



PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE

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

**Policy Committee Meeting
December 18, 2025
3:30 p.m.
Agenda**

I. Welcome

Call to Order/Roll Call

Amanda Gutierrez, PC Head Start Committee Policy Chair
Amber Maciel, PC Head Start Committee Vice Chair
Juana Rico, 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 Singh, Principal/Director
Faydra Acker, Office Manager

II. Action Items

- A. Approval of November 20, 2025, meeting minutes.
- B. Second 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. Mental Health~~
- F. Mental Health
- G. Family and Community Partnerships/Parent Involvement
- H. Disabilities
- I. Special Education Report

PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE

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

Policy Committee Meeting
November 20, 2025
3:30 p.m.
Minutes

I. Welcome

Call to Order/Roll Call

Meeting was called to order at 3:34 pm by Amanda Gutierrez, Head Start Policy Committee Member

Attendees:

Amanda Gutierrez, PC Head Start Committee Secretary

Josie Liles, PC Member

Zyhira Jones, PC Member

Rafael Gavidia G, Mental Health

Faydra Acker, Office Manager

New Members Seated Present:

Amber Maciel, PC Member

Juana Rico, PC Member

Member Absent:

Amber Criswell, PC Head Start Committee Policy Chair

Sequoia Burse, PC Head Start Committee Vice Chair

II. Consent Items

A. Approval of the October 16, 2025, Meeting minutes.

The minutes were reviewed: no questions or corrections.

Amanda Gutierrez motioned to approve the October 16, 2025, meeting minutes. Josie Liles seconded the motion.

The vote was as follows:

Roll #2 Zyhira Jones, Josie Liles

Abstention: 1- Amanda Gutierrez

III. Action Items

1. Election of Head Start Policy Committee Chair, Vice Chair, and Secretary

The vote was as follows:

Aye: # 4-Josie Liles, Amber Maciel, Juana Rico, Zyhira Jones

Nay: #0

Abstention: 1- Amanda Gutierrez

Josie Liles nominated Amber Maciel as Policy Committee Vice Chair

The vote was as follows:

Aye: # 4-Josie Liles, Zyhira Jones, Amber Maciel, Juana Rico

Nay: #0

Abstention: 1- Amanda Gutierrez

Zyhira nominated Juana Rico as Policy Committee Secretary

The vote was as follows:

Aye: # 4-, Zyhira Jones, Juana Rico, Amber Maciel, Josie Liles

Nay: #0

Abstention: 1- Amanda Gutierrez

IV. Information Items

Information item: A-K

Notes: Mental Health, Rafael Gavidia, provided component reports for the PC Members. All reports were reviewed. Office Manager, Faydra Acker, provided the ERSEA component report.

- 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.

V. Public Participation

Josie Liles shared that Robinson's Taekwondo will be doing something in the community in December, and she will give more information to us. Zyhira shared the SacTown Supermom website. They have a monthly calendar with activities and free things to do with your children. Boddie Family Boxing gives free boxing lessons for Twin Rivers students.

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 are used from program budget 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
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, 1Alternate, 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.

SECTION 7: 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 8: 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 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.

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 except 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 November 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.

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, 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, provided consistent leadership across all sites by facilitating and participating in staff, leadership, district, and SETA meetings, supporting new staff onboarding, and engaging in Head Start-focused professional development and training. Ongoing classroom support was provided through walkthroughs, safe-environment checks, and unannounced visits at Morey, Rio Linda, Village, and Oakdale, along with the facilitation of multiple PIP meetings to review student progress, address teacher concerns, and ensure accurate documentation. CLASS observations were scheduled

and communicated, staff were supported during special events, and regular check-ins helped maintain consistency and support. The Education Component Leader also monitored compliance and data by reviewing DRDP completion, Learning Genie documentation, monthly reports, and developmental screenings and re-screenings, while collaborating with district partners, SETA, and special education teams, including participation in IEP amendment meetings, to support positive child and program outcomes.

The Mental Health Specialist supported children, families, and staff by providing consistent mental health leadership, consultation, and collaboration across the program. Key highlights included participating in staff, leadership, SETA, and district meetings and training, including Head Start professional development, Teaching Pyramid training, FA1-focused meetings, and content meetings to align services with program expectations. The Mental Health Specialist provided one-to-one supervision and consultation to ensure mental health services met program needs, collaborated with teachers and site supervisors to develop and reinforce interventions for children with challenging behaviors, and conducted classroom observations and multiple PIP meetings to support student progress and follow-up. Additional work included developing a tracking tool to monitor social-emotional, speech, health, and family needs for self-monitoring and PIR preparation, as well as supporting family engagement through parent meetings, family partnership agreements, and participation in IEP meetings.

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. At this time, the Family and Community Engagement position remains vacant; however, efforts to support family communication and engagement continue through existing systems and collaborative staff efforts. 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.

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 127 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 served as the Health Component Leaders and provided ongoing support to ensure student health and safety across the program. Key responsibilities included updating and maintaining all student health information in the ChildPlus database, monitoring and reviewing immunization records, and checking student files for completeness and compliance. The School Nurse participated in a PIP planning meeting to support coordinated services for students, reviewed special diet requests and health records, and communicated with families by sending notifications related to cases of

Hand, Foot, and Mouth Disease in classrooms. These efforts helped ensure accurate health documentation, timely communication with families, and continued alignment with Head Start health requirements.

Program Design & Management

The Principal, serving as the Program Design and Management Leader, supported multiple program operations throughout November. An Early Head Start and Head Start staff meeting was held on November 21, 2025, providing program updates and reinforcing expectations. The Principal attended all required monthly principal and management meetings and participated in ongoing PIP meetings to support student monitoring and intervention planning across the program. On November 21, 2025, all staff participated in Catapult emergency response training to strengthen communication and coordination with administration during emergencies such as fires, earthquakes, and lockdowns. Additional professional development was provided throughout the month, including training on Head Start Performance Standards, CSTP 1, visual schedules and engagement strategies, and supervision refreshers to support high-quality instructional practices. To further support staff well-being and morale, a Staff Friendsgiving potluck was also held on November 21, fostering connection, appreciation, and a positive team culture.

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.*



Head Start & Early Head Start Meal Distribution Report

Completed by:	Julia Yang
Month:	November
Breakfast:	1767
Lunch:	1767
Total:	3534



Monthly Special Education Report

Twin Rivers USD

November 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	5
E	Future IFSP/IEP Meetings scheduled	0	5

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

Comments:

Emily Roberts

Speech-Language Pathologist

12/3/2025

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) @

1217 Del Paso Blvd., Sacramento CA 95815

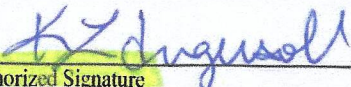
Month: November 2025--Head Start

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	19,946.64	123,673.00	103,726.36
	Fringe Benefits	2,450.66	9,789.80	57,932.00	48,142.20
	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	88.65	270.37	2,710.00	2,439.63
	Indirect Costs	10,492.48	41,715.25	119,902.00	78,186.75
	I. Total Administration	18,018.42	71,722.06	305,717.00	233,994.94
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	18,018.42	71,722.06	305,717.00	233,994.94
II.	a. Personnel	86,437.05	352,503.02	1,449,802.00	1,097,298.98
	b. Fringe Benefits	39,762.00	157,693.29	572,021.00	414,327.71
	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	140.49	2,564.81	4,500.00	1,935.19
	Child and Family Service Supplies	5,347.77	8,637.32	10,000.00	1,362.68
	Food Service Supplies	0.00	0.00	7,000.00	7,000.00
	Medical/Dental/Disabilities/Custodial	0.00	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	3,403.19	15,269.69	71,000.00	55,730.31
	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	63.06	63.06	9,290.00	9,226.94
	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	14,333.19	53,068.52	15,000.00	(38,068.52)
	Parent Services	296.00	357.70	15,000.00	14,642.30
	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	0.00	705.83	9,000.00	8,294.17
	Membership/Licensing Fees	0.00	484.00	1,600.00	1,116.00
	II. Total Program	149,782.75	593,605.51	2,246,783.00	1,653,177.49
	Non-Federal Program	139,732.00	160,707.37	642,108.00	481,400.63
	Total SETA Costs (I + II)	167,801.17	665,327.57	2,552,500.00	1,887,172.43
		167,801.17	665,327.57	2,552,500.00	1,887,172.43
		0.00	0.00	0.00	0.00



Authorized Signature

12-4-25

Date

Vasseliki Vervilos

Prepared By

566-2785, 25130

Phone

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

SOURCES OF IN-KIND

	Current Month		Total Y-T-D	
	Admin	Prog	Admin	Prog
PARENT VOLUNTEERS (Hours x Rate)				
Aug Parent-Child Hm Act (111.33 hrs * \$34.88 hr)		3,883.19		3,883.19
Sept Parent-Child Hm Act (738.67 hrs * \$34.88 hr)		25,764.81		25,764.81
Oct Parent-Child Hm Act (2959.33 hrs * \$34.88 hr)		103,221.43		103,221.43
PERSONNEL & BENEFITS (Describe outside funding)				
State Preschool		5,815.13		22,916.86
			-	-
				-
				-
				-
OCCUPANCY (Location and Method of Valuation)				-
				-
				-
				-
				-
				-
				-
SUPPLIES AND SERVICES (List item(s), Donor & Va)				-
State Preschool		555.03		2,981.05
QRIS				-
IEEEP				-
Facilities Funds				-
				-
				-
OTHER (Describe in detail)				-
State Preschool Indirect	492.41		1,940.03	-
			-	-
			-	-
			-	-
TOTAL	492.41	139,239.59	1,940.03	158,767.34
		139,732.00		160,707.37

SIGNATURE

K. Zingewall

DATE

12-4-25


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

Month: November 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	7,007.92	21,369.00	14,361.08
	Fringe Benefits	861.00	3,439.56	9,006.00	5,566.44
	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	30.41	87.84	850.00	762.16
	Indirect Costs	7,227.47	26,474.77	41,821.00	15,346.23
	I. Total Administration	9,870.86	37,010.09	73,546.00	36,535.91
	Non-Federal Admin.	0.00	0.00	0.00	0.00
	Total Fed. and Non-Fed. Admin.	9,870.86	37,010.09	73,546.00	36,535.91
II.	a. Personnel	66,311.36	243,527.43	713,510.00	469,982.57
	b. Fringe Benefits	30,278.34	115,102.70	300,714.00	185,611.30
	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	52.08	903.82	1,500.00	596.18
	Child and Family Service Supplies	1,261.69	2,298.17	4,000.00	1,701.83
	Food Service Supplies	0.00	0.00	2,000.00	2,000.00
	Medical/Dental/Disabilities/Custodial	0.00	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	1,210.09	5,568.19	10,000.00	4,431.81
	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	23.12	23.12	1,150.00	1,126.88
	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	6,473.83	17,646.79	5,000.00	(12,646.79)
	Parent Services	104.00	125.69	5,000.00	4,874.31
	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	0.00	248.00	1,400.00	1,152.00
	Membership/Licensing Fees	0.00	0.00	500.00	500.00
	II. Total Program	105,714.51	386,387.96	1,064,975.00	678,587.04
	Non-Federal Program	0.00	0.00	288,059.00	288,059.00
	Total SETA Costs (I + II)	115,585.37	423,398.05	1,138,521.00	715,122.95
		115,585.37	423,398.05	1,138,521.00	
		0.00	0.00	0.00	
		12-4-25		Vassiliki Vervilos 566-1600, 25130	
Authorized Signature		Date		Prepared By	
				Phone	

DELEGATE Twin Rivers Unified School District
 HEAD START/EARLY HEAD START
 IN-KIND REPORT
 FOR THE MONTH ENDING November 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 & Va State Preschool				-
QRIS				-
OTHER (Describe in detail) State preschool			-	-
			-	-
				-
			-	-
TOTAL	-	-	-	-

SIGNATURE

K. Zengewell

DATE

12-4-25

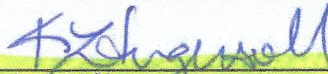
SETA - HEADSTART MONTHLY FISCAL REPORT
1217 Del Paso Blvd., Sacramento CA 95815

Month: November 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	1,910.90	14,697.18	15,930.00	1,232.82
M					
	II. Total Program	1,910.90	14,697.18	15,930.00	1,232.82
	Non-Federal Program				
	Total SETA Costs (I + II)	1,910.90	14,697.18	15,930.00	1,232.82
 Authorized Signature		12-4-25 Date	Vassiliki Vervilos 566-1600,25130 Prepared By	Phone	


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

Month: November 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.	Personnel				
	Fringe Benefits				
	Occupancy				
	Staff Travel				
	Supplies				
	Other				
	Indirect Costs				
	I. Total Administration				
	Non-Federal Admin.				
	Total Fed. And Non-Fed. Admin.				
II.	a. Personnel				
	b. Fringe Benefits				
	c. Travel				
	d. Equipment				
	e. Supplies				
	f. Contractual				
	g. Construction				
	h. Other: Staff Development	586.08	4,741.41	13,712.00	8,970.59
	II. Total Program	586.08	4,741.41	13,712.00	8,970.59
	Non-Federal Program				
Total SETA Costs (I + II)		586.08	4,741.41	13,712.00	8,970.59
 12-25					
Authorized Signature		Date	Prepared By	Phone	
			Vassiliki Vervilos 566-1600,25130		