

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

**Parent Committee Meeting  
February 28, 2019  
12:30 p.m. – School Cafeteria  
Minutes**

**I. Welcome**

- A. Call To Order/Roll Call – *No members present so next meeting will be held in March 2019.*
- B. Approval of meeting minutes from December 13, 2018 and January 24, 2019

**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
- L. Update on Oakdale, Morey and Rio Linda Preschool Programs
- M. Recruitment for 2018-2019
- N. Upcoming grant application process information
- O. Corrective Action of Agreement #19C21751SO dated December 20, 2018
- P. ACF-PI-HS-18-06 – FY 2019 Head Start Funding Increase
- Q. Overview of Findings dated November 20, 2018

**IV. Public Participation**

**V. Adjournment**

Twin Rivers Unified School District

Name of Delegate

**Parent Committee Members Sign-In Sheet**  
**Village Preschool Center**

2/28/19  
Date of Meeting

Please Specify

\_\_\_\_\_ # eligible voting representative  
\_\_\_\_\_ # voting representatives present

PC Members Names	Complex	Signature	Payment
Rabitha Thompson	TRUSD	R	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

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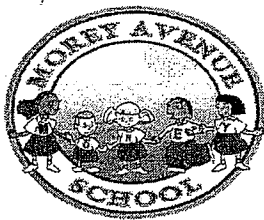
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## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Education

MONTH: January 2019

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

- Outdoor breaks
- Village & room 9 TCM
- TRUSD ECE Leadership meeting
- Classroom support for all classes
- Scheduling CLASS observations
- CLASS debrief with Karen and certain classroom
- Conducting Walk-through observations, file checks, and safe environment for group 1 teachers

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

none

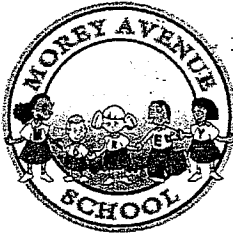
**CURRENT PROJECTS OR TASKS** (details of what you are currently working on or anticipate completing within the next month).

- On-going inputting data into Childplus system
- CLASS Observations

**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) 224 ASD-3 screenings & 85 Rescreens

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

- Conducting Walk-through observations, file checks, and safe environment for group 2 teachers
- Review monthly DRDP reports from Learning Genie
- Review monthly ASQ-3 reports



## Twin Rivers Unified School District Head Start Programs

### COMPONENT MONTHLY REPORT

COMPONENT NAME: Marci Porter

MONTH: January 2019

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

All is going well within my component at this time.

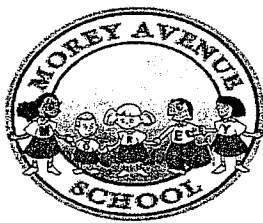
#### **CHALLENGES** (details of tasks that you need to be changed, revised or areas where support is needed)

No challenges at this time.

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

**SELF MONITORING/PIR DATA:** Checked 5 student files in ERSEA sections.



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Zer yang

MONTH: JANUARY  
February 2019

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

- All State parent sign documents

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

- Parents are turning away from the one state spot because they are having to pay.

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

- Students Demographic
- State student binders
- Recruitment call
- File loose documents in students file for all site
- Maintaining data base-Childplus and Aeries
- State kids' paperwork and calculation
- Demographic update

**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: January 2019

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	178	+	4	=	182	101
Early Head Start	16	15	+	2	=	17	101
EHS-CCP			+		=		

If Enrollment is below 100%, please indicate the reasons for under-enrollment for each classroom by completing the following page. What center(s)/class(es) are under-enrolled and why? (include capped classes due to majority 3-year olds, lost waivers, facilities delays, other/explain).

**Reminders:**

% Actual to Funded = Total # of children enrolled during month divided by Funded Enrollment

# Monthly Attendance Report

Agency: TRUSD

Month/Year: January 2019

## Reminders:

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

Program	Actual Enrollment	Average Daily Attendance % for Month
Head Start	180	89
Early Head Start	16	91
EHS-CCP		

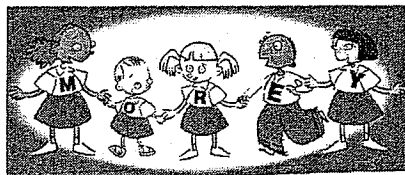
Example:

EHS-CCP	100	95

If ADA falls below 85% program-wide -- please explain. In doing so, review and analyze the program's attendance data. When responding to why, consider the following guiding questions:

- 1) What stands out for you?
- 2) What questions arise for you?
- 3) What is clear about the data?
- 4) What is confusing about the data?
- 5) Does the data identify program strengths?
- 6) Are there areas that need attention?





## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Health

MONTH: January 2019

#### SUCCESSES

- IEP health assessments and reports have been done for students.
- Toddlers have transitioned into Head Start classrooms and have been screened.
- Dental Screening forms are being filled out by parents.

#### CHALLENGES

- All dental screenings forms need to be filled out by sites.
- Some parents have not returned annual physicals or followed-up on dental exams on time.
- Universal medical form usage needs to be implemented between Headstart programs and First 5 preschools.

#### CURRENT PROJECTS OR TASKS

- Dental Screening for Morey, Rio Linda, Oakdale, and Village will happening in February.
- IEP Health assessments and reports.
- Screening Toddlers who have transitioned in Head Start.
- 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	<u>89</u>
Hearing	<u>92</u>

##### Rio Linda

Vision	<u>49</u>
Hearing	<u>50</u>
Blood Pressure	<u>50</u>

##### Oakdale

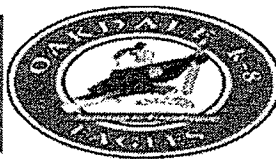
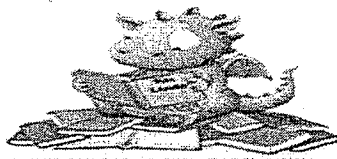
Vision	<u>19</u>
Hearing	<u>19</u>
Blood Pressure	<u>19</u>

##### Village

Vision	<u>41</u>
Hearing	<u>42</u>
Blood Pressure	<u>40</u>

#### 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 January 2019**

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

- .1. Date is set for Dental Varnishings
2. Annual Dental and Physical notices sent out

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

Student absent for screenings

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

1. Matching cp and child's file
2. Inputting into Child Plus
3. Following up on Student with medical needs
4. Following up on dental – annual physicals and new students
5. Getting Toddlers that turned 3 new preschool scrennings

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

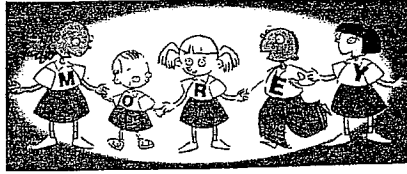
1. File checks
2. Child Plus Reports
3. File review
4. Meeting District - Seta

**SCREENINGS** (number of screenings completed during the month) \_\_\_\_\_

See attached

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

\*\*\*due to Mrs. Tabitha by 1<sup>st</sup> of each month\*\*\*



## Twin Rivers Unified School District Head Start Programs

### COMPONENT MONTHLY REPORT

COMPONENT NAME: Mental Health

MONTH: Jan

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

- Completion of Parent Training
- Pre-SAP's and paperwork completed by teachers and filed appropriately
- Positive feedback regarding ice breaking completed during staff meetings
- Continuing supplement the existing classroom with guidance lessons

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

- Finding time to monitor and manage students from three different schools effectively
- Provide individualized behavior modifications while servicing the needs of all students.

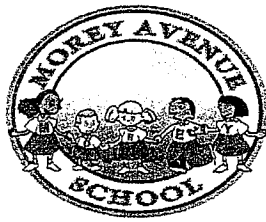
#### CURRENT PROJECTS OR TASKS (details of what you are currently working on or anticipate completing within the next month).

- Self-Assessment checklist
- Monitoring review of ASQ screeners
- Providing weekly social skills lessons to identify students.
- Scheduling Spring PIP meetings
- Third Mental Health Parent Training
- Case Staffing's
- Pre-Sap meetings

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

- Blue Folders for individuals teachers and classrooms

SCREENINGS (number of screenings completed during the month) ASQ SE - 12



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: **ROSA RIVERA**

MONTH: **January 31, 2018**

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

Parent Appreciation: Cookies "This place would be a zoo without you," Parent appreciations poster

Parent Appreciation Door: Parents Thanks for helping us Bloom."

Parent resources: Parent Meeting "Soap of Feelings", Award Assembly, In-Kind hours,

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

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

Nutrition Activity: Stone Soup

FPA's Follow-up #3 been following up with some parents 11/61

Black History Month: Students march, performance, Famous Person Door Walk, Classroom activity, Vendors

Hemo / Lead: have (received 5 more from parents that had reminders in January)

Multicultural Fair: working on all details and finalizing details

Dr. Seuss Birthday: Hats, Volunteer Readers schedule, Book orders, Hospitality Room, Green Eggs

Nutrition Activity for February: Dr. Seuss Muffin w/green yogurt

Donations: Letters being given to businesses in the area

Fund Raising: See's and Popcornopolis

Ready Rosie: I will be introducing this to parents during our teacher home visits.

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

FPA follow-up#1: 11/15/18 FPA Follow-up #2: Due 12/20/18 FPA Follow-up #3 Due 3/15/19

20/20 (Oakdale) Ms. Leica, 20/20 Ms. Leica 5/20 Ms. Leica

20/20 (Morey) Mrs. Vam, 21/21 Mrs. Vam 4/21 Mrs. Vam

8/8 (Morey) Mrs. Malia 7/7 Mrs. Malia 2/7 Mrs. Malia

FPP: 61/61 (completed)

FPP follow-up#1: 61/61 (completed)

FPP follow-up#2: 55/55 (completed)

Lead Risk Assessment: 61/61 Lead/Hemo Notices: 2<sup>nd</sup> notice 12/04/18

In-Kind hours: Oakdale: 156.3hrs /75hrs, Morey: Vam ~~94.2hrs~~ /75 Malia: 93.hrs/75 **TOTAL:**  
**312.50 hours** 100.7hrs

State Surveys; Morey/ Malia 8/8 Vam 16/18 Oakdale 19/19 (turned into Tabitha on 12/14/18)

Blood Lead: 1<sup>st</sup> Reminders 19 notices / 13 notices on 2<sup>nd</sup> Reminder

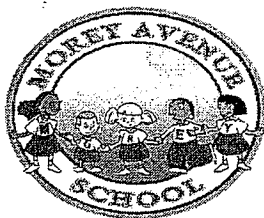
Hemoglobin: 1<sup>st</sup> Reminders 18 notices / 10 notices on 2<sup>nd</sup> Reminder

Growth Assessments: 2<sup>nd</sup> ones due in March/April

Report on Monitoring CL's (Leaders): Ms. Christina CL (5 binders)

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

**Have a excel spread sheet for myself to stay on task by classroom and teacher**



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southvilay

MONTH: January

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

- Parent Meeting
- 1<sup>st</sup> follow up
- Nutrition activities
- Parent appreciation
- 

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

- Hemo and Blood lead results
- Ready Rosie getting parent to accept the invitation
- Purchasing nutrition activities (different store do not carry certain items)
- Getting parents into our parent meeting

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

- Collecting Growth assessment
- FPA Follow up #2
- Outside monthly board
- Parent meeting for next month
- Black History Month
- Reminder notice for Hemo and Blood Lead
- Weekly files checks
- Monthly update special diet list
- Nutrition activities
- Getting donations letter
- Dr. Seuss planning
- Fundraisers- Popcorn

**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: 47/47

FPA: 47/47

FPA follow-up#1 by January: 47/47

FPA follow-up#2 by March: NA /47

FPA follow-up#3 by May: N/A/47

Lead Risk Assessment: 47/47

In-Kind hours: 237 hrs /75 hours

Blood Lead: 32 / 47

Hemoglobin: 39 / 47

Growth Assessments#1 47 /47

Growth Assessment #2 /

CDE State survey#1

CDE State survey#2

Nutrition Survey #1

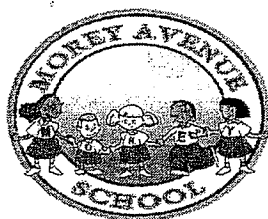
Nutrition survey#2

SETA Parent outcomes survey#1

SETA Parent outcomes survey#2

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

- Student tracking sheet
- Child plus
- Child plus remind print out



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: ANTAWN BRYANT

MONTH: JANUARY

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

Parent Resources

Parent Appreciation - 1/31/19

- Flyer
- Posters
- Note Design

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

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

FPA Follow Ups

Black History Month

Dr. Seuss

Nutrition Activity – Stone Soup

**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: 59 / 59

FPA: 59 / 59

FPA follow-up#1 by January: 58 / 59 – 1 New Student (No Follow Up Necessary)

Lead Risk Assessment: 59 / 59



In-Kind hours: 97 / 75 hours

Blood Lead: 18 / 59 Reminder: 40 / 59

Hemoglobin: 31 / 59 Reminder: 28 / 59

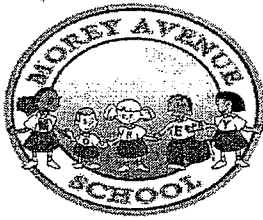
Growth Assessment #2 Due March/April

Monitor – Tashamarie Brewer (5 Binders)

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

Tracking Sheet and Weekly Reports to Dr. Tabitha Thompson

Revised October 11, 2018



## Twin Rivers Unified School District

### Head Start Programs

#### COMPONENT MONTHLY REPORT

COMPONENT NAME: Tashamarie

MONTH: January

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

- Fundraiser
- Passing the torch to the new employee of the year
- Component report
- Parent Appreciation

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

- Spending more time in classrooms

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

- Black History Month
- Fundraisers
- Dr. Seuss
- Parent Appreciation

**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: 56 /54

FPA: 56/54

FPA follow-up#1 by January: 56 /56

FPA follow-up#2 by March: /

FPA follow-up#3 by May:

Lead Risk Assessment: 56 /54

In-Kind hours: 94 /75 hours

Blood Lead: 26 /54

Hemoglobin: 38 /54

Growth Assessments#1 69 /54

Growth Assessment #2 /

CDE State survey#1

CDE State survey#2

Nutrition Survey #1

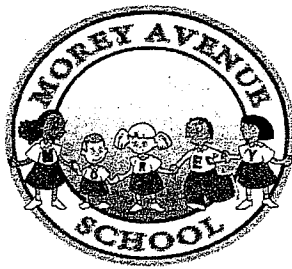
Nutrition survey#2

SETA Parent outcomes survey#1

SETA Parent outcomes survey#2

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

- Student tracking list
- Child Plus



## Twin Rivers Unified School District Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Nina Sandhu

MONTH: January 2019

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

- Pushing in to the classroom and demonstrating communication strategies to teachers to implement in to the classroom.
- Assessing kiddos in my office, to test them for speech and language.
- Having parents attend IEP's (great success so far!).

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

- Finishing all SEIS documents, Speech and Language reports, and daily notes, while servicing kiddos as well. But it's going!
- Assessing 9 students and doing speech-language services at the same time.

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

- Assessing 9 students in speech and language.
- Servicing kiddos with current IEP's.
- Writing speech and language reports for kiddos I am assessing.
- Inputting data in to SEIS for these incoming IEP's.

**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): 29 speech and language screeners for Preschool and Kinder/TK).

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

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

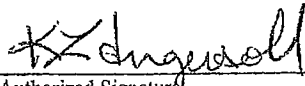
**SETA - HEADSTART MONTHLY FISCAL REPORT**  
1217 Del Paso Blvd., Sacramento CA 95815

Month: January 2019--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		
<b>I</b>	Personnel	3,421.03	20,526.21	75,296.00	54,769.79
	Fringe Benefits	1,293.38	7,721.84	33,375.00	25,653.16
<b>A</b>	Occupancy	0.00	0.00	0.00	0.00
<b>D</b>	Staff Travel	0.00	0.00	383.00	383.00
<b>M</b>	Supplies	0.00	0.00	1,250.00	1,250.00
<b>I</b>	Other	0.00	0.00	2,145.00	2,145.00
<b>N</b>	Indirect Costs	7,618.86	48,752.96	74,027.00	25,274.04
	<b>I. Total Administration</b>	12,333.27	77,001.01	186,476.00	109,474.99
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	<b>Total Fed. and Non-Fed. Admin.</b>	12,333.27	77,001.01	186,476.00	109,474.99
<b>II</b>	a. Personnel	85,586.65	549,521.90	1,015,395.00	465,873.10
	b. Fringe Benefits	35,643.09	225,858.36	426,373.00	200,514.64
<b>P</b>	c. Out of State Travel	0.00	0.00	7,267.00	7,267.00
<b>R</b>	d. Equipment	0.00	0.00	0.00	0.00
<b>O</b>	e. Supplies	0.00	0.00		0.00
	Office Supplies	1,819.57	4,981.87	3,750.00	(1,231.87)
	Child and Family Service Supplies	0.00	643.34	3,800.00	3,156.66
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	2,994.00	3,827.73	6,000.00	2,172.27
	Instructional Materials	3,710.36	41,106.34	10,000.00	(31,106.34)
<b>G</b>	f. Contractual	0.00	0.00	0.00	0.00
<b>R</b>	g. Construction	0.00	0.00	0.00	0.00
<b>A</b>	h. Other :	0.00	0.00	0.00	0.00
<b>M</b>	Utilities	1,223.70	7,400.20	24,855.00	17,454.80
	Building/Child Liability Insurance	0.00	667.05	1,500.00	832.95
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	1,550.56	5,356.79	2,000.00	(3,356.79)
	Nutrition Services	0.00	0.00	10,709.00	10,709.00
	Child Services Consultants	0.00	1,900.00	2,000.00	100.00
	Substitutes, if not paid benefits	2,591.71	10,558.71	2,000.00	(8,558.71)
	Parent Services	3,455.22	16,870.67	8,500.00	(8,370.67)
	Publications/Advertising/Printing	15.19	919.27	2,000.00	1,080.73
	Training or Staff Development	0.00	0.00	1,000.00	1,000.00
	Copy Machine Lease	0.00	3,468.30	8,000.00	4,531.70
	Membership/Licensing Fees	0.00	655.28	2,000.00	1,344.72
	<b>II. Total Program</b>	138,590.05	873,735.81	1,539,649.00	665,913.19
	Non-Federal Program	34,471.86	297,851.69	433,406.00	135,554.31
	<b>Total SETA Costs (I + II)</b>	150,923.32	950,736.82	1,726,125.00	775,388.18
		150,923.32	950,736.82	1,726,125.00	775,388.18
		0.00	0.00	0.00	0.00
		2-7-19		Vassiliki Vervilos	566-2785, 25130
Authorized Signature		Date		Prepared By	Phone

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING January 2019

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
PERSONNEL & BENEFITS (Describe outside funding)			-	-
State Preschool		31,587.37	-	149,367.94
			-	-
			-	-
			-	-
OCCUPANCY (Location and Method of Valuation)			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
SUPPLIES AND SERVICES (List item(s), Donor & Va)			-	-
State Preschool		985.49	-	13,731.83
			-	-
			-	-
			-	-
			-	-
OTHER (Describe in detail)			-	-
State Preschool Indirect	1,899.00		9,508.72	-
School Social Worker Interns (Sept thru Dec 2018)			-	29,567.76
Playground Village - General Fund			-	95,675.44
			-	-
TOTAL	1,899.00	32,572.86	9,508.72	288,342.97
		34,471.86		297,851.69

SIGNATURE K. Z. Anguill

DATE 2-7-19

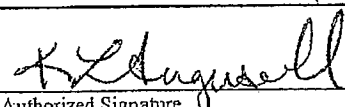
**SETA - HEADSTART MONTHLY FISCAL REPORT**  
1217 Del Paso Blvd., Sacramento CA 95815

Month: January 2019--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. A D M I N	Personnel	657.69	4,046.14	13,150.00	9,103.86
	Fringe Benefits	223.33	1,340.53	5,817.00	4,476.47
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	750.00	750.00
	Other	0.00	0.00	522.00	522.00
	Indirect Costs	1,322.12	8,213.95	16,580.00	8,366.05
	I. Total Administration	2,203.14	13,600.62	36,819.00	23,218.38
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	2,203.14	13,600.62	36,819.00	23,218.38
II. P R O G R A M	a. Personnel	15,141.52	94,657.32	195,890.00	101,232.68
	b. Fringe Benefits	6,977.14	42,326.52	86,648.00	44,321.48
	c. Out of State Travel	0.00	0.00	1,150.00	1,150.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	24.46	226.22	2,250.00	2,023.78
	Child and Family Service Supplies	0.00	177.53	4,000.00	3,822.47
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	151.93	519.75	3,000.00	2,480.25
	Instructional Materials	967.47	6,618.51	6,000.00	(618.51)
	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	0.00	4,144.00	4,144.00
	Building/Child Liability Insurance	0.00	59.27	500.00	440.73
	Building Maint/Repair	0.00	0.00	500.00	500.00
	Local Teachers Travel	7.03	80.76	500.00	419.24
	Nutrition Services	0.00	0.00	3,405.00	3,405.00
	Child Services Consultants	0.00	300.00	500.00	200.00
	Substitutes, if not paid benefits	0.00	99.80	3,500.00	3,400.20
	Parent Services	196.45	1,599.71	2,000.00	400.29
	Publications/Advertising/Printing	1.35	458.83	200.00	(258.83)
	Training or Staff Development	0.00	0.00	500.00	500.00
	Copy Machine Lease	0.00	65.26	1,000.00	934.74
	Membership/Licensing Fees	0.00	36.72	200.00	163.28
	II. Total Program	23,467.35	147,226.20	317,887.00	170,660.80
	Non-Federal Program	3,091.51	5,717.65	90,140.00	84,422.35
	Total SETA Costs (I + II)	25,670.49	160,826.82	354,706.00	193,879.18
		25,670.49	160,826.82	354,706.00	193,879.18
		0.00	0.00	0.00	0.00
		2-7-19		Vassiliki Vervilos 566-2785, 25130	
Authorized Signature		Date		Prepared By	
				Phone	

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING January 2019

**Early Head Start**

**SOURCES OF IN-KIND**

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
PERSONNEL & BENEFITS (Describe outside funding)				-
			-	
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Val)				-
OTHER (Describe in detail)				
School Social Worker Interns (Sept thru Dec 2018)		-		2,626.14
General Fund/Instructional Materials		3,091.51	-	3,091.51
			-	-
			-	-
<b>TOTAL</b>	-	3,091.51	-	5,717.65
		3,091.51		5,717.65

SIGNATURE

*K. Zingus*

DATE

2-7-19



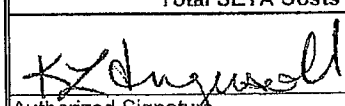
**SETA - HEADSTART MONTHLY FISCAL REPORT**  
1217 Del Paso Blvd., Sacramento CA 95815

**Month:** January 2019 TTA--Head Start

**Agreement No:** 17C21751S0

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

**Program:** PA 22  
PA20 T&TA  
PA26  
Other:

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I. A D M I N	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	<b>I. Total Administration</b>				
	Non-Federal Admin.				
	<b>Total Fed. And Non-Fed. Admin.</b>				
II. P R O G R A M	a. Personnel				
	b. Fringe Benefits				
	c. Travel				
	d. Equipment				
	e. Supplies				
	f. Contractual				
	g. Construction				
	h. Other: Staff Development	0.00	9,156.84	11,700.00	2,543.16
	<b>II. Total Program</b>	0.00	9,156.84	11,700.00	2,543.16
	Non-Federal Program				
<b>Total SETA Costs (I + II)</b>		0.00	9,156.84	11,700.00	2,543.16
 Authorized Signature		2-7-19 Date	Vassiliki Vervilos 568-2785, 25130 Prepared By Phone		

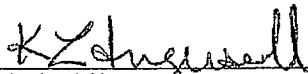
**SETA - HEADSTART MONTHLY FISCAL REPORT**  
1217 Del Paso Blvd., Sacramento CA 95815

**Month:** January 2019 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	1,500.61	5,852.00	4,351.39
	II. Total Program	0.00	1,500.61	5,852.00	4,351.39
Non-Federal Program					
Total SETA Costs (I + II)		0.00	1,500.61	5,852.00	4,351.39
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>  <p>Authorized Signature</p> </div> <div> <p>2-7-19</p> <p>Date</p> </div> <div> <p>Vassiliki Vervilos 566-2785, 25130</p> <p>Prepared By</p> </div> <div> <p>Phone</p> </div> </div>					



Sacramento  
Employment and  
Training  
Agency

December 20, 2018

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
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County of Sacramento

**SOPHIA SCHERMAN**  
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**JAY SCHENIRER**  
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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>

Dr. Tabitha Thompson  
Director of Head Start  
Twin Rivers Unified School District  
3222 Winona Way  
North Highlands, CA 95660

Via Certified Mail #7009 1410 0002 3326 0004

Re: Corrective Action of Agreement #19C21751SO

Dear Dr. Thompson:

This letter shall serve as formal notification of corrective action as a result of your failure to meet and maintain "full enrollment" pursuant to paragraph 7 of the Standard Conditions to Agreement for Delegation of Operation of Head Start Programs ("Agreement") by and between the Twin Rivers Unified School District and the Sacramento Employment and Training Agency (SETA). Specifically, Twin Rivers Unified School District reported 178 (99% of full enrollment) Head Start children and 14 (88% of full enrollment) Early Head Start children enrolled for the month of November, 2018. The Agreement provides funding for the enrollment of 180 Head Start children and 16 Early Head Start children.

Twin Rivers Unified School District (TRUSD) was also under-enrolled for the months of August and September 2018. Due to full enrollment in October, TRUSD was released from corrective action and payments for services were released. This letter will reinstate corrective action due to not maintaining full enrollment for November 2018.

SETA is required by paragraph 21 of the Standard Conditions to Agreement to provide written notification of corrective action and set forth specific directions for corrective action. Therefore, Twin Rivers Unified School District is hereby directed to take the following corrective action no later than Monday, January 21, 2019:

***"Preparing People for Success: in School, in Work, in Life"***

Page 2

Corrective Action Letter  
Twin Rivers Unified School District  
November Enrollment

1. Assess and determine the cause of the above noted deficiency.
2. Develop and submit to SETA for approval a corrective action plan to meet and maintain "full enrollment" based on the cause of the deficiency.
3. Implement the approved corrective action plan.
4. Demonstrate that "full enrollment" has been achieved and maintained.

During this period of corrective action, effective immediately, SETA will suspend payment under Agreement #19C21751S0. If the corrective action indicated above is not satisfied by Monday, January 21, 2019 then on Tuesday, January 22, 2019 SETA staff may initiate the process to deobligate Head Start funding. SETA will not make payments for services subsequent to January 21, 2019 until resolution has occurred.

Consistent with paragraph 21 referenced above, you may request a meeting with me or my designee for the purpose of discussing this order of corrective action.

Should you have any questions, please contact me at (916) 263-3810 or Lisa Carr, Manager, at (916) 263-8123.

Sincerely,



Kathy Kossick  
Executive Director

cc: Ms. Denise Lee  
Mr. Roy Kim  
Mr. Victor Han  
Ms. Lisa Carr  
Ms. Monica Avila  
Ms. Michelle O'Camb

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U.S. Department of Health &amp; Human Services Administration for Children &amp; Families

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-06	2. Issuance Date: 11/30/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Cost of Living Adjustment (COLA); Fiscal Year (FY) 2019; Funding Increase; Appropriations; Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019; Continuing Appropriations Act, 2019	

**PROGRAM INSTRUCTION****TO:** Head Start and Early Head Start Grantees and Delegate Agencies**SUBJECT:** FY 2019 Head Start Funding Increase**INSTRUCTION:**

President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is \$10,063,095,000 for programs under the Head Start Act, an increase of \$200 million over the fiscal year (FY) 2018 funding level.

This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. It also offers an increase to the total amount available for the Early Head Start-Child Care (EHS-CC) Partnership and Early Head Start Expansion grants scheduled to be awarded in March 2019.

This Program Instruction (PI) provides information about the COLA funds available to grantees in FY 2019 and describes the requirements for applying for these funds. All Head Start and Early Head Start grantees, EHS-CC Partnership and Early Head Start Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

**FY 2019 COLA**

Eligible grantees may apply for a COLA increase of 1.77 percent of their FY 2018 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2018. COLA funds are to be used to increase staff salaries and fringe benefits, and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive

Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

#### **Application Requirements**

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this PI to your Regional Office. Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | eclkc.ohs.acf.hhs.gov

**To: Board Chairperson**

*Mr. Patrick Kennedy*

*Board Chairperson*

*Sacramento Employment and  
Training Agency*

*925 Del Paso Blvd. Suite 200*

*Sacramento, CA 95815-3500*

**From: Responsible HHS Official**

*[Signature]* 11/20/18  
Date

*Dr. Deborah Bergeron*

*Director, Office of Head Start*

## Overview of Findings

On 10/15/18, the Administration for Children and Families (ACF) conducted a monitoring review of the Sacramento Employment and Training Agency Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Patrick Kennedy, Board Chairperson, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

### Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Jan Len, Regional Program Manager

Mr. Reginald Castex, Policy Council Chairperson

Ms. Kathy Kossick, CEO/Executive Director

Ms. Denise T. Lee, Head Start Director

### Overview Information

Review Type:	<i>Desk/FTL Solo</i>
Organization:	<i>Sacramento Employment and Training Agency</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Ms. Dow-Jane Pei</i>
Funded Enrollment HS:	<i>4,363</i>
Funded Enrollment EHS:	<i>847</i>

## Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
<b>Compliance Measure (CM)</b>	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
<b>Strength</b>	A new and/or unique way of reaching the community.
<b>Compliant</b>	No findings. Meets requirements of Compliance Measure.
<b>Concern</b>	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
<b>Noncompliance</b>	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
<b>Deficiency</b>	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> <li>(i) a threat to the health, safety, or civil rights of children or staff;</li> <li>(ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;</li> <li>(iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;</li> <li>(iv) the misuse of funds received under this subchapter;</li> <li>(v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or</li> <li>(vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;</li> </ul> <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>



### Summary of Findings

Finding Type	Applicable Standards	Program Type	Grant	Timeframe	Status
Attendance	1302.16(b)	HS/EHS	09CH010182, 09HP0021	N/A	Corrected

### Status of Previously Identified Area of Noncompliance

Finding	Status
---------	--------

#### 1302.16 Attendance.

Corrected

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in 1302.102(b) and inform its continuous improvement efforts as described in 1302.102(c).

#### Focus Area Two – 2/5/2018 – Noncompliance

The program did not establish an effective system to analyze and respond to low monthly attendance at the grantee level. Ten percent of classrooms observed during the monitoring review had monthly attendance rates below the 85 percent requirement since August 2017. The program has demonstrated efforts of tracking, monitoring, and following up on individual absences; however, they are just in the beginning phases of implementing a program-wide initiative to address its chronic attendance issue.

#### Desk/FTL Solo (10/15/2018) - Corrected

The program established an effective system to analyze and respond to low monthly attendance at the grantee level. The grantee implemented a program-wide initiative to address its attendance issues.

A review of the grantee's Program Improvement Plan (PIP) found it developed and implemented a multi-pronged approach to correction. The PIP showed the program's strategies for correction in the areas of Program Governance and Program Data Collection System; Strengthening Human Resources, Training, and Professional Development and Communication Systems; and Policies and Procedures on Attendance, including Tracking, Reporting, and On-going Monitoring. In an interview, the Head Start Director confirmed the implementation of the PIP and the strategies outlined within the plan. She also verified action steps within the PIP were completed.

A review of the Program Governance strategy, supporting agendas, and sign-in sheets showed monthly meetings and trainings with the Board of Directors and the Policy Council from March 2018 through September 2018. The grantee's Attendance Task Force--County-wide Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Content Meetings were held monthly to discuss strategies to increase attendance and review attendance reports including county-wide roll-up percentages for attendance, attendance data analysis, and progress on action plans.

The Program Data Collection System strategy and supporting documentation including samples of Delegate Support Plans and resources to support attendance showed the implementation of a system to analyze and address incidences of low attendance at the grantee-operated and delegate-operated levels.

A review of documents also found the Strengthening Human Resources, Training, and Professional Development and Communication Systems strategy showed county-wide ERSEA Content meetings. The implementation of this strategy demonstrated the ability of the grantee to monitor, analyze, and respond to attendance trends throughout the service area.

A review of the revised policies and procedures found tracking, monitoring, and developing actions plans for attendance included the child, family, classroom level, as well as the aggregated county-wide level. The

program also used Attendance Works resources and developed classroom resources for teachers and parents to understand the importance of attendance. A review of the September 2018 Back to School Information found each classroom teacher implemented sign-in procedures to help the program and parents track average daily attendance with a goal of 100 percent. Teachers chose strategies from the Attendance Tool Kit that included using sticker charts to record attendance, small prizes for 100 percent attendance, and used attendance data to understand underlying problems such as the necessity for deep cleaning during cold and flu season. Also, Family Service Workers were required to make daily attendance calls to families when children did not arrive at school and integrated attendance discussions into monthly parent meetings.

The On-Going Monitoring strategy showed the program's internal monitoring processes at the aggregate grantee-level. The grantee identified reasons for absences or trends for low attendance and reporting was revised to show all absences and a collection of county-wide data.

In an interview, the Head Start Director confirmed the revisions to the policies and procedures and the continuation of task force meetings with monitoring reports being shared and discussed. She stated the reports from the start of the new school year, September and half of October 2018, showed growth in average daily attendance, particularly in its full-day, full-year program.

The grantee established an effective system to analyze and respond to low monthly attendance at the grantee level. This area of noncompliance is corrected.

— END OF REPORT —