Twin Rivers Unified School District  
3708 Myrtle Avenue  
North Highlands, CA 95660

Parent Committee Meeting  
January 23, 2019  
12:30 p.m. – Community Room  
Agenda

I. Welcome  
A. Call To Order/Roll Call  
B. Approval of minute from December 19, 2018

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 Village, Morey and Rio Linda Preschool Programs  
M. Recruitment for 2018-2019  
N. Upcoming Grant application process information  
O. Monitoring Review Executive Summary report dated December 20, 2018

IV. Public Participation

V. Adjournment
Twin Rivers Unified School District  
3708 Myrtle Avenue  
North Highlands, CA 95660

Parent Committee Meeting  
January 23, 2019  
12:30 p.m. – Community Room  
Minutes

I. Welcome  
   A. Call To Order/Roll Call - No members present so next meeting will be held in February 2019.  
   B. Approval of minute from December 19, 2018

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 Village, Morey and Rio Linda Preschool Programs  
   M. Recruitment for 2018-2019  
   N. Upcoming Grant application process information  
   O. Monitoring Review Executive Summary report dated December 20, 2018

IV. Public Participation

V. Adjournment - Next meeting scheduled for February 23, 2019 at 12:30pm.
Twin Rivers Unified School District
3708 Myrtle Avenue
North Highlands, CA 95660

Parent Committee Meeting
December 19, 2018
12:30 p.m. – Community Room
Minutes

I. Welcome
   A. Call To Order/Roll Call – Meeting called to order by Vice Chair Tameka
      Smith and also present was Head Start Director Tabitha E. Thompson.
   B. Approval of minute from November 5, 2018 – Postponed until the next
      meeting.

III. Information Items
   A. Education
   B. ERSEA
   C. Enrollment and Attendance Report
   D. Health
   E. Meal Count reports
   F. Mental Health
   G. Family and Community Partnerships/Parent Involvement
   H. Disabilities
   I. Special Education Report
   J. School Site Council
   K. Fiscal
      Written reports provided for Items A through K and verbal discussion
      provided by Head Start Director.
   L. Update on Village, Morey and Rio Linda Preschool Programs – Head Start
      Director reported that all programs are doing great and have a few slots that
      need to be filled.
   M. Recruitment for 2018-2019 – Members reminded to solicit for other parents to
      join the parent group.
   N. Child Demographics PIR 2017-2018 (HS and EHS) – Written report provided
      to all members.

IV. Public Participation

V. Adjournment – Meeting adjourned at 1245pm.
### Twin Rivers Unified School District

#### Oakdale Parent Committee Members Sign-In Sheet/Roll Call Sheet

**1/23/19**

(Date of Meeting)

Please Specify

- [ ] # eligible voting representative
- [ ] # voting representatives present

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Pc/sign-in/1.31.08/sb
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Education

MONTH: December 2018

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

- Classroom Support for Leica, Yia, Vam, Cici, Rala, Cheng, Maria, May, Sandya, Monica, and Malia.
- Breaks are working out great!
- File checks, feedbacks, safe environment, and Walk through observations are going well.
- Wrap some gifts for students
- Help out in decorating Winter Fest
- Mentor and model getting the students engaged in large group for Ms. Maria.

CHALLENGES (details of tasks that you need to be changed, revised or areas where support is needed) none

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

- Working with new staff: Maria, May, Cici & Sandya keeping students engage during large group time.
- Continue Walk Through Observations, File Checks, and Safe Environment

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) 215 ASQ-3 Screenings & 87 re-screens

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

- Continue Walk Through Observations, File Checks, and Safe Environment
- Input ASQ-3 screenings in ChildPlus system
Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: Marci Porter
MONTH: December 2018

SUCCESSES (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)

1. Making time in my schedule to complete tasks that are important but not urgent.

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.
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.
26. Updating and revising ERSEA Binder
27. Updating and revising Policies and Procedures Binder

SELF MONITORING/PIR DATA: Checked 5 student files DISABILITIES Sections.
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Zer Yang

MONTH: December 2018

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

- Hmong New Years was a success.
- File check of all classes is done.

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

- Parent are not communicating if they want to enroll their child. Parent will pick up packets and and not returns.

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

- Recruitment calls
- Student binders checks
- Maintaining reports
- Waitlist
- File loose documents in students file for all site
- Maintaining data base-Childplus and Aeries
- Hmong new year
- State kids

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

Reminders:

Other/Explain:

What centers/classes are under-enrolled and why? Include capped classes due to majority 3-year olds, lost waiters, facility delays.

If enrollment is below 100%, please indicate the reasons for under-enrollment for each classroom by completing the following page.

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Program:

Agency:

Month/Year: December 2018

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<td>Reasons for under-enrollment:</td>
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Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: Health
MONTH: December 2018

SUCCESSES
-All HeadStart sites had their hearing, vision, dental, and blood pressure screenings.
-Student with medical concerns have been followed-up and medication, if needed, is in the classroom.
-IEP health assessments and reports have been done for students.
-Toddlers have transitioned into Head Start classrooms.

CHALLENGES
-Students are absent during screenings.
-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
-IEP Health assessments and reports.
-Screening new students for hearing, vision, and blood pressure.
-Entering data into ChildPlus.
-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:

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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 December 2018

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

1. Some toddler transitioned into Head Start
2. Seta Health Service Advisory meeting went good

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. Annual medication checks
2. Matching cp and child’s file
3. Inputting into Child Plus
4. Following up on Student with medical needs
5. Following up on dental – annual physicals and new students
6.

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 1st of each month***
## Twin Rivers Unified School District

### 2371 - CACFP Reimbursement Summary

**Agency:** Twin Rivers Unified School District  
**Attendance Date:** 12/3/2018 - 12/21/2018

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Twin Rivers Unified School District
Head Start Programs
COMPONENT MONTHLY REPORT
COMPONENT NAME: Mental Health
MONTH: December

SUCCESSES (details of tasks that are going well within your component area)
- Completion of Pre-Sap meetings
- 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.
- Effectively finding ways to incorporate second step in all classrooms collectively

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
- Second Mental Health Parent Training
- Case Staffing's

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: December 20, 2018

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


Parent resources: FPA’s resources for parent’s goals, Parent Meetings, Award Assembly, In-Kind hours, December Parent Meeting,

See’s Candy orders

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).

Self-Assessment Plan of Action / Self-Assessment / Written Area Service Plans

Working on SETA MCQI Review and making updates and changes

FPA’s Follow-up#2 Completed on 12/20/18 (55/55) 2nd 52 of my parents are still currently working on 1st Goal and will continue to work on this goal for now. Three (3) of my parents are co-currently working on goals #2 because they are doing well with 1st Goal. Sidiqui Ahmad, Sobhanallah Mehrabi, Ximena Rodriguez.

Parent Meeting: Made a Holiday Planner for parents to stay organized over the holidays and an article on how to “De-stress over the Holidays,” and how to create a mini vacation in your home.

FPA’s resources: shoe models, ABC’cards, shape cards, potty chart, colors, help w/bounderies.

Hemo / Lead: 2nd REMINDERS sent on 12/4/18

Winter Festival finalizing details: Nutrition, decorations, books, Santa, Tree Art Project
Ready Rosie (signed up for webinar on Dec 6th) Description: This holiday season, let ReadyRosie help you give the gift of family learning time! When school is out, routines change and families have to adjust.

Bus passes, book orders, job resources, Christmas basket information for parents, shopping w/Corvette Club for kid’s gifts.

Helping CL with student binders and be current.

**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  
20/20 (Oakdale) Ms. Leica,  
20/20 Ms. Leica  
20/20 (Morey) Mrs. Vam,  
21/21 Mrs. Vam  
8/8 (Morey) Mrs. Malia  
7/7 Mrs. Malia  
FPP: 61/61  
FPP follow-up#1: 61/61  
FPP follow-up#2: 55/55

Lead Risk Assessment: 61/61  Lead/Hemo Notices: 2nd notice given on 12/04/18  
In-Kind hours: **Oakdale:** 140.35 hrs /75hrs, **Morey:** Vam 86.10hrs /75 **Malia:** 72.05hrs/75  
TOTAL: **271.50 hours**

State Surveys; Morey/ Malia 8/8 Vam 16/18 Oakdale 19/19 (turned into Tabitha on 12/14/18)  
Blood Lead: 1st Reminders 19 notices / 13 notices on 2nd Reminder  
Hemoglobin: 1st Reminders 18 notices / 10 notices on 2nd Reminder  
Growth Assessments: 61/61 current + the 2 new students in Vam’s Classroom  
Report on Monitoring CL’s (Leaders): Ms. Tashamarie CL (5 binders) Stephanie McGrath (5)  

**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 spreadsheet for myself to stay on task by classroom and teacher
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Christina Southivilay

MONTH: December

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

- Winter fest
- Parent Meeting
- 1st follow up
- Volunteer for winter fest
- Corvette Breakfast Donation
- Donation shopping
- Desert industries shopping
- Ready rosie
- See candy fundraisers
- Wrapping gift

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

- Catching parent who rarely drop of their students
- Hemo and Blood lead results
- Ready Rosie, parent are not connecting or accepting invitations

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

- Growth assessment
- FPA Follow up
- Outside monthly board
- Parent meeting for next month
- Brainstorming Black History Month ideas
- Getting surveys
- Reminder notice for Hemo and Blood Lead
- Weekly files checks
- Monthly update special diet list
- Nutrition activities

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: 50/50
FPA: 50/50
FPA follow-up#1 by January: 45/50
FPA follow-up#2 by March: NA/50
FPA follow-up#3 by May: N/A/50
Lead Risk Assessment: 50/50
In-Kind hours: 200 hrs 40 mins / 75 hours
Blood Lead: 36/50
Hemoglobin: 45/50
Growth Assessments#1: 50/50
CDE State survey#1
Nutrition Survey #1
SETA Parent outcomes survey#1

Growth Assessment #2 /
CDE State survey#2
Nutrition survey#2
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

Revised October 11, 2018
Twin Rivers Unified School District

Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Antawn Bryant-Porter

MONTH: December

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

- Winterfest
- Parent Meeting
- Corvette Club Breakfast
- See’s Candy Orders
- FPA resources given

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

- Updating binders in a timely manner

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

- FPA follow up #2
- Working with parents with schooling
- Ready Rosie (introduction to parents individually)

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: 60/60
FPA: 60/60

FPA follow-up#1 by January: 60/60
FPA follow-up#2 by March: N/A
FPA follow-up#3 by May: N/A
Lead Risk Assessment: 60/60
In-Kind hours: 95/75 hours
Blood Lead: 13 / 60
Hemoglobin: 30 / 60
Hemo/Lead Reminder Notice – 2nd 12/3/18
Growth Assessments#1 59/60
Growth Assessment #2 /
Report Monitoring CL – Christina S. 5/5
Report Monitoring Cross-Component – Zer Y 5/5

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 Updated Daily
Twin Rivers Unified School District
Head Start Programs

COMPONENT MONTHLY REPORT

COMPONENT NAME: Tashamarie
MONTH: December

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

- Winterfest
- Corvette Holiday Event
- Component report
- Going shopping for families for the Holiday Season

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

- Getting families here for Holiday Event
- Santa Clause

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

- Winterfest
- Holiday Event
- First follow ups coming up in January

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: /
FPA follow-up#2 by March: /
FPA follow-up#3 by May:
Lead Risk Assessment: 56 /54
In-Kind hours: /75 hours
Blood Lead: 26 /54
Hemoglobin: 38 /54
Growth Assessments#1 61 /54
CDE State survey#1
Nutrition Survey #1
SETA Parent outcomes survey#1

Growth Assessment #2
CDE State survey#2
Nutrition survey#2
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: December 2018

SUCCESSES (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.
- Pulling out 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 4 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 4 students in speech and language.
- Servicing kiddos with current IEP’s.
- Writing speech and language reports for kiddos I am assessing.
- Inputting data into SEIS for these incoming IEP’s.
- Finishing documentation on SEIS.

Number of screenings completed to date (i.e. dental, vision, ASQ, growth assessments, blood lead, hemo, speech, FPP/FPA, etc): (number should get larger each month as you add new screenings for the current month to the total from last month): 14 speech and language screeners for Head Start (22 including Kinder/TK).

SELF MONITORING/PIR DATA (details of what you have done to self-monitor your component area or starting the tracking process for PIR 2018)
- Keeping up to date on my excel sheet of current students with active IEP’s.
- Have daily logs with children I have been servicing for speech and language.
- Making sure section 6 is updated in the kiddos binders with current IEP goals and service minutes.
# Monthly Special Education Report

**Agency Name**

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* (Line B) + (Line C) = Line A

Comments:

Tabitha E. Thompson, Ed.D  
Principal/Head Start Director  
Completed by (Print Name)  
Date

* Please complete and submit by the 1st of each month for the previous reporting month.

Email to Laura Moore (SETA Education Coordinator) @ laura.moore@seta.net
### SETA - HEADSTART MONTHLY FISCAL REPORT

#### 12/17 Dal Paso Blvd., Sacramento CA 95815

**Month:** December 2018—Head Start  
**Delegate:** Twin Rivers Unified School District  
**Address:** 2322 Winoma Way  
North Highlands, CA 95660

**Agreement No.:**  
**Program:** PA 22 BASIC  
**PA20**  
**PA26**  
**Other:**

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<th>Actual Expenses</th>
<th>Cumulative to date</th>
<th>Current Budget</th>
<th>Unexpended Balance</th>
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**Prepared By:** Vassilki Vavilis  
**Phone:** 566-2785, 25130
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SIGNATURE:  

DATE: 1-9-19
### SETA - HEADSTART MONTHLY FISCAL REPORT

#### 1217 Del Paso Blvd., Sacramento CA 95815

**Month:** December 2018—Early Head Start

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

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<td>b. Fringe Benefits</td>
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<td>P. Office Supplies</td>
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<td>0.00</td>
<td>1,150.00</td>
<td>1,150.00</td>
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<tr>
<td>R. Medical/Dental/Disabilities/Custodial</td>
<td>0.00</td>
<td>367.82</td>
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<td>O. Instructional Materials</td>
<td>229.15</td>
<td>5,651.04</td>
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<tr>
<td>G. Food Service Supplies</td>
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<td>0.00</td>
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<tr>
<td>R. Building/Maint/Repair</td>
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<td>177.53</td>
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<td>A. Utilities</td>
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<tr>
<td>M. Building/Child Liability Insurance</td>
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<td>Local Teachers Travel</td>
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<td>3,405.00</td>
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<td>300.00</td>
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<tr>
<td>M. Substitutes, if not paid benefits</td>
<td>99.80</td>
<td>99.80</td>
<td>3,500.00</td>
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<td>317,887.00</td>
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<td>Non-Federal Program</td>
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<td>2,626.14</td>
<td>90,140.00</td>
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<tr>
<td>Total SETA Costs (I + II)</td>
<td>26,835.76</td>
<td>126,385.00</td>
<td>354,027.00</td>
<td>219,541.07</td>
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<td>26,816.76</td>
<td>132,516.33</td>
<td>354,706.00</td>
<td>219,549.67</td>
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**Authorized Signature:**  
**Date:** 1-9-09  
**Vassiliou Vovillas:** 566-2785, 25130

**Prepared By:**  
**Phone:**
**Early Head Start**

**SOURCES OF IN-KIND**

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Total Y-T-D</th>
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<tr>
<td></td>
<td>Admin</td>
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<tr>
<td>PARENT VOLUNTEERS (Hours x Rate)</td>
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<tr>
<td>PERSONNEL &amp; BENEFITS (Describe outside funding)</td>
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</tr>
<tr>
<td>OCCUPANCY (Location and Method of Valuation)</td>
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<tr>
<td>SUPPLIES AND SERVICES (List Item(s), Donor &amp; Val.)</td>
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</tr>
<tr>
<td>OTHER (Describe in detail)</td>
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</tr>
<tr>
<td>School Social Worker Interns (Sept thru Dec 2018)</td>
<td>2.626.14</td>
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<tr>
<td>TOTAL</td>
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**SIGNATURE**

**DATE**

1-9-19
### SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95816

**Month:** December 2018 TTA–Head Start

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

**Agreement No:** 17C2175150
**Program:**
- PA 22
- PA20 T&TA
- PA28
- Other:

<table>
<thead>
<tr>
<th>I. Cost Item</th>
<th>Actual Expenses</th>
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<tbody>
<tr>
<td>Personnel</td>
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<td></td>
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<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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<tr>
<td>Indirect Costs</td>
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<td></td>
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<tr>
<td>Total Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Federal Admin.</td>
<td></td>
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</tr>
<tr>
<td>II. Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
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<td></td>
</tr>
<tr>
<td>c. Travel</td>
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<td></td>
</tr>
<tr>
<td>d. Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Contractual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Other: Staff Development</td>
<td>5,329.54</td>
<td>9,156.84</td>
</tr>
<tr>
<td>II. Total Program</td>
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<td></td>
</tr>
<tr>
<td>Non-Federal Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total SETA Costs (I + II)</td>
<td>5,329.54</td>
<td>9,156.84</td>
</tr>
</tbody>
</table>

**Authorized Signature:** [Signature]
**Date:** 1-9-19
**Prepared By:** Vassiliki Vervilos 565-2785. 26130

**Phone:**
TRUSD Head Start Center-based Program

MCQI Review

Monitoring Review Executive Summary Report

Report Date: December 20, 2018

<table>
<thead>
<tr>
<th>Program Option: Center-Based Program</th>
<th>Monitoring Type: Differential Review</th>
<th>Review Period: November 13-December 7, 2018</th>
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</thead>
<tbody>
<tr>
<td>Program Year: 2018-2019</td>
<td>Number of Files: 8</td>
<td>Monitors: Shannon Simpkins Sherri Arfsten</td>
</tr>
<tr>
<td></td>
<td>EHS=2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HS=6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health= 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mental Health=8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutrition=8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of classes: 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of centers: 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morey Ave. EHS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oakdale HS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rio Linda HS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Village HS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of Staff files: 12</td>
<td></td>
</tr>
</tbody>
</table>

Strengths:

- Program has strong system to promote school attendance- from electronic attendance tracking and parent notification to creative family engagement activities and support services (e.g. attendance awards, parent meetings)
- Excellent mental health promotion and prevention activities; support services available to children, program staff and families
- Teaching staff are nurturing and responsive to children, using developmentally appropriate strategies to help children adjust to new routines and equipment.

**Overall Compliance**

Percentage reflects number of performance indicators marked Compliant over the total number of performance indicators monitored in a program service area.

<table>
<thead>
<tr>
<th>Education</th>
<th>98%</th>
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</thead>
<tbody>
<tr>
<td>EHS</td>
<td>100%</td>
</tr>
<tr>
<td>016_18. (O) Classroom Observation (n=1)</td>
<td>100%</td>
</tr>
<tr>
<td>HS</td>
<td>97%</td>
</tr>
<tr>
<td>016_18. (O) Classroom Observation (n=3)</td>
<td>97%</td>
</tr>
<tr>
<td><strong>ERSEA</strong></td>
<td>85%</td>
</tr>
<tr>
<td>EHS/HS</td>
<td>85%</td>
</tr>
<tr>
<td>001_18. (I) ERSEA Interview (n=1)</td>
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</tr>
<tr>
<td>011_18. (F/O) ERSEA Services (n=1)</td>
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</tr>
<tr>
<td><strong>Health</strong></td>
<td>92%</td>
</tr>
<tr>
<td>EHS</td>
<td>88%</td>
</tr>
<tr>
<td>003_18. (F) Health Services File Review (n=2)</td>
<td>88%</td>
</tr>
<tr>
<td>HS</td>
<td>96%</td>
</tr>
<tr>
<td>003_18. (F) Health Services File Review (n=6)</td>
<td>96%</td>
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<tr>
<td><strong>Mental Health</strong></td>
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</tr>
<tr>
<td>EHS</td>
<td>100%</td>
</tr>
<tr>
<td>006_18. (F) Mental Health File Review (n=2)</td>
<td>100%</td>
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<tr>
<td>HS</td>
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<td>006_18. (F) Mental Health File Review (n=6)</td>
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<td><strong>Nutrition</strong></td>
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<tr>
<td>EHS</td>
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<tr>
<td>004_18. (F) Nutrition Services File Review (n=2)</td>
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<tr>
<td>HS</td>
<td>91%</td>
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<tr>
<td>004_18. (F) Nutrition Services File Review (n=6)</td>
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<tr>
<td><strong>Safe Environments</strong></td>
<td>97%</td>
</tr>
<tr>
<td>EHS</td>
<td>97%</td>
</tr>
<tr>
<td>014_18. (O) Safe Environments (n=1)</td>
<td>98%</td>
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<tr>
<td>017_18. (O) Outside Safe Environment (n=1)</td>
<td>91%</td>
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<tr>
<td>------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td><strong>HS</strong></td>
<td></td>
</tr>
<tr>
<td>014_18. (O) Safe Environments (n=3)</td>
<td>96%</td>
</tr>
<tr>
<td>017_18. (O) Outside Safe Environment (n=3)</td>
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</table>

**PDM-Staff Licensing Files**

<table>
<thead>
<tr>
<th>EHS</th>
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</thead>
<tbody>
<tr>
<td>022_18. (F) PDM Staff Licensing Records (n=3)</td>
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<td>88%</td>
</tr>
<tr>
<td>022_18. (F) PDM Staff Licensing Records (n=9)</td>
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**Areas of Non-Compliance:**

The following indicators within a program service area received compliance rates below threshold. Delegate agency is required to analyze and address systemic causes of non-compliance.

**Health Services File Review Checklist #003**

**EHS**

*Indicator 3 (Priority Indicator) 50%*
 Required well-child exam not received within 30-day timeline.

*Indicator 12 0% (Morey)*
 Medical health status determination date not entered into ChildPlus; Information on ChildPlus not consistent with received date on well-child exam form.

*Indicator 20 50% (Morey)*
 Dental health status determination date not entered into ChildPlus.

*Indicator 22 50% (Morey)*
 No follow-up documented on treatment plan identified on child’s dental record.
Indicator 25
Inconsistencies in dates between child file records and ChildPlus; 24-month well-child exam information in child file inaccurately entered as 30-month well-child exam.

HS
Indicator 1
Incomplete information on emergency card for a child that has identified allergy and medication plan.

Indicator 3
Required physical exam not in file.

Indicator 9 (Priority Indicator)
Immunization information either not recorded or inaccurately recorded in state-mandated blue immunization card; Immunization information in file did not match information in Child Plus.

Indicator 20
Dental health status determination date in file did not match date in Child Plus.

EHS
Indicator 4 (Priority Indicator)
No blood lead level results in children’s files.

Indicator 13
Health information (blood lead level results) entered in ChildPlus but no evidence in child’s file.

HS
Indicator 3 (Priority Indicator)
No evidence of growth assessment (height/weight/BMI) in child’s file.
Indicator 4 (Priority Indicator) 50% (Village, Oakdale)
No blood lead level results in child’s files.

Indicator 5 (Priority Indicator) 83% (Village)
No hgb/hct information in child’s file.

Indicator 8 83% (Village)
No follow-up documentation to obtain an up-to-date growth assessment.

Indicator 13 83% (Oakdale)
Inconsistencies in dates between child’s file records and ChildPlus records.

<table>
<thead>
<tr>
<th>Safe Environments</th>
<th>Checklist # 014</th>
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</thead>
</table>

EHS  
Indicator 33 0% (Morey)
Excessive cobwebs and dead insects in window sills.

HS  
Indicator 14 67% (Oakdale)
Ongoing bathroom cleanliness and maintenance issues in one center (Oakdale Head Start) due to its accessibility to the public.

Indicator 33 67% (Oakdale)
Excessive cobwebs and dead insects in window sills.

Indicator 36 67% (Rio Linda) 
Electrical cords and extension cords within child’s reach.

Indicator 44 33% (Village, Oakdale)
No evidence of monthly inspections on fire extinguisher service tags. One fire extinguisher was in the red zone.

Indicator 53 67% (Village)
All hazards emergency/disaster preparedness response plan was not available onsite.
Classroom Observation  Checklist #016

HS
Indicator 14  67%  (Oakdale)
Outdoor playground structure is labeled for 5-12 year old children. There is a program waiver but it doesn’t address the appropriateness of the equipment (Oakdale Head Start)

Outside Safe Environments  Checklist #017

EHS  (Morey)
Indicator 10  0%
There was a gap (approximately 6 inches) between fence and building that posed safety hazard.

HS
Indicator 4  67%  (Village)
Shade structure was not adequate for the size of the playground.

ERSEA Services  Checklist  #011

EHS/HS
Indicator 3  (Priority Indicator)  0%
Not all vacancies were filled within 30-day timeline.

Indicator 4  (Priority Indicator)  0%
Not all funded enrollment slots were filled in the beginning of the school year.

PDM Staff Licensing Files  Checklist 022

HS  (Oakdale, Village, Rio Linda)
Missing required documents in staff licensing files.