PUBLIC NOTICE   PUBLIC NOTICE   PUBLIC NOTICE

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

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

AGENDA

I. Welcome
    A. Call To Order/Roll Call
    B. Selection of Committee Officers (Chair, Vice Chair and Secretary)

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 Morey Avenue, Oakdale and Rio Linda Preschool Programs
    M. Recruitment for 2018-2019

V. Public Participation

VI. Adjournment

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.*

Parent Committee Members Sign-In Sheet
Village Preschool Center

10/8/18
Date of Meeting

Please Specify
_____ # eligible voting representative
_____ # voting representatives present

PC Members Names	Complex	Signature	Payment
Sharon Luedtke	village	S Luedtke	
2. Hillary Camacho	Village	Hillary Camacho	
3. Kristi Rankin	Village		
4. Nicole white	village		
5. Michelle Saunders	Village	Michelle	
6. Tabitha Thompson	TRUSD		
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Pc/sign-in/1.31.08/sb

Representatives	Village Head Start
Child: Leilani Moses **Sharon Luedke (Chairperson)** 5242 College Oak Dr Apt 2 Sacramento CA 95841-2534 (916) 459-6349	*Ms. Zhang– Room PS1*
Child: Marquis Palmer Shantrell Moore and Marquis Palmer Sr. 4930 Polk St Apt 88 North Highlands CA 95660-5219 (916) 595-5581	*Ms. Zhang– Room PS1*
Child: Nae lani Choyce Nadia Moore 4930 Polk St Apt 88 North Highlands CA 95660-5219 (916) 239-9272	*Ms. Dayal– Room PS2*
Child: Arsen Rankin Kristi Rankin 4350 Galbrath Dr Apt 66 Sacramento CA 95842-4194 (916) 856-4985	*Ms. Dayal– Room PS2*
Child: Frankie Muao Crystal Riggs 5421 College Oak Dr Sacramento CA 95841-2507 (916) 296-9503	*Ms. Dayal– Room PS2*
Child: Erick White **Nicole White (Vice Chairperson)** 6724 Bismarck Dr North Highlands CA 95660-3712 (916) 410-5316	*Ms. Dayal– Room PS2*
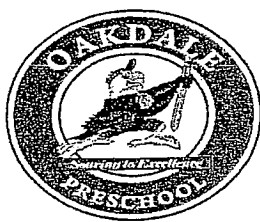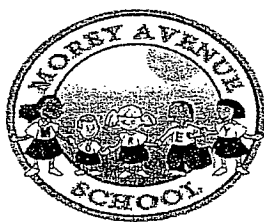
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME:____Education____

MONTH:_____Sept 2018_____

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

- Attended TCM
- Issue supplies to teachers
- Collected TCM and give feedback
- Collected Monthly Temperature, Ratio Count
- Provide classroom support
- Established goals for 4 teachers
- Self-monitoring (checked files and observe) for 3 teachers
- Conduct Safe Environment for 4 classroom
- Make-n-Take was successful
- Back to School Night was a success

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).

- Provides strategies for new staff to meet deadlines: Maria, Sandya, and Cici
- Provide strategies for staff (May, Maria, Cici) for classroom management

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)_____205 ASQ-3 Screening _____

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 file checks and safe environment
- Continue monitoring Learning Genie and ASQ-3 report to provide support for staff
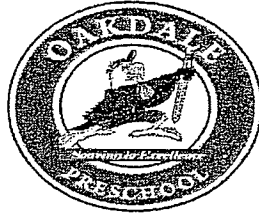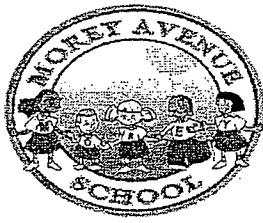
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME:_____Zer Yang_____

MONTH: September 2018

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

- 39 students enrolled in Village

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

- We did not meet full enrollment
- Parents waiting for the first day of school to enroll child.
- Having to turn away families who are over the 131%
- CL are in meetings at 2pm and are not available for orientation
- Promoting Village preschool.

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

- Recruitments calls
- Waiver list
- Student binders checks
- Maintaining reports
- Creating waitlist
- File loose documents in students file for all site

- Organize drop file from 2017 and 2018
- Update student's address

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)
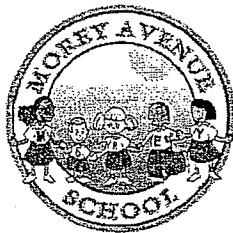
Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: __Marci Porter__
MONTH: September 2018

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

1. All classroom are up and running attendance on the ChildPlus App.

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: Updating data for re-enrolled students and making sure all PIR info is input when entering new students; monthly file checks.

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

Reasons for under-enrollment:

Center Name/ Classroom	Majority of 3yr olds (capped at 17) (capped at 20 in-state classes)	# Under enrolled due to:						
		Duration class not yet operating		Class-size waiver denial	Conversion class not yet operating (EHS only)		Other	
		Funded	# Under		Funded	# Under		
Morey Avenue							Slot was kept open waiting for TRUSD Special Education Dept. to place a child in the class.	
Village							Most potential enrollees who came to enroll were over 130%. Also, this is a new site and there was miscommunication from Office Staff at Village to potential enrollees.	

Monthly Attendance Report

Agency: ___TRUSD___

Month/Year: ___September 2018___

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	177	90
Early Head Start	16	100
EHS-CCP		

Example:

EHS-CCP	100	95

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 Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: __Health__
MONTH: __September 2018__

SUCCESSES
-Staff received Medical and Bloodborne Pathogens training.
-All HeadStart sites had their hearing, vision, dental, and blood pressure screenings.
-Student with medical concerns have been followed-up and medication, if needed, is in the classroom.

CHALLENGES
-Students are absent during screenings.
-Universal medical form usage needs to be implemented between Headstart programs and First 5 preschools.

CURRENT PROJECTS OR TASKS
-Testing students who were absent during screening days or rescreening those who failed screening.
-Student health information, such as physicals, dentals, hearing and vision screening results, immunizations and other health information will be recorded in Child Plus.
-Follow-up with parents for students needing updated Physical and/or Dental exams. Provide assistance scheduling appts. or connecting with medical providers as needed.

NUMBER OF SCREENINGS COMPLETED TO DATE:
Morey
Vision	104
Hearing	104

Rio Linda
Vision	47
Hearing	47
Blood Pressure	46
Dental Screenings	37

Oakdale
Dental Screenings	19
Vision	19
Hearing	19
Blood Pressure	19

SELF MONITORING/PIR DATA
-Screening information is being tracked to be entered into Child Plus.
-I notify parents in advance when health information is needed.
-I check individual student files to ensure all information has been entered into their file or Child Plus.

Twin Rivers Head Start Programs
COMPONENT MONTHLY REPORT

COMPONENT NAME:_____Health – SEPTEMBER 2018

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

1. Hearing, Vision and Dental Screenings are up to date
2. Immunization Report to State is complete
3. Blood Pressures are done

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

1. Student info wrong in child plus

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 PIR 2015)

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 1st of each month
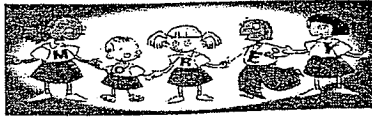
Morey Avenue School
Early Childhood Development Center
COMPONENT MONTHLY REPORT

COMPONENT NAME: Mental Health

MONTH: September

SUCCESSES (details of tasks that are going well within your component area)
- Communication with staff regarding student issues
- Being able to support teachers with challenging students in the classroom
- Interns able to start scheduling their time evenly

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed)
- Division of time to meet all students, teachers, and meetings appropriately.
- Increased participation of parents during parent meetings
- Getting to know all children at off cites

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month)
- Preparation for Pre-Sap meetings
- Completion all PIP meetings
- Starting social skills groups
- Starting initial intervention for students
- Classroom lessons
- Consulting with teachers regarding the PIP/internal referral/ASQ process
- Behavior consultation with students needing extra support in the classroom
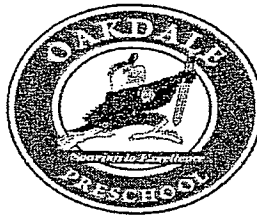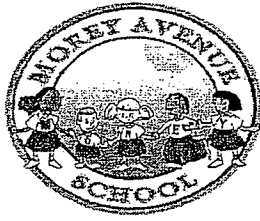
SELF MONITORING/PIR DATA)
- Blue Folders for individual teachers and classrooms

SCREENINGS (number of screenings completed during the month)
ASQ SE completed - 170

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: Tashamarie Brewer

MONTH: September

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

- BTSN
- PC recruiting
- Parent Meetings
- Supporting each other in our CL team
- BMI's

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

- Supporting more in my class rooms
- Getting ALL my papers organized in Binders
- Getting gentle or used coats

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

- Harvest Festival
- Coat Drive
- Donations
- FPA's

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

FPP: 55 /55

FPA: 7 /55

FPA follow-up#1: 0/55

FPA follow-up#2:   0/55

Lead Risk Assessment: 55 /55
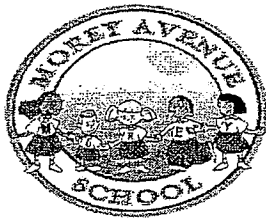
In-Kind hours: 78 /75 hours

Blood Lead: 21/55

Hemoglobin: 32/55

Growth Assessments: 55/55

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-Tracking form

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Rosa Rivera

MONTH: September 2018

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

FPP done, FPS current, State Surveys, In-kinds

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

Work in progress with the paperwork. Want to have more time with parent and is my goal to work on.

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

Working on FPA Goals with parents

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: 8 /46

FPA follow-up#1: 5 /46

FPA follow-up#2: /

Lead Risk Assessment: 46 /46

In-Kind hours: September 145.1hrs/75 hours

August   14.6 hours/ 75 hours in-kind,18@home= a total 32.6hrs
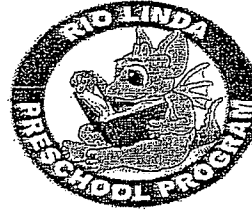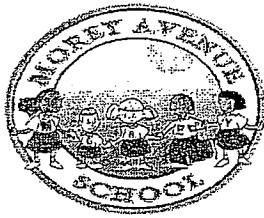
Blood Lead: 24/47

Hemoglobin: 30 /47

Parent State Surveys: 8/8 Mrs.Malia 12/18 Mrs.Vam 11/18 Ms. Leica

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

Using Child Plus and my own excel Sheet Spread

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: __ANTAWN BRYANT-PORTER__

MONTH: SEPTEMBER

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

- BTSN Morey was AMAZING
- First Monthly Self-Monitoring Report Complete
- BMI Information Entered Into ChildPlus

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

- Making time for both schools

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

- Ready Rosie
- FPA (Starting 10/1)
- BMI Parent Signatures
- 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)
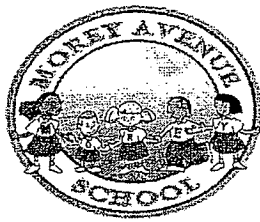
Hemo – 27/58

Blood Lead – 14/58

FPP – 58/58

Growth Assessments - 44/58

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

Checking my coworker's forms and binders to assure my work is up to par with the rest of the team.

Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

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
- Started on 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

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: 24/51

FPP: 51/51

FPP follow-up#1:   n/a /51

FPP follow-up#2:   n/a /51

Lead Risk Assessment: 51/51

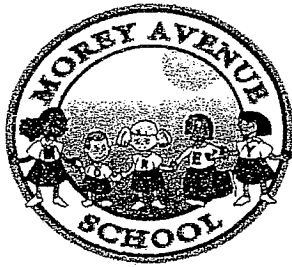In-Kind hours: 258 hrs 30mins /75 hours

Blood Lead: 28 /51

Hemoglobin: 39 /51

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: Nina Sandhu
MONTH: September 2018

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	1	12
B	Total number of children enrolled with an active IFSP/IEP	1	12
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	0

SUCCESSES (details of tasks that are going well within your component area)
- Observing kiddos and helping 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.
- Attending all 4 schools (going good so far).

CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).
- Seeing which kiddos will possibly need to be screened (will know by next week for sure.
- 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): 0 so far, waiting for teachers to complete ASQ on 45th day (will know by Wednesday).

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, also written which disability they are under.
- Making sure section 6 is updated in the kiddos binders with current IEP goals and service minutes.