

**Twin Rivers Unified School District
155 Morey Avenue
Sacramento, CA 95838**

**Special Policy Committee Meeting
September 26, 2018
8:30 a.m. – Room 2
Agenda**

I. Welcome

- A. Call To Order/Roll Call – *meeting called to order at 8:46am by Chair Charles Taylor. Also present were members Allison Vaughnn and Kelly Pruitt.*

II. Action Items

- A. Approval of Meeting Minutes from June 7, 2018 – *Allison Vaughnn motioned for the approval and Kelly Pruitt seconded the motion. Votes were as follows-2 yes (Kelly Pruitt and Allison Vaughnn), 0-no and 1 abstention (Charles Taylor).*
- B. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 Approval of Head Start Site Supervisor, Head Start Teacher, Head Start Para-educator and Community Liaison hiring lists - *Allison Vaughnn motioned for the approval and Kelly Pruitt seconded the motion. Votes were as follows-2 yes (Kelly Pruitt and Allison Vaughnn), 0-no and 1 abstention (Charles Taylor).*

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 information provided to all members and Head Start Director provided verbal information as needed for all items A-K.*
L. Monitoring Summary Visit May 2018 – *Written information provided to all members and Head Start Director provided additional verbal information.*

- M. Fiscal Monitoring Report dated July 3rd and August 1, 2018 - Written information provided to all members and Head Start Director provided additional verbal information.*
- N. Info about possible grant opportunities(duration funds/EHS expansion) – Head Start Director shared that the increased duration grant application is now available and TRUSD plans to apply for additional funds for the 74 students to become duration which will include the summer program. Additional information will be provided to PC when available.*
- O. Update on Oakdale, Village and Rio Linda Preschool Programs – All sites are fully enrolled and students are adjusting well.*
- P. Recruitment for 2018-2019 – Head Start Director reminded parents to talk to other parents about joining the group.*

IV. Public Participation

V. Adjournment –Meeting adjourned at 9:19am.

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I. Welcome

- A. Call To Order/Roll Call

II. Action Items

- A. Approval of Meeting Minutes from June 7, 2018
- B. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT
CODE SECTION 54957 Approval of Head Start Site Supervisor, Head Start
Teacher, Head Start Para-educator and Community Liaison hiring lists

III. Information Items

- A. Education
- B. ERSEA
- C. Enrollment and Attendance Report
- D. Health
- E. Meal Count reports
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- I. Special Education Report
- J. School Site Council
- K. Fiscal
- L. Monitoring Summary Visit May 2018
- M. Fiscal Monitoring Report dated July 3rd and August 1, 2018
- N. Info about possible grant opportunities(duration funds/EHS expansion)
- O. Update on Oakdale, Village and Rio Linda Preschool Programs
- P. Recruitment for 2018-2019

IV. Public Participation

V. Adjournment

**Twin Rivers Unified School District
155 Morey Avenue
Sacramento, CA 95838**

**Special Policy Committee Meeting
June 7, 2018
8:30 a.m. – Room 2
Minutes**

I. Welcome

- A. Call To Order/Roll Call – *Meeting called to order at 9am by Chair Charles Taylor. Also present were Allison Vaughn, Carita Singleton, Anne Mafi, Elizabeth Schoemig and Charla Coley. Head Start Director Tabitha Thompson also present.*

II. Action Items

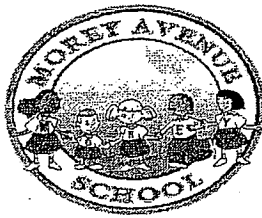
- A. Approval of Meeting Minutes from May 16, 2018 – *Allison Vaughn motioned for the approval of the meeting minutes and Anne Mafi seconded the motion. Votes were as follows-5 yes (Anne Mafi, Carita Singleton, Allison Vaughn, Charla Coley and Elizabeth Schoemig), --no and 1 abstention –Charles Taylor.*

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 information provided to all members and Head Start Director provided verbal information as needed for all items A-K.*
- L. Update on Oakdale and Rio Linda Preschool Programs – *Head Start Director reported that Oakdale is doing great. Rio Linda reported that they have had a wonderful year and are very appreciative of the teaching teams.*
- M. Recruitment for 2018-2019 – *Head Start Director reminded parents to recruit PC parents for the upcoming school year.*

IV. Public Participation

- V. Adjournment** – *Meeting adjourned with potluck at 9:18am.*



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Education

MONTH: August 2018

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

- Orientations was a success.
- Initial TCM were successful.
- Issue supplies to teachers
- Collected TCM and give feedback
- Collected Monthly Temperature

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

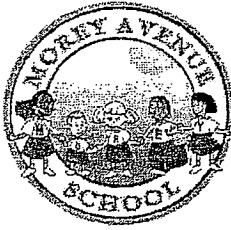
none

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

- Working with new staff: Maria, Sandya, and Cici to set up room and give strategies for positive interaction among students and teachers.
- Working with Village's Team to effectively come up with positive communication skills among each other to provide what is best for their students.

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) 0

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: August 2018

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

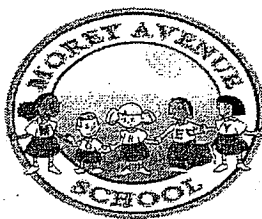
1. All classroom are up and running attendance on the ChildPlus App.

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.



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Zer Yang

MONTH: August 2018

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

- Bring back States kiddos
- Entering all children in Aeries and Childplus
- Teachers received Students binders before students' start dates.

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%
- Childplus new application delay data entry
- 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

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)

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		

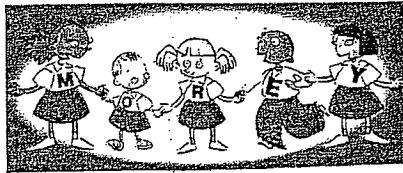
Reminders:
 Average Daily Attendance = Total Monthly Attendance divided by number of days served.
 ADA divided by Actual Enrollment = ADA percentage
 This is for the entire month (not just the last day of the month)

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?



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Health

MONTH: August 2018

SUCCESSES

- Staff received Medical and Bloodborne Pathogens training.
- Rio Linda students had their hearing screening.
- 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

- Morey Avenue, Oakdale, Village and Rio Linda will have hearing, vision and dental screenings.
- Testing students who were absent during screening days.
- 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

Hearing

Rio Linda

Vision

Hearing 36

Blood Pressure

Dental Screenings

Oakdale

Dental Screenings

Vision

Hearing

Blood Pressure

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 August 31, 2019

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

1. New Cp countywide is up and running
2. RL Hearing screenings are done

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

1. Putting back the infor in cp from last year that wasn't rolled over by Seta Staff

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

Health Screenings

1. 2018 -2019 community parthners for health screenings
2. Matching cp and child's file
3. Inputting into Child Plus
4. Filing of Health forms
5. Following up on dental – annual physicals for 2nd year students
- 6.

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

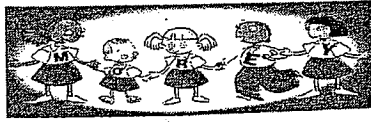
9/5/2018
4:02 pm
MPORTER

Twin Rivers Unified School District
2371 - CACFP Reimbursement Summary
Agency: Twin Rivers Unified School District
Attendance Date: 8/20/2018 - 8/31/2018

Page 1
ChildPlus

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	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
2018 - 2019 - HEAD START									
Morey Ave CDC									
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
Oakdale Preschool									
1402R	8	21	0	0	0	0	0	0	0
Oakdale Preschool	8	21	0	0	0	0	0	0	0
Rio Linda Preschool Center									
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
Village									
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
2018 - 2019 - STATE PRESCHOOL									
Morey Ave CDC									
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



Morey Avenue School
Early Childhood Development Center
COMPONENT MONTHLY REPORT
COMPONENT NAME: Mental Health
MONTH: August

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

- Mental health folders in place with teachers
- Connections with children and families from last year
- Successful orientations from first day of school
- Implementation of ASQ screeners
- Meeting with support staff to discuss proper referral process of screeners and students of concern

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

- Division of time to meet all students and teachers equally between four schools
- Lack of response time to teachers that need immediate attention if working with other teachers or students
- Reassurance of staff that students need time to adjust in the classroom before more restrictive support can be introduced

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

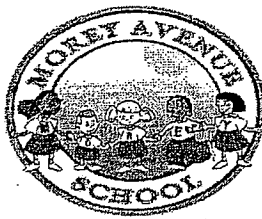
- Compiling data for first PIP meeting
- Gathering names for the first case staffing
- Orientation of social work interns
- Completing the series of social skill group lessons for students
- Continuing to monitor and write observations in MH folders for classrooms
- Introducing my services to students in the classroom
- Leadership meeting
- Adding ASQ data to data base

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

- Blue Folders for individual teachers and classrooms
- Merged SETA calendar and Personal Calendar
- One file in the classroom for all notes and data

SCREENINGS (number of screenings completed during the month) 0 ASQ screeners

Attachments (component meeting agenda, sign in sheets, minutes, self-assessment tracking sheets (i.e. file checklists, observations, student list, etc)



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Tashamarie Brewer

MONTH: August

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

- Village is open and running
- BTSN at Village
- School started
- New Community and Liaison team

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

- Family engagement section in Child Plus

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

- BTSN
- Parent meetings
- Getting ready for Harvest festival
- Getting to know families

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: 53/53
- Growth Assessments: 46/53
- Head Circumference: 8/8

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 Head Start Programs COMPONENT MONTHLY REPORT

COMPONENT NAME: Nutrition/Family Partnerships
Christina Southivilay

MONTH: August 2018

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

- First day of school
- Orientation
- Meeting
- New Staff

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

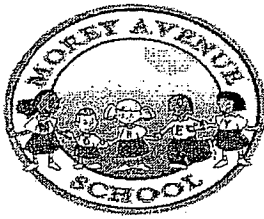
- Trying to catch parents
- Getting a routine set with teachers for their TCM
- Orientation time scheduled and parents are not showing up
- Special diet are filed away in student binder before processing and finding them later
- Child Plus

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

- Height and weight
- Classroom board/ outside board
- Special diet
-

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

- Words using spreadsheet
- Child Plus class list
- Excel, creating a charts
- File Check Lists



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Rosa Rivera CL

MONTH: Aug 20 - 31

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

Did heights & weight for 2/3 classrooms
 Have 2 schedule ^{parent} meeting for next month Oakdale
 1) Potty training (morey) 2) appropriate play 3) Child anxiety separation
 (morey) 100% morey 100%

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

just making sure I keep up with all emails

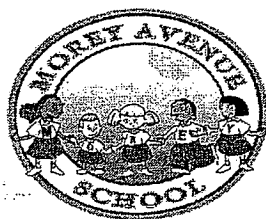
CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

finishing heights & weights
 kind / parent-child @ home forms

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) current w/ FPP / FPA

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

I signed up parents on Remind in one of my classrooms which is Oakdale



Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Antawn Bryant – Community Liaison

MONTH: AUGUST

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

- Back to school night was a success (Village)
- First Sam's Club supply order
- Orientations went as planned
- Heights and Weights completed

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

- Child Plus software

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

- Back to school night for Morey (Cheng)
- Child Plus software training

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) _____

N/A

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

N/A



Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Nina Sandhu

MONTH: August 2018

		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, outside agency transfer, or services have been terminated	0	0
D	Children currently pending	0	0
E	Future IFSP/IEP Meetings scheduled	0	0

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

- Being organized with paperwork.
- 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.
- 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.

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.

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 1st of each month for the previous reporting month.

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

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

Month: June 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	2,716.15	37,169.55	50,696.00	13,526.45
	Fringe Benefits	1,029.58	13,066.76	17,188.00	4,121.24
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	1,750.00	1,750.00
I	Other	0.00	0.00	2,145.00	2,145.00
N	Indirect Costs	8,498.90	79,475.12	75,640.00	(3,835.12)
	I. Total Administration	12,244.63	129,711.43	147,419.00	17,707.57
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	12,244.63	129,711.43	147,419.00	17,707.57
II	a. Personnel	115,734.54	945,807.53	1,122,900.00	177,092.47
	b. Fringe Benefits	35,332.93	332,885.32	345,026.00	12,140.68
P	c. Out of State Travel	0.00	0.00	5,000.00	5,000.00
R	d. Equipment	0.00	0.00	0.00	0.00
O	e. Supplies	0.00	0.00		0.00
	Office Supplies	860.21	7,346.36	5,250.00	(2,096.36)
	Child and Family Service Supplies	0.00	3,422.67	3,800.00	377.33
	Food Service Supplies	0.00	3,613.90	3,000.00	(613.90)
	Medical/Dental/Disabilities/Custodial	1,248.07	7,342.55	6,000.00	(1,342.55)
	Instructional Materials	17,297.64	42,160.94	10,000.00	(32,160.94)
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	2,663.44	18,161.27	24,855.00	6,693.73
	Building/Child Liability Insurance	0.00	726.32	1,500.00	773.68
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	957.68	4,851.16	2,000.00	(2,851.16)
	Nutrition Services	1,939.09	15,217.76	10,709.00	(4,508.76)
	Child Services Consultants	0.00	3,059.85	2,000.00	(1,059.85)
	Substitutes, if not paid benefits	8,250.55	17,901.25	2,000.00	(15,901.25)
	Parent Services	7,182.92	38,467.24	8,500.00	(29,967.24)
	Publications/Advertising/Printing	102.00	1,964.45	2,000.00	35.55
	Training or Staff Development	988.30	8,121.08	1,000.00	(7,121.08)
	Copy Machine Lease	0.00	4,177.87	8,000.00	3,822.13
	Membership/Licensing Fees	0.00	1,818.98	2,000.00	181.02
	II. Total Program	192,557.37	1,457,046.50	1,566,040.00	108,993.50
	Non-Federal Program	42,490.85	378,613.60	430,240.00	51,626.40
	Total SETA Costs (I + II)	204,802.00	1,586,757.93	1,713,459.00	126,701.07
		204,802.00	1,586,757.93		126,701.07
		0.00	0.00		0.00
Authorized Signature (I)		Date		Prepared By	Phone
K. Z. [Signature]		7-9-18		Vasseliki Vervilos	566-2785. 25132

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

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				2,179.35
				1,133.51
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
State Preschool		33,433.33		261,326.52
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & V)				-
State Preschool		6,763.27		56,739.61
				-
				-
				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	2,294.25		18,640.15	-
			8,214.84	31,390.32
			-	-
			-	-
TOTAL	2,294.25	40,196.60	26,854.99	352,769.31
		42,490.85		379,624.30

SIGNATURE K. Ziegler 7-9-18

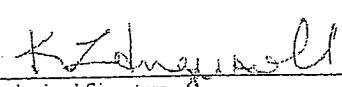
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: June 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	643.51	5,791.64	12,692.00	6,900.36
	Fringe Benefits	201.58	1,805.95	6,306.00	4,500.05
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	300.00	300.00
	Other	0.00	0.00	305.00	305.00
	Indirect Costs	1,389.17	14,669.07	15,963.00	1,293.93
	I. Total Administration	2,234.26	22,266.66	35,566.00	13,299.34
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	2,234.26	22,266.66	35,566.00	13,299.34
II.	a. Personnel	17,028.04	153,181.11	223,631.00	70,449.89
	b. Fringe Benefits	6,527.06	63,729.62	76,202.00	12,472.38
	c. Out of State Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	95.76	812.75	900.00	87.25
	Child and Family Service Supplies	137.75	1,840.87	1,200.00	(640.87)
	Food Service Supplies	0.00	0.00	1,200.00	1,200.00
	Medical/Dental/Disabilities/Custodial	124.95	4,511.49	2,000.00	(2,511.49)
	Instructional Materials	1,711.36	12,069.39	1,000.00	(11,069.39)
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other :	0.00	0.00	0.00	0.00
	Utilities	898.11	4,011.97	2,695.00	(1,316.97)
	Building/Child Liability Insurance	0.00	0.00	300.00	300.00
	Building Maint/Repair	0.00	4.70	100.00	95.30
	Local Teachers Travel	40.72	108.45	500.00	391.55
	Nutrition Services	531.25	3,834.86	1,000.00	(2,834.86)
	Child Services Consultants	700.00	1,200.00	1,000.00	(200.00)
	Substitutes, if not paid benefits	3,032.19	16,843.02	500.00	(16,343.02)
	Parent Services	239.02	4,135.68	2,000.00	(2,135.68)
	Publications/Advertising/Printing	0.00	433.18	200.00	(233.18)
	Training or Staff Development	713.00	3,381.77	500.00	(2,881.77)
	Copy Machine Lease	0.00	432.41	500.00	67.59
	Membership/Licensing Fees	0.00	196.71	200.00	3.29
	II. Total Program	31,779.21	270,727.98	315,628.00	44,900.02
	Non-Federal Program	0.00	130,562.32	89,261.00	(41,301.32)
	Total SETA Costs (I + II)	34,013.47	292,994.64	351,194.00	58,199.36
		34,013.47	292,994.64		58,199.36
		0.00	0.00		0.00
		7-9-18	Vasseliki Vervilos	566-2785. 25132	
Authorized Signature		Date	Prepared By	Phone	

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT

FOR THE MONTH ENDING June 2018

Early Head Start

SOURCES OF IN-KIND

PARENT VOLUNTEERS (Hours x Rate)

			663.83
			-
			-
			-

PERSONNEL & BENEFITS (Describe outside funding)

			-
			-
			-
			-
			-

OCCUPANCY (Location and Method of Valuation)

			-
			-
			-
			-
			-

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

			126,470.63
			-
			-
			-
			-

OTHER (Describe in detail)

			3,427.86
			-
			-
			-
			-

TOTAL	-	-	-	130,562.32
				130,562.32

SIGNATURE

K. L. Ingerson

DATE

7-9-18

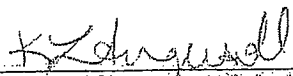
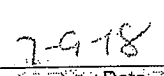
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: June-18

Agreement No:

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

Program: Duration Carryover

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				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II.	a. Personnel	0.00	0.00	11,230.00	11,230.00
	b. Fringe Benefits	0.00	0.00	3,767.00	3,767.00
P	c. Travel	0.00	0.00	0.00	0.00
R	d. Equipment	29,430.82	49,614.98	80,000.00	30,385.02
O	e. Supplies	0.00	28,585.62	24,000.00	(4,585.62)
G	f. Contractual	0.00	0.00	0.00	0.00
R	g. Construction	20,189.46	536,506.88	555,857.00	19,350.12
A	h. Other: Staff Development	0.00	0.00	0.00	0.00
M					
	II. Total Program	49,620.28	614,707.48	674,854.00	60,146.52
	Non-Federal Program	19,328.88	143,547.53	154,750.00	11,202.47
	Total SETA Costs (I + II)	49,620.28	614,707.48	674,854.00	60,146.52
				60,146.52	
				Vasseliki Vervilos 566-1600,66859	
Authorized Signature		Date		Prepared By	Phone

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

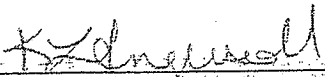
Month: June 2018 TTA--Head Start

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.	Personnel				
	Fringe Benefits				
A	Occupancy				
D	Staff Travel				
M	Supplies				
I	Other				
N	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
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	7,500.00	7,500.00	0.00
M					
	II. Total Program	0.00	7,500.00	7,500.00	0.00
	Non-Federal Program				
	Total SETA Costs (I + II)	0.00	7,500.00	7,500.00	0.00



7-9-18

Authorized Signature

Date

Prepared By

Phone

Vassiliki Vervilos 566-1600.66859

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

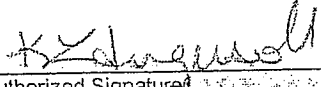
Month: June 2018 TTA--Early Head Start

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				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
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	5,852.00	5,852.00	0.00
M					
	II. Total Program	0.00	5,852.00	5,852.00	0.00
	Non-Federal Program				
	Total SETA Costs (I + II)	0.00	5,852.00	5,852.00	0.00



7-9-18

Vassiliki Vervilos 566-1600,66859

Authorized Signature

Date

Prepared By

Phone

TWIN RIVERS UNIFIED SCHOOL DISTRICT

Head Start Programs

August 1, 2017 through July 31, 2018

Head Start Basic

This program is housed at the Morey Avenue Child Development Center (155 Morey Avenue) and Oakdale (3708 Myrtle Avenue) and Rio Linda (631 L Street) 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.

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.

Duration

The award of this grant provides with increased service hours and days for Head Start students. The increased services for students will permit the classroom size to consist of up to 24 students with 1 teacher and 2 teacher assistants daily. This revised teaching model will ensure that every student is provided individualized support and the classroom environment is equipped to ensure all students' needs both academically and socially are met. The revised teaching model further ensures the appropriate planning and collaboration time for teaching staff to develop lesson plans, classroom activities and collect the necessary evidence for the various assessments to monitor student progress. Start-up funds received in FY 2016/17 will be used to purchase a portable to place at Village Elementary that will provide services to 40 students.

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

Fiscal Reports

July 2018 Closeout Reports

The following is a brief description of the dollar amounts reported on each fiscal report--

1. Actual Expenses—Current Period and Adjustments—Expenses incurred through July 31, 2018.
2. Actual Expenses—Cumulative to Date—Summary of expenses from August 1, 2017 through July 31, 2018.
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: July 2018 TTA--Head Start--Closeout

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				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II.	a. Personnel				
	b. Fringe Benefits				
P	c. Travel				
R	d. Equipment				
D	e. Supplies				
G	f. Contractual				
R	g. Construction				
A	h. Other: Staff Development	0.00	7,500.00	7,500.00	0.00
M					
	II. Total Program	0.00	7,500.00	7,500.00	0.00
	Non-Federal Program				
	Total SETA Costs (I + II)	0.00	7,500.00	7,500.00	0.00
 Authorized Signature		8-30-18 Date	Vassellki Vervilos 566-2785, 25132 Prepared By	Phone	

STATEMENT OF CASH
RECEIVED AND EXPENDED

Twin Rivers Unified School District	2017-2018	HS T/TA
-------------------------------------	-----------	---------

Subrecipient Name

Funding Year

Funding Source

MONTHLY FISCAL CLAIMS (including final claim)	
DATE	AMOUNT
August 2017	
September 2017	\$ 385.92
October 2017	
November 2017	\$ 952.00
December 2017	\$ 100.00
January 2018	\$ 1,549.01
February 2018	\$ 3,547.00
March 2018	\$ 686.96
April 2018	\$ 279.11
May 2018	
June 2018	
July 2018	
July 2018 Closeout	
Total Expenditures Claimed: \$ 7,500.00	

FUNDS RECEIVED FROM SETA	
\$	385.92
\$	952.00
\$	100.00
\$	1,549.01
\$	3,547.00
\$	686.96
\$	279.11
ed: \$	7,500.00

Total In-Kind Claimed: Reported on Basic

Due to (from) SETA: \$

Authorized Signature

Date _____

SETA INVENTORY CERTIFICATE

I do hereby as Executive Director, Fiscal Services of
Title

Twin Rivers Unified School District certify that
Subrecipient Name

(please check appropriate statement)

- ☐ our agency has no fixed asset equipment or real property paid for with Head Start funds that is reportable.
- ☒ there has been no changes to our inventory since last year's close-out inventory report.
- ☐ the attached inventory schedule is complete and lists all items of fixed asset equipment furnished to the subrecipient, or which the subrecipient has purchased with Head Start funds for use in the performance of the subgrant, or noted any items that were disposed of with applicable approvals as required.

K. Ingersoll
Authorized Signature

8-30-78
Date

Kate Ingersoll, Executive Director, Fiscal Services
Type Name and Title

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Address

North Highlands, CA 95660

City, State, Zip Code

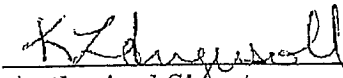
Pursuant to the terms of Contract No. 17C21751SO and in consideration of the reimbursement of costs as provided in the said contract and any assignment thereunder, the

Twin Rivers Unified School District does hereby:

Subrecipient Name

1. Assign, transfer, set over and release to the Sacramento Employment and Training Agency (SETA) all rights, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said contract, together with all the rights of action accrued or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due and to forward promptly to SETA any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable cost when approved by SETA under the terms thereof.
3. Agree to cooperate fully with SETA as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon); to execute any protest, pleading, application, power or attorney or other papers in connection therewith; and to permit SETA to represent it at any hearing, trial or other proceedings arising out of such claim or suit.

In witness whereof, this assignment has been executed on this 27th day of August 2018.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT'S RELEASE

Pursuant to the terms of **Contract No.** 17C21751SO and in the consideration of the sum of (total of amounts paid, payable and paid through Sacramento County System) Seven-thousand-five-hundred- dollars and no cents (Dollars)

(\$ 7,500.00) which has been or is to be paid under the said contract

(subrecipient name) Twin Rivers Unified School District

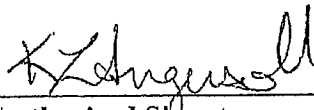
hereinafter called the Subrecipient. The Subrecipient upon payment of the said sum by the Sacramento Employment and Training Agency, hereinafter called SETA, does remise, release, and discharge the Service Delivery Area, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by subrecipient as follows:

(if none, so state.)

None

2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subrecipient to third parties arising out of the performance of said contract which are not known to the Subrecipient on the date of the execution of this release and for which the Subrecipient files a valid claim.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT CLOSEOUT TAX CERTIFICATION

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Street Address

North Highlands, CA 95660

City, State, Zip Code

26-1773196

Employer ID No.

In the performance of Contract No. 17C21751SO

I certify that I have complied with the requirements of the law, the Sacramento Employment and Training Agency, and the Department of Labor, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and report of Federal, State, and local taxes and the provision of W-2 forms to employees who are not now my employees. For present employees, formerly employed under the award, W-2 forms will be required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide", Publication 15, Circular E.

In witness whereof, this certification has been executed this 27th day of August, 20 18.

Kate Ingersoll

Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (please print)

SETA-HEAD START CLOSE-OUT CERTIFICATION
DELEGATE'S CERTIFICATION

Twin Rivers Unified School District
Subgrantee Name


3222 Winona Way
Street Address

North Highlands, CA 95660
City, State, Zip Code

In the performance of Subgrant No. 17C21751SO and to assure that expenditures are proper and in accordance with the terms and conditions of the award and the approved Budget and Cost Allocation Plan, this final annual fiscal report, I hereby attest that:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

In witness whereof, this certification has been executed this 27th day of August, 2018.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (Please Print)

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

Month: July 2018 TTA--Early Head Start--Closeout

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				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II	a. Personnel				
	b. Fringe Benefits				
	P c. Travel				
	R d. Equipment				
	D e. Supplies				
	G f. Contractual				
	R g. Construction				
	A h. Other: Staff Development	0.00	5,852.00	5,852.00	0.00
	M				
	II. Total Program	0.00	5,852.00	5,852.00	0.00
Non-Federal Program					
Total SETA Costs (I + II)		0.00	5,852.00	5,852.00	0.00

<i>K. Zingales</i>	8-30-18	Vassiliki Vervilos 566-2785, 25132
Authorized Signature	Date	Prepared By Phone

STATEMENT OF CASH
RECEIVED AND EXPENDED

Twin Rivers Unified School District	2017-2018	EHS T/TA
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Subrecipient Name

Funding Year

Funding Source

MONTHLY FISCAL CLAIMS (including final claim)	
DATE	AMOUNT
August 2017	
September 2017	\$ 8.16
October 2017	
November 2017	\$ 136.00
December 2017	\$ -
January 2018	\$ 92.14
February 2018	\$ 489.06
March 2018	\$ 2,427.12
April 2018	\$ 2,699.52
May 2018	
June 2018	
July 2018	
July 2018 Closeout	
Total Expenditures Claimed: \$ 5,852.00	

	FUNDS RECEIVED FROM SETA
\$	8.16
\$	136.00
\$	-
\$	92.14
\$	489.06
\$	2,427.12
\$	2,699.52
d: \$	5,852.00

Total In-Kind Claimed: Reported on Basic

Due to (from) SETA: \$ -

Authorized Signature

Date _____

8-30-18

SETA INVENTORY CERTIFICATE

I do hereby as Executive Director, Fiscal Services of
Title

Twin Rivers Unified School District certify that
Subrecipient Name

(please check appropriate statement)

- ☐ our agency has no fixed asset equipment or real property paid for with Head Start funds that is reportable.
- ☒ there has been no changes to our inventory since last year's close-out inventory report.
- ☐ the attached inventory schedule is complete and lists all items of fixed asset equipment furnished to the subrecipient, or which the subrecipient has purchased with Head Start funds for use in the performance of the subgrant, or noted any items that were disposed of with applicable approvals as required.

Kate Ingersoll
Authorized Signature

8-30-18
Date

Kate Ingersoll, Executive Director, Fiscal Services
Type Name and Title

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Address

North Highlands, CA 95660

City, State, Zip Code

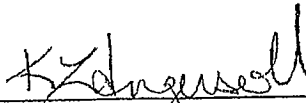
Pursuant to the terms of **Contract No.** 17C21751SO and in consideration of the reimbursement of costs as provided in the said contract and any assignment thereunder, the

Twin Rivers Unified School District does hereby:

Subrecipient Name

1. Assign, transfer, set over and release to the Sacramento Employment and Training Agency (SETA) all rights, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said contract, together with all the rights of action accrued or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due and to forward promptly to SETA any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable cost when approved by SETA under the terms thereof.
3. Agree to cooperate fully with SETA as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon): to execute any protest, pleading, application, power or attorney or other papers in connection therewith; and to permit SETA to represent it at any hearing, trial or other proceedings arising out of such claim or suit.

In witness whereof, this assignment has been executed on this 27th day of August 20 18.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT'S RELEASE

Pursuant to the terms of Contract No. 17C21751SO and in the consideration of the sum of (total of amounts paid, payable and paid through Sacramento County System)

Five-thousand-eight-hundred-fifty-two-dollars and no cents (Dollars)

(\$ 5,852.00) which has been or is to be paid under the said contract

(subrecipient name)

Twin Rivers Unified School District

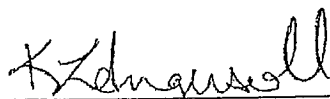
hereinafter called the Subrecipient. The Subrecipient upon payment of the said sum by the Sacramento Employment and Training Agency, hereinafter called SETA, does remise, release, and discharge the Service Delivery Area, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by subrecipient as follows:

(if none, so state.)

None

2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subrecipient to third parties arising out of the performance of said contract which are not known to the Subrecipient on the date of the execution of this release and for which the Subrecipient files a valid claim.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT CLOSEOUT TAX CERTIFICATION

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Street Address

North Highlands, CA 95660

City, State, Zip Code

26-1773196

Employer ID No.

In the performance of Contract No. 17C21751SO

I certify that I have complied with the requirements of the law, the Sacramento Employment and Training Agency, and the Department of Labor, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and report of Federal, State, and local taxes and the provision of W-2 forms to employees who are not now my employees. For present employees, formerly employed under the award, W-2 forms will be required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide", Publication 15, Circular E.

In witness whereof, this certification has been executed this 27th day of August, 2018.

Kate Ingersoll

Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (please print)

SETA-HEAD START CLOSE-OUT CERTIFICATION
DELEGATE'S CERTIFICATION

Twin Rivers Unified School District

Subgrantee Name

3222 Winona Way

Street Address

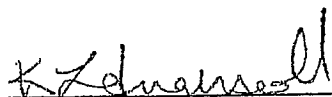
North Highlands, CA 95660

City, State, Zip Code

In the performance of Subgrant No. 17C21751SO and to assure that expenditures are proper and in accordance with the terms and conditions of the award and the approved Budget and Cost Allocation Plan, this final annual fiscal report, I hereby attest that:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

In witness whereof, this certification has been executed this 27th day of August, 2018.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (Please Print)

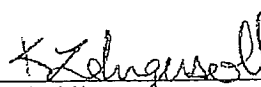
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: July 2018—Early Head Start - Closeout

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	934.84	8,134.22	12,692.00	4,557.78
	Fringe Benefits	279.98	2,519.94	6,306.00	3,786.06
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	300.00	300.00
	Other	0.00	0.00	305.00	305.00
	Indirect Costs	0.00	15,570.64	15,963.00	392.36
	I. Total Administration	1,214.82	26,224.80	35,566.00	9,341.20
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	1,214.82	26,224.80	35,566.00	9,341.20
II	a. Personnel	0.00	153,715.78	223,631.00	69,915.22
	b. Fringe Benefits	0.00	63,731.91	76,202.00	12,470.09
	c. Out of State Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	0.00	883.85	900.00	16.15
	Child and Family Service Supplies	0.00	1,840.87	1,200.00	(640.87)
	Food Service Supplies	0.00	0.00	1,200.00	1,200.00
	Medical/Dental/Disabilities/Custodial	0.00	4,606.04	2,000.00	(2,606.04)
	Instructional Materials	48,896.28	66,419.82	1,000.00	(65,419.82)
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other :	0.00	0.00	0.00	0.00
	Utilities	0.00	4,011.97	2,695.00	(1,316.97)
	Building/Child Liability Insurance	0.00	0.00	300.00	300.00
	Building Maint/Repair	0.00	4.70	100.00	95.30
	Local Teachers Travel	0.00	108.45	500.00	391.55
	Nutrition Services	0.00	3,834.86	1,000.00	(2,834.86)
	Child Services Consultants	0.00	1,200.00	1,000.00	(200.00)
	Substitutes, if not paid benefits	0.00	16,843.02	500.00	(16,343.02)
	Parent Services	(1,843.00)	3,178.18	2,000.00	(1,178.18)
	Publications/Advertising/Printing	41.31	474.49	200.00	(274.49)
	Training or Staff Development	0.00	3,381.77	500.00	(2,881.77)
	Copy Machine Lease	32.63	536.78	500.00	(36.78)
	Membership/Licensing Fees	0.00	196.71	200.00	3.29
	II. Total Program	47,127.22	324,969.20	315,628.00	(9,341.20)
	Non-Federal Program	0.00	130,562.32	89,261.00	(41,301.32)
	Total SETA Costs (I + II)	48,342.04	351,194.00	351,194.00	0.00
		48,342.04	351,194.00		0.00
		0.00	0.00		0.00
Authorized Signature: 		Date: 8-30-18		Prepared By: Vassiliki Vervilos	Phone: 566-2785, 25132

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

Early Head Start

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
				663.83
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Value)				-
				126,470.63
				-
				-
				-
				-
OTHER (Describe in detail)				-
				3,427.86
				-
				-
				-
				-
TOTAL	-	-	-	130,562.32
				130,562.32

SIGNATURE K. Zingales
 DATE 8-30-18

STATEMENT OF CASH
RECEIVED AND EXPENDED

Twin Rivers Unified School District	2017-2018	Early Head Start
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Subrecipient Name

Funding Year

Funding Source

MONTHLY FISCAL CLAIMS (including final claim)		FUNDS RECEIVED FROM SETA	
DATE	AMOUNT		
August 2017	\$ 18,108.45	\$	18,108.45
September 2017	\$ 20,774.43	\$	20,774.43
October 2017	\$ 27,341.47	\$	27,341.47
November 2017	\$ 23,980.25	\$	23,980.25
December 2017	\$ 29,580.95	\$	29,580.95
January 2018	\$ 26,242.40	\$	26,242.40
February 2018	\$ 27,768.12	\$	27,768.12
March 2018	\$ 26,290.15	\$	26,290.15
April 2018	\$ 30,958.27	\$	30,958.27
May 2018	\$ 27,936.68	\$	27,936.68
June 2018	\$ 34,013.47	\$	34,013.47
July 2018	\$ 9,857.32	\$	9,857.32
July 2018 Closeout	\$ 48,342.04		
Total Expenditures Claimed: \$ 351,194.00		Total Payments Received: \$	302,851.96

Total In-Kind Claimed: 130,562.32

Due to (from) SETA: \$ (48,342.04)

Authorized Signature

Date

K. Zingessell

8-30-18

SETA INVENTORY CERTIFICATE

I do hereby as Executive Director, Fiscal Services of
Title

Twin Rivers Unified School District certify that
Subrecipient Name

(please check appropriate statement)

- ☐ our agency has no fixed asset equipment or real property paid for with Head Start funds that is reportable.
- ☒ there has been no changes to our inventory since last year's close-out inventory report.
- ☐ the attached inventory schedule is complete and lists all items of fixed asset equipment furnished to the subrecipient, or which the subrecipient has purchased with Head Start funds for use in the performance of the subgrant, or noted any items that were disposed of with applicable approvals as required.

Kate Ingersoll
Authorized Signature

8-30-18
Date

Kate Ingersoll, Executive Director, Fiscal Services
Type Name and Title

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Address

North Highlands, CA 95660

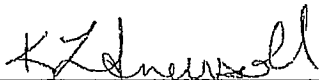
City, State, Zip Code

Pursuant to the terms of **Contract No.** 17C21751SO and in consideration of the reimbursement of costs as provided in the said contract and any assignment thereunder, the Twin Rivers Unified School District does hereby:

Subrecipient Name

1. Assign, transfer, set over and release to the Sacramento Employment and Training Agency (SETA) all rights, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said contract, together with all the rights of action accrued or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due and to forward promptly to SETA any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable cost when approved by SETA under the terms thereof.
3. Agree to cooperate fully with SETA as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon): to execute any protest, pleading, application, power or attorney or other papers in connection therewith; and to permit SETA to represent it at any hearing, trial or other proceedings arising out of such claim or suit.

In witness whereof, this assignment has been executed on this 27th day of August 20 18.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT'S RELEASE

Pursuant to the terms of Contract No. 17C21751SO and in the consideration of the sum of (total of amounts paid, payable and paid through Sacramento County System)

Three-hundred-fifty-one-thousand-one-hundred-ninety-four-dollars and 00/100 (Dollars)
(\$ 351,194.00) which has been or is to be paid under the said contract

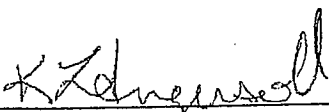
(subrecipient name) Twin Rivers Unified School District
hereinafter called the Subrecipient. The Subrecipient upon payment of the said sum by the Sacramento Employment and Training Agency, hereinafter called SETA, does remise, release, and discharge the Service Delivery Area, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by subrecipient as follows:

(if none, so state.)

None

2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subrecipient to third parties arising out of the performance of said contract which are not known to the Subrecipient on the date of the execution of this release and for which the Subrecipient files a valid claim.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT CLOSEOUT TAX CERTIFICATION

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Street Address

North Highlands, CA 95660

City, State, Zip Code


26-1773196

Employer ID No.

In the performance of Contract No. 17C21751SO

I certify that I have complied with the requirements of the law, the Sacramento Employment and Training Agency, and the Department of Labor, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and report of Federal, State, and local taxes and the provision of W-2 forms to employees who are not now my employees. For present employees, formerly employed under the award, W-2 forms will be required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide", Publication 15, Circular E.

In witness whereof, this certification has been executed this 27th day of August, 20 18.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (please print)

SETA-HEAD START CLOSE-OUT CERTIFICATION
DELEGATE'S CERTIFICATION

Twin Rivers Unified School District

Subgrantee Name

3222 Winona Way

Street Address

North Highlands, CA 95660

City, State, Zip Code

In the performance of Subgrant No. 17C21751SO and to assure that expenditures are proper and in accordance with the terms and conditions of the award and the approved Budget and Cost Allocation Plan, this final annual fiscal report, I hereby attest that:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

In witness whereof, this certification has been executed this 27th day of August, 2018.

Kate Ingersoll
Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (Please Print)

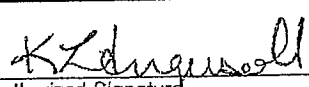
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: July 2018 Closeout

Agreement No:

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

Program: Duration Carryover

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	0.00	0.00	11,230.00	11,230.00
	b. Fringe Benefits	0.00	0.00	3,767.00	3,767.00
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	39,476.24	89,091.22	80,000.00	(9,091.22)
	e. Supplies	939.11	30,379.98	24,000.00	(6,379.98)
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	14,018.07	555,382.80	555,857.00	474.20
	h. Other: Staff Development	0.00	0.00	0.00	0.00
	II. Total Program	54,433.42	674,854.00	674,854.00	0.00
	Non-Federal Program	0.00	162,876.41	154,750.00	(8,126.41)
Total SETA Costs (I + II)		54,433.42	674,854.00	674,854.00	0.00
0.00					
 Authorized Signature		8-30-18 Date	Vassiliki Vervilos 566-2785, 25132 Prepared By	Phone	

STATEMENT OF CASH
RECEIVED AND EXPENDED

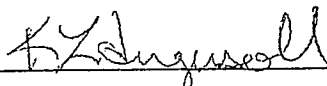
Twin Rivers Unified School District	2017-2018	Duration
Subrecipient Name	Funding Year	Funding Source

MONTHLY FISCAL CLAIMS (including final claim)	
DATE	AMOUNT
August 2017	\$ 963.00
September 2017	\$ -
October 2017	\$ -
November 2017	\$ -
December 2017	\$ 502.00
January 2018	\$ 303,444.70
February 2018	\$ 40,225.52
March 2018	\$ 132,273.26
April 2018	\$ 7,517.40
May 2018	\$ 4,285.21
June 2018	\$ 49,620.28
July 2018	\$ 5,713.10
July 2018 Closeout	\$ 54,433.42
Total Expenditures Claimed:	\$ 598,977.89

FUNDS RECEIVED FROM SETA
\$ 963.00
\$ -
\$ -
\$ -
\$ 502.00
\$ 303,444.70
\$ 40,225.52
\$ 132,273.26
\$ 7,517.40
\$ 4,285.21
\$ 49,620.28
\$ 5,713.10
Total Payments Received: \$ 544,544.47

Total In-Kind Claimed: 162,876.41

Due to (from) SETA: \$ (54,433.42)


Authorized Signature

8-30-18
Date

SETA INVENTORY CERTIFICATE

I do hereby as Executive Director, Fiscal Services of
Title

Twin Rivers Unified School District certify that
Subrecipient Name

(please check appropriate statement)

- ☐ our agency has no fixed asset equipment or real property paid for with Head Start funds that is reportable.
- ☐ there has been no changes to our inventory since last year's close-out inventory report.
- ☒ the attached inventory schedule is complete and lists all items of fixed asset equipment furnished to the subrecipient, or which the subrecipient has purchased with Head Start funds for use in the performance of the subgrant, or noted any items that were disposed of with applicable approvals as required.

Kate Ingersoll
Authorized Signature

8-30-18
Date

Kate Ingersoll, Executive Director, Fiscal Services
Type Name and Title

AGENCY Twin Rivers Unified School District

PROGRAM TITLE	Duration
---------------	----------

[illegible]

Date 8-30-18 Phone 916-566-1600, 31112
 Title Executive Director, Fiscal Services

 _____ should be the same on the closout report

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Address

North Highlands, CA 95660

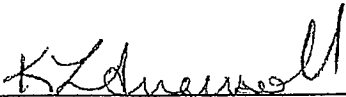
City, State, Zip Code

Pursuant to the terms of **Contract No.** 17C21751SO and in consideration of the reimbursement of costs as provided in the said contract and any assignment thereunder, the Twin Rivers Unified School District does hereby:

Subrecipient Name

1. Assign, transfer, set over and release to the Sacramento Employment and Training Agency (SETA) all rights, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said contract, together with all the rights of action accrued or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due and to forward promptly to SETA any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable cost when approved by SETA under the terms thereof.
3. Agree to cooperate fully with SETA as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon): to execute any protest, pleading, application, power or attorney or other papers in connection therewith; and to permit SETA to represent it at any hearing, trial or other proceedings arising out of such claim or suit.

In witness whereof, this assignment has been executed on this 27th day of August 20 18.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT'S RELEASE

Pursuant to the terms of **Contract No.** 17C21751SO and in the consideration of the sum of (total of amounts paid, payable and paid through Sacramento County System)

Five-hundred-ninety-eight-thousand-nine-hundred-seventy-seven-dollars and 89/100 (Dollars)
(\$ 598,977.89) which has been or is to be paid under the said contract

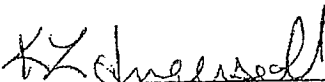
(subrecipient name) Twin Rivers Unified School District
hereinafter called the Subrecipient. The Subrecipient upon payment of the said sum by the Sacramento Employment and Training Agency, hereinafter called SETA, does remise, release, and discharge the Service Delivery Area, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by subrecipient as follows:

(if none, so state.)

None

2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subrecipient to third parties arising out of the performance of said contract which are not known to the Subrecipient on the date of the execution of this release and for which the Subrecipient files a valid claim.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT CLOSEOUT TAX CERTIFICATION

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Street Address

North Highlands, CA 95660

City, State, Zip Code

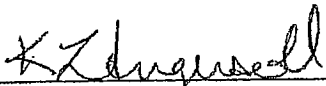
26-1773196

Employer ID No.

In the performance of Contract No. 17C21751SO

I certify that I have complied with the requirements of the law, the Sacramento Employment and Training Agency, and the Department of Labor, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and report of Federal, State, and local taxes and the provision of W-2 forms to employees who are not now my employees. For present employees, formerly employed under the award, W-2 forms will be required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide", Publication 15, Circular E.

In witness whereof, this certification has been executed this 27th day of August, 20 18.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (please print)

SETA-HEAD START CLOSE-OUT CERTIFICATION
DELEGATE'S CERTIFICATION

Twin Rivers Unified School District
Subgrantee Name

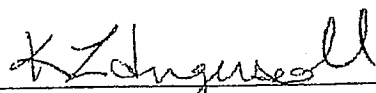
3222 Winona Way
Street Address

North Highlands, CA 95660
City, State, Zip Code

In the performance of Subgrant No. 17C21751SO and to assure that expenditures are proper and in accordance with the terms and conditions of the award and the approved Budget and Cost Allocation Plan, this final annual fiscal report, I hereby attest that:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

In witness whereof, this certification has been executed this 27th day of August, 2018.


Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (Please Print)

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

Month: July 2018--Head Start --Closeout

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	3,750.00	43,663.42	50,696.00	7,032.58
	Fringe Benefits	353.15	14,496.65	17,188.00	2,691.35
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	1,750.00	1,750.00
J	Other	0.00	0.00	2,145.00	2,145.00
N	Indirect Costs	3,192.19	87,558.26	75,640.00	(11,918.26)
	I. Total Administration	7,295.34	145,718.33	147,419.00	1,700.67
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	7,295.34	145,718.33	147,419.00	1,700.67
II.	a. Personnel	44,468.14	1,019,113.61	1,122,900.00	103,786.39
	b. Fringe Benefits	9,530.15	349,668.09	345,026.00	(4,642.09)
P	c. Out of State Travel	0.00	0.00	5,000.00	5,000.00
R	d. Equipment	0.00	0.00	0.00	0.00
O	e. Supplies	0.00	0.00		0.00
	Office Supplies	0.00	7,346.36	5,250.00	(2,096.36)
	Child and Family Service Supplies	131.15	3,553.82	3,800.00	246.18
	Food Service Supplies	0.00	3,613.90	3,000.00	(613.90)
	Medical/Dental/Disabilities/Custodial	0.00	7,342.55	6,000.00	(1,342.55)
	Instructional Materials	5,111.39	45,329.50	10,000.00	(35,329.50)
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	2,927.77	22,592.67	24,855.00	2,262.33
	Building/Child Liability Insurance	0.00	726.32	1,500.00	773.68
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	304.38	5,220.13	2,000.00	(3,220.13)
	Nutrition Services	0.00	15,217.76	10,709.00	(4,508.76)
	Child Services Consultants	0.00	3,059.85	2,000.00	(1,059.85)
	Substitutes, if not paid benefits	0.00	17,901.25	2,000.00	(15,901.25)
	Parent Services	294.50	49,235.99	8,500.00	(40,735.99)
	Publications/Advertising/Printing	465.19	2,429.64	2,000.00	(429.64)
	Training or Staff Development	0.00	8,144.08	1,000.00	(7,144.08)
	Copy Machine Lease	367.38	5,352.55	8,000.00	2,647.45
	Membership/Licensing Fees	0.00	1,892.60	2,000.00	107.40
	II. Total Program	63,600.05	1,567,740.67	1,566,040.00	(1,700.67)
	Non-Federal Program	40,916.64	445,753.59	430,240.00	(15,513.59)
	Total SETA Costs (I + II)	70,895.39	1,713,459.00	1,713,459.00	(0.00)
		70,895.39	1,713,459.00		0.00
		0.00	0.00		(0.00)
KZengusell		8-30-18	Vasseliki Vervilos	566-2785, 25132	
Authorized Signature		Date	Prepared By	Phone	

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

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				
Parent Volunteer At Home (Feb 10.00 Hrs)		250.50		250.50
Parent Volunteer At Home (Mar 66.50 Hrs)		1,665.83		1,665.83
Parent Volunteer At Home (Apr 139.83 Hrs)		3,502.74		3,502.74
Parent Volunteer At Home (May 39.00 Hrs)		976.95		976.95
Parent Volunteer Classroom (Feb 102.00 Hrs)		2,555.10		2,555.10
Parent Volunteer Classroom (Mar 96.50 Hrs)		2,417.33		2,417.33
Parent Volunteer Classroom (Apr 32.75 Hrs)		820.39		820.39
Parent Volunteer Classroom (May 103.50 Hrs)		2,592.68		2,592.68
Parent Volunteer Classroom (June 47.75 Hrs)		1,196.14		1,196.14
				-
				2,179.35
				1,133.51
				-
				-
				-
				-
PERSONNEL & BENEFITS (Describe outside funding)				-
State Preschool		3,735.25		265,061.77
General Fund		7,273.34	-	7,273.34
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & V)				-
State Preschool				56,739.61
				-
				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	217.77		18,857.92	-
Facilities-Paint Exterior Morey Site		5,710.97	8,214.84	62,313.94
General Fund, Utilities @ Oakdale Site		2,170.21	-	2,170.21
QRIS Professional development		5,831.44	-	5,831.44
				-
TOTAL	217.77	40,698.87	27,072.76	418,680.83
		40,916.64		445,753.59

SIGNATURE

K. Zanger

STATEMENT OF CASH
RECEIVED AND EXPENDED

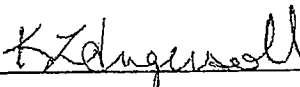
Twin Rivers Unified School District	2017-2018	Head Start Basic
Subrecipient Name	Funding Year	Funding Source

MONTHLY FISCAL CLAIMS (including final claim)	
DATE	AMOUNT
August 2017	\$ 123,357.93
September 2017	\$ 136,195.59
October 2017	\$ 152,551.32
November 2017	\$ 125,626.09
December 2017	\$ 122,930.36
January 2018	\$ 151,869.20
February 2018	\$ 131,594.47
March 2018	\$ 146,118.76
April 2018	\$ 142,247.84
May 2018	\$ 149,464.37
June 2018	\$ 204,802.00
July 2018	\$ 55,805.68
July 2018 Closeout	\$ 70,895.39
Total Expenditures Claimed: \$ 1,713,459.00	

FUNDS RECEIVED FROM SETA	
\$	123,357.93
\$	136,195.59
\$	152,551.32
\$	125,626.09
\$	122,930.36
\$	151,869.20
\$	131,594.47
\$	146,118.76
\$	142,247.84
\$	149,464.37
\$	204,802.00
\$	55,805.68
Total Payments Received: \$ 1,642,563.61	

Total In-Kind Claimed: 445,753.59

Due to (from) SETA: \$ (70,895.39)


Authorized Signature

8-30-18
Date

SETA INVENTORY CERTIFICATE

I do hereby as Executive Director, Fiscal Services of
Title

Twin Rivers Unified School District certify that
Subrecipient Name

(please check appropriate statement)

- ☐ our agency has no fixed asset equipment or real property paid for with Head Start funds that is reportable.
- ☒ there has been no changes to our inventory since last year's close-out inventory report.
- ☐ the attached inventory schedule is complete and lists all items of fixed asset equipment furnished to the subrecipient, or which the subrecipient has purchased with Head Start funds for use in the performance of the subgrant, or noted any items that were disposed of with applicable approvals as required.

K. Ingersoll
Authorized Signature

8-30-18
Date

Kate Ingersoll, Executive Director, Fiscal Services
Type Name and Title

SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Address

North Highlands, CA 95660

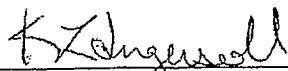
City, State, Zip Code

Pursuant to the terms of Contract No. 17C21751SO and in consideration of the reimbursement of costs as provided in the said contract and any assignment thereunder, the Twin Rivers Unified School District does hereby:

Subrecipient Name

1. Assign, transfer, set over and release to the Sacramento Employment and Training Agency (SETA) all rights, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said contract, together with all the rights of action accrued or which may hereafter accrue thereunder.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due and to forward promptly to SETA any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable cost when approved by SETA under the terms thereof.
3. Agree to cooperate fully with SETA as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon): to execute any protest, pleading, application, power or attorney or other papers in connection therewith; and to permit SETA to represent it at any hearing, trial or other proceedings arising out of such claim or suit.

In witness whereof, this assignment has been executed on this 28th day of August 2018.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (please print)

SUBRECIPIENT'S RELEASE

Pursuant to the terms of **Contract No. 17C21751SO** and in the consideration of the sum of (total of amounts paid, payable and paid through Sacramento County System) one-million-seven-hundred-thirteen-thousand-four-hundred-fifty-nine-dollars----- (Dollars)

(\$ 1,713,459.00) which has been or is to be paid under the said contract

(subrecipient name) Twin Rivers Unified School District

hereinafter called the Subrecipient. The Subrecipient upon payment of the said sum by the Sacramento Employment and Training Agency, hereinafter called SETA, does remise, release, and discharge the Service Delivery Area, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by subrecipient as follows:

(if none, so state.)

None

2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subrecipient to third parties arising out of the performance of said contract which are not known to the Subrecipient on the date of the execution of this release and for which the Subrecipient files a valid claim.

Kate Ingersoll
Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services
Name and Title (please print)

SUBRECIPIENT CLOSEOUT TAX CERTIFICATION

Twin Rivers Unified School District

Subrecipient Name

3222 Winona Way

Street Address

North Highlands, CA 95660

City, State, Zip Code

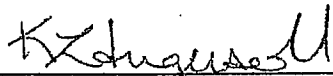
26-1773196

Employer ID No.

In the performance of Contract No. 17C21751SO

I certify that I have complied with the requirements of the law, the Sacramento Employment and Training Agency, and the Department of Labor, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and report of Federal, State, and local taxes and the provision of W-2 forms to employees who are not now my employees. For present employees, formerly employed under the award, W-2 forms will be required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide", Publication 15, Circular E.

In witness whereof, this certification has been executed this 28th day of August, 20 18.



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (please print)

SETA-HEAD START CLOSE-OUT CERTIFICATION
DELEGATE'S CERTIFICATION

Twin Rivers Unified School District

Subgrantee Name

3222 Winona Way

Street Address

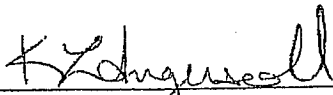
North Highlands, CA 95660

City, State, Zip Code

In the performance of Subgrant No. 17C21751SO and to assure that expenditures are proper and in accordance with the terms and conditions of the award and the approved Budget and Cost Allocation Plan, this final annual fiscal report, I hereby attest that:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

In witness whereof, this certification has been executed this 27th day of August, 2018



Authorized Signature

Kate Ingersoll, Executive Director, Fiscal Services

Name and Title (Please Print)



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – June 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue HS	1 centers 1 classrooms 3 child files 3 staff files	May 7-18, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths and Positive Observations:

- Excellent family and community engagement activities and events that build school and community and school pride
- Excellent staff team work and communication as evidenced by smooth transitions in class schedule and routines including meal service
- Timely completion of health and nutrition services and follow-up
- Very good documentation in mental health and disabilities service areas
- Individualization and intentional instruction were evident in the review of DRDP assessments, IDP and lesson plans

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	90%	Not all funded enrollment slots were filled at the beginning of the year or throughout the year
Disabilities Services (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)	100%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Education (Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)	96%	No significant noted findings
Family and Community Engagement (Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)	95%	Program has not yet adopted and implemented a research-based parenting curriculum
Mental Health (Screening, Consent, Referrals, Follow-up, Strategies)	96%	No significant noted findings
Nutrition (Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)	95%	No significant noted findings
Program Design and Management Human Resources (Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)	88%	Staff licensing files were missing various required information (i.e. CPR/FA card, health screening report, etc.)
Health (Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)	98%	No significant noted findings
Safe Environments (Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)	92%	No significant noted findings

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Sacramento
Employment and
Training
Agency

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Board of Supervisors
County of Sacramento

DON NOTTOLI
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>

August 1, 2018

Vasseliki Vervilos
Twin Rivers Unified School District
3222 Winona Way
North Highlands, CA 95660

Dear Ms. Vervilos,

In order to comply with Subrecipient Monitoring and Management requirements as outlined in 2 CFR Part 200.331 (b)-(h), SETA has developed and implemented a fiscal monitoring risk assessment tool to determine the frequency and comprehensiveness of each fiscal monitoring provided to all subrecipients subject to a fiscal monitoring review.

The purpose of fiscal monitoring is to ensure compliance with financial guidelines and general accounting practices. The onsite or desk fiscal monitoring reviews are conducted to determine if: (1) award subrecipients are properly accounting for the receipt and expenditures of federal funds; (2) expenditures are in compliance with federal requirements and award special conditions; and (3) proper documentation on financial activities is prepared, maintained, and distributed as appropriate.

SETA has implemented a risk-based framework for developing a monitoring strategy that integrates baseline monitoring activities and focuses limited advanced monitoring resources on subrecipients administering higher risk awards. This strategy is designed to measure relative risks across awards and subrecipients to prioritize a set of monitoring activities for each category of risk. The monitoring strategy includes an annual risk assessment review of each subrecipient subject to fiscal monitoring. The risk-based ranking will be based upon the qualitative assessment of each agency and will be prioritized by four categories:

Category	Monitoring Level
High Risk	On site visits at least twice per year with extensive follow up and additional visits as necessary
Medium Risk	On site visits twice per year
Low Risk	On site visit once per year
Minimal Risk	Desk audit once per year

8/7
"Preparing People for Success: in School, in Work, in Life"

August 1, 2018

Page | 2

We have enclosed for your review the risk assessment tool utilized for the current program year. Based on our review, your agency falls under the following risk category for the 2017-2018 program year:

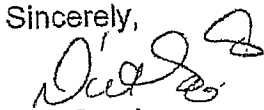
Low Risk

Your fiscal monitor, Tammi Kerch, will contact you to schedule your agency's fiscal monitoring review(s) as required. Please feel free to contact her should you have any questions. Her contact information is (916) 263-3821 and Tammi.Kerch@seta.net.

This tool will be utilized as a baseline to assess the fiscal monitoring of each subrecipient. However, many factors may change throughout the course of the upcoming year. SETA may, at its own discretion, require additional fiscal monitoring if an agency exhibits additional risk during the course of the program year. It is our goal and intention to assist agencies in mitigating any additional risk. Please contact your fiscal monitor if your agency experiences any changes that may impact the fiscal integrity of the federal programs your agency has been awarded through SETA. We're here not only to monitor, but to assist and be a resource for each subrecipient.

Thank you for your cooperation.

Sincerely,



Det Saurbourne
Fiscal Chief, SETA

(916) 263-3811

Det.Saurbourne@seta.net

Enclosure: [SETA Fiscal Monitoring Risk Assessment-2018]

SETA FISCAL MONITORING RISK ASSESSMENT				
Point Value:	0	1	3	5
Category				
1	Have there been any significant changes to the agency in the past 2 years?	No changes to the agency		Changes in agency structure, key staff, or major funding
2	Subrecipient's prior years experience with SETA	More than 10 years	3-10 years	1-3 years
3	Frequency of SETA monitoring findings for the past 3 years	None	Immaterial finding(s) for the previous year	Material finding(s) in 1 out of the 3 years
4	Total SETA funding for the current year	Less than \$50,000	More than \$50,000, less than \$500,000	More than \$500,000, less than \$1,000,000
5	Segregation of Duties	Effective - separate purchasing Dept., Personnel/Payroll Dept., etc.	Effective - no Purchasing Dept., but there is check and balance	Weak - Staff doing multiple functions
6	Compliance with Fiscal Reporting Requirements	Reports received in a consistently timely manner		Not consistently received in a timely manner and required consistent follow up
7	Program Complexity	1. program activity /funding source	2 to 5 program activities /funding source	5 to 10 program activity / funding source
8 (Select One to Assess)	Single Audit	No findings listed (current or previous year)	Findings (in either current or previous year), but none of the findings effect any SETA programs	Findings (in current or previous year) that effect SETA programs
	Non Single Audit	Completed in a timely manner, complete & accurate	Provided, but incomplete or inaccurate	Current financials not provided, but given information received there is no concerns about future viability
Rating Scale	Desk audit, once per year	0-4 = Minimal Risk	5-8 = Low Risk	9-14 = Medium Risk
		On site, once per year	On site, twice per year	On site at least twice per year with extensive follow up and additional visits as necessary
			15+ = High Risk	



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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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.scta.net>

July 3, 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 June 11-12, 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 February 1 to May 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.

○: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kate Ingersoll DATE: July 3, 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	2/1/18-5/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	2/1/18-5/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	2/1/18-5/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	2/1/18-5/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	2/1/18-5/31/18

Monitoring Purpose: Initial ____ Interim X Special ____ Final ____

Date of review: June 11-12, 2018

		<u>COMMENTS/</u> <u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>
1	AREAS EXAMINED 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	

Duration Funding Guidance
2018-2019

IMPORTANT DATES

September 20th Delegate Estimates Due to SETA (# of slots and budget amount)

September 25th Round table discussion on practical Duration models
2:00 in the Redwood Room

October 31st Delegate Duration Applications Due to SETA

ESTIMATES – Due to SETA by September 20th

Please provide the estimated number of enrollment slots you plan to apply for Duration funding. Include:

Condition #	Program Option	Estimated # of enrollment slots	Proposed center/class	Estimated annual budget amount	Estimated start-up budget
Example: Condition 4	Center-based Double Session	40	Bannon Creek	\$45,000	\$10,000
Condition 5/7	LDO/CB	20	Morey Room 7	\$117,000	\$25,000 Shade canopy
	LDO/CB	16	Morey Room 8	\$117,000	
	LDO/CB	20	Morey Room 9	\$117,000	
	LDO/CB	20	Oakdale	\$122,000	\$845,000 modular \$150,000 playground
Total by Condition		76	4 classes	473,000	\$1,020,000

Estimated Annual Budget Amount – will include funds that are needed on annual basis to operate the longer day (i.e the difference in staff hours or annual work weeks, operating expenses for new/expanded space, food services for longer days, etc.)

Estimated Start-up Budget Amount – will include one-time costs associated with starting up the project (i.e. classroom supplies/materials for new space, building renovations and repairs,

play yards, modular buildings, etc.). A 1303 Application will be required on all modular purchases/major renovation projects that exceed \$250,000.

Applications should only include Duration slots that can be served starting in the beginning of the 2019-2020 program year.

Estimates are due September 20th to SETA.

