



PUBLIC NOTICE

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

**Policy Committee Special Meeting  
November 20, 2025  
3:30 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  
Rena Singh, Director of Early Childhood Education  
Rafael Gavidia, Mental Health Specialist  
Gaylon Ndiaye, Governance and Parent Engagement Coordinator  
Faydra Acker, Office Manager

**II. Action Items**

- A. Approval of October 16, 2025, meeting minutes
- B. Election of Policy Committee officer

**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**

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

**Policy Committee Meeting  
October 16, 2025  
3:30 p.m.  
Minutes**

**I. Welcome**

Call to Order/Roll Call

***Meeting was called to order at 3:33 pm by Sequoia Burse, Head Start Policy Committee Member***

***Attendees:***

*Sequoia Burse, PC Head Start Committee Vice Chair  
Amanda Gutierrez, PC Head Start Committee Secretary  
Josie Liles, PC Member  
Zyhira Jones, PC Member  
Rena Singh, Principal/Director  
Johana Scott, Director of Early Childhood Education  
Rafael Gavidia G, Mental Health  
Faydra Acker, Office Manager*

***New Members Seated Present:***

***Member Absent:***

*Amber Criswell, PC Head Start Committee Policy Chair*

**II. Action Items**

A. Approval of the September 5, 2025, Special Meeting minutes.

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

*Sequoia Burse motioned to approve the September 5, 2025, Special meeting minutes.*

*Zyhira Jones seconded the motion.*

**The vote was as follows:**

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

***Nay: #0***

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

B. First reading of the bylaws with all proposed changes.

*The reading began at 3:36 pm and adjourned at 3:45 pm. Sequoia Burse motioned to approve all bylaw changes after moving to add a new section 7 and 8 under Article V to be move Article IV sections 6 and 7. Rafael Gavidia stepped out of the meeting at 3:44 pm. Josie Liles seconded the motion.*

**The vote was as follows:**

*Aye: # 3-Josie Liles, Zyhira Jones, Amanda Gutierrez*

*Nay: #0*

*Abstention: 1- Sequoia Burse*

### **III. Information Items**

Information item: A-K

*Notes: Principal/ Director, Rena Sigh, provided component reports for the PC Members. All reports were reviewed. Rafael Gavidia stepped back into the meeting at 3:47 pm. Rafael Gavidia introduces himself as the mental health specialist. He told the PC members a few things he has been doing since he started a few weeks ago. Then he said goodbye to the PC members and left the meeting at 3:49 pm*

- 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**

*Joise Liles shared that there will be a trunk or treat in the community on October 25, 2025, one in Natomas and one in North Highlands, for the whole family. Sequoia shared that there are a lot of things going on in the community. She pulled up the North Sacramento Family Resource Center calendar for the month of October.*

### **Adjournment**

*The meeting was adjourned at 4:00 pm.*



## **Early Head Start and Head Start Monthly Report October 2025**

Early Head Start (EHS) and Head Start (HS) funded preschool classes are located at Morey Avenue ECDC, Oakdale Elementary, Rio Linda Preschool, and Village Elementary. The programs serve children 18 months - 5 years of age. The Early Head Start and Head Start leadership team consists of support staff that are assigned to the following component areas: Eligibility Recruitment Selection Enrollment Attendance (ERSEA); Education, Mental Health, & Disabilities; Health; Family Engagement & Nutrition; and Program Design and Management (PDM).

### **Eligibility, Recruitment, Selection, Enrollment & Attendance**

This month reflected steady progress across ERSEA responsibilities, with Head Start fully enrolled and ongoing enrollment maintained for Early Head Start as students age out. Transitions from EHS to HS were completed smoothly, and available openings continue to be filled from the waiting list. All required reports—including employee absences, enrollment to SETA and Vassiliki, NSLP tracking numbers, meal counts, and monthly in-kind—were submitted on time. Fire and lockdown drills were completed per district and licensing requirements. Recruitment efforts continued at all sites, and updates were made to staff files, licensing forms, and the Morey website. Policy Council responsibilities were completed, supply orders for classrooms were fulfilled, and in-kind forms were collected. Additional achievements this month included attending the ChildPlus Conference, supporting the Oakdale HS gate installation, relocating the front office, and preparing for the Harvest Festival by distributing pumpkins, goodie bags, and local community resources to families.

Current challenges remain centered on enrollment and daily attendance. Recruiting across all sites requires ongoing attention, particularly for filling new EHS vacancies as children transition to HS. Daily attendance in ChildPlus continues to require close monitoring, including routine outreach to families regarding absences and follow-up with classrooms on missing entries.

Ongoing work includes following up with staff regarding missing documents in their employee files, continuing enrollment for EHS, and transitioning students into HS classrooms as spots become available. Student files are being reviewed in each classroom and cross-checked with ChildPlus for accuracy. Daily attendance is monitored closely, with reports run to ensure all entries are complete. Licensing forms are being updated across all sites, and new staff files continue to be reviewed to ensure all required documents—such as transcripts, degrees, TB results, CPR/First Aid, and licensing forms—are properly collected. Monthly attendance, enrollment, in-kind, and meal count reports are being prepared and submitted to SETA and district partners. Staff and parent bulletins are being drafted, and website updates continue as part of webmaster responsibilities.

Self-monitoring and PIR tracking have begun, with student files reviewed both physically and in ChildPlus. The ERSEA team will continue monitoring 10% of student files each month to ensure accuracy, compliance, and readiness for all required reporting.

## Education, Mental Health & Disabilities

The Site Supervisor, serving as the Education Component Leader, attended the Delegate Kick-Off meeting on October 23, 2024, participated in teacher collaboration meetings, staff meetings, and professional development sessions, and supported the monitoring and scoring of ASQ and DRDP data. This person also ensured authorization-for-service consent forms were reviewed and completed, shared documents through Google Classroom to support staff access and organization, and sent out necessary calendar invites to maintain clear coordination and communication across the program.

The Mental Health Specialist completed several key accomplishments supporting program quality and compliance. Staff participated in essential training and meetings, including completing HR-required training on October 1 to support overall job duties, attending the MTSS meeting on October 3 with Rafael to strengthen referral systems, and joining the SETA Partner Kickoff on October 23 to deepen understanding of Head Start components and expectations. Classroom support was extensive across Early Head Start and Head Start sites, with multiple observations, follow-up visits, and feedback sessions provided to teachers including Melissa, Judith, Yia, Dee, Katy, Johana, and Maria. Support ranged from providing classroom coverage, assessing routines and structures, reinforcing intervention strategies, and addressing challenging behaviors, to delivering written feedback and conducting team meetings to review strengths and areas for growth. Several teachers also requested targeted observations to help manage social-emotional and behavioral needs in their classrooms, and these individualized supports were completed promptly. Self-monitoring included gathering data for a student exhibiting physical aggression, reviewing patterns of behavior, and beginning the development of a more consistent monitoring tool to support future interventions. Parent engagement efforts included meeting with one family on October 27 to provide psychoeducation regarding the services available through the child's Individual Family Service Plan. Required monthly responsibilities—including screenings, in-kind documentation, and all supporting paperwork—were completed and submitted to ensure compliance with PIR, ERSEA, and Head Start monitoring expectations.

The Speech and Language Pathologist provided the weekly speech services for students with language and/or articulation goals. These services are provided in small groups and/or push-in model. There are 38 students with an active IFSP or IEP. Students continue to be screened, assessed, and serviced for appropriate support. *See the attached Special Education Report.*

## Family Engagement & Nutrition

Learning Genie continues to play a vital role in strengthening communication between families and classrooms by providing real-time updates, including photos, videos, daily reports, and reminders that keep parents connected to their child's learning. Families can also communicate directly with teachers through the app and access educational tools such as video books, which support learning at home and reinforce classroom concepts. As part of ongoing efforts to strengthen family engagement and meet federal requirements, Head Start is working to increase the monthly collection of In-Kind forms, and this month successfully gathered 70% of forms based on total enrollment—an encouraging step toward meeting program goals.

Family engagement activities remained strong throughout the month. Sites hosted Trunk-n-Treat celebrations and pumpkin patch experiences, giving students and families opportunities to participate in festive, developmentally appropriate events that build community and strengthen home-school partnerships. Additionally, families were invited to a comprehensive Health and Resources Fair on October 18, 2025, at Grant High School. This event offered a wide range of free services, including fresh fruits and vegetables, flu shots, health and dental screenings, Covered California and Medi-Cal enrollment assistance, housing support, CalAIM enrollment, financial literacy workshops, free haircuts, and other valuable resources designed to support the well-being of children and families across the program.

The Food and Nutrition Department continues to provide daily nutritious meals to all Head Start children, ensuring each student receives breakfast, lunch, and an afternoon snack. At Oakdale Elementary, preschoolers also benefit from a mid-morning snack through the Harvest of the Month program, which highlights fresh, seasonal produce. This week, meals were served to 128 students at Morey Avenue, 24 students at Oakdale, 31 students at Rio Linda, and 20 students at Village, reflecting our ongoing commitment to supporting healthy eating habits and promoting the well-being of all children enrolled in the program.

## **Health**

The School Nurse and Health Assistant are the Health Component Leaders. The Health Assistant followed up on dental, hearing, and vision check and an emergency disaster kit was ordered. Carrington is a dental college who came out and provided dental education for students, puppet show, and coloring activity on October 1, 2025. The team attended the Delegate Kick-off for Health on October 23, 2025. The health team updated all health events in the ChildPlus student information database. Parents received the First 5 Parent Kit in Spanish. The team monitored and reviewed student immunizations. The School Nurse has attended a PIP planning meeting. This person reviews students' special diet reviews and health records.

## **Program Design & Management**

The Principal, serving as the Program Design and Management Leader, supported multiple program operations this month. An Early Head Start and Head Start staff meeting was held on October 28, 2025, and hiring was completed for one Early Childhood Para-Educator. Additionally, the new Oakdale Head Start teacher began on October 28, helping to stabilize staffing and classroom coverage. The Principal attended all required monthly principal and management meetings and participated in a preschool collaboration walk-through on October 15, 2025, alongside the ECE Director, Executive Director, and Special Education Coordinator to review classroom environments, instructional practices, and overall program quality. The first PIP meeting of the year was also held on October 31, 2025, supporting ongoing monitoring and student intervention planning across the program..

## **Fiscal**

The Principal manages the Head Start and Early Head Start funds which are utilized to acquire appropriate supplies for the student learning and to maintain the Head Start program. *See the attached monthly fiscal report.*

# Monthly Special Education Report

Twin Rivers USD

October 2025

**Agency Name**

**Reporting Month/Year**

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	6	32
B	Total number of children enrolled with an active IFSP/IEP	5	31
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated	1	1
D	Children currently pending	0	3
E	Future IFSP/IEP Meetings scheduled	0	4

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

Comments:

Emily Roberts

Speech-Language Pathologist

11/3/2025

**Completed by (Print Name)**

**Title**

**Date**

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

Email to Breana (SETA Education Coordinator) @



## Head Start & Early Head Start Meal Distribution Report

**Completed by:**

**Julia Yang**

**Month:**

**October**

**Breakfast:**

**3051**

**Lunch:**

**3051**

**Total:**

**6102**

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

Month: **October 2025--Head Start**

Agreement No.:

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

Program: **PA 22 BASIC**  
PA20  
PA26  
Other:

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I	Personnel	4,986.63	14,960.01	123,673.00	108,712.99
	Fringe Benefits	2,450.70	7,339.14	57,932.00	50,592.86
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	1,500.00	1,500.00
	Other	97.95	181.72	2,710.00	2,528.28
	Indirect Costs	12,179.40	31,222.77	119,902.00	88,679.23
	<b>I. Total Administration</b>	19,714.68	53,703.64	305,717.00	252,013.36
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	<b>Total Fed. and Non-Fed. Admin.</b>	19,714.68	53,703.64	305,717.00	252,013.36
II	a. Personnel	89,325.28	266,065.97	1,449,802.00	1,183,736.03
	b. Fringe Benefits	40,086.95	117,931.29	572,021.00	454,089.71
	c. Out of State Travel	0.00	0.00	5,000.00	5,000.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	2,236.38	2,424.32	4,500.00	2,075.68
	Child and Family Service Supplies	2,306.31	3,289.55	10,000.00	6,710.45
	Food Service Supplies	0.00	0.00	7,000.00	7,000.00
	Medical/Dental/Disabilities/Custodial	1,424.72	1,726.30	5,550.00	3,823.70
	Instructional Materials	0.00	188.61	10,000.00	9,811.39
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other :	0.00	0.00	0.00	0.00
	Utilities	9,955.55	11,866.50	71,000.00	59,133.50
	Building/Child Liability Insurance	0.00	343.36	2,000.00	1,656.64
	Building Maint/Repair	0.00	0.00	2,000.00	2,000.00
	Local Teachers Travel	0.00	0.00	9,290.00	9,290.00
	Nutrition Services	0.00	0.00	51,220.00	51,220.00
	Child Services Consultants	0.00	0.00	5,000.00	5,000.00
	Substitutes, if not paid benefits	29,123.22	38,735.33	15,000.00	(23,735.33)
	Parent Services	25.64	61.70	15,000.00	14,938.30
	Publications/Advertising/Printing	0.00	0.00	1,000.00	1,000.00
	Training or Staff Development	0.00	0.00	800.00	800.00
	Copy Machine Lease	580.40	705.83	9,000.00	8,294.17
	Membership/Licensing Fees	0.00	484.00	1,600.00	1,116.00
	<b>II. Total Program</b>	175,064.45	443,822.76	2,246,783.00	1,802,960.24
	Non-Federal Program	7,617.35	20,975.37	642,108.00	621,132.63
	<b>Total SETA Costs (I + II)</b>	194,779.13	497,526.40	2,552,500.00	2,054,973.60
		194,779.13	497,526.40	2,552,500.00	2,054,973.60
		0.00	0.00	0.00	0.00
Authorized Signature		Date		Prepared By	Phone

*K. Zingewall* 11-5-25

Vasseliki Vervilos 566-2785, 25130

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING October 2025

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
PERSONNEL & BENEFITS (Describe outside funding)				
State Preschool		5,771.97		17,101.73
			-	-
				-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Val)				-
State Preschool		1,298.81		2,426.02
QRIS				-
IEEEP				-
Facilities Funds				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	546.57		1,447.62	-
			-	-
			-	-
			-	-
<b>TOTAL</b>	<b>546.57</b>	<b>7,070.78</b>	<b>1,447.62</b>	<b>19,527.75</b>
		7,617.35		20,975.37

SIGNATURE

*K. Zangarsoff*

DATE

11-5-25


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

**Month:** October 2025—Early Head Start

**Agreement No.:**

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

**Program:** PA 22 EHS  
PA20  
PA26  
Other:

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I.	Personnel	1,751.98	5,255.94	21,369.00	16,113.06
	Fringe Benefits	861.02	2,578.56	9,006.00	6,427.44
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	500.00	500.00
	Other	31.17	57.43	850.00	792.57
	Indirect Costs	6,997.46	19,247.30	41,821.00	22,573.70
	<b>I. Total Administration</b>	9,641.63	27,139.23	73,546.00	46,406.77
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	<b>Total Fed. and Non-Fed. Admin.</b>	9,641.63	27,139.23	73,546.00	46,406.77
II.	a. Personnel	58,918.78	177,216.07	713,510.00	536,293.93
	b. Fringe Benefits	27,969.38	84,824.36	300,714.00	215,889.64
	c. Out of State Travel	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00
	Office Supplies	785.71	851.74	1,500.00	648.26
	Child and Family Service Supplies	768.46	1,036.48	4,000.00	2,963.52
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	537.28	643.24	1,200.00	556.76
	Instructional Materials	0.00	70.05	4,000.00	3,929.95
	f. Contractual	0.00	0.00		0.00
	g. Construction	0.00	0.00		0.00
	h. Other :	0.00	0.00		0.00
	Utilities	4,358.10	4,358.10	10,000.00	5,641.90
	Building/Child Liability Insurance	0.00	120.64	750.00	629.36
	Building Maint/Repair	0.00	110.12	500.00	389.88
	Local Teachers Travel	0.00	0.00	1,150.00	1,150.00
	Nutrition Services	0.00	0.00	11,751.00	11,751.00
	Child Services Consultants	0.00	0.00	1,500.00	1,500.00
	Substitutes, if not paid benefits	8,714.70	11,172.96	5,000.00	(6,172.96)
	Parent Services	9.01	21.69	5,000.00	4,978.31
	Publications/Advertising/Printing	0.00	0.00	500.00	500.00
	Training or Staff Development	0.00	0.00	0.00	0.00
	Copy Machine Lease	203.93	248.00	1,400.00	1,152.00
	Membership/Licensing Fees	0.00	0.00	500.00	500.00
	<b>II. Total Program</b>	102,265.35	280,673.45	1,064,975.00	784,301.55
	Non-Federal Program	0.00	0.00	288,059.00	288,059.00
	<b>Total SETA Costs (I + II)</b>	111,906.98	307,812.68	1,138,521.00	830,708.32
		111,906.98	307,812.68	1,138,521.00	
		0.00	0.00	0.00	
					
Authorized Signature		Date	Prepared By	Phone	
		11-5-25	Vasseliki Vervilos	566-1600, 25130	

DELEGATE Twin Rivers Unified School District  
 HEAD START/EARLY HEAD START  
 IN-KIND REPORT  
 FOR THE MONTH ENDING October 2025

**Early Head Start**

**SOURCES OF IN-KIND**

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				-
PERSONNEL & BENEFITS (Describe outside funding State Preschool)				-
			-	
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Val State Preschool QRIS				-
				-
OTHER (Describe in detail) State preschool			-	-
			-	-
				-
			-	-
<b>TOTAL</b>	-	-	-	-

SIGNATURE

*K. Zingusoll*

DATE

11-5-25


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

**Month:** October 2025 TTA--Head Start

**Agreement No:**

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

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

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I.	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	<b>I. Total Administration</b>				
	Non-Federal Admin.				
	<b>Total Fed. And Non-Fed. Admin.</b>				
II.	a. Personnel				
	b. Fringe Benefits				
	c. Travel				
	d. Equipment				
	e. Supplies				
	f. Contractual				
	g. Construction				
	h. Other: Staff Development	5,660.67	12,786.28	15,930.00	3,143.72
	<b>II. Total Program</b>	5,660.67	12,786.28	15,930.00	3,143.72
	<b>Non-Federal Program</b>				
<b>Total SETA Costs (I + II)</b>		5,660.67	12,786.28	15,930.00	3,143.72
 Authorized Signature		11-5-25 Date	Vasseliki Vervilos 566-1600,25130 Prepared By Phone		



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

**Month:** October 2025 TTA--Early Head Start

**Agreement No:**

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

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

Cost Item		Actual Expenses		Current Budget	Unexpended Balance
		Current period & adjustments	Cumulative to date		
I. A D M I N	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	<b>I. Total Administration</b>				
	<b>Non-Federal Admin.</b>				
	<b>Total Fed. And Non-Fed. Admin.</b>				
II. P R O G R A M	a. Personnel				
	b. Fringe Benefits				
	c. Travel				
	d. Equipment				
	e. Supplies				
	f. Contractual				
	g. Construction				
	h. Other: Staff Development	1,988.88	4,155.33	13,712.00	9,556.67
	<b>II. Total Program</b>	1,988.88	4,155.33	13,712.00	9,556.67
	<b>Non-Federal Program</b>				
<b>Total SETA Costs (I + II)</b>		1,988.88	4,155.33	13,712.00	9,556.67
			Vasseliki Vervilos 566-1600,25130		
Authorized Signature		Date	Prepared By	Phone	