



PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE

**Twin Rivers Unified School District**

**155 Morey Avenue  
Sacramento, CA 95838**

**Policy Committee Meeting**

**Special Meeting**

**September 5, 2025**

**12:00 p.m.**

**Agenda**

**I. Welcome**

Call to Order/Roll Call

Amber Criswell, PC Head Start Committee Policy Chair  
Sequoia Burse, PC Head Start Committee Vice Chair  
Amanda Gutierrez, PC Head Start Committee Secretary  
Josie Liles, PC Member  
Zyhira Jones, PC Member  
Johana Scott, Director of Early Childhood Education  
Gaylon Ndiaye, Governance and Parent Engagement Coordinator  
Rena Sigh, Principal/Director  
Faydra Acker, Office Manager

**II. Action Items**

- A. Approval of May 15, 2025, meeting minutes.
- B. Approval of the Budget Modification for the 2024-2025 Early Head Start Budget
- C. Approval of the Budget Modification No Cost Extension Request for the 2023-2024 Head Start Budget

**III. Information Items**

Information item: A-K

- 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. Fiscal

Update on Morey Ave, Oakdale, Village, and Rio Linda Preschool Programs.

**IV. Public Participation**

**V. Adjournment**

PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE

---

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

**Policy Committee Meeting**  
**May 15, 2025**  
**3:30 p.m.**  
**Minutes**

**I. Welcome**

Call to Order/Roll Call

*Meeting was called to order at 3:32 pm by Amber Criswell, Head Start Policy Committee Member*

***Attendees:***

*Sequoia Burse, PC Head Start Committee Vice Chair*  
*Josie Liles, PC Member*  
*Zyhira Jones, PC Member*  
*Johana Scott, Director of Early Childhood Education*  
*Rena Singh, Principal/Director*  
*Faydra Acker, Office Manager*  
*Roger Xiong, Mental Health Specialist*  
*Gaylon Ndiaye, Governance and Parent Engagement Coordinator*

***New Members Seated Present:***

***Member Absent:***

*Amber Criswell, PC Head Start Committee Policy Chair (excused)*  
*Amanda Gutierrez, PC Head Start Committee Secretary (excused)*

**II. Consent Items**

A. Approval of the April 24, 2025, Regular Meeting minutes.

*The minutes were reviewed; no questions or corrections.*

*Sequoia Burse motioned to approve the April 24, 2025, meeting minutes. Zyhira Jones seconded the motion.*

**The vote was as follows:**

***Aye: # 2-Zyhira Jones, Josie Liles***

***Nay: #0***

***Abstention: 1- Sequoia Burse***

### **III. Information Items**

Information item: A-K

Notes: *Mental Health Specialist, Roger Xiong, provided component reports for the PC Members. All reports were reviewed.*

- 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. Fiscal

Update on Morey Ave, Oakdale, Village, and Rio Linda Preschool Programs.

*The information items were reviewed; no questions or corrections.*

### **IV. Public Participation**

*Gaylon Ndiaye thanks all the PC members for their service for this school year. She also let the PC Member know they are still on duty unstill September.*

### **V. Adjournment**

*The meeting was adjourned at 3:41 pm.*



## REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: Twin Rivers Unified School District

Funding Source: ☐ Head Start ☐ Early Head Start ☐ Both

Agreement Number: 25C21751SO Date: August 18, 2025

**I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:**

*Please check the type of request(s):*

- ☐ **Program Options**
- ☐ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: FY 2024/25

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No

*(ACF approval required for all fixed asset purchases)*

Will the project be over \$250,000? ☐ Yes ☒ No

*(1303 Facilities Renovation/Repair Application will be required)*

- ☐ **Budget Carryover**  
From Program Year: \_\_\_\_\_ to Program Year \_\_\_\_\_  
*(Requires ACF approval)*

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es))  
*(Requires ACF approval)*

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** \_\_\_\_\_

**II. Please identify what is in the original agreement and describe the change being requested.**

For Early Head Start, the original agreement included projected costs for Personnel, Fringe Benefits, Out of State Travel, Equipment, Supplies, Other Costs and Indirect. Due to the needs of the program, the actual and projected expenditures of some of the cost categories may be less or more than the amounts in the original agreement. The change being requested is to allocate funds towards overspent categories.

**REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION**  
(Continued)

**III. The requested changes are justified based on the following:**

The requested changes are justified due to the needs of the program. A justification of the change to each cost line item is detailed in the budget narratives.

**IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.**

*NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet*

<b>Program Year_ Grant #: 09CH010182</b>			
<b>FY 24/25 Early Head Start</b>			
<b>Cost Category/Item Description</b>	<b>Current Budget</b>	<b>Budget Modification</b>	<b>Updated Budget</b>
<b>Personnel</b>	808,189.00	(70,468.00)	737,721.00
<b>Fringe Benefits</b>	235,197.00	87,775.00	322,972.00
<b>Travel</b>			
<b>Equipment</b>			
<b>Supplies</b>	13,200.00	-	13,200.00
<b>Contractual</b>			
<b>Construction</b>			
<b>Other</b>	38,901.00	(24,273.00)	14,628.00
<b>Indirect</b>	43,034.00	6,966.00	50,000.00
<b>TOTAL</b>	1,138,521.00	-	1,138,521.00
<b>Non-Federal Share (for Carryover Requests Only)</b>			
	<b>Current Budget</b>	<b>Budget Modification</b>	<b>Updated Budget</b>
<b>Non-Federal Share</b>	288,059.00	-	288,059.00
<b>Please describe how agency will obtain the Non-Federal Share: Through California State Preschool Costs, General Fund expenditures and/or parent volunteer hours. Non-federal share is obtained from parent volunteer hours.</b>			

IV. I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.

DATE: 8-20-25

Kate Ingersoll

(Authorized Signature)

Kate Ingersoll

(Typed Name)

Executive Director, Fiscal Services

(Title)

☐ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chairperson, Policy Committee)

\_\_\_\_\_  
(Typed Name)

☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chairperson, Board of Trustee or Board of Directors)

\_\_\_\_\_  
(Typed Name)

☐ **APPROVED BY GRANTEE:**

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Karen Griffith, Head Start Deputy Director)

*For Internal Use Only*

**Tracking:**

Date Received: \_\_\_\_\_

\_\_\_\_\_  
(Melanie Nicolas,  
CFS Program Officer/Administration)

Date Approved: \_\_\_\_\_

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
(Victor Han, Fiscal Manager)

**Comments:**

**TWIN RIVERS UNIFIED SCHOOL DISTRICT**  
**Early Head Start Program**  
**Budget Narrative**  
**For Budget Modification**  
**Fiscal Year 2024-2025 Basic**

	#	FY 24/25 Grant Award*	In- kind
Early Head Start	56	1,138,521	288,059

\*Includes Basic, COLA and QI and FY 22/23 Carryover

**Total Amount Request for Budget Modification:**

**The changes are highlighted below:**

The Twin Rivers Unified School District's Early Head Start programs include the Morey Avenue Child Development Center, the Oakdale Center, the Rio Linda Center and the Village Center, which serve pre-kindergarten children.

Early Head Start funding supports a high-quality program specifically designed for each phase of early childhood development to uphold the Early Head Start philosophy of serving both the child and the family. This program includes the goals of: (1) school readiness, which focuses on increasing child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development the students; (2) health and wellness, which focuses on increasing the health and well-being of children from 18 months to under age 3 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care; (3) attendance, which focuses on improving the rate of attendance for children in the Early Head State program; and (4) family engagement, which focuses on increasing and promoting parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

**Personnel**

Original Budget--\$808,189

Revised Budget--\$737,721

Adjustment—Reduction of \$70,468

During the grant period, the hiring process to fill vacant positions resulted in increased fringe benefits costs. It is proposed that the savings in this line item be transferred to the fringe benefits line item.



**Fringe Benefits**

Original Budget--\$235,197

Revised Budget--\$322,972

Adjustment—Increase of \$87,775

During the grant period, the hiring process to fill vacant positions resulted in increased fringe benefits costs.

**Travel**

Original Budget--\$0

Revised Budget--\$0

Adjustment—No Change

**Supplies**

Original Budget--\$13,200

Revised Budget--\$13,200

Adjustment—No Change

**Office Supplies**

Original Budget--\$1,500

Revised Budget--\$1,500

Adjustment—No Change

**Child and Family Service Supplies**

Original Budget--\$4,000

Revised Budget--\$4,000

Adjustment—No Change

**Food Service Supplies**

Original Budget--\$2,000

Revised Budget--\$2,000

Adjustment—No Change

**Medical/Dental/Disabilities/Custodial Supplies**

Original Budget--\$1,200

Revised Budget--\$1,200

Adjustment—No Change

**Instructional Materials/Supplies**

Original Budget--\$4,500

Revised Budget--\$4,500

Adjustment—No Change

**Other**

Original Budget--\$38,901

Revised Budget--\$14,628

Adjustment—Reduction of \$24,273

This category includes the following cost line items: Utilities, Building and Child Liability Insurance, Building Maintenance/Repair & Other Costs, Local Travel, Nutritional Services Adult Meals, Child Service Consultants, Substitutes, if not Paid Benefits, Parent Services, Publications/Advertisement/Printing, Staff Development, Copy Machine Lease and Membership/Licensing Fees. Additional information may be found after each of the proposed changes in funding of the applicable items in this category.

**Utilities, Telephone**

Original Budget--\$10,000

Revised Budget--\$10,000

Adjustment—No Change

**Building and Child Liability Insurance**

Original Budget--\$750

Revised Budget--\$0

Adjustment—Reduction of \$750

It is proposed that the savings from this line item be reallocated to the fringe benefits and/or indirect line items.

**Building Maintenance/Repair & Other Costs**

Original Budget--\$500

Revised Budget--\$500

Adjustment—No Change

**Local Travel**

Original Budget--\$2,850

Revised Budget--\$850

Adjustment—Reduction of \$2,000

It is proposed that the savings from this line item be reallocated to the fringe benefits and/or indirect line items.

**Nutritional Services Adult Meals**

Original Budget--\$11,751

Revised Budget--\$0

Adjustment—Reduction of \$11,751

It is proposed that the savings from this line item be reallocated to the fringe benefits and/or indirect line items.

**Child Service Consultants**

Original Budget--\$1,500

Revised Budget--\$1,500

Adjustment—No Change

**Substitutes, if not Paid Benefits**

Original Budget--\$5,000

Revised Budget--\$0

Adjustment—Reduction of \$5,000

It is proposed that the savings from this line item be reallocated to the fringe benefits and/or indirect line items.

**Parent Services**

Original Budget--\$5,000

Revised Budget--\$228

Adjustment—Reduction of \$4,772

It is proposed that the savings from this line item be reallocated to the fringe benefits and/or indirect line items.

**Publications/Advertisement/Printing**

Original Budget--\$500

Revised Budget--\$500

Adjustment—No Change

**Other**

Original Budget--\$1,050

Revised Budget--\$1,050

Adjustment—No Change

This category includes the following cost line items: Copy Machine Lease and Head Start Membership and/or Licensing Fees. Additional information may be found after each of the proposed changes in funding of the applicable items in this category.

*Copy Machine Lease.*

Original Budget--\$550

Revised Budget--\$550

Adjustment—No Change

*Head Start Membership and/or Licensing Fees.*

Original Budget--\$500

Revised Budget--\$500

Adjustment—No Change

**Indirect Charges**

Original Budget--\$43,034

Revised Budget--\$50,000

Adjustment—Increase of \$6,966

An increase in funding of this line item is requested to cover the actual indirect costs. The indirect costs are based on the approved FY 24/25 California Department of Education (CDE) indirect cost rate of 4.61%.

**Training and Technical Assistance**

Original Budget--\$13,712

Revised Budget--\$13,712

Adjustment—No Change

**Non-Federal Share**

Original Budget--\$288,059

Revised Budget--\$288,059

Adjustment—No Change

These contributions are from the parents/guardians of the children enrolled in the program. The children's parents/guardians volunteer their time in the classroom and at various activities and events throughout the school year. Other community agencies and individuals will also be approached for in-kind donations.

**Source of Non-Federal Share**

1. Volunteer Hours	<u>\$288,059</u>
<b>Total Non-Federal Share</b>	<b>\$288,059</b>

<sup>1</sup>Parent volunteer hours, 148.4534116 hours each times \$34.65 per hour times 56 parents/guardians.

**Cost Allocation Methodology—No Change**

Certified in accordance with 45 CFR 75.415, The Twin Rivers Unified School District has an Indirect Cost Rate reviewed and approved by the cognizant agency, the California Department of Education. Any additional program costs not included in the Indirect Cost Rate proposal would be allocated between multiple funding sources. If such a situation existed, then the allocation methodologies will be based on the funding of each slot assigned to each classroom. Not applicable because the 56 slots are funded entirely from Early Head Start.

**Financial and Property Management System—No Change**

The Twin Rivers Unified School District's Governing Board monitors financial operations to ensure the district's fiscal integrity and accountability to the community. Budget Services develops the district's budget that shows a complete plan and itemized statement of all proposed expenditures and all estimated revenues for each fiscal year. Fiscal Services is responsible for budget development/control and maintaining the accounting records for all district schools, departments, special projects and funds. District staff monitors the District's revenues and expenditures electronically and District staff keeps source documents for each transaction entered into the electronic accounting system. The District's multitude of departments provides for the segregation of duties ensuring the integrity of the accounting information to ensure that the funds received to operate the Early Head Start programs are in accordance with the policies and procedures established by all applicable federal, state and local policies and procedures. A separate code in the District's accounting system tracks the revenues and expenditures of each funding source, such as Early Head Start. The Governing Board reviews and approves specific policies and procedures for the monitoring of fiscal operations of the Early Head Start program, including the non-federal match.

**Other Resources—No Change**

Other resources are in addition to the Early Head Start federal funds requested and the required non-federal match. For this grant period, other resources include, but are not limited to, \$100,000 in school district funding (General Fund) and \$80,640 in National School Lunch Program funds.



## REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION

Delegate/Partner: Twin Rivers Unified School District

Funding Source: ☐ Head Start ☐ Early Head Start ☐ Both

Agreement Number: 24C21751SO Date: August 18, 2025

**I. I/We are requesting the following exhibit(s), attached to the agreement contract referenced above, be modified:**

*Please check the type of request(s):*

- ☐ **Program Options**
- ☐ **Budget Modification** (changing the dollar amount between cost categories)

For Program Year: FY 2023/24 No Cost Extension

Does this involve the purchase of a fixed asset? ☐ Yes ☒ No  
(ACF approval required for all fixed asset purchases)

Will the project be over \$250,000? ☐ Yes ☒ No  
(1303 Facilities Renovation/Repair Application will be required)

- ☐ **Budget Carryover**  
From Program Year: \_\_\_\_\_ to Program Year \_\_\_\_\_  
(Requires ACF approval)

☐ **Change in service days / Calendar Change**

☐ **Change in Centers / Temporary Closure**

☐ **Class-size Waiver Request** (to enroll up to 24 children in a class(es))  
(Requires ACF approval)

☐ **One-time Health and Safety Program Improvement Funding Request** (pending available funds)

☐ **Other:** \_\_\_\_\_

**II. Please identify what is in the original agreement and describe the change being requested.**

For Head Start, the original agreement and budget modification number 2 included projected costs for Personnel, Fringe Benefits, Out of State Travel, Equipment, Deferred Maintenance, Supplies, Other Costs and Indirect. Due to the needs of the program, the actual and projected expenditures of some of the cost categories may be less or more than the amounts in the original agreement and budget modification number 2. The change being requested is to allocate available funds towards overspent categories and to revise the projects that are being proposed with FY 23/24 No Cost Extension funding. In addition, as per guidance, costs charged to the FY 23/24 No Cost Extension funding may include current 24-25 costs except for 24-25 Personnel, Fringe and Previously Approved Equipment/Construction Projects.

**REQUEST FOR PROGRAM APPROACH CHANGE AND/OR BUDGET MODIFICATION**  
(Continued)

**III. The requested changes are justified based on the following:**

The requested changes are justified due to the needs of the program. A justification of the change to each cost line item is detailed in the budget narratives.

**IV. For a Budget Modification – Please complete this section if: 1) there are revisions in the budget as a result of the program approach change or 2) the request is specific to a Budget Modification.**

*NOTE: A Budget Narrative is required to be submitted with the updated Budget Worksheet*

<b>Program Year_ Grant #: 09CH010182</b>			
<b>FY 23/24 No Cost Extension Head Start</b>			
<b>Cost Category/Item Description</b>	<b>Current Budget</b>	<b>Budget Modification</b>	<b>Updated Budget</b>
<b>Personnel</b>	1,192,250.00		1,192,250.00
<b>Fringe Benefits</b>	513,854.00		513,854.00
<b>Travel</b>	5,000.00	(5,000.00)	-----
<b>Equipment/Deferred Maint.</b>	246,597.00		246,597.00
<b>Supplies</b>	369,441.00	(33,123.00)	336,318.00
<b>Contractual</b>			
<b>Construction</b>			
<b>Other</b>	666,527.00	38,123.00	704,650.00
<b>Indirect</b>	168,561.00		168,561.00
<b>TOTAL</b>	3,162,230.00	-	3,162,230.00
<b>Non-Federal Share (for Carryover Requests Only)</b>			
	<b>Current Budget</b>	<b>Budget Modification</b>	<b>Updated Budget</b>
<b>Non-Federal Share</b>	794,541		794,541
Please describe how agency will obtain the Non-Federal Share: Through California State Preschool Costs, General Fund expenditures and/or parent volunteer hours.			



- IV. I am authorizing that this request be submitted to SETA on behalf of the program referenced above and do so pursuant to the Resolution Authorizing Execution of Service Provider Subgrant/Delegate Agency Agreement/Service Contract from the Sacramento Employment and Training Agency included in this agreement contract.

DATE: 8-20-25

Kate Ingersoll  
(Authorized Signature)

Kate Ingersoll  
(Typed Name)

Executive Director, Fiscal Services  
(Title)

- ☐ **APPROVED BY POLICY COMMITTEE** (See instruction if required):

DATE OF MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chairperson, Policy Committee)

\_\_\_\_\_  
(Typed Name)

- ☐ **APPROVED BY GOVERNING BODY** (See instructions if required):

DATE OF MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chairperson, Board of Trustee or Board of Directors)

\_\_\_\_\_  
(Typed Name)

☐ **APPROVED BY GRANTEE:**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
(Karen Griffith, Head Start Deputy Director)

*For Internal Use Only*

**Tracking:**

**Date Received:** \_\_\_\_\_

\_\_\_\_\_  
(Melanie Nicolas,  
CFS Program Officer/Administration)

**Date Approved:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

\_\_\_\_\_  
(Victor Han, Fiscal Manager)

**Comments:**

**TWIN RIVERS UNIFIED SCHOOL DISTRICT**  
**Head Start Programs**  
**Budget Narrative**  
**For Budget Modification**  
**Fiscal Year 2023-2024 No Cost Extension**

	#	FY 23/24 Grant Award*	In- kind
Head Start	156	\$3,162,230	\$794,541

\*Includes Basic, COLA and QI and FY 22/23 Carryover

Total Amount Request for Budget Modification:

The changes are highlighted below:

The Twin Rivers Unified School District's Head Start programs include the Morey Avenue Child Development Center, the Oakdale Center, the Rio Linda Center and the Village Center, which serve pre-kindergarten children.

Head Start funding supports a high-quality program specifically designed for each phase of the early childhood process to uphold the Head Start philosophy of serving both the child and the family. This program includes the goals of: (1) school readiness, which focuses on increasing child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development the students; (2) health and wellness, which focuses on increasing the health and well-being of children from age 3 years old to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care; (3) attendance, which focuses on improving the rate of attendance for children in the Head State program; and (4) family engagement, which focuses on increasing and promoting parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

**Personnel**

Original Budget--\$1,192,250

Revised Budget--\$1,192,250

Adjustment—No Change

**Fringe Benefits**

Original Budget--\$513,854

Revised Budget--\$513,854

Adjustment—No Change

**Travel (\$5,000 funded from Basic and \$3,380 funded from T/TA)**

Original Budget--\$5,000

Revised Budget--\$0

Adjustment— Reduction of \$5,000

A decrease in funding of this line item is requested because out of state travel costs were not incurred during this period. It is proposed that the savings be reallocated to other line items.

**Deferred Maintenance Projects Approved in Past Grant Periods**

Original Budget--\$246,597

Revised Budget--\$246,597

Adjustment—No Change

**History--**

The original budget of \$647,771 included funding for instructional materials costs. The funding for the instructional materials costs noted below was transferred to the Supplies: Instructional Materials line item.

**Original Budget Projects:**

These projects include those previously approved in FY 2020/21 and FY 2022/23 and include the following:

- (1) funding for turf to replace bark at the Morey Child Development Center and the Rio Linda Center.
- (2) funding to replace a shade canvas at the Morey Development Center and to install a new shade structure near the front playground at the Morey Development Center.
- (3) funding to paint and/or resurface the walls of one or more of the Head Start classrooms.
- (4) funding to purchase instructional materials, supplies, iPads, laptops, desktops, printers, etc. for use in Head Start classrooms, the costs associated with this project were transferred to the Supplies: Instructional Materials line item.
- (5) funding to purchase safety doors, locks and/or gates for the Head Start sites.
- (6) funding to purchase flooring for one or more of the Head Start classrooms.
- (7) funding to purchase walkie talkies for one or more of the Head Start classrooms.

**Budget Modification #2:**

These projects include those previously approved in FY 2020/21 and FY 2022/23 and four new projects and include the following, removing the purchase and installation of the playground equipment at Morey:

	Status	Projected Cost
1 Door replacement	Approved in past years	28,701.00
2 Flooring including asbestos/other inspections	Approved in past years	76,549.00
3 Roller shades	Approved in past years	7,577.00
4 Painting including asbestos/other inspections	Approved in past years	35,106.00
5 Walkie Talkies	Approved in past years	11,000.00
6 Remove old cabinets from rooms at Morey site	New, less than \$5,000.	2,964.00
7 Playground, Morey, equipment	New request, needs ACF/SETA approval	50,600.00
8 Playground, Morey, installation of playground equipment.	New request, needs ACF/SETA approval	33,000.00
9 Move existing shed on Morey site.	New, less than \$5,000.	1,100.00
		<u>246,597.00</u>

**Budget Modification #3, this budget modification:**

These projects include those previously approved in FY 2020/21 and FY 2022/23 and two new projects and includes removing the purchase and installation of the playground equipment at Morey, included in budget modification #2 above:

	Status	Projected Cost
1 Door replacement	Approved in past years	28,701.00
2 Flooring including asbestos/other inspections	Approved in past years	96,549.00
3 Roller shades, cubicle rearrangements	Approved in past years	27,898.00
4 Painting including asbestos/other inspections	Approved in past years	78,295.00
5 Walkie Talkies	Approved in past years	11,000.00
6 Remove old cabinets from rooms at Morey site	New, less than \$5,000.	15,964.00
7 Move existing shed on Morey site.	New, less than \$5,000.	1,100.00
		<u>259,507.00</u>

**Supplies**

Original Budget--\$369,441

Revised Budget--\$336,318

Adjustment—Reduction of \$33,123

This category includes Office Supplies, Child and Family Service Supplies, Food Service Supplies, Medical/Dental/Disabilities/Custodial Supplies and Instructional Materials/Supplies. Additional information may be found after each of the proposed changes in funding of the applicable items in this category.

**Office Supplies**

Original Budget--\$29,518

Revised Budget--\$6,537

Adjustment—Reduction of \$22,981

A decrease in funding of this line item is requested because all of the costs were not incurred during this period. It is proposed that the savings be reallocated to other line items.

**Child and Family Service Supplies**

Original Budget--\$42,589

Revised Budget--\$53,292

Adjustment—Increase of \$10,703

An increase in funding of this line item is requested due to a need for additional Child and Family Service supplies. These supplies are used to support the School Readiness, Health and Wellness goals. The additional funding will cover the increased cost of the Tidee Didee services to wash blankets and sheets used for napping, etc.

**Food Service Supplies**

Original Budget--\$7,000

Revised Budget--\$0

Adjustment—Reduction of \$7,000

A decrease in funding of this line item is requested because the costs were not incurred during this period. It is proposed that the savings be reallocated to other line items.

**Medical/Dental/Disabilities/Custodial Supplies**

Original Budget--\$30,827

Revised Budget--\$16,982

Adjustment—Reduction of \$13,845

A decrease in funding of this line item is requested because the costs were not incurred during this period. It is proposed that the savings be reallocated to other line items.

**Instructional Materials/Supplies**

Original Budget--\$259,507

Revised Budget--\$259,507

Adjustment—No Change

**Other**

Original Budget--\$666,527

Revised Budget--\$704,650

**Adjustment—Increase of \$38,123**

This category includes the following cost line items: Utilities, Building and Child Liability Insurance, Building Maintenance/Repair & Other Costs, Local Travel, Nutritional Services Adult Meals, Child Service Consultants, Substitutes, if not Paid Benefits, Parent Services, Publications/Advertisement/Printing, Staff Development, Copy Machine Lease and Membership/Licensing Fees. Additional information may be found after each of the proposed changes in funding of the applicable items in this category.

**Utilities, Telephone**

Original Budget--\$117,194

Revised Budget--\$117,194

Adjustment—No Change

**Building and Child Liability Insurance**

Original Budget--\$2,750

Revised Budget--\$2,750

Adjustment—No Change

**Building Maintenance/Repair & Other Costs**

Original Budget--\$2,000

Revised Budget--\$2,000

Adjustment—No Change

**Local Travel**

Original Budget--\$12,607

Revised Budget--\$6,283

**Adjustment—Reduction of \$6,324**

A decrease in funding of this line item is requested because the costs were not incurred during this period. It is proposed that the savings be reallocated to other line items.

**Nutritional Services Adult Meals**

Original Budget--\$0

Revised Budget--\$0

Adjustment—No Change

**Child Service Consultants**

Original Budget--\$40,047

Revised Budget--\$19,361

Adjustment—Reduction of \$20,686

A decrease in funding of this line item is requested because the costs were not incurred during this period. It is proposed that the savings be reallocated to other line items.

**Substitutes, if not Paid Benefits**

Original Budget--\$407,523

Revised Budget--\$462,193

Adjustment—Increase of \$54,670

During the grant period, the hiring process to fill vacant positions has been challenging which resulted in vacant positions that were not filled either partially or in full the entire grant period. It is proposed that the savings from the Personnel line fund the cost of substitutes provided by an outside agency. This funding covers the cost of these substitutes when substitutes are not available through the Twin Rivers Unified School District's Human Resources Department. The employment of these substitutes ensures the continued operations of the Morey Avenue Child Development Center, the Oakdale Center, the Rio Linda Center and the Village Center.

**Parent Services**

Original Budget--\$60,825

Revised Budget--\$60,825

Adjustment—No Change



**Publications/Advertisement/Printing**

Original Budget--\$475

Revised Budget--\$1,185

Adjustment—Increase of \$710

An increase in funding of this line item is being requested to reflect the actual costs incurred.

**Staff Development**

Original Budget--\$800

Revised Budget--\$10,553

Adjustment—Increase of \$9,753

An increase in funding of this line item is being requested to reflect the actual costs incurred.

**Other**

Original Budget--\$22,306

Revised Budget--\$22,306

Adjustment—No Change

This category includes the following cost line items: Copy Machine Lease and Head Start Membership and/or Licensing Fees. Additional information may be found after each of the proposed changes in funding of the applicable items in this category.

**Copy Machine Lease.**

Original Budget--\$17,094

Revised Budget--\$17,094

Adjustment—No Change

An increase in funding of this line item is requested to cover costs of the copy machine leases at the Morey site which support all Head Start programs at all Head Start sites.

**Head Start Membership and/or Licensing Fees.**

Original Budget--\$5,212

Revised Budget--\$5,212

Adjustment—No Change

An increase in funding of this line item is requested to cover costs of a Head Start membership and/or licensing fees that may be needed to operate the Head Start programs at the Morey Avenue Child Development Center, the Oakdale Center, the Rio Linda Center and the Village Center. The budget in the grant application did not provide funds to cover all of the costs in this line item.

**Indirect Charges**

Original Budget--\$168,561

Revised Budget--\$168,561

Adjustment—No Change

**Training and Technical Assistance**

Original Budget--\$15,930

Revised Budget--\$15,930

Adjustment—No Change

**Non-Federal Share**

Original Budget--\$794,541

Revised Budget--\$794,541

Adjustment—No Change

These contributions are from the parents of the children enrolled in the program and from the State Preschool Grant. The children's parents volunteer their time in the classroom and at various activities and events throughout the school year. The State Preschool grant pays for part of the staffing and other costs (supplies and other operating expenses). Other community agencies and individuals will also be approached for in-kind donations.

**Source of Non-Federal Share**

1. State Preschool/General Fund, Salary	\$ 19,008
2. State Preschool/General Fund, Benefits	6,033
3. Volunteer Hours	<u>769,500<sup>1</sup></u>
Total Non-Federal Share	\$ 794,541

<sup>1</sup>Parent volunteer hours, 161.3884228 hours each times \$29.80 per hour times 212 parents/guardians.

**Cost Allocation Methodology—No Change**

Certified in accordance with 45 CFR 75.415, Twin Rivers Unified School District has an Indirect Cost Rate reviewed and approved by the cognizant agency, the California Department of Education. Any additional program costs not included in the Indirect Cost Rate proposal that must be allocated between multiple funding sources will be allocated by the following methodology(ies): between Head Start (HS), Early Head Start (EHS), the California State Preschool Program (CSPP) and the General Fund based on the funding of each slot assigned to each classroom.

**Financial and Property Management System—No Change**

The Twin Rivers Unified School District's Governing Board monitors financial operations to ensure the district's fiscal integrity and accountability to the community. Budget Services develops the district's budget that shows a complete plan and itemized statement of all proposed expenditures and all estimated revenues for each fiscal year. Fiscal Services is responsible for budget development/control and maintaining the accounting records for all district schools, departments, special projects and funds. District staff monitors the District's revenues and expenditures electronically and District staff keeps source documents for each transaction entered into the electronic accounting system. The District's multitude of departments provides for the segregation of duties ensuring the integrity of the accounting information to ensure that the funds received to operate the Head Start programs are in accordance with the policies and procedures established by all applicable federal, state and local policies and procedures. A separate code in the District's accounting system tracks the revenues and expenditures of each funding source, such as Head Start. The Governing Board reviews and approves specific policies and procedures for the monitoring of fiscal operations of the Head Start program, including the non-federal match.

**Other Resources—No Change**

Other resources are in addition to the Head Start federal funds requested and the required non-federal match. For this grant period, other resources include, but are not limited to, \$35,000 in other State preschool funds, \$100,000 in school district funding (General Fund) and \$200,960 in National School Lunch Program funds.