria  
Minutes**

**I. Welcome**

- A. Call To Order/Roll Call – Meeting called to order at 8:36am. *Members present included Lizette Navarro and Daisy Navarro. Also present was Early/Head Start Director Tabitha Thompson.*
- B. Election of Chair, Vice Chair and Secretary positions – *Daisy Navarro motioned for the approval of Lizette Navarro for Chair position. Votes were as follows: yes (2-Lizette Navarro and Daisy Navarro), no-0 and abstention-0. Lizette Navarro motioned for the approval of Daisy Navarro for Vice Chair position. Votes were as follows: yes (2-Lizette Navarro and Daisy Navarro), no-0 and abstention-0.*

**II. Information Items**

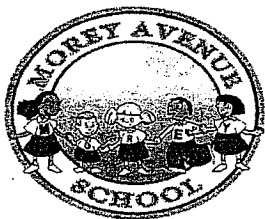
- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal - *Written reports and verbal discussion provided for Items A through K by Early/Head Start Director.*
- L. Update on Oakdale, Morey and Rio Linda Preschool Programs – *Early/Head Start Director reported that all sites continue to be fully enrolled and students are continuing their daily routines and learning great academic and social skills.*
- M. Recruitment for Policy Committee 2019-2020 – *Early/Head Start Director reminded members to solicit additional parents from their classrooms to join the PC.*
- N. Planning for Parent Involvement for Winterfest event on December 20, 2019 – *Group discussed details of Winterfest happening at Morey with all of the*

*sites participating. Parents encouraged to volunteer as well as participate in the annual event.*

- O.** Information Memorandum ACF-IM-HS-19-02 – Notice of Proposed Rulemaking on DSR Changes – Public Comment Period – *Written information given to all members.*

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

**V. Adjournment** – *Meeting adjourned at 9:10am. Next meeting scheduled for December 18, 2019 at 8:30am.*



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Education

MONTH: November 2019

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

- Created a Recycling center in the dramatic play area for room 4 kiddos
- Lesson planning with room 4 teams
- ECERS & ITERS observations were a success along with action plans for all 6 classes
- Hmong New Yr celebration was a success
- TCM—Deposit slips were adapted to each teams
- subbing for room 4
- file checks for 3 classrooms
- writing anecdotal notes and lesson planning for room 4 writing anecdotal notes and asq screenings

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

Balancing the Ed Coordinator job duties and subbing for room 4

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

- Support room 4, 7,8, 9 and RL
- Support room 4
- Input data into Child Plus System
- Conduct observations for these teaching team: Cheng, Maria, Yia, RL

**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, follow-ups, etc): (number should





## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Ed. Coordin. Gina Martinez

MONTH: November 2019

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

Able to complete ECERS for all 6 classes (Village Todd & PS, Rm 8, both Todds 10-A 10-B, & OD)

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed). Keeping up with paper work, TCM at the same time doing ECERS.

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

**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) 62

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

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

FPA: /

FPP: /

FPP follow-up#1: /

FPP follow-up#2: /

Lead Risk Assessment: /

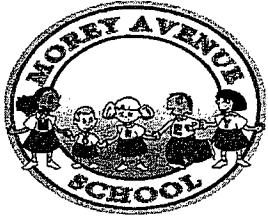
In-Kind hours: /75 hours

Blood Lead: /

Hemoglobin: /

Growth Assessments /

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME:                     Karla De Leon                    

MONTH:           November                    

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

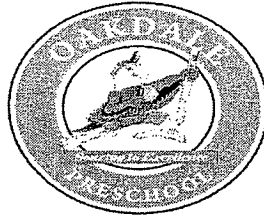
- Completed enrollment forms for dually funded students
- Enrolled students in CDMSI

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

- Learning budget codes
- Revise Licensing Tracking Form

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

- ERSEA file check
- Visiting class rooms
- Visiting off sites



## Twin Rivers Unified School District

### Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Lisa Her

MONTH: November 2019

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

- File checking for dual programs and manages a list of students.
- Filling in open slots for new students and understand the differences of criteria selection.
- Keeping a list of dropped/enrolled students and their statuses.

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

- I need to organize and make enrollment forms accessible and ready to go when I need it.
- Slowly learning how to input student data and report into CDMIS system.

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

- More training in how to enroll state kids.
- Input all the state kids into CDMIS system.

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

FPA: /

FPP: /

FPP follow-up#1: /

FPP follow-up#2: /

Lead Risk Assessment: /

In-Kind hours: /75 hours

Blood Lead: /

Hemoglobin: /

Growth Assessments /

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

I have created an excel spread sheet to monitor my component area for when there is a dropped student/s. It has helped me to keep track of dropped students, new students, and other priorities that needs to be completed before the deadline.

# Monthly Enrollment Report

Agency: TRUSD      Month/Year November 2019

Program	Funded Enrollment	Number of children enrolled on the last day of enrollment	+	Number of children dropped during month	=	Number of enrolled children reporting for the month	% Actual to Funded Enrollment
Head Start	140	140	+	0	=	140	100
Early Head Start	40	39	+	4	=	43	107
EHS-CCP			+		=		

Example:							
EHS-CCP	100	97	+	5	=	102	102

If Enrollment is below 100%, please indicate the reasons for under-enrollment for each classroom by completing the following page. What center(s)/class(es) are under-enrolled and why? (include capped classes due to majority 3-year olds, lost waivers, facilities delays, other/explain).

**Reminders:**

% Actual to Funded = Total # of children enrolled during month divided by Funded Enrollment

# Monthly Attendance Report

Agency: TRUSD

Month/Year: November 2019

Reminders:  
 Average Daily Attendance = Total Monthly Attendance divided by number of days served.  
 ADA divided by Actual Enrollment = ADA percentage  
 This is for the entire month (not just the last day of the month)

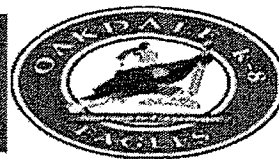
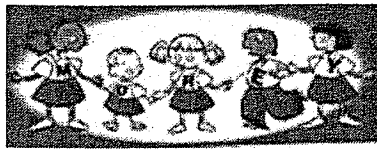
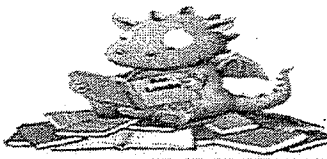
Program	Actual Enrollment	Average Daily Attendance % for Month
Head Start	140	85.39%
Early Head Start	40	88.19%
EHS-CCP	N/A	N/A

Example:

EHS-CCP	100	95
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If ADA falls below 85% program-wide -- please explain. In doing so, review and analyze the program's attendance data. When responding to why, consider the following guiding questions:

- 1) What stands out for you?
- 2) What questions arise for you?
- 3) What is clear about the data?
- 4) What is confusing about the data?
- 5) Does the data identify program strengths?
- 6) Are there areas that need attention?



## Twin Rivers Head Start Programs COMPONENT MONTHLY REPORT

COMPONENT NAME: Health **November 21, 2019**

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

1. Follow up on Hearing and Vison screenings by District nurse
2. District health meetings
- 3.

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

30 wellchecks 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. Following up on Student with medical needs
4. Following up on dental – annual physicals and new students
5. New student Hearing and Vision and children that turned 3years of age
- 6.

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

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**

**2371 - CACFP Reimbursement Summary**

Program Term: 2019 - 2020 - HEAD START, Agency: Twin Rivers Unified School District

Attendance Date: 11/1/2019 - 11/30/2019

**Twin Rivers Unified School District**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>2019 - 2020 - HEAD START</b>									
<b>Morey Ave CDC</b>									
1401R	12	21	0	0	0	0	0	0	0
1401S	12	14	0	0	0	0	0	0	0
1401T	12	20	0	0	0	0	0	0	0
1401V	12	15	0	0	0	0	0	0	0
<b>Morey Ave CDC</b>	<b>48</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Oakdale Preschool</b>									
1402R	12	20	0	0	0	0	0	0	0
<b>Oakdale Preschool</b>	<b>12</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rio Linda Preschool Center</b>									
1403W	12	24	0	0	0	0	0	0	0
<b>Rio Linda Preschool Center</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Village</b>									
1404W	12	23	0	0	0	0	0	0	0
<b>Village</b>	<b>12</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Twin Rivers Unified School Dist</b>	<b>84</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Report Totals</b>	<b>84</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Twin Rivers Unified School District**

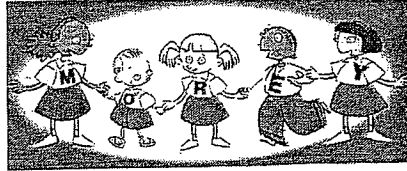
**2371 - CACFP Reimbursement Summary**

Program Term: 2019 - 2020 - Early Head Start, Agency: Twin Rivers Unified School District

Attendance Date: 11/1/2019 - 11/30/2019

Twin Rivers Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>2019 - 2020 - Early Head Start</b>									
<b>Morey Ave CDC</b>									
1401P	13	8	0	0	0	0	0	0	0
1401Q	13	8	0	0	0	0	0	0	0
<b>Morey Ave CDC</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rio Linda Preschool Center</b>									
1403P	13	8	0	0	0	0	0	0	0
1403Q	13	8	0	0	0	0	0	0	0
<b>Rio Linda Preschool Center</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Village</b>									
1404P	13	7	0	0	0	0	0	0	0
<b>Village</b>	<b>13</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Twin Rivers Unified School Dist</b>	<b>65</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Report Totals</b>	<b>65</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT  
COMPONENT NAME: Mental Health  
MONTH: November

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

- Completion of Pre-Sap meetings
- Completion of Parent Training
- Pre-SAP's and paperwork completed by teachers and filed appropriately
- Continuing supplement the existing classroom with guidance lessons

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

- Lack of working knowledge of the protocol and procedures of the ASQ/ASQ-SE with staff and parents.
- Finding time to monitor and manage students from three different schools effectively
- Provide individualized behavior modifications while servicing the needs of all students.

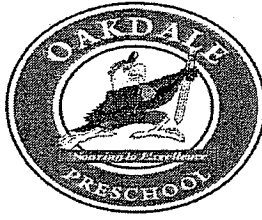
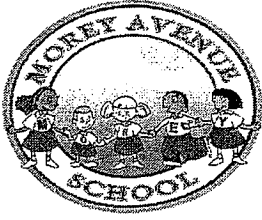
**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- Self-Assessment checklist
- Monitoring review of ASQ screeners
- Providing weekly social skills lessons to identify students.
- Scheduling Pre-SAP meetings for identified students.

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

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

**SCREENINGS** (number of screenings completed during the month) ASQ SE - 3



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Tashamarie Brewer

MONTH: November 2019

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

- Parent Meeting
- Seta Surveys
- Hmong New Year
- FPA's
- BMI's
- Parent Appreciation

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

- Blood Lead & Hemo

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

- Hmong New Year
- Winter Fest
- FPA's

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

FPP: 48/48

FPA: 48/48

FPA follow-up#1 by January: 0/48

FPA follow-up#2 by March: 0/48

FPA follow-up#3 by May: 0/48

Lead Risk Assessment: 48/48

In-Kind hours: 102

Blood Lead: 25/48

Hemoglobin: 29/48

Hemo/Lead Reminder Notice –25 total up to now

Growth Assessments#1 48/48

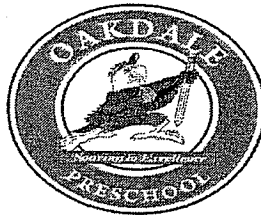
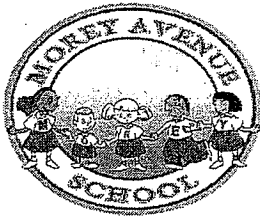
Growth Assessment #2 0/48

Report Monitoring CL – N/A

Report Monitoring Cross Component: Nina\

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

- Child Plus
- Self monitoring



## Twin Rivers Unified School District

### Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Family Community Liaison ROSA RIVERA

MONTH: **November 21, 2019**

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

HEMO/ LEAD 2<sup>nd</sup> Reminders sent (90 day Due Nov 16)

Hmong New Year Food for all sites/ Oakdale /Morey

Parent Appreciation Nachos

Parent Meeting Oakdale/ Morey "Unwanted Behavior v's Wanted Behavior"

Operation Christmas Basket / Baptist Church Turkey Giveaway

Community Health Fair Information / Stanford Neighborhood Center Holiday Services

Nutrition activity

Toddlers Field Trip to learn about Street Crossing & Traffic Lights

Served kinder parents Nachos

**CHALLENGES: climate in workplace**

**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate)

Winter Festival logistics: waiting on orders, t-shirts, finalizing Santa

2 Families nominated for Turkey Giveaway – Kennedy/Morey and Quincy /Oakdale

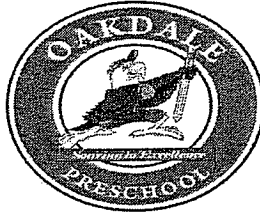
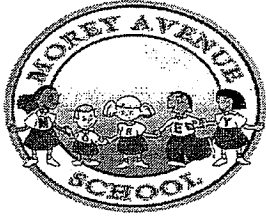
See's Candy Fundraiser

Helping Family with services, transpiration, and family services

Special Diet for a student (problem resolved)

Finalizing games for event set all prizes for games in box

Late Kids



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

MONTH: November

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

- Parent appreciation
- Parent Meeting
- Growth Assessments new student
- Nutrition activity
- Health assistant
- Nutrition activity
- FPA completed
- Special diet
- Monthly board
- In-kind hours for parent in class

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

- Trying to get parent to attend our meeting
- Hemo and Blood lead results
- Waiting on special diet to get return

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

- winter fest orders
- Parent surveys
- Outside board
- Finding volunteer for Santa Claus and Mrs. Claus
- Parent meeting
- Winter festival
- Nutrition shopping

- Component report
- Hemo and blood lead results

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

FPA: 49 /49

FPP: 49 /49

FPP follow-up#1: N/A /49

FPP follow-up#2: N/A /49

Lead Risk Assessment: 49/49

In-Kind hours: 190 hrs 15 mins /75 hours

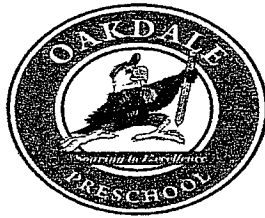
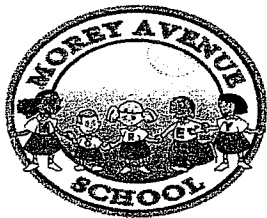
Blood Lead: 28 / 49

Hemoglobin: 38 /49

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

- Student tracking sheet
- Child plus
- Child plus remind print out





## Twin Rivers Unified School District

### Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Antawn Bryant-Porter

MONTH: November 2019-2020

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

- Hemo/Lead Reminders
- Parent Appreciation
- Field Trip – Feeding Goats
- Winter Festival Flyer
- Nutrition Activity
- Hmong New Year Celebration

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

None

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

- Winter Festival
- Updating Binders

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

FPP: 44/44

FPA: 40/44

FPA follow-up#1 by January:

FPA follow-up#2 by March:

FPA follow-up#3 by May:

Lead Risk Assessment: 44/44

In-Kind hours:80 / 75 hours

Blood Lead: 25 / 44

Hemoglobin: 31 / 44

Growth Assessments#1 44/44

Growth Assessment #2

**SELF MONITORING/PIR DATA** (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2019)

Tracking Sheet Updated Daily

Revised November 21, 2019



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Disabilities - Nina Sandhu

MONTH: November 2019

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

- Pushing in to the classroom.
- Demonstrating communication strategies to teachers to implement in to the classroom.
- Parents attending IEP meetings.

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

- Working on providing speech and language services, as well as assessing students.

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

- Servicing kiddos with current IEP's.
- Inputting data in to SEIS for upcoming IEP's.
- Multiple Annual IEP's coming up in December.

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

**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.
- Making sure section 6 is updated in the kiddos binders with current IEP goals and service minutes.

# Monthly Special Education Report

Twin Rivers USD

November 2019

**Agency Name**

**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	3	21
B	Total number of children enrolled with an active IFSP/IEP	3	21
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated	0	1
D	Children currently pending		5
E	Future IFSP/IEP Meetings scheduled		5

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

Comments:

Tabitha E. Thompson,  
Ed.D

Principal/Head Start Director

December  
2, 2019

**Completed by (Print  
Name)**

**Title**

**Date**

Please complete and submit by the 1<sup>st</sup> of each month for the previous reporting month.

Email to Laura Moore (SETA Education Coordinator) @ [laura.moore@seta.net](mailto:laura.moore@seta.net)



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – October 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Head Start and Early Head Start Center-based <i>Morey Avenue Rio Linda Village</i>	3 centers 4 classes 10 children's files for: <i>Education Eligibility/Screenings</i>	September 4-25, 2019	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 4 monitoring checklists representing 59 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

**Highlighted Program Strengths and Positive Observations:**

- Classroom environments reflect the diversity of children's cultural backgrounds, and the program employs bilingual staff that support families and children's home language and continued development of English.
- Exit signs, safety procedures and medication storage were properly posted and labeled.
- Program staff was very responsive to feedback and correcting potential concerns onsite.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Eligibility and Screenings File Review</b> <i>(Eligibility, Enrollment, Health and Nutrition Screenings)</i>	91% EHS 92% HS	No significant noted findings
<b>Education File Review and Classroom Observation</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)</i>	92% EHS 100% HS	-Appropriate teacher:child ratios (1:4) were not maintained at all times in the toddler class. -Safety protocol for transitioning indoors/out was not consistently followed.
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88% EHS 81% HS	-Potential indoor and outdoor safety hazards. All were corrected during visit.
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	Not part of the differential review

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	N/A	Not part of the differential review
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	N/A	Not part of the differential review
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	N/A	Not part of the differential review
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	N/A	Not part of the differential review
<b>Program Design and Management</b> <b>Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	N/A	Not part of the differential review

\* 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 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.