

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

**Parent Committee Meeting
November 15, 2018
8:30 a.m. – School Cafeteria
Minutes**

I. Welcome

- A. Call To Order/Roll Call – *Meeting called to order at 8:35am. Members present included Nicole White and also present was Head Start Director Tabitha E. Thompson.***

III. Information Items

- A. Education**
- B. ERSEA**
- C. Enrollment and Attendance Report**
- D. Health**
- E. Meal Count reports**
- F. Mental Health**
- G. Family and Community Partnerships/Parent Involvement**
- H. Disabilities**
- I. Special Education Report**
- J. School Site Council**
- K. Fiscal**

All members provided written reports and verbal information from Head Start Director for Items A through K.

- L. Update on Oakdale, Morey and Rio Linda Preschool Programs – *Head Start Director reported that all sites fully enrolled and doing well.***
- M. Recruitment for 2018-2019 – *Head Start Director reminded parent to solicit for additional parents to join the group.***
- N. SETA-County Monthly Average Daily Attendance (ADA) September 2018 – *Written report provided to all members.***
- O. Fiscal Monitoring Review Letter dated October 9, 2018 - *Written report provided to all members.***
- P. New Information Memorandum (IM) – Enhancing Father Engagement – October 17, 2018 *Written report provided to all members.***

IV. Public Participation

V. Adjournment – Meeting adjourned at 9:05am.

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October 17, 2018

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Twin Rivers Unified School District
Name of Delegate

Parent Committee Members Sign-In Sheet
Village Preschool Center

11/15/18
Date of Meeting

Please Specify

_____ # eligible voting representative

_____ # voting representatives present

PC Members Names	Complex	Signature	Payment
Tabitha Thompson	TRUSD	[Signature]	—
2. Nicole white	2	[Signature]	—
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

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

**Parent Committee Meeting
October 8, 2018
8:30 a.m. – School Cafeteria
Minutes**

I. Welcome

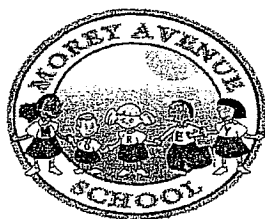
- A. Call To Order/Roll Call
- B. Selection of Committee Officers (Chair, Vice-Chair, Secretary) – *Members selected Sharon Luedke as Chairperson, Nicole White as Vice Chair and Secretary position remains open.*

III. Information Items

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report
- J. School Site Council
- K. Fiscal – *Written reports provided for Information Items A-K to all members. Head Start Director provided additional verbal information as needed.*
- L. Update on Oakdale, Morey and Rio Linda Preschool Programs – *Head Start Director reported that all sites are fully enrolling and doing well.*
- M. Recruitment for 2018-2019 – *Head Start Director reminded parents to invite other parents to join the group for this school year.*

IV. Public Participation

V. Adjournment – Meeting adjourned at 9:08am.



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Education

MONTH: October 2018

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

- Attend TCM for Village, Room 9, Rio Linda
- Issue supplies to teachers
- Collected TCM and give feedback
- Collected Monthly Temperature
- Help Fall Fest: decorations
- Parent Meeting: Learning Through Play
- Prep Make-n-take
- Classroom Support for all class: subbing and covering breaks
- Trained CLASS for pre-k
- Safe Environment, File Checks, and ECERS
- Attended Pre-K and Toddlers CLASS reliability training
- Trained Rio Linda's teacher on symbaloo
- Trained Village's teacher on Creative Curriculum & individualization
- Got PO from Lo Market
- Collaborate with Administrative Clerk and CLs on Hmong New Year
- Input ASQ-3 screenings in ChildPlus system

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

none

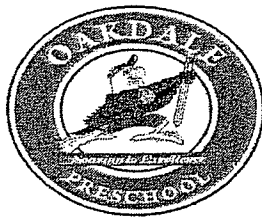
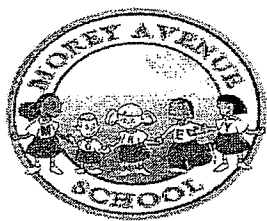
CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- Working with new staff: Maria, May, & Sandya behavior management and give strategies for positive interaction among students and teachers.
- Working with CLs and all classroom on Hmong New Year performers
- Continue with ECERS observations
- Continue Walk Through Observations, File Checks, and Safe Environment
- Train Toddler staff on CLASS

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) 203 ASQ-3 and 72 rescreens

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
- Continue ECERS Observations and give feedback



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Zer Yang

MONTH: November 2018

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

- File checks and paper filing almost done for all sites beside Rio Linda.

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

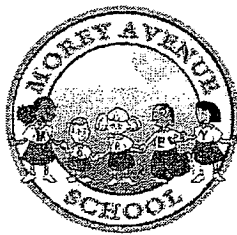
- Parents are not showing up for enrollment
- Rio Linda waitlist are over the income guideline

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

- Recruitments calls
- Student binders checks
- Maintaining reports
- Creating waitlist
- File loose documents in students file for all site
- Maintaining data base-Childplus and Aeries

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) _____

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: Marci Porter
MONTH: October 2018

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

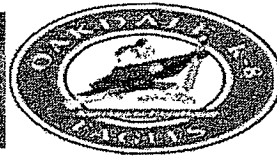
1. New staff licensing files completed.

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).

1. Back up for enrolling new students for all three sites.
2. Back up for Kindergarten enrollment.
3. Maintaining class rosters in Aeries for State and Early Head Start and Head Start students.
4. Daily attendance and follow up of absences.
5. Give attendance letters to students under 85%.
6. Daily staff attendance.
7. Monthly Staff Attendance award certificates.
8. Assisting Principal/Director in various projects.
9. General office support to the Office Manager.
10. Creating Purchase Requisitions and Request for Direct Payment forms.
11. Processing mileage forms for staff.
12. Ordering, receiving and distributing supplies for center and staff.
13. Completing Staff Absentee Reports to send to District Office.
14. Creating notices and distributing to all students, as needed.
15. Front office (answering phones, helping parents and students, etc.).
16. End of the month ADA and Enrollment Report to SETA.
17. Updating student information in Aeries, Child Plus, Emergency Cards, Authorization for Pick Up.
18. Filing student information into student files.
19. Updating staff licensing information.
20. Distributing and collecting licensing forms for new staff.
21. Scheduling and coordinating Fall and Spring picture days.
22. Scheduling vendors for on-campus events, puppet shows, critters, etc.
23. Child Plus data entry for Education / Disabilities.
24. Supporting teachers with Child Plus Attendance App.
25. Updating and revising ERSEA Binder
26. Updating and revising Policies and Procedures Binder

SELF MONITORING/PIR DATA: Checked 5 student files for Disabilities Component



Twin Rivers Head Start Programs COMPONENT MONTHLY REPORT

COMPONENT NAME: _____ **Health – October 2018**

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

1. Met the first 45th day timeline
2. Went to the 40th annual anniversary for Smile keepers

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

1. Students are absent during screenings\
2. Annual physicals on time
3. Annueal dental follow up
4. Toddlers 30 month well exams
- 5.

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.

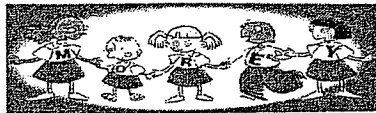
SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for

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)



Morey Avenue School
Early Childhood Development Center

COMPONENT MONTHLY REPORT

COMPONENT NAME: Mental Health

MONTH: October

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

- Ongoing friendship groups
- Positive communication amongst the component team
- Organization of "Winterfest"
- Completion of
- Intern support in classrooms

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

- Further direction for teachers to complete rescreens for ASQs
- 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 Winterfest
- Organizing Mental Health Parent Meeting
- Ongoing social skills groups
- Ongoing individual sessions

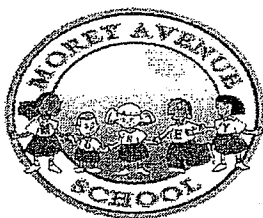
SELF MONITORING/PIR DATA

- Blue Folders in classrooms

SCREENINGS (number of screenings completed during the month) I 26 R16

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 1st of each month



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Antawn Bryant-Porter

MONTH: October

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

- Fall Festival Complete (Morey)
- Fall Festival Complete (Village)
- CPR Refresher Course
- Parent Meetings

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

- FPA completion while focusing on events

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

- FPA
- Hmong New Year
- Winterfest
- Parent Resources

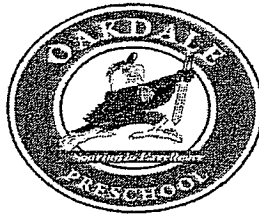
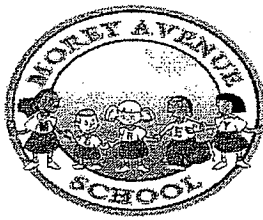
Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, follow-ups, etc): (number should get larger each month as you add new screenings for the current month to the total from last month) _____

FPA: 22 / 60

FPP: 60 / 60

FPP follow-up#1: /

FPP follow-up#2: /



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southvilay

MONTH: October

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

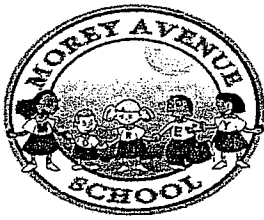
- Parent Survey
- Red Ribbon Week
- Fall Festival
- Parent Meeting
- Ready Rosie
- Special diet
- Parent Volunteer for fall festival
- In-kind hours for parent in class

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

- Trying to get parent to our meeting
- Hemo and Blood lead results
- Catching parent for FPA

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

- Getting ready for WINTER FEST
- Winter fest orders; schedule, bus; train schedule with CL team
- Planning orders and decoration for winter fest
- Shopping for Hmong New Year
- FPA
- Outside board
- Cleaning/putting fall fest item away
- Parent meeting
- Hmong New Year
- Nutrition shopping



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: **ROSA RIVERA**

MONTH: **OCTOBER 31, 2018**

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

Parent Survey

Fall Festival

Parent Meetings

Parent resources: jobs, dental appointment,

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

Working on FPA's has taken a lot more time than expected. Example: Alphabet cards, number cards, color cards, shapes, communications pictures, toilet training charts, shoe models for learning to tie shoes. These are the goals that my parents are wanting for their child FPA's. Had to be very resourceful!

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

FPA's follow-up #1 almost completed due on Nov. 15

FPA's Follow-up#2 due on 12/20/18

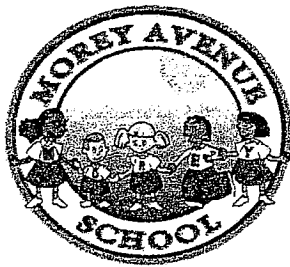
FPA's resources

Hemo / Lead follow up's on the one who have not brought back results

Winter Festival

Ready Rosie

Parent Resources on jobs,



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Nina Sandhu

MONTH: October 2018

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	1	13
B	Total number of children enrolled with an active IFSP/IEP	1	13
C	Children with an IFSP/IEP who have dis-enrolled, outside agency transfer, or services have been terminated	0	0
D	Children currently pending	0	0
E	Future IFSP/IEP Meetings scheduled	0	9

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

- Pushing in to the classroom and demonstrating to teachers with communication strategies to implement in the classroom.

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

- Finishing all necessary paperwork, progress notes and daily notes.
- Assessing 13 students and doing speech-language services at the same time.

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

- Assessing 13 students and doing speech-language services.
- Writing reports and inputting data in to SEIS for these incoming IEP's.
- Finishing progress notes and daily notes on SEIS.

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): 10 speech and language screeners for Head Start (18 including Kinder/TK).

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

- Keeping up to date on my excel sheet of current students with active IEP's.
- Have daily logs with children I have been servicing for speech and language.
- Making sure section 6 is updated in the kiddos binders with current IEP goals and service minutes.

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

Head Start

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %
Elk Grove USD	91	89								
Sacramento City USD	73	90								
SETA	78	87								
San Juan USD	N/A	76								
Twin Rivers USD	93	90								
WCIC/ Playmate	N/A	68								
TOTAL	84	83								

Early Head Start

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %
Sacramento City USD	82	92								
SETA	80	86								
San Juan USD	83	84								
Twin Rivers USD	91	88								
TOTAL	84	88								

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74	80										
SETA	84	82										
TOTAL	79	81										

A summary of individual agency Attendance Action Plan(s) are provided below any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

JAY SCHENIRER
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

October 9, 2018

Kate Ingersoll
Twin Rivers Unified School District
3222 Winona Way
North Highlands, CA 95660

Dear Ms. Ingersoll:

This office wishes to thank you and your staff, and the Budget Services Department for the courtesy and helpfulness extended to us during our fiscal monitoring visit on September 10-11, 2018.

The results of that monitoring have been summarized on the attached memorandum, which covers findings and general observations.

We sincerely hope that this information will be helpful in the administration of your program. If you should have any questions, please do not hesitate to call me at (916) 263-3821.

Sincerely,

Tammi Kerch
Accountant II

cc: Vasseliki Vervilos
Tabitha Thompson
Sara Noguchi
Attachments

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA from June 1 to July 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kate Ingersoll DATE: October 9, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic	\$ 1,617,796	8/1/17-7/31/18	6/1/18-7/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	6/1/18-7/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	6/1/18-7/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	6/1/18-7/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	6/1/18-7/31/18

Monitoring Purpose: Initial ____ Interim ____ Special ____ Final X

Date of review: Sept 10-11, 2018

		<u>SATISFACTORY</u>		<u>COMMENTS/</u> <u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
	<u>AREAS EXAMINED</u>				
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	N/A			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	Davis Bacon Act	N/A			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			



ADMINISTRATION FOR **CHILDREN & FAMILIES**

New Information Memorandum (IM) on Enhancing Father Engagement

On October 17, 2018, the Administration for Children and Families (ACF) issued a joint Information Memorandum (IM) emphasizing the importance of meaningful father engagement in all ACF programs to better serve children and families.

The IM highlights research findings that demonstrate the value of father involvement in the lives of children and families. It also identifies promising practices to promote and sustain meaningful father engagement, regardless of a father's physical location or custodial participation.

Engaging fathers in Head Start and Early Head Start programs can have a deep impact on children, their families, and the community as a whole. Engaging fathers in Head Start and Early Head Start centers across the country builds a lasting impact on fathers' connection and involvement in their children's development and well-being, leading to a larger impact on the family as a whole as well as on the entire local community.

Fathers as Contributors to School Readiness and Well-being

The Office of Head Start (OHS) has a long history of engaging male family members and father figures as important contributors to the school readiness of children and to the well-being of families and communities. ACF encourages Head Start and Early Head Start programs to continue to engage fathers as advocates and lifelong educators of their children in ways that meet the different needs of their individual families and communities. Investing in ongoing professional development for staff to help them assess and evaluate how they work with fathers and examining cultural perspectives to improve their understanding of the unique needs and strengths of fathers are some of the ways in which Head Start programs are working to engage fathers.

Integration of Fathers Critical for Children's Success

Father engagement is critical to successful outcomes for children. Ideally, father engagement should not be a stand-alone initiative but rather a vital and integrated aspect of parent, family, and community work in Head Start and Early Head Start programs. Head Start programs should also consider opportunities to strengthen community partnerships. For example, programs can reach out to child care partners, domestic violence providers, local child welfare agencies, child support locations, and Temporary Assistance for Needy Families (TANF) offices to align and reinforce father responsive strategies that strengthen families and support father-child relationships.

OHS strongly encourages all Head Start programs to redouble their efforts in working with fathers.

The newly released IM can be found on ACF's website at

https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim_final.pdf.

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

<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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County of Sacramento

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November 8, 2018

Ms. Kelly Pruitt
7745 Rio Linda Blvd.
Elverta, CA 95626

Dear New Policy Council Representative:

Congratulations and Welcome as the new Representative on the Policy Council (PC) representing Twin Rivers Unified School District.

The annual PC meeting will be held on **Tuesday, November 27, 2018, 9:00 a.m. in the SETA Board Room located at 925 Del Paso Blvd.** Feel free to give me a call at 263-4082 if you have questions.

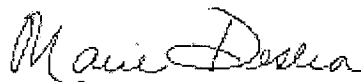
Please refer to the enclosed Bylaws for the SETA Head Start/Early Head Start Policy Council, *Article III: Membership, Section 6 - Attendance (A-D)*. Active participation and meeting attendance of the Policy Council is encouraged.

You will receive a child care reimbursement, if needed, and a transportation/mileage reimbursement for meeting attendance. Every reasonable effort will be made to process reimbursements to be picked up from a petty cash custodian as soon as possible. Snacks and beverages will be provided prior to the meeting.

New PC Representatives and re-elected Representatives who are interested in holding an Officer position for Program Year 2018-2019 will have an opportunity to review the enclosed SETA Head Start/Early Head Start Policy Council Bylaws, Article V, Officers, Section 1: Officers; Section 2: Election and Term of Office; and Section 3: Duties of Officers. The Officer election will be held at the December 19 special meeting.

I am looking forward to a rewarding and exciting year working with you as we (staff and parents) work together to ensure the delivery of high quality child development services to SETA Head Start/Early Head Start children and families.

Sincerely,



Marie Desha
Social Services/Parent Involvement Coordinator

Enclosures

cc: Reginald Castex, PC Chair
Tabitha Thompson