



3222 Winona Way  
North Highlands, CA 95660

Head Start Monthly Report  
**August 2018**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

**Events**

Students returned to school for the 2018-19 school year on August 20<sup>th</sup> all four sites, Morey Avenue, Rio Linda, Village and Oakdale Head Start programs. All sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations, which provided information on the Head Start program rules and procedures, an opportunity to meet the teaching staff and tours of the preschool classrooms. Parents also attended pedestrian safety as a part of the parent orientations as well as completed the Family Partnership Profile to identify any needed resources or services.

**Professional Development**

On August 15<sup>th</sup>, the entire district participated in the annual Preservice Professional Development Day. For the Head Start staff, this day was filled with team building activities as well as practice-based information related to the implementation of the Safe and Civil Schools curriculum. Within this positive discipline framework, staff are provided expectations within different activity area. The group also discussed the expectations for the school year. New staff trainings to review performance standards, mandated reporter, blood borne pathogens, written area service plans, CLASS overview and Hatch computers will be scheduled for next month as well as lesson planning, Learning Genie, activity planning trainings.

**Components**

The program is fully staffed with four Community Liaisons, two veteran and two rookie staff. The Community Liaisons are beginning to schedule with parents to complete the Family Partnership Agreement and starting the tracking of blood lead results, hemoglobin and lead risk. Liaisons have reviewed the Family section of the student files and are now beginning to input the information into Childplus. Childplus training will also occur on September 7, 2018 for the entire group.

Students participated in hearing screenings with the Health Component Leaders on August 28<sup>th</sup> at Rio Linda and August 31<sup>st</sup> for the Oakdale students. Morey students will receive their hearing screenings on September 5<sup>th</sup> and 6<sup>th</sup>. The vision screenings for Oakdale and Rio Linda are scheduled for September 12<sup>th</sup> and 13<sup>th</sup> and Morey will occur on September 19<sup>th</sup> and 20<sup>th</sup>. The dental screenings for Oakdale and Rio Linda occurred on August 16<sup>th</sup> and Morey was August 30<sup>th</sup>. The reviewing of

students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. The program is continuing the collaboration with CSUS and in September will be supported by interns from the Social Work Department. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our bi-annual Pre-intervention planning meeting will occur for all classrooms the week of October 8th. The multidisciplinary team will discuss all students and provided teaching staff with strategies for academic, behaviors and social/emotional development.

The Head Start programs has a full-time Speech and Language Pathologists (SLP) who has begun servicing our students with speech and language IEPs on August 27th. Currently we have 11 students with IEPs and will hopefully meet our 10% level no later than late November/December 2018.

The Education Component Leader continues observations to assist with academic strategies and teacher coaching and support. She is working with the rookie teaching staff on developing classroom routines and getting new students adjusted to the classroom environment.

The ERSEA Component Leaders and Community Liaisons are very busy checking student files and creating the new wait list binders for this school year. All four sites started the school year fully enrolled except for a slot in the EHS program. The Program Design and Management component leaders has begun collecting the staff immunizations for the requirement per SB 792.

### **Policy and Parent Committees**

Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions will be held in early September at all four sites to solicit parents for the PC for 2018-19. The PC training and meet and greet training opportunity in October 2018. The PC elections will be held in the fourth week of September so new members can attend the first meeting and be seated in October 2018.

### **Parent Trainings**

The classroom parent meetings for September 2018 will focus on information regarding pedestrian safety. Parents will learn tips to keep the students safe while driving and walking.

**Fiscal:** any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

The HS Budget Analyst completed the end-of-the-year closeout for 2017-2018. Funds are being utilized to get the appropriate supplies for the upcoming CLASS and ECERS observations.

## Monthly Enrollment Report

Agency \_\_\_\_\_ TRUSD \_\_\_\_\_

Month/Year \_\_\_\_\_ August 2018 \_\_\_\_\_

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	180		161	+	17	=	178	99
Early Head Start	16		15	+	0	=	15	94
EHS-CCP				+		=		

**Example:**

EHS-CCP	100		97	+	5	=	102	102
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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: August 2018

Program	Actual Enrollment		Average Daily Attendance % for Month
Head Start	178		93
Early Head Start	15		91
EHS-CCP			

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)**

**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?

9/5/2018  
4:02 pm  
MPOR TER

## Twin Rivers Unified School District

### 2371 - CACFP Reimbursement Summary

Agency: Twin Rivers Unified School District

Attendance Date: 8/20/2018 - 8/31/2018

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ChildPlus

Twin Rivers Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>2018 - 2019 - Early Head Start</b>									
<b>Morey Ave CDC</b>									
1401P	10	7	0	0	0	0	0	0	0
1401Q	10	8	0	0	0	0	0	0	0
Morey Ave CDC	20	15	0	0	0	0	0	0	0
<b>2018 - 2019 - HEAD START</b>									
<b>Morey Ave CDC</b>									
1401R	8	20	0	0	0	0	0	0	0
1401S	8	17	0	0	0	0	0	0	0
1401T	8	20	0	0	0	0	0	0	0
1401V	9	16	0	0	0	0	0	0	0
Morey Ave CDC	33	73	0	0	0	0	0	0	0
<b>Oakdale Preschool</b>									
1402R	8	21	0	0	0	0	0	0	0
Oakdale Preschool	8	21	0	0	0	0	0	0	0
<b>Rio Linda Preschool Center</b>									
1403V	8	26	0	0	0	0	0	0	0
1403W	8	21	0	0	0	0	0	0	0
Rio Linda Preschool Center	16	45	0	0	0	0	0	0	0
<b>Village</b>									
1404V	8	15	0	0	0	0	0	0	0
1404W	8	16	0	0	0	0	0	0	0
Village	16	31	0	0	0	0	0	0	0
<b>2018 - 2019 - STATE PRESCHOOL</b>									
<b>Morey Ave CDC</b>									
1401R	8	4	0	0	0	0	0	0	0
1401S	8	4	0	0	0	0	0	0	0
1401T	8	4	0	0	0	0	0	0	0
1401V	9	1	0	0	0	0	0	0	0
Morey Ave CDC	33	13	0	0	0	0	0	0	0
Twin Rivers Unified School Dist	126	196	0	0	0	0	0	0	0
Report Totals	126	196	0	0	0	0	0	0	0

# Monthly Special Education Report

Twin Rivers USD

August 2018

**Agency Name**

**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	1	11
B	Total number of children enrolled with an active IFSP/IEP	1	11
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  
3, 2018

**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, 2018 through July 31, 2019**

#### **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 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.

**Village Elementary**—This site serves 40 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.

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

**Fiscal Reports**

**August 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 August 2018.
2. Actual Expenses—Cumulative to Date—Summary of expenses from August 1, 2018 through July 31, 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: August 2018--Head Start

Agreement No.:

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

Program: PA 22 BASIC  
PA20  
PA26  
Other:

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I.	Personnel	3,421.03	3,421.03	75,296.00	71,874.97
	Fringe Benefits	1,288.37	1,288.37	33,375.00	32,086.63
A	Occupancy	0.00	0.00	0.00	0.00
D	Staff Travel	0.00	0.00	383.00	383.00
M	Supplies	0.00	0.00	1,250.00	1,250.00
I	Other	0.00	0.00	2,145.00	2,145.00
N	Indirect Costs	7,230.98	7,230.98	74,027.00	66,796.02
	<b>I. Total Administration</b>	11,940.38	11,940.38	186,476.00	174,535.62
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	<b>Total Fed. and Non-Fed. Admin.</b>	11,940.38	11,940.38	186,476.00	174,535.62
II.	a. Personnel	86,711.55	86,711.55	1,015,395.00	928,683.45
	b. Fringe Benefits	35,671.81	35,671.81	426,373.00	390,701.19
P	c. Out of State Travel	0.00	0.00	7,267.00	7,267.00
R	d. Equipment	0.00	0.00	0.00	0.00
O	e. Supplies	0.00	0.00		0.00
	Office Supplies	0.00	0.00	3,750.00	3,750.00
	Child and Family Service Supplies	0.00	0.00	3,800.00	3,800.00
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	334.46	334.46	6,000.00	5,665.54
	Instructional Materials	4,501.97	4,501.97	10,000.00	5,498.03
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	237.30	237.30	24,855.00	24,617.70
	Building/Child Liability Insurance	0.00	0.00	1,500.00	1,500.00
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	0.00	0.00	2,000.00	2,000.00
	Nutrition Services	0.00	0.00	10,709.00	10,709.00
	Child Services Consultants	0.00	0.00	2,000.00	2,000.00
	Substitutes, if not paid benefits	0.00	0.00	2,000.00	2,000.00
	Parent Services	24.07	24.07	8,500.00	8,475.93
	Publications/Advertising/Printing	0.00	0.00	2,000.00	2,000.00
	Training or Staff Development	0.00	0.00	1,000.00	1,000.00
	Copy Machine Lease	734.77	734.77	8,000.00	7,265.23
	Membership/Licensing Fees	242.00	242.00	2,000.00	1,758.00
	<b>II. Total Program</b>	128,457.93	128,457.93	1,539,649.00	1,411,191.07
	Non-Federal Program	23,841.48	23,841.48	433,406.00	409,564.52
	<b>Total SETA Costs (I + II)</b>	140,398.31	140,398.31	1,726,125.00	1,585,726.69
		140,398.31	140,398.31	1,726,125.00	1,585,726.69
		0.00	0.00	0.00	0.00
		9-6-18		Vassiliki 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 August 2018

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				
PERSONNEL & BENEFITS (Describe outside funding State Preschool)		19,882.13		19,882.13
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool)		2,645.96		2,645.96
OTHER (Describe in detail) State Preschool Indirect	1,313.39		1,313.39	-
			-	-
			-	-
			-	-
TOTAL	1,313.39	22,528.09	1,313.39	22,528.09
		23,841.48		23,841.48

SIGNATURE

*K. Zenger*

DATE

9-6-18

# SETA - HEADSTART MONTHLY FISCAL REPORT

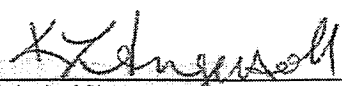
1217 Del Paso Blvd., Sacramento CA 95815

Month: August 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	757.69	757.69	13,150.00	12,392.31
	Fringe Benefits	232.68	232.68	5,817.00	5,584.32
	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	522.00	522.00
	N Indirect Costs	1,298.93	1,298.93	16,580.00	15,281.07
	I. Total Administration	2,289.30	2,289.30	36,819.00	34,529.70
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	2,289.30	2,289.30	36,819.00	34,529.70
II.	a. Personnel	14,863.68	14,863.68	195,890.00	181,026.32
	b. Fringe Benefits	6,848.98	6,848.98	86,648.00	79,799.02
	P c. Out of State Travel	0.00	0.00	1,150.00	1,150.00
	R d. Equipment	0.00	0.00	0.00	0.00
	O e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	0.00	0.00	2,250.00	2,250.00
	Child and Family Service Supplies	0.00	0.00	4,000.00	4,000.00
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	74.29	74.29	3,000.00	2,925.71
	Instructional Materials	1,078.79	1,078.79	6,000.00	4,921.21
	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	4,144.00	4,144.00
	Building/Child Liability Insurance	0.00	0.00	500.00	500.00
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	0.00	0.00	500.00	500.00
	Nutrition Services	0.00	0.00	3,405.00	3,405.00
	Child Services Consultants	0.00	0.00	500.00	500.00
	Substitutes, if not paid benefits	0.00	0.00	3,500.00	3,500.00
	Parent Services	0.00	0.00	2,000.00	2,000.00
	Publications/Advertising/Printing	0.00	0.00	200.00	200.00
	Training or Staff Development	0.00	0.00	500.00	500.00
	Copy Machine Lease	65.26	65.26	1,000.00	934.74
	Membership/Licensing Fees	0.00	0.00	200.00	200.00
	II. Total Program	22,931.00	22,931.00	317,887.00	294,956.00
	Non-Federal Program	0.00	0.00	90,140.00	90,140.00
	Total SETA Costs (I + II)	25,220.30	25,220.30	354,706.00	329,485.70
		25,220.30	25,220.30	354,706.00	329,485.70
		0.00	0.00	0.00	0.00
Authorized Signature 		Date 9-6-18	Prepared By Vassiliki Vervilos	566-1600, 66859	Phone

FOR THE MONTH ENDING August 2018

### SOURCES OF IN-KIND

SIGNATURE K. Lingenfelter  
DATE 9-6-18

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

Month: August 2018 TTA--Head Start

Agreement No: 17C2175150

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.				
	<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	0.00	0.00	11,700.00	11,700.00
M					
	<b>II. Total Program</b>	0.00	0.00	11,700.00	11,700.00
	Non-Federal Program				
	<b>Total SETA Costs (I + II)</b>	0.00	0.00	11,700.00	11,700.00

	9-6-18	Vassiliki Vervilos 566-1600,66859
Authorized Signature)	Date	Prepared By Phone

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

Month: August 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				
	<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	0.00	0.00	5,852.00	5,852.00
M					
	<b>II. Total Program</b>	0.00	0.00	5,852.00	5,852.00
	<b>Non-Federal Program</b>				
	<b>Total SETA Costs (I + II)</b>	0.00	0.00	5,852.00	5,852.00

		9-6-18	Vassiliki Vervilos 566-1600,66859
Authorized Signature	Date	Prepared By	Phone