

PUBLIC NOTICE

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

Policy Committee Meeting
November 15, 2011 Tuesday
8:30 a.m. – Room 5

Minutes

I. WELCOME

- A. Call To Order/Roll Call – *Meeting called to order at 8:45am. Members present included Carolyn Wilson, Patrick Thao, Nayla Haro, Sarina Richmond, Adrian Morris, Alma Watkins (SETA) and Tabitha Eaden Thompson (TRUSD).*

II. ACTION ITEMS

- A. Approval of Meeting Minutes from October 18, 2011 – *Adrian Morris motioned for approval and Nayla Haro seconded the motion. Votes were 3-yes, 0-no and 1-abstention.*
- B. Approval of Carolyn Wilson as Community Representative – *Sarina Richmond motioned for approval and Nayla Haro seconded the motion. Votes were 3-yes, 0-no and 1-abstention.*
- C. Re-election of Chair position - *Sarina Richmond motioned for approval and Nayla Haro seconded the motion. Votes were 3-yes, 0-no and 1-abstention.*

III. Reports

- A. Education – *Reports provided to PC members reflecting the Education Coordinator working on DRDP assessments and classroom observations of teaching staff.*
- B. Enrollment/ERSEA – *Reports provided to PC members reflecting continued work on certifying enrollment files and beginning the process to re-certify Extended Day students in December 2011.*
- C. Health/Nutrition – *Reports provided to PC members about continued health screenings and follow-up on nutrition topics. Nutrition Coordinator organizing Family Fitness day for end of November 2011.*
- D. Mental Health/Social Services – *Reports provided to PC members about continued follow-up on FPA documentation and beginning of Social Skills friendship groups.*
- E. Parent Involvement – *Verbal report provided to PC members about planning for upcoming Winterfest event on December 15, 2011.*

- F. Disabilities – Reports provided to PC members about SLP finishing rescreening of all students with failed speech screenings. Continued speech therapy for students with speech IEPs.*
- G. SSC – Copies of minutes from meeting on October 12, 2011 provided.*
- H. Fiscal – Copies of October 2011 budget report provided to all PC members.*

IV. INFORMATION

- A. Bylaw Revisions update – postponed until next month’s meeting*
- B. Update on Woodridge Head Start program – No reps present at meeting. Director Thompson will continue to work with ECE Specialist to get participation.*
- C. Update on Kohler Head Start program - No reps present at meeting. Director Thompson will continue to work with ECE Specialist to get participation.*
- D. Meeting dates and locations – Group decided on next meeting on December 10th at 10am at local IHOP restaurant to celebrate holiday season.*
- E. Winter Fest update – PC members provided copies of meeting minutes from last planning meeting. Members agreed to solicit additional parent volunteers from their respective classrooms.*
- F. Fundraiser logistics – Members agreed that December 5th would be deadline for order submission. Order forms given to all classrooms.*
- G. Conflict of Interest forms – Present members completed the forms. Director Thompson will forward to appropriate parties.*
- H. Kitchen update – Director Thompson informed that kitchen repairs have been completed.*
- I. Information Memorandum ACF-PI-HS-11-04 School Readiness in Programs serving preschool children – copies given to all members*

V. PUBLIC PARTICIPATION

VI. ADJOURNMENT

Meeting adjourned at 9:45am.

Twin Rivers Unified School District

Name of Delegate

Policy Committee Members Sign-In Sheet

11/15/11
Date of Meeting

Please Specify

_____ # eligible voting representative
_____ # voting representatives present

PC Members Names	Complex	Signature	Payment
1. Jibitha Thompson	TRUSD	JET	
2. Nayla Haro		Nayla Haro	
3. Adrian Morris		Adrian Morris	
4. Carolyn Wilson		C. Wilson	
5. Patrick Thao		Patrick Thao	
6. CARRICARICHMEND		CARRICARICHMEND	
7. ALMA HAWKINS	SETA	Alma Hawkins	
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

**Morey Avenue School
Early Childhood Development Center
Head Start 2011 – 2012
Parent Policy Committee Roster
Revised November 30, 2011**

Representatives	Teacher / Room #	Alternates
Child: Aneesa Adams Keesa Adams 4451 Gateway Park Blvd. Sacramento, CA 95834 (916) 889-2721 <u>Blackberrri138@hotmail.com</u> <i>Terminated November 1, 2011</i>	<i>Mrs. Holley – Room 2A</i>	Child: Stanley Thao Patrick Thao 119 Fairbanks Ave. Sacramento, CA. 95838 (916)565-1486 (916) 248-1904
Child: Jimena Garcia Ariana Garcia 2201 Northview Dr. #122 Sacramento, CA 95833 916-927-7055 916-640-4640 <u>arianagarciagg@yahoo.com</u>	<i>Mrs. Mack – Room 2B</i>	Child: Liad Belton Christina Belton 3401 Mabel St. Sacramento, CA 95838 916-428-4739 916-807-3188 <u>cbelton4@gmail.com</u> <i>terminated effective 11/07/11</i>
Child: Adrian Morris Adrian Morris 1652 South Avenue Sacramento, CA 95838 916-922-6070	<i>Mrs. Rala – Room 4</i>	Child: Stephen Johnson Nerissa Alfred 4050 Taylor St. #133 Sacramento, CA 95838 916-546-0393 <u>Nerissa.alfred@gmail.com</u>
Child: Shalonda Jones A'laijah Brown 3840 Modell Way Sacramento, CA 95838 916-400-1126 <u>Shalondajones14@gmail.com</u>	<i>Mrs. Thao – Room 8</i>	Vacant
Child: Wyatt Hughes Trina Pelton 4615 Bollenbacher Ave. Sacramento, CA 95838 (916) 333-4652 <u>trinapelton@yahoo.com</u>	<i>Mrs. Black – Room 7B</i>	
Child: Amealah Joseph Maurrica Deloney 3050 Bell St. #9 Sacramento, CA 95821 916-370-2507 <u>Mdelon1@yahoo.com</u>	<i>Mrs. Dennis – Room 7A</i>	Child: Camarren Fields Cammie Brown 4239 Burgess Dr. Sacramento, CA 95838 916-922-3008 916-214-8704 <u>camcatbrown@yahoo.com</u>

Representatives**Teacher/Rm. #****Alternates**

Child: Zyon Turner
Jaunice Person
 2538 Connie Dr. #1
 Sacramento, CA 95815
 916-338-2550 510-927-8681
Jaundice-P@yahoo.com

Mrs. Vang – Room 9

Child: Ishaya Illiya
Ashley Grieve
 672 Las Palmas Ave.
 Sacramento, CA 95815
 916-380-9148
nichole7007@gmail.com

Child: Jaycob Leon-Haro
Nayla Haro
 3209 Nordyke Dr.
 Sacramento, CA 95833
 916-470-4347
N7399@yahoo.com

Mrs. Harvey– Room 10

Child: Zion Belton-Jenkins
Sarina Richmond
 3900 Branch Street
 Sacramento, CA 95838
 916-225-5769
carricararichmond@gmail.com

Morey Avenue Past Parents

Community Representatives

Child: Diamond Brodie-Wilson
Carolyn Wilson-Chairperson
 736 Harris Ave.
 Sacramento, CA 95838
 (916) 921-1889

Representatives**Kohler Head Start****Alternates**

REP Shalena Bolds (Angel Bolds)
 6421 Stoneman Dr.
 North Highlands, Ca 95660
 916-509-6040
Bolds.shalena@yahoo.com

ALT Enrique Hernandez (Xavier Hernandez)
 3952 Floral Dr.
 North Highlands, CA 95660
 916-243-8872
zavysdad08@att.net

ALT Keisha Alexander (Ja'miah Jenkins)
 4440 Oak Hollow Apt. 192
 North Highlands, CA 95660
 916-862-7336
leisa53@sbcglobal.net

Representatives**Woodridge Head Start****Alternates**

REP Lori Milami (grandparent of Joseph Bowman)
 1700 Shirley Dr.
 Sacramento, Ca 95822
Lori.milami@cdph.ca.gov
Lorilynn1961@hotmail.com
 916-617-7469 /916-327-8288

ALT REP Bailey Pruette (Michari Hampton)
 3740 May St #13
 Sacramento, Ca 95838
 (916)640-4924

Morey Contact – Governance

Tabitha Thompson, Principal/Director
 916-566-3485 Office
 916-641-5349 – Fax
 916-549-3375 – Cell

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Head Start 2011 – 2012
Parent Policy Committee Roster
Revised November 9, 2011**

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Child: Aneesa Adams Keesa Adams 4451 Gateway Park Blvd. Sacramento, CA 95834 (916) 889-2721 <u>Blackberrri138@hotmail.com</u> <i>Terminated November 1, 2011</i>	<i>Mrs. Holley – Room 2A</i>	Child: Stanley Thao Patrick Thao 119 Fairbanks Ave. Sacramento, CA. 95838 (916)565-1486 (916) 248-1904
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 916-549-3375 – Cell



Morey Avenue School
Early Childhood Development Center
COMPONENT MONTHLY REPORT
COMPONENT NAME: Houa Lee
MONTH: October 2011

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

- ECERS are done in all classrooms and feedback was provided for purchasing or correction to meet the tool.
- Parent Surveys were passed out and tally up with percentage along with improvement action plan were written. This information will be shared in the November Staff Meeting.
- Attended School Readiness Collaborative, Education, Education Component, Morey Ave's Leadership, Delegate Kickoff, and ECE Leadership meetings. I have enjoyed receiving all the new updates and resources available in the community. The information was shared at Education Component Meeting.
- conducted Red Ribbon Meeting for RM 7A and 7B.
- Rescreened a child in Ms. Mack's PM class on LAP-D
- Created, "Caught You Being Good" coupons

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

- Having the patience to learn how to work with different personality and various communication skills.

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

- establishing DRDP-PS action plan with all teachers
- planning the Hmong New Celebration
- attending all monthly meetings
- observes Group 1 and checks 4 classroom files for each class

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

- Observation for Group 2 teachers is done and feedback provided for them.
- Four classroom files were checked for Group 2 teachers.

SUMMARY OF COMPLETED MANADATED SCREENINGS

- 12 LAP-D were screened for Morey

due to Mrs. Tabitha by 1st of each month



Morey Avenue School
Early Childhood Development Center
COMPONENT MONTHLY REPORT
COMPONENT NAME: Marci Porter
MONTH: October 2011

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

1. Working from the waiting list I was able to fill 8 open slots in a timely manner.
2. Went through all current students in Child Plus to verify year of attendance. There were several that were not updated, so I corrected those.
3. Updated the Teacher/Parent Orientation Packet forms.
4. Creating and distributing notices/flyers for school events.

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

1. Learning the procedures for children who have asthma and/or need medication at school. Because this isn't something that is too common, I need to re-learn every time I do this. I asked the Health Assistant to go back over the process with me and I have a step by step process to follow from now on. I believe this challenge has been resolved.
2. Remembering to write EVERYTHING down on the Family Contact Sheet
3. Leading the ERSEA Component meeting. This month was less intimidating. It went well.

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

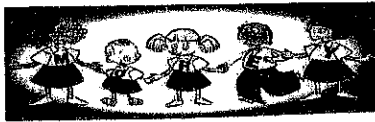
1. Picture day is upon us at this time; getting flyers out to the families, posting flyers around the school, making the schedule, etc.
2. Updating the Morey Avenue Policies and Procedures binder, as time permits.
3. Ongoing support, as needed, to the front office staff and Director.

SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for PIR 2012)

1. As I have been enrolling students from the waiting list, I go over my check list to make sure all forms are filled out, signed and dated and that all pertinent information is in the students' files.
2. Checked over all 24 Room 10 class files for compliance. Found small errors and corrected those.

SCREENINGS (number of screenings completed during the month) 179

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



Morey Avenue School
Early Childhood Development Center
COMPONENT MONTHLY REPORT
COMPONENT NAME: Health
MONTH: **October 31, 2011**

SUCCESS (details of tasks that are going well within your component)
Dental examination forms are coming in with treatment
Kitchen finally done
Lead information is being given to teachers and parents
.component members are being active.
Ordered classroom supplies for cooking projects.

CHALLENGES (details of tasks that you need to be changed, revised or areas where
Child plus input for health screenings.

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

1. free dental fluoride varnishing for all students
2. on going monitoring for health and nutrition
3. spreading the news about Lead
4. getting work orders for phones to be put on the walls in classrooms
5. room 4 needs a counter top and more cabinets in the food prep area.
6. students files
- 7.

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

1. Monthly classroom/site monitoring of Health concerns.
2. Work orders



Morey Avenue School
Early Childhood Development Center
COMPONENT MONTHLY REPORT
COMPONENT NAME: Nutrition _____
MONTH: October 2011__

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

- order classroom supplies for cooking project
- Lead info given to teacher and parents
- Kitchen finally done
- Nutrition activity order came in
- All the height and weight graph finished

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

- getting lead and hemoglobin for result
- calling/faxing dr for lead and hemoglobin result
- nutrition activity and going through a new process
- doing cum files recheck

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

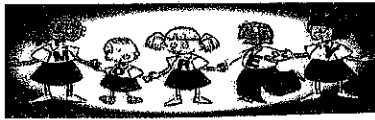
- ongoing classroom monitoring for health and nutrition
- spreading the news about lead
- students files
- putting height and weight graph in cum files
- doing referral for height and weight
- special diet
- talk to kitchen staff about special diet

SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for PIR 2012)

- monthly classroom/site monitoring for health/nutrition concerns
- work orders

SCREENINGS (number of screenings completed during the month) _____

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



Morey Avenue School
Early Childhood Development Center

COMPONENT MONTHLY REPORT

COMPONENT NAME: Family Partnership, Mental Health, Social Services
MONTH: October

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

Component Teams-More team members

Support for a parent with their High School Student's challenges at school (Collaboration w/Counselor at High School to support student)

Red Ribbon Week Parent Meetings 158 parents (HS/State) attended and received information on Raising Healthy Children-Parenting Tips for raising Drug Free Kids, discipline, Stress, Healthy Habits(Effort), Halloween Safety, Free Fall Festivals in Community, New Job Website, Holiday resources for Food/Toys). You Can Count on me Candy Jar Count-

Pre-Sap/SST meetings

Working with Mental Health Students Classroom Support and 1-1 groups begin 11/7

FPA meetings/support with parents all Headstart Enrolled completed except for 30

FPA's that are still not completed or returned yet

Home Visits for attendance

SETA Delegate Kickoff-Great Training/Presenters.

Health Service Advisory Meeting was great.

File Reviews-Teachers who are filing FPA/MH Forms correctly

Professional Development with the other Pupil Personnel Service staff on the Oct 31

Problem Solving Information provided to parents

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

Continue follow-ups and documentation for all Headstart families and students

Try for more collaboration with PC/Staff when planning events like Red Ribbon week and Harvest Festival to prevent confusion and duplication of activities such as the take home activities and coloring contests. Most were involved with the Harvest Festival leaving little time to support Red Ribbon events.

Those parents who are not showing up for scheduled meetings

Time- to support all families with FPA/Social Services Needs/support, and time to support the students/teachers to address challenging behaviors and referrals

Eliciting feedback from component team members to plan meetings

Flash Drive malfunctioned-Loss Data

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

Continue File reviews

Friendship Groups to Begin

Going Back to School Workshop Nov 15-Invitations to go out

CLASSROOM visits/Observations-Mental Health Follow-ups

CLASS Training Nov 9 & 10

Researched Bus Passes-Can purchase through Francis House, RT does give discounts to low income. Follow-up on if we want to try and purchase.

Still coordinating with MAN for the Cooking Program hopefully to have at Morey Pots/Pans

Need to update data into a new FPA Spreadsheet and get copies to teachers

Teacher Contact Logs-copies to all

SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for PIR 2012)

Reviewing Classroom File

Documenting

Teacher Contact Logs

Melanie scheduled 11/18 to monitor 9am

Schedule SST meetings **for the rest of the month. 3 are scheduled for Nov 3**

SCREENINGS (number of screenings completed during the month) _____

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

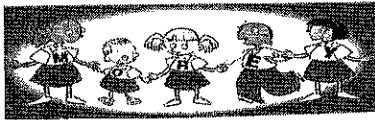
File Checklist

Red Ribbon Sign-in Sheets

Copy Spreadsheets

SST/MH Log

due to Mrs. Tabitha by 1st of each month



Morey Avenue School
Early Childhood Development Center

COMPONENT MONTHLY REPORT
COMPONENT NAME: DISABILITIES
MONTH: OCTOBER 2011

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

Completing SST/Pre-SAP meetings for those preschool students that failed speech Screenings. So far only one parent has declined services offered.

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

Using the outer office in Room 6 – even when the sign is on the door, staff comes in to use bathroom or take their break. Disruptive to parent meetings or group sessions, violates confidentiality, and annoying because there are multiple adult bathrooms and a very nice staff break room in Room 2.

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

Speech Screenings for all RECHECK students (i.e., those who were not cooperative on the 1st attempt to screen).

SELF MONITORING/PIR DATA (details of what you have done to self monitor your component area or starting the tracking process for PIR 2012)

1. Track all screenings on Excel Program
2. Update Speech Therapy schedule weekly with new students on service
3. Track entire caseload on Excel Program

SCREENINGS (number of screenings completed during the month) ~~8~~ 9

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

Meeting agenda, sign in and minutes turned in on Friday 10/21/11

due to Mrs. Tabitha by 1st of each month

School Site Council Meeting

October 12, 2011

8:50 – 9:40 A.M.

Minutes

1.0 Introductions of SSC members

Cammie Brown Carrica Richmond
Carolyn Wilson-present Naeemah Brooks
Diana Brown **Cherise Whitaker-present**
Melody Clayton-present Tanisha Dawson
Malia Xiong-present

Also present were Jean Stockton, Kristina Wong, Janine Petree, Xai Lee, Dee Videau and Tabitha Thompson

2.0 Review of member roles and overall council responsibilities

3.0

Mrs. Thompson briefly presented information about the roles of SSC officers and SSC responsibilities. Each team member given a binder with information about the SSC for further reference and future reading.

By Laws / Nomination of officers – Mrs. Thompson briefly outlined the bylaws. Carolyn Wilson elected Chair of SSC, Melody Clayton elected Vice Chair of SSC and Malia Xiong elected Secretary of SSC.

3.0 Student Achievement Data

Review Data from 2010-2011

Review the Single Plan for Student Achievement (SPSA)

Review Budget

Approve SPSA

Mrs. Thompson briefly reviewed the student data from last year. Explained the goal and purpose of the SPSA. All members given copies. Explained that next meeting will be a focus on data review from the Trimester 1.

4.0 What's next? Tentatively scheduled next meeting for November 16th at 9:40 a.m. Agreed to meet at least 5 times for this school year in Room 5.

Adjournment by Chairperson Carolyn Wilson at 9:28am

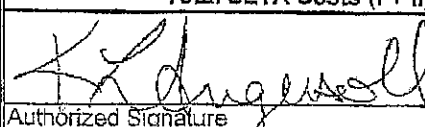
SETA - HEADSTART MONTHLY FISCAL REPORT
 1217 Del Paso Blvd., Sacramento CA 95815

Month: October-11

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			
ADMINISTRATIVE	Personnel	2,294.27	6,883.51	25,707.00	18,823.49
	Fringe Benefits	1,076.28	3,028.32	10,724.00	7,695.68
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	Indirect Costs	5,630.90	15,445.37	83,114.00	67,668.63
	I. Total Administration	9,001.45	25,357.20	119,545.00	94,187.80
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	9,001.45	25,357.20	119,545.00	94,187.80
PROGRAM	a. Personnel	60,109.86	176,255.13	715,539.00	539,283.87
	b. Fringe Benefits	20,144.62	53,875.87	245,365.00	191,489.13
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	1,983.40	15,000.00	13,016.60
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other : Parent Services	138.63	788.17	5,500.00	4,711.83
	Student Assemblies/ Field Trips	182.01	182.01	7,000.00	6,817.99
	Policy Council Stipends	189.38	189.38	2,287.00	2,097.62
	Recruiting	0.00	48.88	500.00	451.12
	Nutrition Services Adult Meals	0.00	0.00	7,450.00	7,450.00
	Operating Cost	2,617.57	2,617.57	8,593.00	5,975.43
		0.00	0.00		0.00
	Child Services Consultants	943.09	943.09	4,000.00	3,056.91
	Local Teachers Travel	72.43	164.28	812.00	647.72
	Staff Development	0.00	0.00	4,500.00	4,500.00
	Classroom Supplies	6,868.87	12,675.38	8,500.00	(4,175.38)
	II. Total Program	91,266.46	249,723.16	1,025,046.00	775,322.84
Non-Federal Program	55,287.29	126,219.44	288,023.00	161,803.56	
Total SETA Costs (I + II)	100,267.91	275,080.36	1,144,591.00	869,510.64	
				869,510.64	
 Authorized Signature		11-10-11 Date	Vasseliki Vervilos Prepared By	566-1600, 66859 Phone	

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING August 2011

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate) 355 hours times \$14.95 per hour		5,307.25		5,307.25
PERSONNEL & BENEFITS (Describe outside funding State Preschool)	1,647.04	20,920.36	1,647.04	20,920.36
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool)		2,165.51		2,165.51
OTHER (Describe in detail)				
TOTAL	1,647.04	28,393.12	1,647.04	28,393.12
		30,040.16		30,040.16

SIGNATURE *K. Angewald*
 DATE 1-10-11

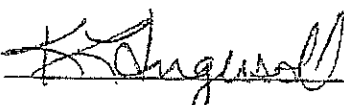
DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING September 2011

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate) 737 hours times \$14.95 per hour		11,018.15		16,325.40
PERSONNEL & BENEFITS (Describe outside funding s State Preschool	1,776.24	23,034.91	3,423.28	43,955.27
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List Item(s), Donor & Value State Preschool		5,062.69		7,228.20
OTHER (Describe in detail)				
TOTAL	1,776.24	39,115.75	3,423.28	67,508.87
		40,891.99		70,932.15

SIGNATURE *K. Hugenroth*
 DATE 11-10-11

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING October 2011

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate) 1,638.75 hours times \$14.95 per hour		24,499.31		40,824.71
PERSONNEL & BENEFITS (Describe outside funding) State Preschool	1,776.24	23,278.93	5,199.52	67,234.20
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Va) State Preschool		5,732.81		12,961.01
OTHER (Describe in detail)				
TOTAL	1,776.24	53,511.05	5,199.52	121,019.92
		55,287.29		126,219.44

SIGNATURE 
 DATE 11-10-11

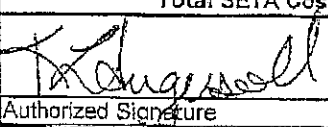
SETA - HEADSTART MONTHLY FISCAL REPORT
 1217 Del Paso Blvd., Sacramento CA 95815

Month: September 30, 2011 - October 31, 2011

Agreement No:

Delegate: Twin Rivers Unified School District
 Address: 3222 Winona Way
 North Highlands, CA 95680

Program: Head Start Supplemental

	Cost Item	Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I. A D W N	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II. B R O G M	a. Personnel	9,269.61	9,269.61	130,822.00	121,552.39
	b. Fringe Benefits	4,030.20	4,030.20	55,756.00	51,725.80
	c. Supplies	443.77	443.77	2,250.00	1,806.23
	d. Nutritional Services	0.00	0.00	2,880.00	2,880.00
	e. Printing Charges	0.00	0.00	1,000.00	1,000.00
	f. Parent Services	327.21	327.21	2,221.00	1,893.79
	g. Local Travel	0.00	0.00	35.00	35.00
	h. Student Assemblies	0.00	0.00	1,000.00	1,000.00
	i. Staff Development	0.00	0.00	1,000.00	1,000.00
	l. Indirect Charges	837.21	837.21	12,152.00	11,314.79
	II. Total Program	14,908.00	14,908.00	209,116.00	194,208.00
Non-Federal Program	3,888.65	3,888.65	52,279.00	48,390.35	
Total SETA Costs (I + II)	14,908.00	14,908.00	209,116.00	194,208.00	
					194,208.00
		11-10-11	Vassiliki Vervilos 286-3811		
Authorized Signature		Date	Prepared By		Phone

DELEGATE Twin Rivers Unified School District
 HEAD START Supplemental
 IN-KIND REPORT
 FOR THE MONTH ENDING October 31, 2011

SOURCES OF IN-KIND	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate) Woodridge Site, \$15.69 per hour times 97.69 hours		1,532.76		1,532.76
PERSONNEL & BENEFITS (Describe outside funding source) District funded staff at supplemental sites, Kohler/Woodridge		2,189.82		2,189.82
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List Item(s), Donor & Valuation)				
OTHER (Describe in detail) Indirect costs on personnel/benefits (above)-6.17%		135.11		135.11
Indirect costs could not charge Supplemental grant due to salary compensation cap (6.17% - 5.95%)		30.96		30.96
TOTAL		3,888.65		3,888.65

SIGNATURE *K. Dugan*
 DATE 11-10-11

Winterfest Steering Committee Meeting Minutes
November 3rd, 2011 @ 4p.m. Morey Avenue school

Present:

Terry Cole Counselor
Carolyn Jensen - Secretary
Joyce Standfield, Crystal Romo, Roberta Rosales –paraeducators
Rala Dayal, Ms. Mika – Teachers
Tashamarie Brewer, Charles Martin, Brandi – Parents

Absent: Tabitha Thompson, Gloria Flemons, Adrian Morris, Ms. Su, Ms. Maria, Ms. Stockton

Agenda Items:

1. **Theme** for Winterfest was going to be **Wonders of Winter**
2. **Activities:**

The group came up with the following suggestions:

Literacy station: a team rep or PC parent dressed in festive outfit (elf, reindeer, santa, etc) and read holiday books to children embracing different holidays (Menorah, Xmas, Kwaanza)

Arts and Crafts station: Each class as they tour stop at this station and make glittery pinecones brushing glue and glitter, make wreaths with precut out patterns on painted paper plates putting stickers, etc; a paper cup bell inserting a jingle bell with string, a paper chain taking one chain, decorating and adding to other chains. The children can hang their creations on donated real Christmas trees.

It was also discussed that each classroom make a gingerbread house in their classes with donated refrigerator size boxes and have a gingerbread house display station. The creative curriculum theme in the month of December is buildings. Children can design their own buildings.

Music station: Each class (an option) can present their own musicals at this station by singing songs, dancing, IMIL rock, swing, reindeer moves, etc Ms. Stockton decided to do a musical with her class.

Speech and sounds: Ms. Grapes has kindly volunteered to do speech sounds, games, etc with children at this station making it fun, interactive, echoes, boom, high and soft pitches, etc

- ✦ **Sensory station:** Water tables holding fake snow so children can explore, mold, measure, converse about their sensory creations.
- ✦ **Fuel station:** Warm apple cider, holiday cookies to rekindle the festive spirit as children come to this station after touring. Supplied graciously by the catering staff coordinated by Ms. Elizabeth, head chef.
- ✦ **Santa sleigh:** Gift bags passed out to children with group pictures taken by Santa Claus, St. Nicholas, the white bearded guy dressed in red with a rounded belly.

PC Assistance: Need parents from the parent policy committee to man stations, prepare gift bags or stocking bags for children, solicit tree and other donations from outside agencies, cut out wreath patterns, make paper chains and other related duties as needed.

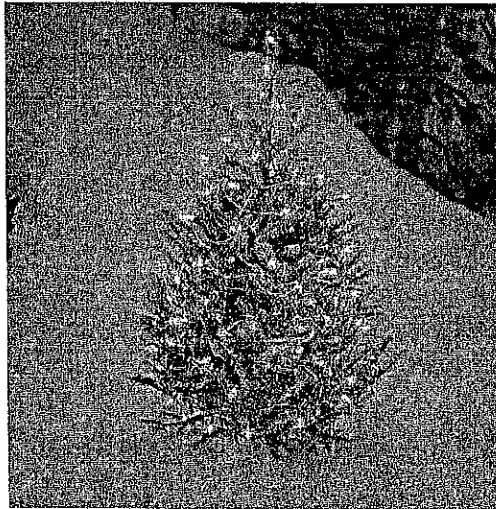
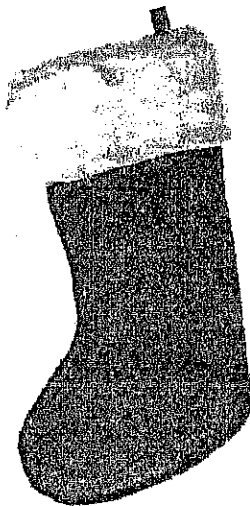
Supplies and donations needed: 3 christmas trees, fake snow, arts and crafts materials, 4 or 5 festive adult size costumes,(PC or other parents can perhaps make these ahead of time), holiday music and songs, holiday books, 10 tables, small gifts for gift/stocking bags, candy canes,

Ms. Terry, Ms. Rala and Ms. Carolyn can work on flyers, communication, publicity, etc.

Absentee committee members can decide on the role they want to take.

The meeting adjourned at 4:50 p.m.

Next Meeting to be decided.



STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment.

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

State

Judge (Statewide Jurisdiction)

Multi-County _____

County of SACRAMENTO

City of _____

Other _____

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2010, through December 31, 2010.

-or-

The period covered is _____, through December 31, 2010.

Leaving Office: Date Left _____
(Check one)

The period covered is January 1, 2010, through the date of leaving office.

Assuming Office: Date _____

The period covered is _____, through the date of leaving office.

Candidate: Election Year _____ Office sought, if different than Part 1: _____

4. Schedule Summary

Check applicable schedules or "None."

► Total number of pages including this cover page: 1

Schedule A-1 - Investments – schedule attached

Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule A-2 - Investments – schedule attached

Schedule D - Income – Gifts – schedule attached

Schedule B - Real Property – schedule attached

Schedule E - Income – Gifts – Travel Payments – schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
<i>(Business or Agency Address Recommended - Public Document)</i>				
925 DEL PASO BLVD.		SACRAMENTO	CA	95815
DAYTIME TELEPHONE NUMBER	E-MAIL ADDRESS			
(916) 263-3827	NLHOGAN@DELPASO.SETA.NET			

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

	3. Originating Office: Office of Head Start
	4. Key Words: School Readiness Requirements

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: School Readiness in Programs Serving Preschool Children

PURPOSE:

The purpose of this Program Instruction (PI) is to emphasize requirements contained in the Improving Head Start for School Readiness Act (the Act) that agencies "shall establish program goals for improving school readiness of children participating in a program, including school readiness goals that are aligned with the Head Start Child Outcomes Framework [recently revised as The Head Start Child Development and Early Learning Framework], State early learning standards as appropriate, and requirements and expectations of the schools the children will be attending." (Head Start Act, section 641A(g)(2)(A))

INSTRUCTION:

The following is intended to provide recommendations about how grantees can comply with the Act's school readiness requirements. **School readiness goals** are the expectations that children's statuses and progression across domains of language and literacy, cognition and general knowledge, approaches towards learning, physical well-being and motor development, and social and emotional development will improve children's readiness for kindergarten.

Section 641A(g)(2)(A) of the Act requires that each agency establish program goals for improving the school readiness of children participating in its program that align with the Head Start Child Development and Early Learning Framework (formerly The Head Start Child Outcomes Framework), State early learning standards, and the requirements and expectations of the schools, to the extent that they apply to the ages of children participating in the program.

The Office of Head Start believes that it is important that the goals:

- are appropriate for the ages of children participating in the program;
- address, at a minimum, the domains of language and literacy, cognition and general knowledge, physical well-being and motor development, social and emotional development, and approaches toward learning; and
- are established in consultation with parents of children participating in the program. It is expected that this consultation could take a variety of forms, from surveying individual parents about goals for their own children, to talking to policy groups about child outcomes and appropriate program goals for school readiness.

Additionally, and importantly, each agency should be able to demonstrate the steps taken to achieve the school readiness goals described under Section 641A(g)(2) of the Head Start Act as demonstrated by:

- aggregating and analyzing assessment data at multiple points in a year*, and using that data in combination with other program data to determine progress toward meeting the established goals; to inform parents and the community of results; and to direct continuous program improvements related to curriculum, teaching, and instructional strategies, professional development, program design, and other program decisions; and

*The Office of Head Start recommends that agencies aggregate and analyze assessment data at least three times during the year (to provide baseline, midpoint, and year end progress); or, for programs operating 90 days or less, two times during the program.

- analyzing individual, ongoing, child-level assessment data from a variety of sources for all children birth to age 5 participating in the program, and using that data in combination with input from parents and families to determine each child's status and progress with regard to, at a minimum, language and literacy, cognition and general knowledge, approaches toward learning, physical well-being and motor development, and social and emotional development, and to individualize the experiences, teaching, and services to best support each child.

Attached you will find a description of four critical steps which programs can use to assess their own status with regard to school readiness goals. The Office of Head Start and its training and technical assistance partners will continue to provide direction, guidance, and resources that support fulfilling our promise to make sure our children and families are ready for school and beyond.

Please direct any questions on this Program Instruction to:

Amanda Bryans
 Education and Comprehensive Services Division Director
 Office of Head Start
 (202) 205-9380

Thank you for your work on behalf of children and families.

/ Yvette Sanchez Fuentes /

Yvette Sanchez Fuentes
 Director
 Office of Head Start

Attachment:

School Readiness Action Steps

1. Adopt and align established Office of Head Start (OHS) preschool child goals from the Head Start Child Development and Early Learning Framework, establishing clear school readiness goals across domains (language and literacy, cognition and general knowledge, approaches toward learning, physical well-being and motor development, and social and emotional development):

- Become familiar with the specific goals in the Head Start Child Development and Early Learning Framework (formerly the Head Start Child Outcomes Framework), State early learning standards, and Local Education Agency (LEA) expectations;
- Compare OHS child outcome goals with the LEA expectations, and State Early Learning Goals;
- Communicate with relevant partners;
- Determine if and how program curriculum-targeted skills and knowledge address (align with) established goals;
- Determine if and how ongoing child assessment tools and procedures address (align with) established goals.

2. Create and implement a plan of action for achieving the established school readiness goals:

- Improve quality of teacher-child interactions;
- Implement evidence-based teaching practices;
- Implement and assess your evidence-based curriculum;
- Increase engagement, communication, and inclusion of parents and families to support children's school readiness;

- Provide effective professional development so all staff understand how they support school readiness;
- Implement effective transitions and increase continuity through kindergarten and the primary grades.

3. Assess child progress on an ongoing basis and aggregate and analyze data at multiple times throughout the year:

- Take advantage of mid-point aggregation and analysis so that the program has opportunities to make changes that can make meaningful school readiness differences for currently enrolled children. The Office of Head Start believes it is important for programs to aggregate and analyze data at least three times per year, or two times for programs operating less than 90 days. Collect data that can be aggregated at the program level.
- Aggregate and analyze child assessment data at multiple points across the year and demonstrate program-level child progress using norms or criterion references.
- Maintain the use of information from ongoing child assessment to inform teachers and parents how best to individualize for each child's continued development and learning, assessing child progress on an ongoing basis across domains.

4. Examine data for patterns of progress for groups of children in order to revise, or develop and implement plans for program improvement:

- Program improvements may include professional development adjustments, including specificity, intensity, frequency, and type of training; improving communication and engagement with families; intensifying curriculum supports or implementation; or other similarly responsive efforts based on the analysis of program data.
- Examine the patterns of progress and outcomes (achieved goals) for groups of children served by the program. For example, this may include:
 - by age
 - by rates of attendance
 - by program settings and/or options
 - by language groups
 - by child, family, or community risk factors

Office of Head Start (OHS) | 1250 Maryland Avenue, SW | 8th Floor Portal Building | Washington D.C. 20024
| <http://www.eclkc.org> | 1-866-763-6481 | [Contact Us](#)

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Melanie P. Nicolas, M.A.
Program Officer, Program Support Services
SETA Head Start
925 Del Paso Blvd. Suite 200
Sacramento, CA 95815
(916) 263-3736
(916) 263-3779 Fax