



PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE

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

**Policy Committee Meeting
October 16, 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
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 the minutes of the September 18, 2025 Special meeting.
- B. First Reading of Modifications to the Bylaw of The Twin Rivers Unified School District

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
Special Meeting, September 5, 2025
12:00 p.m.
Minutes**

I. Welcome

Call to Order/Roll Call

Meeting was called to order at 12:11 pm by Sequoia Burse, Head Start Policy Committee Member

Attendees:

Sequoia Burse, PC Head Start Committee Vice Chair

Josie Liles, PC Member

Zyhira Jones, PC Member

Rena Singh, Principal/Director

Faydra Acker, Office Manager

New Members Seated Present:

Member Absent:

Amber Criswell, PC Head Start Committee Policy Chair

Amanda Gutierrez, PC Head Start Committee Secretary (excused)

II. Consent Items

A. Approval of the May 15, 2025, Special Meeting minutes.

The minutes were reviewed; no questions or corrections.

Sequoia Burse motioned to approve the May 15, 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

B. Approval of the Budget Modification for the 2024-2025.

The Budget Modification for the 2024-2025 Early Head Start Budget was reviewed; no questions or corrections. Sequoia Burse motioned to approve the Budget Modification for the 2024-2025 Early Head Start Budget. Josie Liles seconded the motion.

The vote was as follows:

Aye: # 2-Josie Liles, Zyhira Jones

Nay: #0

Abstention: 1- Sequoia Burse

C. Approval of the Budget Modification No Cost Extension Request for the 2023-2024 Head Start Budget.

The Budget Modification No Cost Extension Request for the 2023-2024 was reviewed; no questions or corrections.

Sequoia Burse motioned to approve the Budget Modification No Cost Extension Request for the 2023-2024 Head Start Budget

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: ***Principal/ Director, Rena Sigh, 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

There was no Public Participation.

Adjournment

The meeting was adjourned at 12:38 pm.

BYLAWS OF THE TWIN RIVERS UNIFIED SCHOOL DISTRICT

EARLY HEAD START AND HEAD START PROGRAMS POLICY COMMITTEE (PC)

Policy Committee First Reading: October 16, 2025

Policy Committee Final Approval:

Twin Rivers Unified School Board Approval:

TWIN RIVERS UNIFIED SCHOOL DISTRICT
Twin Rivers Unified School District Early Head Start & Head Start Programs
POLICY COMMITTEE BYLAWS

ARTICLE I
NAME OF THE COMMITTEE

The name of the committee shall be the Twin Rivers Unified School District Early Head Start and Head Start Programs Policy Committee. Head Start and Early Head Start hereinafter, shall be referred to as HS/EHS.

ARTICLE II
ROLE OF THE COMMITTEE

The Policy Committee, referred to hereafter as PC. The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of TRUSD, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to: ongoing responsibility to review with all staff the effectiveness of the program delivery services. The PC with staff shall have the responsibility to make recommendations to improve the quality of educational services to children and delivery of services to parents. The PC shall abide by the state and federal regulations as outlined by those agencies (i.e. Administration of Children and Families (ACF) for Head Start, Child Development Division for State Preschool).

45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future references of parent will be defined as such.

SECTION 1: POWERS, DUTIES, AND FUNCTION

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and TRUSD School Board, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communication with parents enrolled in all program options to Ensure that they understand their rights, responsibilities, and opportunities in HS/EHS to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community Organizations, and assist in the mobilization of community resources to meet identified needs.

E. In accordance with Federal regulations, the Head Start Act, Best Practices, the PC must work in partnership with key Management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to submission of such applications to the Department of Health and Human Services (DHHS).
2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
3. Written P procedures for program planning
4. Strategic long-term goals and measurable objectives for program in funding application.
5. The composition of the PC and the procedures by which policy group members are chosen.
6. Criteria for defining recruitment, selection, and enrollment priorities, Program personnel policies and subsequent changes to those policies, in accordance with Head Start Act 643 © (2) (D) (vi) and Standards 1301.3 © (1), including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
7. Participate in the annual self-assessment of the Delegate progress in carrying out the Programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
8. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
9. Program personnel policies and subsequent changes to those policies, in accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 © (1) including standards of conduct for program staff, consultants, and volunteers.
10. Decisions to hire or terminate the HS/EHS Director of the Delegate Agency.
11. Decisions to hire or terminate any person who works primarily for HS/EHS Program of the delegate agency in accordance with the TRUSD Personnel Policies and Procedures. Review all applicants that are offered a conditional offer at hiring fairs.
12. PC reimbursement for reasonable expenses incurred by members. Members shall not receive reimbursement for serving on the PC or for providing services to the HS/EHS Program.
13. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
14. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group. If needed mutually agreeable 3rd party mediator or arbitrator will be utilized.
15. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.

F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS and program, as established by either local, State or Federal laws, regulations or Twin Rivers Unified School District policies. In addition,

Committee members may not have a financial interest in the district.

ARTICLE III MEMBERSHIP

SECTION 1: COMPOSITION

It is the intention for the PC to fully and fairly represent the composition of the HS/EHS Programs. It is therefore suggested that a cross representation of parents and community members be a part of the committee. The members shall represent the rich and varied cultural backgrounds of the HS/EHS programs. Parents who express interest or are nominated by other parents will become a part of the Policy Committee or Parent Committee. HS/EHS classroom parents will vote for their classroom representative and alternates. The PC ~~shall~~ **may** consist of one voting representative elected from each HS/EHS class/complex including community representatives. Membership ~~shall~~ **may** consist of:

1 PARENT FROM THE MOREY COMPLEX 1A, Alternate 1, Alternate 2
1 PARENT FROM THE MOREY COMPLEX 1B, Alternate 1, Alternate 2
1 PARENT FROM THE MOREY COMPLEX 9, Alternate 1, Alternate 2
1 PARENT FROM THE MOREY COMPLEX 7, Alternate 1, Alternate 2
1 PARENT FROM THE MOREY COMPLEX 8, Alternate 1, Alternate 2
1 PARENT FROM THE MOREY COMPLEX 10A, Alternate 1, Alternate 2
1 PARENT FROM THE MOREY COMPLEX 10B, Alternate 1, Alternate 2
1 PARENT FROM THE OAKDALE COMPLEX 31, Alternate 1, Alternate 2
1 PARENT FROM THE OAKDALE COMPLEX 32, Alternate 1, Alternate 2
1 PARENT FROM THE RIO LINDA COMPLEX 19A, Alternate 1, Alternate 2
1 PARENT FROM THE RIO LINDA COMPLEX 19B, Alternate 1, Alternate 2
1 PARENT FROM THE RIO LINDA COMPLEX 20, Alternate 1, Alternate 2
1 PARENT FROM THE VILLAGE COMPLEX PS1, Alternate 1, Alternate 2
~~1 PARENT FROM THE VILLAGE COMPLEX PS2, Alternate 1, Alternate 2~~

1 COMMUNITY REPRESENTATIVES:

1 REPRESENTATIVE FROM A COMMUNITY GROUP OR ORGANIZATION, 1 Alternate, or past parent

(51% or more of the voting members must be HS/EHS parents of children currently enrolled in the program).

SECTION 2: ALTERNATES

Each classroom/complex representative shall be entitled to have (2) two Alternates. Alternates may attend all meetings and shall be entitled to one vote when the elected representative is absent.

SECTION 3: OTHER PROVISIONS

No SETA or Delegate Agency EHS or Head Start staff or members of their immediate families shall serve on the PC except parents who occasionally substitute for regular HS/EHS or staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

SECTION 4: TERM OF OFFICE

All members of the PC shall be elected for a one-year term. The PC must limit the number of one-year terms any individual may serve on the PC to a combined total of no longer than five (5) program years. In order to achieve a smooth transition, the member shall be seated in ~~September~~ ~~November~~ of each year. No members shall be eligible to serve more than two consecutive years in one *Officer* position. Members are elected in ~~September~~ ~~October~~ of each new school year. Parent members continue term until the new parent members are elected at the ~~second~~ ~~third~~ month of each school year. During August-~~September~~ ~~October~~, the past Chair could be responsible to conduct an orientation for those newly elected representative on the Twin Rivers Unified School District HS/EHS Programs Policy Committee.

SECTION 5: VOTING RIGHTS

Each member shall have one vote on each item.

No absentee ballots are permitted. Voting will take place in compliance with Brown Act. All voting will take place at properly posted PC meetings only.

SECTION 6: TERMINATION AND RESIGNATION

Membership may be terminated if a member misses three ~~unexcused~~ consecutive regularly scheduled meetings. If the child leaves the HS/EHS Program, the member will be automatically terminated. The PC can terminate, expel, or suspend a member by two-third vote. Any member may resign from the committee. Resignations must be in writing and submitted to the committee and the school district.

ARTICLE IV OFFICERS

SECTION I: OFFICERS

The officers of the PC shall be a Chair, a Vice Chair, and Secretary and must be a current HS/EHS parent.

Officers shall be elected from the membership composition listed in Article III Membership, Section 1- Composition.

SECTION 2: ELECTION AND TERM OF OFFICE

- A.* The officers of the PC shall be elected for a one-year term and shall be elected from the body of parents. The Chair and Vice Chair shall be seated on the SETA Policy Council (PC) in the third month of each school year.
- B.* Past officers shall work collectively with newly elected officers from September of each year through ~~January~~ ~~December~~ to assure a smooth transition as needed.

SECTION 3: DUTIES OF OFFICER

- A.* The Chair or designee shall preside over all (PC) meetings (in accordance with Section 5,

Article III Conduct of Meeting using ROBERT RULES OF ORDER. The Chair also serves as the official representative from the Twin Rivers Unified School District at all Budgets-, District Advisory Committee (DAC), Sacramento Employment and Training Agency (SETA), Policy Council (PC) meetings, [Child Development Division (CDD) State Department of Education] meetings, and school board meetings. The Chair may sign all documents, letters, reports and other communication with the consent of the PC.

- B.** The Vice Chair or designee shall represent the Twin Rivers Unified School District at all Budgets, District Advisory Committee (DAC), Sacramento Employment and Training Agency (SETA), Policy Council (PC) meetings, [Child Development Division (CDD) State Department of Education] meetings, and school board meetings. The Vice Chair shall perform duties of the Chair in the absence of the Chair. The Vice Chair may sign all reports, letters, and communication in the absence of the Chair, with the approval of the Chair.
- C.** The Secretary shall keep the minutes of all meetings, both regular, emergency, annual and special, and shall see that each member of the committee receives minutes from the past meetings at least a week in advance of the next meeting. The Secretary shall keep an updated list of all committees and have available for each committee member. The Secretary shall prepare the agenda copies and post agenda prior to any meeting, reference Article VI, Section 3, Meeting Notice. The Secretary shall meet regularly with the Chair to assure that all correspondence is properly executed. A copy of the minutes shall be posted in the window of the office for public viewing.

SECTION 4: REMOVAL

Any officer may be removed by a two-third vote of all members sitting on the, PC whenever in the judgment of the PC the best interest of the PC will be served. If Chair/Vice Chair removed from Grantee's Policy Council then Committee can elect another representative.

SECTION 5: VACANCY

When an Officer vacancy occurs, the Chair with the approval of the remaining officers shall fill the vacancy. If the Chair's position becomes vacant, the Vice Chair becomes the Chair until the regular election in October.

ARTICLE V STANDING AND SPECIAL COMMITTEES

- A.** The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendars days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.
- B.** The PC may establish and abolish standing committees, standing or special, as it desires.

No standing or special committee may exercise the authority of the PC. All activities of the standing and special committees shall report to the full PC on a regular basis. Membership of the standing and special committees shall be made up of the members as well as other parents with children enrolled at the center. At least three members shall constitute a committee. The Chair shall appoint all members to a committee with the approval of the officers.

SECTION 6: Definition of Excused Absences

An absence will be considered excused if the member notifies the Chair or designated committee representative prior to the meeting, and the reason falls under one of the following categories: personal or family illness, family emergency, work-related conflict, or other circumstances beyond the member's control. Failure to provide notification, except in the case of unforeseen emergencies, will result in the absence being marked as unexcused.

SECTION 7: Attendance and Notification Expectations

All members are expected to RSVP to each scheduled meeting, whether they are able to attend or not. This helps the committee plan effectively, maintain quorum, and ensure accurate records. Notification of attendance status should be submitted to the Chair or designated committee representative no later than 24 hours prior to the scheduled meeting time, unless an emergency arises.

ARTICLE VI MEETINGS OF THE COMMITTEE

SECTION 1: ANNUAL, REGULAR, SPECIAL AND OPEN MEETINGS

- A.** Annual and Regular Meetings
Annual and Regular Meetings of the committee will be held on the third Thursday of each month at 3:30 p.m.
- B.** Special Meetings
Special called meetings of the PC may be called at any time by the HS/EHS Director, PC Chair or upon petition by at least a majority of the members of the PC.
- C.** Open Meetings
All meetings, annual, regular, special and emergency shall be open to the public and shall be conducted in conformance with the Ralph and Brown Act, California Government Code, Section 54950, et. seq.

SECTION 2: LOCATION OF MEETINGS

The PC will hold all meetings, annual, regular, special and emergency in a place that is accessible to all members and the public including on or near the school sites or the Twin Rivers Unified School District Office.

SECTION 3: MEETINGS- NOTICE

A. Annual and Regular Meetings

All annual and regular meetings shall have a posted agenda at the school sites at least 72 hours in advance. Any change in time, place, and date shall be at the discretion of the officers, and notice shall be in writing to all the members. Each member shall have all agendas past minutes, and other information at least 72 hours in advance. Agenda items must be forwarded to the Secretary at least one week in advance. In accordance with the Brown Act, no agenda item that is subject to action may be discussed prior to the PC due to the revision of the Brown Act as of January 2003.

B. Special Meetings

Members of the PC shall be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Meeting shall be posted for the public.

C. Emergency Meetings

Emergency meetings of the PC may be held as defined in the Ralph M. Brown Act without complying with the notice provisions of either A or B of Section 3, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

SECTION 4: MEETING REIMBURSEMENT

A. Voting committee members representing parents will be reimbursed at the rate of \$8 per hour for childcare expenses and current mileage rates set by SETA (whether a quorum exists or not) for annual, regular, special and emergency meetings.

B. Special Called Meetings with agenda of two or less items that require less than half-hour of attendance will be reimbursed at the current hourly rate for childcare expenses and current mileage rates set by SETA (whether a quorum exists or not).

SECTION 5: QUORUM

For the purpose of transacting business of the, PC a quorum shall be necessary. A majority of the quorum must be current HS/EHS parents. Thirty-five (35%) of the voting members must be HS/EHS parents with children currently enrolled in the program. A quorum required for action items.

SECTION 6: CONDUCT OF MEETINGS

All annual, regular, special and emergency called meetings of the PC shall be conducted in accordance with ROBERT RULES OF ORDER, 2nd edition. The Secretary of the Twin Rivers Unified School District HS/EHS Program PC shall advise the Chair and other officers of the rules for the PC. All decisions of the PC shall be made only after a vote of the majority of the members (a quorum required for action items).

SECTION 7: BYLAWS AMENDMENT

Bylaws shall be reviewed annually for purposes of updates, changes or revisions. Final vote for the amended bylaws shall be annually.

These Bylaws may be amended by a *(1/3)* vote of the membership of the PC present and voting, providing that:

- A.* There is a quorum present.
- B.* All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C.* Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D.* The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E.* No voting on Bylaws amendments may take place excepting at regular, annual or special meeting of the PC.

Any amendments must be approved by the Twin Rivers Unified School Governing



Early Head Start and Head Start Monthly Report September 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

The ERSEA team consists of an Office Manager and two Administrative Clerks.

The EHS program had 50/52 students enrolled in the program.

The HS program had 144/148 students enrolled in the program.

The ERSEA team recruited families at Sacramento Public Library, Explore and Learn in South Natomas & Rio Linda, Family Storytime, Family Festival at Crocker Museum, and Mid-town Farmer's Market.

Education, Mental Health & Disabilities

The Site Supervisor is the Education Component Leader. This person provided classroom support with strategies and mentoring. SETA conducted an internal HS inspection on September 9, 2025 at Morey Elementary. Head Start staff were observed by the CORE Trainer, Site Supervisor, Special Education Coordinator, and ECE Director on September 26, 2025. They conducted CORE Walkthroughs to determine the level of phonological awareness instruction. A Head Start teacher, Early Childhood Paraeducator, Mental Health Specialist, and the Principal attended their first of 4 Teaching Pyramid Training on September 26, 2025.

The Mental Health Specialist joined Head Start on September 22, 2025. The Mental Health Specialist visited Head Start classroom to build rapport with students, staff, and parents. This person attended the Teaching Pyramid Training on September 26, 2025 and completed all mandatory training required by Twin River Unified School District on the Public Works platform by September 30, 2025.

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 35 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 is an app that connects families with their children's teachers, allowing them to receive real-time updates like photos, videos, and daily reports. Parents can use it to communicate directly with teachers, access educational content like video books to use at home, and stay informed about school events and reminders. Head Start working towards increasing the collection of our monthly In-Kind forms. This month Head Start has received 10% of our total enrollment.

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 124 students at Morey Avenue, 24 students at Oakdale, 27 students at Rio Linda, and 19 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 team screened student files for parent consent to screenings, medical concerns, medication, updated annual physicals and dentals. The health team provided initial hearing, vision, blood pressure screenings. They ensured that the health postings and first aid kits are up to date in each classroom. The health team updated all health events in the ChildPlus student information database. The team conducted growth assessments for students and immunization monitoring. The Nurse monitors lead exposure, BMI referrals, and special diets and health plans. This person conducted the Growth Assessments for Oakdale, Village, and Rio Linda. This person conducted make-up Hearing screenings for all sites. The Health Assistant provided follow up support to ensure that families have a medical and/or dental home and access to insurance. This person monitored and reviewed student immunizations.

Program Design & Management

The Principal is the Program Design and Management Leader. Early Head Start & Head Start staff meeting was held on September 25, 2025. The Mental Health Specialist, Education Component Leader, and Family Community Liaison were the facilitators. The Mental Health Specialist introduced himself; Education Component Leader reviewed supervision in the classroom and outdoors; and Family Community Liaison shared possible field trip information.

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

September 2025

Agency Name

Reporting Month/Year

		IFSP	IEP
A	Cumulative number of children with an IFSP/IEP for the Program Year *	5	30
B	Total number of children enrolled with an active IFSP/IEP	5	29
C	Children with an IFSP/IEP who have dis-enrolled, transferred, or services have been terminated	0	1
D	Children currently pending	1	3
E	Future IFSP/IEP Meetings scheduled	1	5

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

Comments:

Emily Roberts

Speech-Language Pathologist

10/1/2025

Completed by (Print Name)

Title

Date

Please complete and submit by the 1st 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:

September

Breakfast:

2775

Lunch:

2775

Total:

5550

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

Month: September 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	9,973.38	123,673.00	113,699.62
	Fringe Benefits	2,449.76	4,888.44	57,932.00	53,043.56
	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	83.77	83.77	2,710.00	2,626.23
	Indirect Costs	10,004.60	19,043.37	119,902.00	100,858.63
	I. Total Administration	17,524.76	33,988.96	305,717.00	271,728.04
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	17,524.76	33,988.96	305,717.00	271,728.04
II.	a. Personnel	89,043.32	176,740.69	1,449,802.00	1,273,061.31
	b. Fringe Benefits	40,674.08	77,844.34	572,021.00	494,176.66
	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	187.94	187.94	4,500.00	4,312.06
	Child and Family Service Supplies	983.24	983.24	10,000.00	9,016.76
	Food Service Supplies	0.00	0.00	7,000.00	7,000.00
	Medical/Dental/Disabilities/Custodial	301.58	301.58	5,550.00	5,248.42
	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	1,635.66	1,910.95	71,000.00	69,089.05
	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	9,612.11	9,612.11	15,000.00	5,387.89
	Parent Services	36.06	36.06	15,000.00	14,963.94
	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	0.00	125.43	9,000.00	8,874.57
	Membership/Licensing Fees	0.00	484.00	1,600.00	1,116.00
	II. Total Program	142,473.99	268,758.31	2,246,783.00	1,978,024.69
	Non-Federal Program	7,132.38	13,358.02	642,108.00	628,749.98
	Total SETA Costs (I + II)	159,998.75	302,747.27	2,552,500.00	2,249,752.73
		159,998.75	302,747.27	2,552,500.00	2,249,752.73
		0.00	0.00	0.00	0.00
Authorized Signature		Date		Prepared By	Phone

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING September 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		5,717.08	-	11,329.76
OCCUPANCY (Location and Method of Valuation)				
SUPPLIES AND SERVICES (List item(s), Donor & Val)				
State Preschool		903.53		1,127.21
QRIS				-
OTHER (Describe in detail)				
State preschool	511.77		901.05	-
			-	-
			-	-
			-	-
TOTAL	511.77	6,620.61	901.05	12,456.97
		7,132.38		13,358.02

SIGNATURE

K. Zingewall

DATE

10-6-25

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

Month: September 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	3,503.96	21,369.00	17,865.04
	Fringe Benefits	860.68	1,717.54	9,006.00	7,288.46
	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	26.26	26.26	850.00	823.74
	Indirect Costs	5,756.51	12,249.84	41,821.00	29,571.16
	I. Total Administration	8,395.43	17,497.60	73,546.00	56,048.40
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	8,395.43	17,497.60	73,546.00	56,048.40
II.	a. Personnel	53,632.96	118,297.29	713,510.00	595,212.71
	b. Fringe Benefits	27,121.69	56,854.98	300,714.00	243,859.02
	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	66.03	66.03	1,500.00	1,433.97
	Child and Family Service Supplies	268.02	268.02	4,000.00	3,731.98
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	105.96	105.96	1,200.00	1,094.04
	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	0.00	0.00	10,000.00	10,000.00
	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	2,458.26	2,458.26	5,000.00	2,541.74
	Parent Services	12.68	12.68	5,000.00	4,987.32
	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	0.00	44.07	1,400.00	1,355.93
	Membership/Licensing Fees	0.00	0.00	500.00	500.00
	II. Total Program	83,665.60	178,408.10	1,064,975.00	886,566.90
	Non-Federal Program	0.00	0.00	288,059.00	288,059.00
	Total SETA Costs (I + II)	92,061.03	195,905.70	1,138,521.00	942,615.30
		92,061.03	195,905.70	1,138,521.00	
		0.00	0.00	0.00	
 Authorized Signature		10-6-25 Date	Vasseliki Vervilos Prepared By	566-1600, 25130 Phone	

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

SIGNATURE

K. Z. Ingusoll

DATE

10-6-25

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

Month: September 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				
A	Occupancy				
D	Staff Travel				
M	Supplies				
I	Other				
N	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II.	a. Personnel				
	b. Fringe Benefits				
P	c. Travel				
R	d. Equipment				
O	e. Supplies				
G	f. Contractual				
R	g. Construction				
A	h. Other: Staff Development	6,848.79	7,125.61	15,930.00	8,804.39
M					
	II. Total Program	6,848.79	7,125.61	15,930.00	8,804.39
	Non-Federal Program				
	Total SETA Costs (I + II)	6,848.79	7,125.61	15,930.00	8,804.39


 Authorized Signature

10-6-25
 Date

Vasseliki Vervilos 566-1600,25130
 Prepared By

Phone

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

Month: September 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				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
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	1,994.19	2,166.45	13,712.00	11,545.55
	II. Total Program	1,994.19	2,166.45	13,712.00	11,545.55
	Non-Federal Program				
Total SETA Costs (I + II)		1,994.19	2,166.45	13,712.00	11,545.55
 Authorized Signature 10-6-25 Date Vasseliki Vervilos 566-1600,25130 Prepared By Phone					