

**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: December 6th, 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, November 2019			
<p>The purpose of this communication is to update the Board of Trustees on the Head Start Parent Committee Meeting.</p> <p>The TRUSD Head Start Parent Committee meets monthly to review program standards, policies, and procedures of our Head Start preschool program. Federal Head Start program standards require our TRUSD Board of Trustees be kept informed of the details of the agenda items and actions.</p> <p>To review the Agendas, minutes, and attachments from the NOVEMBER 2019 Head Start Parent Committee meetings please go to the Early Childhood Education webpage under Head Start Reports, and the Rio Linda Parent Committee Meeting on NOVEMBER 2019 or use the web address: <a href="http://www.twinriversusd.org/Academics/Early-Childhood-Education/index.html">http://www.twinriversusd.org/Academics/Early-Childhood-Education/index.html</a></p> <p>For questions regarding this report please contact Dr. Tabitha E. Thompson, Principal/ Head Start Director at 916/566-1600 extension 22750</p>			
<p><b>Approved by:</b> Dr. Steven Martinez, Superintendent: _____ Date: _____</p>			
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**Twin Rivers Unified School District  
6845 Larchmont Drive  
North Highlands, CA 95660**

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

**I. Welcome**

- A. Call To Order/Roll Call
- B. Election of Chair, Vice Chair and Secretary positions

**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. Planning for Parent Involvement for Winterfest event on December 20, 2019
- O. Information Memorandum ACF-IM-HS-19-02 – Notice of Proposed Rulemaking on DSR Changes – Public Comment Period

**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  
2019- 2020  
Village Parent Committee Members Roster**

**Village - EHS**

Chairperson- Lizette Rivera (Ms. Rainear)

Vice Chairperson – Daisy Navarro (Rainear)

Alternate – Nayla Rivera (Ms. Rainear)

**Village - PK**

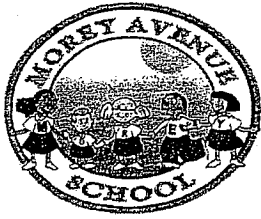
Twin Rivers Unified School District  
Name of Delegate

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

11.06.19  
Date of Meeting

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

PC Members Names	Complex	Signature	Payment
Lizette Rivera Navarro	Rm 2	Lizette R. Navarro	—
2. Daisy J. Navarro	Rm 2	Daisy Navarro	—
3. Tabitha E. Thompson	TRUSD	<i>[Signature]</i>	—
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Education (Houa)

MONTH: Sept 2019

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

- Input data in Child Plus & Learning Genie
- Cover breaks and classrooms
- Classroom support during naptime
- Provide ASQ and DRDP information for homevisit
- Check lesson plans
- Check IDP Strategy
- Check AQS-3 Screenings

**CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed) balancing classroom coverage and regular duties: inputting data

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

- Continue inputting data into Childplus system
- Continue Walk Through Observations, File Checks, and Safe Environment for Group 1: Cheng, Maria, Priscilla, and Yia

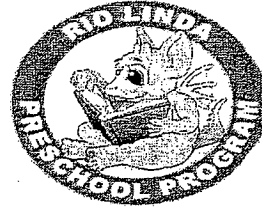
**Number of screenings completed to date** (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) 96 ASQ-3 Screenings & re-screens

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

- Continue Walk Through Observations, File Checks, and Safe Environment

- Input ASQ-3 screenings in ChildPlus system
- Check anecdotal notes for group 1 teachers.





# Twin Rivers Unified School District

## Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Lisa Her

MONTH: September 2019

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

Tasks that are going well are file checking, gathering waitlist forms and organizing them. One of my most confident area is learning and understanding how the enrollment process works. However, I still have a lot to learn, but surely will.

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

As I'm doing check files off sites, I noticed that I forget to bring missing forms or extra supplies. This area I will need to be more organized and plan thoroughly before I visit

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

I hope to finish file checking and get familiarize with Child Plus. Also, I'm hoping to have a full on enrollment (intake) appointments which will help me in understanding how the process works.

**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: /

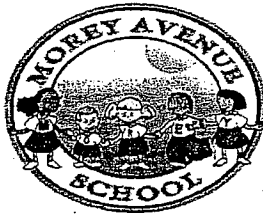
In-Kind hours: /75 hours

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:           September                    

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

- Learned how to complete the monthly attendance reports for SETA
- Learned the process to initiate the Attendance Tracking Form
- Adding attendance notes in ChildPlus

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

- Learning budget codes
- Completing purchase order forms

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

- Creating licensing files, staff files and sub folder for new staff
- Visiting class rooms
- Visiting off sites

# Monthly Enrollment Report

Month/Year September 2019

Agency TRUSD

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	138	2	140	100%
Early Head Start	40	40	1	41	102%
EHS-CCP					

Example:	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
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 September 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	92.1%
Early Head Start	40	93.2%
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 October 1, 2019

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

- .1 Health .Screenings are done up to the 45<sup>th</sup> day
2. Sub nurse is hired
- 3.

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

**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.

**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 - Early Head Start, Agency: Twin Rivers Unified School District

**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	43	9	0	0	0	0	0	0	0
1401Q	43	8	0	0	0	0	0	0	0
<b>Morey Ave CDC</b>	<b>86</b>	<b>17</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	43	9	0	0	0	0	0	0	0
1403Q	43	8	0	0	0	0	0	0	0
<b>Rio Linda Preschool Center</b>	<b>86</b>	<b>17</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	43	9	0	0	0	0	0	0	0
<b>Village</b>	<b>43</b>	<b>9</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>215</b>	<b>43</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>215</b>	<b>43</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 - HEAD START, Agency: Twin Rivers Unified School District

Twin Rivers Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2019 - 2020 - HEAD START									
Morey Ave CDC									
1401R	38	21	0	0	0	0	0	0	0
1401S	38	19	0	0	0	0	0	0	0
1401T	38	26	0	0	0	0	0	0	0
1401V	38	18	0	0	0	0	0	0	0
Morey Ave CDC	152	76	0	0	0	0	0	0	0
Oakdale Preschool									
1402R	38	21	0	0	0	0	0	0	0
Oakdale Preschool	38	21	0	0	0	0	0	0	0
Rio Linda Preschool Center									
1403W	38	30	0	0	0	0	0	0	0
Rio Linda Preschool Center	38	30	0	0	0	0	0	0	0
Village									
1404W	38	29	0	0	0	0	0	0	0
Village	38	29	0	0	0	0	0	0	0
Twin Rivers Unified School Dist	266	150	0	0	0	0	0	0	0
Report Totals	266	150	0	0	0	0	0	0	0





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

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

- Ongoing friendship groups
- Establishing positive relationships amongst the Morey Ave staff
- Positive communication amongst the component team
- Organization of "Harvest Festival"
- Intern support in classrooms

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

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

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

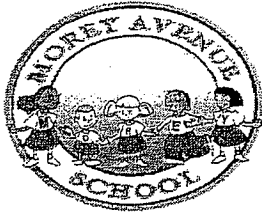
- Planning of Harvest Festival
- Organizing Mental Health Parent Meeting
- Ongoing counseling groups
- Ongoing individual sessions
- Continuing to meet with sac state regarding Interns
- Red Ribbon Week Lessons
- Class Exam

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

- Blue Folders in classrooms

• **SCREENINGS** (number of screenings completed during the month) 196  
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

MONTH: September 2019

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

- Back to School Night
- Hemo & Blood Lead
- Parent Meeting

#### 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).

- Harvest Festival
- Parent Meeting
- Coat Drive

**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: 56/56

FPA: 2/56

FPA follow-up#1 by January: 0/56

FPA follow-up#2 by March: 0/56

FPA follow-up#3 by May: N/A

Lead Risk Assessment: 56 /56

In-Kind hours: 79 hrs & 40 mins

Blood Lead: 22/56

Hemoglobin: 27/56

Hemo/Lead Reminder Notice – 27 total up to now

Growth Assessments#1 24/56

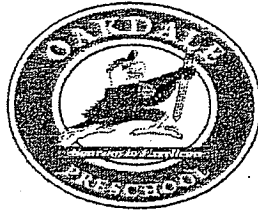
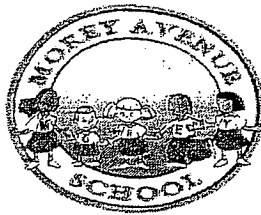
Growth Assessment #2 0/56

Report Monitoring CL – 5/5 Antwan

Report Monitoring Cross Component N/A

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
- Tracking Form



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Family Community Liaison ROSA RIVERA

MONTH: September 30, 2019

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

Book orders for Open House & Back to School

Orders in for Fall Festival: decorations, pumpkins, hays, corn stalks, toys for games.

Back to School Night/ Morey

Parent Meeting Oakdale / Village (help staff)

Breakfast with Parent, Movie Day with Parents

Danielle w/ Liberty Dental booked for all our events for the year.

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

Health- lost our person for support area.

Ready Rosie- waiting on better reveal for this program.

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

Fliers completed for all sights for Back to School, Parent meetings for September

Heights & Weights

Home Visits

Fall Festival Theme: Lion King

Photo Props for Fall Festival

Cookie decorating for teachers to have as an activity for teachers. Will have to get cookies & frosting

Art Projects ideas for teachers to have for classroom BTS

Volunteers for Fall Festival

Decorate Doors for Fall Festival

Finalizing games for event

Books for Open House

Dental kits & literature for Open House @ Morey and @ Rio @ Village

Reminder Notices for Hemo / Lead

Parent survey for SETA for First 5 Sacramento

BBQ Field Trip: Fliers, permission slips, parent volunteers, games

FPP's working with families with immediate and Family needs with information requested

**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: 46 / 46

FPA: 6 / 46 (Due Nov 14<sup>th</sup>)

FPA follow-up#1 by January: /

FPA follow-up#2 by March: /

FPA follow-up#3 by May:

BMI: Parent signature: 46/46

Lead Risk Assessment: 46/46

In-Kind hours: Vam /29.5 hours, Leica / 131.81 Malia /74.65 = 235.96 total hours

Hemo / Lead reminders letters: 13 Hemo letters sent/ 27 Lead Reminds sent (Due Oct 2)

Blood Lead: 19 /46 (Due Nov 16) 90 days

Hemoglobin: 33 /46 (Due Nov 16) 90 days

Growth Assessments#1 46 / 46

Growth Assessment #2 /

CDE State survey#1

CDE State survey#2

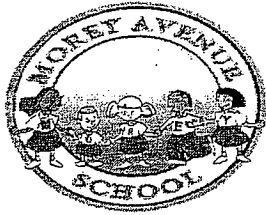
Nutrition Survey #1

Nutrition survey#2

SETA Parent outcomes survey#1

SETA Parent outcomes survey#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) Tasha Marie: 5 checklist forms/ 2 Nutrition self-Monitoring



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Antawn Bryant-Porter

MONTH: September

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

- Village BTSN
- Morey BTSN
- Rio Linda BTSN
- Fall Festival Planning
- Parent Breakfast
- Parent Movie Day
- Fall Festival Shirt Design
- Fall Festival Flyer Design

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

- N/A

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

- Field Trip
- Growth Assessments
- FPA
- Fall Festival

**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: 49 / 49

FPA: 13 / 49

FPA follow-up#1 by January: /

FPA follow-up#2 by March: /

FPA follow-up#3 by May:

Lead Risk Assessment: 49 / 49

In-Kind hours: 128.5 / 75 hours

Blood Lead: 28 / 49

Hemoglobin: 35 / 49

Growth Assessments#1 /

Growth Assessment #2 /

CDE State survey#1

CDE State survey#2

Nutrition Survey #1

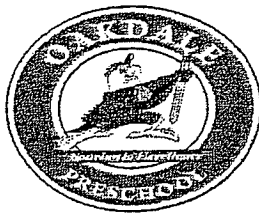
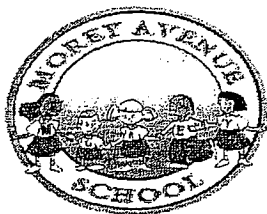
Nutrition survey#2

SETA Parent outcomes survey#1

SETA Parent outcomes survey#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 Updates Weekly



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southvilay

MONTH: September

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

- Back to school night
- Ordering for fall fest
- Parent Meeting
- Parent surveys plus SETA First 5 surveys
- Growth Assessments
- Ready Rosie
- Fall fest orders
- Special diet
- In-kind hours for parent in class

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

- Getting parent to sign Growth asses.
- Trying to get parent to our meeting
- Hemo and Blood lead results
- Waiting on special diet to get return
- Fall Fest orders
- 

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

- Finishing touch on fall fest orders
- Parent surveys
- FPA
- Parent meeting
- Fall festival



- Nutrition shopping
- 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: 32 /48

FPP: 48 /48

FPP follow-up#1: n/a /48

FPP follow-up#2: n/a /48

Lead Risk Assessment: 48/48

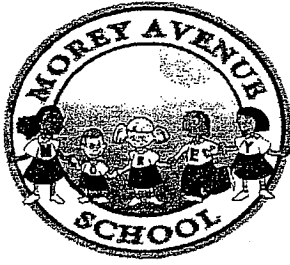
In-Kind hours: 308 hrs 0 mins /75 hours

Blood Lead: 28 / 48

Hemoglobin: 34 /48

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: Disabilities - Nina Sandhu

MONTH: September 2019

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

- Pushing in to the classroom and demonstrating communication strategies to teachers to implement in to the classroom.
- Getting to know the new kiddos and parents.

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

- Traveling four sites can be tough, but with time management it works out.

**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.
- Inputting IEP's/IFSP's on to ChildPlus.

**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): 0 speech and language screeners for Preschool and Kinder/TK) waiting for the ASQ's to be 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)

- 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

September 2019

**Agency Name**

**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	1	20
B	Total number of children enrolled with an active IFSP/IEP	1	20
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated		0
D	Children currently pending		0
E	Future IFSP/IEP Meetings scheduled		0

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

Comments:

Tabitha E. Thompson,  
Ed.D

Principal/Head Start Director

September  
30, 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)

TWIN RIVERS UNIFIED SCHOOL DISTRICT

Head Start Programs

August 1, 2019 through July 31, 2020

Head Start Basic

This program is housed at the Morey Avenue Child Development Center (155 Morey Avenue), Oakdale (3708 Myrtle Avenue), Rio Linda (631 L Street) and Village Elementary (6845 Larchmont Drive) 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 73 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 Early Learning Center (ELC)**—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 Early Learning Center (ELC)**—This site serves 24 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.

**Village Early Learning Center (ELC)**—This site serves 24 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), Rio Linda (631 L Street) and Village Elementary (6845 Larchmont Drive) sites.

**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.

**Rio Linda Early Learning Center (ELC)**—This site serves 16 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.

**Village Early Learning Center (ELC)**—This site serves 8 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.

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.

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

**Fiscal Reports**

**September 2019**

**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 September 2019.
2. Actual Expenses—Cumulative to Date—Summary of expenses from August 1, 2019 through September 30, 2019.
3. Current Budget—Amount budgeted for each cost item.
4. Unexpended Balance--Amount remaining to be spent during this grant period (Current Budget less Cumulative to Date Expenses).

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

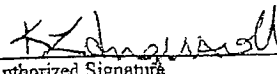
Month: September 2019--Head Start

Agreement No.:

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

Program: PA 22 BASIC  
PA20  
PA26  
Other:

Cost Item	Actual Expenses		Current Budget	Unexpended Balance	
	Current period & adjustments	Cumulative to date			
<b>I</b>	Personnel	3,219.26	6,360.41	19,593.00	13,232.59
	Fringe Benefits	1,396.15	2,611.29	4,310.00	1,698.71
<b>A</b>	Occupancy	0.00	0.00	0.00	0.00
<b>D</b>	Staff Travel	0.00	0.00	0.00	0.00
<b>M</b>	Supplies	0.00	0.00	1,375.00	1,375.00
<b>I</b>	Other	0.00	0.00	1,310.00	1,310.00
<b>N</b>	Indirect Costs	6,990.36	13,044.37	57,207.00	44,162.63
	<b>I. Total Administration</b>	11,605.77	22,016.07	83,795.00	61,778.93
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	<b>Total Fed. and Non-Fed. Admin.</b>	11,605.77	22,016.07	83,795.00	61,778.93
<b>II</b>	a. Personnel	90,001.04	168,684.22	929,402.00	760,717.78
	b. Fringe Benefits	36,421.93	69,932.42	310,613.00	240,680.58
<b>F</b>	c. Out of State Travel	0.00	0.00	5,000.00	5,000.00
<b>R</b>	d. Equipment	0.00	0.00	0.00	0.00
<b>O</b>	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	396.11	396.11	4,125.00	3,728.89
	Child and Family Service Supplies	271.05	271.05	3,000.00	2,728.95
	Food Service Supplies	0.00	291.74	2,400.00	2,108.26
	Medical/Dental/Disabilities/Custodial	0.00	0.00	5,000.00	5,000.00
	Instructional Materials	2,504.85	2,504.85	8,200.00	5,695.15
<b>G</b>	f. Contractual	0.00	0.00	0.00	0.00
<b>R</b>	g. Construction	0.00	0.00	0.00	0.00
<b>A</b>	h. Other :	0.00	0.00	0.00	0.00
<b>M</b>	Utilities	0.00	0.00	19,690.00	19,690.00
	Building/Child Liability Insurance	541.04	541.04	1,200.00	658.96
	Building Maint/Repair	0.00	0.00	400.00	400.00
	Local Teachers Travel	720.71	720.71	1,600.00	879.29
	Nutrition Services	0.00	0.00	8,000.00	8,000.00
	Child Services Consultants	0.00	0.00	1,600.00	1,600.00
	Substitutes, if not paid benefits	0.00	0.00	1,600.00	1,600.00
	Parent Services	0.00	0.00	6,600.00	6,600.00
	Publications/Advertising/Printing	0.00	0.00	800.00	800.00
	Training or Staff Development	0.00	0.00	800.00	800.00
	Copy Machine Lease	0.00	0.00	6,400.00	6,400.00
	Membership/Licensing Fees	0.00	484.00	1,600.00	1,116.00
	<b>II. Total Program</b>	130,856.73	243,826.14	1,318,030.00	1,074,203.86
	Non-Federal Program	32,599.80	69,482.49	353,381.00	283,898.51
	<b>Total SETA Costs (I + II)</b>	142,462.50	265,842.21	1,401,825.00	1,135,982.79
		142,462.50	265,842.21	1,401,825.00	1,135,982.79
		0.00	0.00	0.00	0.00


10-7-19
Vasseliki Vervilos
566-2785, 25130

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Prepared By \_\_\_\_\_ Phone \_\_\_\_\_

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING September 2019

SOURCES OF IN-KIND

PARENT VOLUNTEERS (Hours x Rate)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PERSONNEL & BENEFITS (Describe outside funding  
 State Preschool

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OCCUPANCY (Location and Method of Valuation)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUPPLIES AND SERVICES (List item(s), Donor & Value  
 State Preschool

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OTHER (Describe in detail)  
 State Preschool Indirect

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
PERSONNEL & BENEFITS (Describe outside funding State Preschool)		33,643.14	-	63,029.69
OCCUPANCY (Location and Method of Valuation)				-
SUPPLIES AND SERVICES (List item(s), Donor & Value State Preschool)		1,296.88		2,793.05
OTHER (Describe in detail) State Preschool Indirect	1,942.67		3,659.75	-
<b>TOTAL</b>	<b>1,942.67</b>	<b>34,940.02</b>	<b>3,659.75</b>	<b>65,822.74</b>
		36,882.69		69,482.49

SIGNATURE K. Zehner

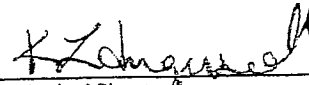
DATE 10-7-19

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

Month: September 2019 - Early Head Start  
 Delegate: Twin Rivers Unified School District  
 Address: 3222 Winona Way  
 North Highlands, CA 95660

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

Cost Item	Actual Expenses		Current Budget	Unexpended Balance
	Current period & adjustments	Cumulative to date		
I Personnel	587.72	1,175.44	31,255.00	30,079.56
Fringe Benefits	207.15	405.16	10,826.00	10,420.84
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	750.00	750.00
I Other	0.00	0.00	763.00	763.00
N Indirect Costs	2,557.22	4,822.90	21,687.00	16,864.10
<b>I. Total Administration</b>	<b>3,352.09</b>	<b>6,403.50</b>	<b>65,281.00</b>	<b>58,877.50</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
<b>Total Fed. and Non-Fed. Admin.</b>	<b>3,352.09</b>	<b>6,403.50</b>	<b>65,281.00</b>	<b>58,877.50</b>
II a. Personnel	30,893.03	59,125.00	422,297.00	363,172.00
b. Fringe Benefits	15,800.63	30,449.48	146,270.00	115,820.52
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	0.00	0.00	2,250.00	2,250.00
Child and Family Service Supplies	0.00	0.00	3,000.00	3,000.00
Food Service Supplies	0.00	0.00	3,000.00	3,000.00
Medical/Dental/Disabilities/Custodial	372.36	372.36	5,000.00	4,627.64
Instructional Materials	1,543.17	1,543.17	2,500.00	956.83
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
M Utilities	0.00	0.00	6,737.00	6,737.00
Building/Child Liability Insurance	154.56	154.56	750.00	595.44
Building Maint/Repair	0.00	0.00	250.00	250.00
Local Teachers Travel	0.00	0.00	500.00	500.00
Nutrition Services	0.00	0.00	4,500.00	4,500.00
Child Services Consultants	0.00	0.00	2,500.00	2,500.00
Substitutes, if not paid benefits	0.00	0.00	1,750.00	1,750.00
Parent Services	0.00	0.00	3,650.00	3,650.00
Publications/Advertising/Printing	0.00	0.00	500.00	500.00
Training or Staff Development	0.00	0.00	850.00	850.00
Copy Machine Lease	0.00	0.00	1,250.00	1,250.00
Membership/Licensing Fees	0.00	242.00	500.00	258.00
<b>II. Total Program</b>	<b>48,763.75</b>	<b>91,886.57</b>	<b>608,054.00</b>	<b>516,167.43</b>
Non-Federal Program	0.00	0.00	169,797.00	169,797.00
<b>Total SETA Costs (I + II)</b>	<b>52,115.84</b>	<b>98,290.07</b>	<b>673,335.00</b>	<b>575,044.93</b>
	52,115.84	98,290.07	673,335.00	575,044.93
	0.00	0.00	0.00	0.00


 Date: 10-7-19  
 Prepared By: Vasseliki Vervilos 566-1600, 66859  
 Phone:



DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING September 2019

Early Head Start

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				
PERSONNEL & BENEFITS (Describe outside funding)				
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Value)				
OTHER (Describe in detail)				
<b>TOTAL</b>				

SIGNATURE K. Longwell  
 DATE 10-7-19

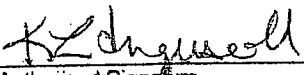
SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: September 2019 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>				
<b>Non-Federal Admin.</b>				
<b>Total Fed. And Non-Fed. Admin.</b>				
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	565.58	662.80	11,700.00	11,037.20
M				
<b>II. Total Program</b>	565.58	662.80	11,700.00	11,037.20
<b>Non-Federal Program</b>				
<b>Total SETA Costs (I + II)</b>	565.58	662.80	11,700.00	11,037.20
		10-7-19	Vasseliki Vervilos 566-1600,66859	
Authorized Signature		Date	Prepared By	Phone

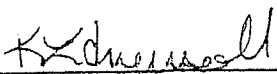
SETA - HEADSTART MONTHLY FISCAL REPORT  
 1217 Del Paso Blvd., Sacramento CA 95815

Month: September 2019 (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				
J. 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	99.71	127.49	5,852.00	5,724.51
M. II. Total Program	99.71	127.49	5,852.00	5,724.51
Non-Federal Program				
<b>Total SETA Costs (I + II)</b>	<b>99.71</b>	<b>127.49</b>	<b>5,852.00</b>	<b>5,724.51</b>
				
Authorized Signature		Date	Prepared By	Phone
		10-7-19	Vassiliki Vervilos 566-1600,66859	

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

Month: September 2019--Duration Startup  
 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	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
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	0.00	0.00
I Other	0.00	0.00	0.00	0.00
N Indirect Costs	0.00	0.00		0.00
<b>I. Total Administration</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Non-Federal Admin.	0.00	0.00	0.00	0.00
Total Fed. and Non-Fed. Admin.	0.00	0.00	0.00	0.00
II a. Personnel	0.00	0.00	0.00	0.00
b. Fringe Benefits	0.00	0.00	0.00	0.00
P c. Out of State Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	175,000.00	175,000.00
O e. Supplies	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Child and Family Service Supplies	0.00	0.00	0.00	0.00
Food Service Supplies	0.00	0.00	0.00	0.00
Medical/Dental/Disabilities/Custodial	0.00	0.00	0.00	0.00
Instructional Materials	0.00	0.00	0.00	0.00
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	22,440.00	55,620.00	845,000.00	789,380.00
A h. Other :	0.00	0.00	0.00	0.00
M Utilities	0.00	0.00	0.00	0.00
Building/Child Liability Insurance	0.00	0.00	0.00	0.00
Building Maint/Repair	0.00	0.00	0.00	0.00
Local Teachers Travel	0.00	0.00	0.00	0.00
Nutrition Services	0.00	0.00	0.00	0.00
Child Services Consultants	0.00	0.00	0.00	0.00
Substitutes, if not paid benefits	0.00	0.00	0.00	0.00
Parent Services	0.00	0.00	0.00	0.00
Publications/Advertising/Printing	0.00	0.00	0.00	0.00
Training or Staff Development	0.00	0.00	0.00	0.00
Copy Machine Lease	0.00	0.00	0.00	0.00
Membership/Licensing Fees	0.00	0.00	0.00	0.00
<b>II. Total Program</b>	<b>22,440.00</b>	<b>55,620.00</b>	<b>1,020,000.00</b>	<b>964,380.00</b>
Non-Federal Program	0.00	0.00	255,000.00	255,000.00
<b>Total SETA Costs (I + II)</b>	<b>22,440.00</b>	<b>55,620.00</b>	<b>1,020,000.00</b>	<b>964,380.00</b>
	22,440.00	55,620.00	1,020,000.00	964,380.00
	0.00	0.00	0.00	0.00

*K. Chavala*  
Authorized Signature

10-7-19  
Date

Vasseliki Vervilos 566-2785, 25130  
Prepared By

Phone

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

Month: September 2019--Duration Pro Rate

Agreement No.:

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

Program: PA 22 BASIC  
PA20  
PA26  
Other:

	Cost Item	Actual Expenses		Current Budget	Unexpended Balance	
		Current period & adjustments	Cumulative to date			
I A D M I N	Personnel	0.00	0.00	0.00	0.00	
	Fringe Benefits	0.00	0.00	0.00	0.00	
	Occupancy	0.00	0.00	0.00	0.00	
	Staff Travel	0.00	0.00	0.00	0.00	
	Supplies	0.00	0.00	0.00	0.00	
	Other	0.00	0.00	0.00	0.00	
	Indirect Costs	0.00	0.00	19,295.00	19,295.00	
	<b>I. Total Administration</b>	0.00	0.00	19,295.00	19,295.00	
	Non-Federal Admin.	0.00	0.00	0.00	0.00	
	<b>Total Fed. and Non-Fed. Admin.</b>	0.00	0.00	19,295.00	19,295.00	
II P R O G R A M	a. Personnel	0.00	0.00	225,145.00	225,145.00	
	b. Fringe Benefits	0.00	0.00	92,555.00	92,555.00	
	c. Out of State Travel	0.00	0.00	0.00	0.00	
	d. Equipment	0.00	0.00	0.00	0.00	
	e. Supplies	0.00	0.00	0.00	0.00	
	Office Supplies	0.00	0.00	0.00	0.00	
	Child and Family Service Supplies	0.00	0.00	10,316.00	10,316.00	
	Food Service Supplies	0.00	0.00	0.00	0.00	
	Medical/Dental/Disabilities/Custodial	0.00	0.00	0.00	0.00	
	Instructional Materials	0.00	0.00	0.00	0.00	
	f. Contractual	0.00	0.00	0.00	0.00	
	g. Construction	0.00	0.00	0.00	0.00	
	h. Other :	0.00	0.00	2,948.00	2,948.00	
	Utilities	0.00	0.00	0.00	0.00	
	Building/Child Liability Insurance	0.00	0.00	0.00	0.00	
	Building Maint/Repair	0.00	0.00	0.00	0.00	
	Local Teachers Travel	0.00	0.00	0.00	0.00	
	Nutrition Services	0.00	0.00	0.00	0.00	
	Child Services Consultants	0.00	0.00	0.00	0.00	
	Substitutes, if not paid benefits	0.00	0.00	0.00	0.00	
	Parent Services	0.00	0.00	0.00	0.00	
	Publications/Advertising/Printing	0.00	0.00	0.00	0.00	
	Training or Staff Development	0.00	0.00	0.00	0.00	
	Copy Machine Lease	0.00	0.00	2.00	0.00	
	Membership/Licensing Fees	0.00	0.00	0.00	0.00	
	<b>II. Total Program</b>	0.00	0.00	330,964.00	330,964.00	
	Non-Federal Program	0.00	0.00	87,565.00	87,565.00	
	<b>Total SETA Costs (I + II)</b>	0.00	0.00	350,259.00	350,259.00	
			0.00	0.00	350,259.00	350,259.00
			0.00	0.00	0.00	0.00

*KZ Ingwersoll*  
Authorized Signature

10-7-19  
Date

Vasseliki Vervilos 566-2785, 23130  
Prepared By Phone

# Fwd: ACF-IM-HS-19-02 Notice of Proposed Rulemaking (NPRM) on Designation Renewal System (DRS) Changes – Public Comment Period

Tabitha.Thompson

Tue 8/13/19 10:00 AM

To: Brandie.McConahie <Brandie.McConahie@twinriversusd.org>;

Pls print this email

----- Original message -----

From: Office of Head Start <no-reply@hsicc.org>

Date: 8/13/19 9:00 AM (GMT-08:00)

To: "Tabitha.Thompson" <Tabitha.Thompson@twinriversusd.org>

Subject: ACF-IM-HS-19-02 Notice of Proposed Rulemaking (NPRM) on Designation Renewal System (DRS) Changes – Public Comment Period

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-02	2. Issuance Date: 08/13/2019
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start; Education of disadvantaged; Grant programs; Social programs; Designation Renewal System; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Fiscal; Audit	

## INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Grantees, Including Delegate Agencies and Early Head Start-Child Care Partnership Grantees

**SUBJECT:** Notice of Proposed Rulemaking (NPRM) on Designation Renewal System (DRS) Changes – Public Comment Period

### INFORMATION:

The Office of Head Start (OHS) has published a Notice of Proposed Rulemaking (NPRM) in the Federal Register, **Head Start Designation Renewal System Changes**. This publication opens a 45-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

The proposed rule will update the requirements for two of the seven conditions of the DRS, the condition related to the Classroom Assessment Scoring System, Pre-K (CLASS®) and the fiscal condition related to audit findings. The proposed revisions will ensure OHS identifies those communities where competition is the most warranted and more effectively holds grantees accountable, while making the DRS more transparent.

For the CLASS® condition, the NPRM proposes to remove the lowest 10 percent criterion and set more rigorous minimum thresholds across all three domains grantees must meet in order to avoid designation for competition. Specifically, the proposed rule would increase the minimum threshold for Emotional Support from 4 to 5, Classroom Organization from 3 to 5, and Instructional Support from 2 to 2.5.

For the fiscal condition, the NPRM proposes to add a second criterion that would consider Head Start findings from annual audits to determine whether fiscal management challenges exist. This specific use of Head Start audit findings provides OHS an earlier predictor that is more comprehensive to detect fiscal management and oversight risks.

The current DRS standards will remain in effect until a final rule is issued.

To submit comments, follow the "Submit a comment" instructions in the *Federal Register*. To ensure OHS can effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the *Federal Register* document (e.g., page 10999, second column, §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "N/A" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the *Federal Register*. In accordance with the instructions in the *Federal Register*, OHS encourages all interested stakeholders to submit comments in response to the DRS changes by the 45 days deadline published in the NPRM.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Child Development

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
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