



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item # 11.2

**Meeting Date:** December 18, 2014

**Subject:** **Head Start/Early Head Start Reports**

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division/Department:** Academic Office/Child Development

**Recommendation:** None

**Background/Rationale:**

The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start/Early Head Start governing entities receive specified reports related to the operational and fiduciary status of the program. These reports must include information and/or a status update in the followings areas: budget, credit card usage, USDA meals/snacks, enrollment, and program updates or summaries, if applicable. Attached, are essential monthly reports for Board members' review.

**Financial Considerations:** N/A

**Documents Attached:**

- Attachment 1: Head Start/Early Head Start Monthly Report Summary
- Attachment 2: Child Development September 2014 Fiscal Report - Head Start Basic
- Attachment 3: Child Development September 2014 Fiscal Report - Head Start Training & Technical Assistance
- Attachment 4: Child Development September 2014 Fiscal Report - Early Head Start Basic
- Attachment 5: Child Development September 2014 Fiscal Report - Early Head Start Training & Technical Assistance
- Attachment 6: Head Start/Early Head Start Monthly Report Summary
- Attachment 7: Child Development October 2014 Fiscal Report - Head Start Basic
- Attachment 8: Child Development October 2014 Fiscal Report - Head Start Training & Technical Assistance
- Attachment 9: Child Development October 2014 Fiscal Report - Early Head Start Basic
- Attachment 10: Child Development October 2014 Fiscal Report - Early Head Start Training & Technical Assistance

**Estimated Time of Presentation:** N/A

**Submitted by:** Dr. Wanda Roundtree, Director, Child Development

**Approved by:** José L. Banda, Superintendent

**Attachment 1  
Head Start / Early Head Start  
Monthly Report Summary**

**Budget Reports**

September 2014 Budget Report Attached

**USDA Meals and Snacks for September 2014**

	<b><i>Breakfast</i></b>	<b><i>Lunch</i></b>	<b><i>Snack am</i></b>	<b><i>Snack pm</i></b>
Early Head Start	163	186	NA	113
Head Start Part-day	4737	1228	4529	1258
Head Start Wrap	8547	6008	NA	5756
Full-day Collaboration	3735	4055	NA	2674

**Credit Card Expenses for October 2014**

- \$ 44.89 – Refreshments for Policy Committee Meeting
- \$ 80.36 – Postage for Policy Committee Meetings
- \$ 24.50 – Refreshments for Policy Committee Meeting
- \$ 25.90 – Art supplies for the October Festival
- \$ 94.52 – Children’s snacks for the October Festival

**Enrollment Report for October 2014**

<b>Head Start Enrollment</b>	
Funded Enrollment	1312
Actual Enrollment	1312
Percentage of Actual Attendance	87%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	144
Actual Enrollment	144
Percentage of Actual Attendance	66%

**Disabilities Report for October 2014**

Head Start           91  
Early Head Start   14

**Comments/Program Up-dates**

There are no program updates at this time.

Attachment 2  
**CHILD DEVELOPMENT DEPARTMENT**  
**FISCAL REPORT**  
**R5210**

Month: September 1 - September 30, 2014

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A  
5735 47TH AVENUE  
SACRAMENTO, CA 95824

Agreement No.: 09CH0012-005

Program:  PA 22 HS BASIC R5210  
 PA 20 BASIC T/TA  
 PA 25 EHS  
 PA 26 EHS T/TA  
 OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	23,695.86	46,346.68	278,060.00	231,713.32
Fringe Benefits	11,801.28	23,490.56	183,520.00	160,029.44
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	0.10	0.10	2,173.00	2,172.90
M Supplies	2,545.47	4,444.94	100.00	(4,344.94)
I Other	0.00	0.00	10,000.00	10,000.00
N Indirect Costs 4.51%	36,652.12	46,363.00	371,806.00	325,443.00
I. TOTAL ADMINISTRATION	\$74,694.83	\$120,645.28	\$846,159.00	\$725,513.72
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$74,694.83	\$120,645.28	\$846,159.00	\$725,513.72
II a. Personnel**	454,602.04	554,945.98	4,276,881.00	3,721,935.02
b. Fringe Benefits**	311,384.59	384,676.21	2,992,363.00	2,607,686.79
P c. Travel	0.00	0.00	27.00	27.00
R d. Equipment	0.00	0.00	60,000.00	60,000.00
O e. Supplies	3,254.96	5,293.99	254,171.00	248,877.01
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	11,769.14	15,173.88	186,231.00	171,057.12
M				
II. TOTAL PROGRAM	\$781,010.73	\$960,090.06	\$7,769,673.00	6,809,582.94
NON-FEDERAL PROGRAM Basic & T/TA August	\$41,569.24	\$41,569.24	\$2,158,958.00	2,117,388.76
TOTAL SETA COSTS (I + II)	\$855,705.56	\$1,080,735.34	\$8,615,832.00	7,535,096.66

Gerardo Castillo 	10/15/2014	Shelagh Ferguson	916.643.7878
Interim Chief Business Officer - Authorized Signatur	Date	Prepared By	Phone

File: R5210.14-15.xls

HEAD START ENROLLMENT  
Funded Enrollment 1312

**Attachment 3  
CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5212**

Month: September 1 - September 30, 2014

Agreement No.: 09CH0012-005

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA R5212

5735 47TH AVENUE

PA 25 EHS

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Occupancy				0.00
	Staff Travel				0.00
	Supplies				0.00
	Other				0.00
	Indirect Costs				0.00
	I. TOTAL ADMINISTRATION		\$0.00	\$0.00	\$0.00
NON-FEDERAL ADMINISTRATION *					
TOTAL FED & NON-FED ADMIN		\$0.00	\$0.00	\$0.00	\$0.00
II P R O G R A M	a. Personnel**	0.00	0.00	0.00	0.00
	b. Fringe Benefits**	0.00	0.00	0.00	0.00
	c. Travel	495.30	1,295.30	6,220.00	4,924.70
	d. Equipment	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	3,323.00	3,323.00
	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	9,594.00	9,594.00
	Indirect 4.51%	22.34	58.42	863.00	804.58
	II. TOTAL PROGRAM	\$517.64	\$1,353.72	\$20,000.00	18,646.28
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS (I + II)	\$517.64	\$1,353.72	\$20,000.00	18,646.28	

Gerardo Castillo

10/15/2014

Shelagh Ferguson

916.643.7878

Interim Chief Business Officer - Authorized Signatur

Date

Prepared By

Phone

Attachment 4

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5213**

Month: September 1 - September 30, 2014

Agreement No.: 09CH0012-005

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA

5735 47TH AVENUE

PA 25 EHS R5213

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	3,832.00	8,020.39	37,362.00	29,341.61
Fringe Benefits	2,282.30	4,650.06	24,659.00	20,008.94
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	281.22	281.22	0.00	(281.22)
I Other	0.00	0.00	600.00	600.00
N Indirect Costs 4.51%	6,680.53	9,870.54	66,329.00	56,458.46
I TOTAL ADMINISTRATION	\$13,076.05	\$22,822.21	\$129,450.00	\$106,627.79
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$13,076.05	\$22,822.21	\$129,450.00	\$106,627.79
II a. Personnel**	84,466.14	118,290.11	804,747.00	686,456.89
b. Fringe Benefits**	55,555.23	84,052.60	542,669.00	458,616.40
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	1,198.31	1,332.78	28,847.00	27,514.22
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	511.92	2,231.99	31,329.00	29,097.01
M				
II. TOTAL PROGRAM	\$141,731.60	\$205,907.48	\$1,407,592.00	1,201,684.52
NON-FEDERAL PROGRAM Basic & T/TA August	\$8,626.37	\$8,626.37	\$391,152.00	382,525.63
TOTAL SETA COSTS (I+II)	\$154,807.65	\$228,729.69	\$1,537,042.00	1,308,312.31

Gerardo Castillo	10/15/2014	Shelagh Ferguson	916.643.7878
Interim Chief Business Officer - Authorized Signatu	Date	Prepared By	Phone

File: R5213.14-15.xls

EARLY HEAD START ENROLLMENT  
Funded Enrollment 147

Attachment 5

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5216**

Month: September 1 - September 30, 2014

Agreement No.: 09CH0012-005

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA

5735 47TH AVENUE

PA 25 EHS

SACRAMENTO, CA 95824

PA 26 EHS T/TA R5216

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel				0.00
Fringe Benefits				0.00
A Occupancy				0.00
D Staff Travel				0.00
M Supplies				0.00
I Other				0.00
N Indirect Costs				0.00
I TOTAL ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$0.00	\$0.00	\$0.00
II a. Personnel**	0.00	0.00	0.00	0.00
b. Fringe Benefits**	0.00	0.00	0.00	0.00
P c. Travel	0.00	300.00	10,400.00	10,100.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	1,975.00	1,975.00
R f. Contractual	0.00	0.00	0.00	0.00
A g. Construction	0.00	0.00	0.00	0.00
M h. Other	0.00	0.00	14,000.00	14,000.00
j. Indirect 4.51%	0.00	13.53	1,189.00	1,175.47
II TOTAL PROGRAM	\$0.00	\$313.53	\$27,564.00	27,250.47
NON-FEDERAL PROGRAM - May	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$0.00	\$313.53	\$27,564.00	27,250.47
Gerardo Castillo	10/15/2014	Shelagh Ferguson	916.643.7878	
Interim Chief Business Officer - Authorized Signatu	Date	Prepared By	Phone	

**Attachment 6  
Head Start / Early Head Start  
Monthly Report Summary**

**Budget Reports**

October 2014 Budget Report Attached

**Credit Card Expenses for November 2014**

\$ 80.05 – Refreshments for Policy Committee Meeting

\$ 40.46 – Postage for Policy Committee Meetings

\$ 23.73 – Refreshments for Male Involvement Representative Meeting

**Enrollment Report for November 2014**

<b>Head Start Enrollment</b>	
Funded Enrollment	1312
Actual Enrollment	1312
Percentage of Actual Attendance	82%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	144
Actual Enrollment	144
Percentage of Actual Attendance	63%

**Disabilities Report for November 2014**

Head Start           105

Early Head Start    16

**Comments/Program Up-dates**

There are no program updates at this time.

Attachment 7

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5210**

Month: October 1 - October 31, 2014

Agreement No.: 09CH0012-005

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC R5210

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA

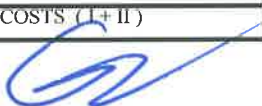
5735 47TH AVENUE

PA 25 EHS

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I A D M I N	Personnel	22,336.82	68,683.50	278,060.00	209,376.50
	Fringe Benefits	11,252.04	34,742.60	183,520.00	148,777.40
	Occupancy	0.00	0.00	500.00	500.00
	Staff Travel	0.00	0.10	2,173.00	2,172.90
	Supplies	5,003.79	9,448.73	100.00	(9,348.73)
	Other	2.38	2.38	10,000.00	9,997.62
	Indirect Costs 4.51%	37,008.63	83,371.63	371,806.00	288,434.37
	I. TOTAL ADMINISTRATION	\$75,603.66	\$196,248.94	\$846,159.00	\$649,910.06
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$75,603.66	\$196,248.94	\$846,159.00	\$649,910.06
II P R O G R A M	a. Personnel**	456,151.67	1,011,097.65	4,276,881.00	3,265,783.35
	b. Fringe Benefits**	303,761.72	688,437.93	2,992,363.00	2,303,925.07
	c. Travel	0.00	0.00	27.00	27.00
	d. Equipment	0.00	0.00	60,000.00	60,000.00
	e. Supplies	16,309.66	21,603.65	254,171.00	232,567.35
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	5,772.34	20,946.22	186,231.00	165,284.78
	II. TOTAL PROGRAM	\$781,995.39	\$1,742,085.45	\$7,769,673.00	6,027,587.55
	NON-FEDERAL PROGRAM Basic & T/TA September	\$263,579.86	\$305,149.10	\$2,158,958.00	1,853,808.90
TOTAL SETA COSTS (I+II)	\$857,599.05	\$1,938,334.39	\$8,615,832.00	6,677,497.61	
Gerardo Castillo		11/19/2014	Shelagh Ferguson	916.643.7878	
Interim Chief Business Officer - Authorized Signatu		Date	Prepared By	Phone	

File: R5210.14-15.xls

HEAD START ENROLLMENT  
Funded Enrollment 1312



Attachment 8

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5212**

Month: October 1 - October 31, 2014

Agreement No.: 09CH0012-005

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA R5212

5735 47TH AVENUE

PA 25 EHS

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel				0.00
Fringe Benefits				0.00
A Occupancy				0.00
D Staff Travel				0.00
M Supplies				0.00
I Other				0.00
N Indirect Costs				0.00
I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$0.00	\$0.00	\$0.00
II. a. Personnel**	0.00	0.00	0.00	0.00
b. Fringe Benefits**	0.00	0.00	0.00	0.00
P c. Travel	293.20	1,588.50	6,220.00	4,631.50
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	443.73	443.73	3,323.00	2,879.27
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	1,689.46	1,689.46	9,594.00	7,904.54
M Indirect 4.51%	109.43	167.85	863.00	695.15
II. TOTAL PROGRAM	\$2,535.82	\$3,889.54	\$20,000.00	16,110.46
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$2,535.82	\$3,889.54	\$20,000.00	16,110.46

Gerardo Castillo

11/19/2014

Shelagh Ferguson

916.643.7878

Interim Chief Business Officer - Authorized Signatur

Date

Prepared By

Phone

Attachment 9

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5213**

Month: October 1 - October 31, 2014

Agreement No.: 09CH0012-205

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA

5735 47TH AVENUE

PA 25 EHS R5213

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	4,012.45	12,032.84	37,362.00	25,329.16
Fringe Benefits	2,382.23	7,032.29	24,659.00	17,626.71
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	788.15	1,069.37	0.00	(1,069.37)
E Other	0.00	0.00	600.00	600.00
N Indirect Costs 4.51%	5,422.37	15,292.91	66,329.00	51,036.09
I TOTAL ADMINISTRATION	\$12,605.20	\$35,427.41	\$129,450.00	\$94,022.59
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$12,605.20	\$35,427.41	\$129,450.00	\$94,022.59
II a. Personnel**	64,494.94	182,785.05	804,747.00	621,961.95
b. Fringe Benefits**	43,254.92	127,307.52	542,669.00	415,361.48
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	2,261.10	3,593.88	28,847.00	25,253.12
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	3,036.15	5,268.14	31,329.00	26,060.86
M				
II TOTAL PROGRAM	\$113,047.11	\$318,954.59	\$1,407,592.00	1,088,637.41
NON-FEDERAL PROGRAM Basic & T/TA September	\$17,013.84	\$25,640.21	\$391,152.00	365,511.79
TOTAL SETA COSTS (I + II)	\$125,652.31	\$354,382.00	\$1,537,042.00	1,182,660.00

Gerardo Castillo	11/19/2014	Shelagh Ferguson	916.643.7878
Interim Chief Business Officer - Authorized Signatur	Date	Prepared By	Phone

File: R5213.14-15.xls

EARLY HEAD START ENROLLMENT  
Funded Enrollment 147

Attachment 10

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5216**

Month: October 1 - October 31, 2014

Agreement No.: 09CH0012-205

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program:  PA 22 HS BASIC

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 20 BASIC T/TA

5735 47TH AVENUE

PA 25 EHS

SACRAMENTO, CA 95824

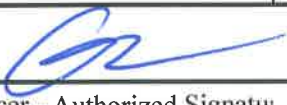
PA 26 EHS T/TA

R5216

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel				0.00
Fringe Benefits				0.00
A Occupancy				0.00
D Staff Travel				0.00
M Supplies				0.00
I Other				0.00
N Indirect Costs				0.00
I TOTAL ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$0.00	\$0.00	\$0.00
II a. Personnel**	0.00	0.00	0.00	0.00
b. Fringe Benefits**	0.00	0.00	0.00	0.00
P c. Travel	589.00	889.00	10,400.00	9,511.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	1,975.00	1,975.00
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	1,102.24	1,102.24	14,000.00	12,897.76
M j. Indirect 4.51%	76.27	89.80	1,189.00	1,099.20
II. TOTAL PROGRAM	\$1,767.51	\$2,081.04	\$27,564.00	25,482.96
NON-FEDERAL PROGRAM - May	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$1,767.51	\$2,081.04	\$27,564.00	25,482.96

Gerardo Castillo



11/19/2014

Shelagh Ferguson

916.643.7878

Interim Chief Business Officer - Authorized Signatu

Date

Prepared By

Phone