



3222 Winona Way
North Highlands, CA 95660

Head Start Monthly Report
September 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

Our Oakdale site held their annual Back to School Night on September 6th, Rio Linda on the 18th and Morey on the 27th of September. All sites incorporated a literacy focus with each event including a book reading. The Morey Avenue site had the local librarian come and read stories aloud to the students and parents. The students and parents then participated in an exciting scavenger hunt throughout their classrooms to familiarize parents with the centers and activities completed during the daily preschool experience. Afterwards, all participants were treated to free books and a delicious snack from the Nutrition Department.

Professional Development

On September 12th, the entire ECE department participated in the monthly professional development opportunity at the District Office. The focus of the two hour session was a fresher training on the implementation of 2nd Step the social and emotional curriculum as well as Handwriting Without Tears strategies. During this month, all new staff participated in trainings to review performance standards, mandated reporter, blood borne pathogens, written area service plans, CLASS overview, ECERS as well as lesson planning, Learning Genie, activity planning trainings. The focus of training next month will be pesticide training and refining the goals of small group activities.

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 occurred in September for the entire group.

Students at all sites have participated in their health screenings which include dental, vision, hearing and blood pressure tests with the Health Component Leaders. 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 continues to provide speech services to our students with language and/or articulation goals. 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. Our sites remain fully enrolled. 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 were held in 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 first week of October so new members can attend the first meeting and be seated in October 2018. The 2017-2018 Policy Committee group met on September 26th at Morey and the agenda included the approval of June's meeting minutes, review of the August information reports as well as a debrief about the monitoring reports from April and May 2018.

Parent Trainings

The classroom parent meetings for September 2018 focused on information regarding pedestrian safety. Parents learned tips to keep the students safe while driving and walking. The October parent meetings will be a focus on Mental Health and positive ways to reduce stress for parents.

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

Funds are being utilized to get the appropriate supplies for the upcoming CLASS and ECERS observations.

Monthly Special Education Report

Twin Rivers USD

September 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
28, 2018

**Completed by (Print
Name)**

Title

Date

Please complete and submit by the 1st of each month for the previous reporting month.

Email to Laura Moore (SETA Education Coordinator) @ laura.moore@seta.net

Twin Rivers Unified School District

2371 - CACFP Reimbursement Summary

Agency: Twin Rivers Unified School District

Attendance Date: 9/4/2018 - 9/28/2018

Twin Rivers Unified School District

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
2018 - 2019 - Early Head Start									
Morey Ave CDC									
1401P	19	8	0	0	0	0	0	0	0
1401Q	19	9	0	0	0	0	0	0	0
Morey Ave CDC	38	17	0	0	0	0	0	0	0
2018 - 2019 - HEAD START									
Morey Ave CDC									
1401R	15	20	0	0	0	0	0	0	0
1401S	15	15	0	0	0	0	0	0	0
1401T	15	20	0	0	0	0	0	0	0
1401V	15	16	0	0	0	0	0	0	0
Morey Ave CDC	60	71	0	0	0	0	0	0	0
Oakdale Preschool									
1402R	15	20	0	0	0	0	0	0	0
Oakdale Preschool	15	20	0	0	0	0	0	0	0
Rio Linda Preschool Center									
1403V	15	24	0	0	0	0	0	0	0
1403W	15	24	0	0	0	0	0	0	0
Rio Linda Preschool Center	30	48	0	0	0	0	0	0	0
Village									
1404V	13	19	0	0	0	0	0	0	0
1404W	13	19	0	0	0	0	0	0	0
Village	26	38	0	0	0	0	0	0	0
2018 - 2019 - STATE PRESCHOOL									
Morey Ave CDC									
1401R	15	4	0	0	0	0	0	0	0
1401S	15	4	0	0	0	0	0	0	0
1401T	15	4	0	0	0	0	0	0	0
1401V	15	4	0	0	0	0	0	0	0
Morey Ave CDC	60	16	0	0	0	0	0	0	0
Twin Rivers Unified School Dist	229	209	0	0	0	0	0	0	0
Report Totals	229	209	0	0	0	0	0	0	0

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

September 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 September 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: September 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	6,842.06	75,296.00	68,453.94
	Fringe Benefits	1,287.47	2,575.84	33,375.00	30,799.16
	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	8,385.45	15,616.43	74,027.00	58,410.57
	I. Total Administration	13,093.95	25,034.33	186,476.00	161,441.67
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	13,093.95	25,034.33	186,476.00	161,441.67
II.	a. Personnel	95,810.03	182,521.58	1,015,395.00	832,873.42
	b. Fringe Benefits	40,829.83	76,501.64	426,373.00	349,871.36
	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	282.65	282.65	3,750.00	3,467.35
	Child and Family Service Supplies	360.74	360.74	3,800.00	3,439.26
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	0.00	334.46	6,000.00	5,665.54
	Instructional Materials	7,340.62	11,842.59	10,000.00	(1,842.59)
	G f. Contractual	0.00	0.00	0.00	0.00
	R g. Construction	0.00	0.00	0.00	0.00
	A h. Other :	0.00	0.00	0.00	0.00
	M Utilities	1,754.13	1,991.43	24,855.00	22,863.57
	Building/Child Liability Insurance	667.05	667.05	1,500.00	832.95
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	511.20	511.20	2,000.00	1,488.80
	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	1,229.41	1,229.41	2,000.00	770.59
	Parent Services	195.53	219.60	8,500.00	8,280.40
	Publications/Advertising/Printing	738.56	738.56	2,000.00	1,261.44
	Training or Staff Development	0.00	0.00	1,000.00	1,000.00
	Copy Machine Lease	0.00	734.77	8,000.00	7,265.23
	Membership/Licensing Fees	0.00	242.00	2,000.00	1,758.00
	II. Total Program	149,719.75	278,177.68	1,539,649.00	1,261,471.32
	Non-Federal Program	26,329.85	50,171.33	433,406.00	383,234.67
Total SETA Costs (I + II)		162,813.70	303,212.01	1,726,125.00	1,422,912.99
		162,813.70	303,212.01	1,726,125.00	1,422,912.99
		0.00	0.00	0.00	0.00
Authorized Signature		Date		Prepared By	
K. Zingarelli		10-10-18		Vassiliki Vervilos	
				566-2785, 25130	
				Phone	

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING September 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		22,289.69	-	42,171.82
			-	-
			-	-
			-	-
			-	-
OCCUPANCY (Location and Method of Valuation)			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
SUPPLIES AND SERVICES (List item(s), Donor & Value)			-	-
State Preschool		2,589.69	-	5,235.65
			-	-
			-	-
			-	-
			-	-
			-	-
OTHER (Describe in detail)			-	-
State Preschool Indirect	1,450.47		2,763.86	-
			-	-
			-	-
			-	-
TOTAL	1,450.47	24,879.38	2,763.86	47,407.47
		26,329.85		50,171.33

SIGNATURE K. Zingales
 DATE 10-10-18

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

Month: September 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	657.69	1,415.38	13,150.00	11,734.62
	Fringe Benefits	221.79	454.47	5,817.00	5,362.53
	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	1,478.32	2,777.25	16,580.00	13,802.75
	I. Total Administration	2,357.80	4,647.10	36,819.00	32,171.90
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	2,357.80	4,647.10	36,819.00	32,171.90
II.	a. Personnel	16,727.76	31,591.44	195,890.00	164,298.56
	b. Fringe Benefits	7,204.17	14,053.15	86,648.00	72,594.85
	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	25.10	25.10	2,250.00	2,224.90
	Child and Family Service Supplies	139.86	139.86	4,000.00	3,860.14
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	0.00	74.29	3,000.00	2,925.71
	Instructional Materials	1,804.67	2,883.46	6,000.00	3,116.54
	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	59.27	59.27	500.00	440.73
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	1.77	1.77	500.00	498.23
	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	9.81	9.81	2,000.00	1,990.19
	Publications/Advertising/Printing	373.20	373.20	200.00	(173.20)
	Training or Staff Development	0.00	0.00	500.00	500.00
	Copy Machine Lease	0.00	65.26	1,000.00	934.74
	Membership/Licensing Fees	0.00	0.00	200.00	200.00
	II. Total Program	26,345.61	49,276.61	317,887.00	268,610.39
	Non-Federal Program	0.00	0.00	90,140.00	90,140.00
Total SETA Costs (I + II)		28,703.41	53,923.71	354,706.00	300,782.29
		28,703.41	53,923.71	354,706.00	300,782.29
			0.00	0.00	0.00
Authorized Signature		Date		Prepared By	Phone

K. Zingales

10/01/18

Vassiliki Vervilos 566-1600, 66859

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

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)				-
				-
				-
				-
				-
TOTAL	-	-	-	-

SIGNATURE K. Zeng
 DATE 10-10-18

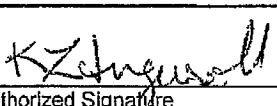
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: September 2018 TTA--Head Start

Agreement No: 17C21751S0

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

Program: PA 22
PA20 T&TA
PA26
Other:

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I. A D M I N	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II. P R O G R A M	a. Personnel				
	b. Fringe Benefits				
	c. Travel				
	d. Equipment				
	e. Supplies				
	f. Contractual				
	g. Construction				
	h. Other: Staff Development	1,762.46	1,762.46	11,700.00	9,937.54
	II. Total Program	1,762.46	1,762.46	11,700.00	9,937.54
	Non-Federal Program				
Total SETA Costs (I + II)		1,762.46	1,762.46	11,700.00	9,937.54
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>  Authorized Signature </div> <div> 10-10-18 Date </div> <div> Vassiliki Vervilos 568-1600,66859 Prepared By </div> <div> Phone </div> </div>					

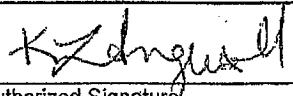
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: September 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. A D M I N	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II. P R O G R A M	a. Personnel				
	b. Fringe Benefits				
	c. Travel				
	d. Equipment				
	e. Supplies				
	f. Contractual				
	g. Construction				
	h. Other: Staff Development	455.15	455.15	5,852.00	5,396.85
	II. Total Program	455.15	455.15	5,852.00	5,396.85
	Non-Federal Program				
Total SETA Costs (I + II)		455.15	455.15	5,852.00	5,396.85
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>  Authorized Signature </div> <div> 10-10-18 Date </div> <div> Vasseliki Vervilos 566-1600,66859 Prepared By </div> <div> Phone </div> </div>					

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	177	+	2	=	179	99
Early Head Start	16	16	+	1	=	16	100
EHS-CCP			+		=		

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 2018

Program	Actual Enrollment	Average Daily Attendance % for Month
Head Start	177	90
Early Head Start	16	100
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?