



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 13.2

Meeting Date: February 7, 2019

Subject: Head Start / Early Head Start / Early Head Start Expansion Reports

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

Division: 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

LCAP Goal(s): College and Career Ready; Family and Community Empowerment

Documents Attached:

1. Head Start/Early Head Start Monthly Report Summary
2. Child Development December 2018 Fiscal Report – HS/EHS Basic & T/TA
3. Child Development December 2018 Fiscal Report – CCP Basic & T/TA

Estimated Time of Presentation: N/A

Submitted by: Dr. Iris Taylor, Chief Academic Officer

Jacque Bonini, Director, Child Development,

Approved by: Jorge A. Aguilar, Superintendent

**Attachment 1
Head Start / Early Head Start
Monthly Report Summary
February 2019**

Enrollment Report for November 2018

Head Start Enrollment	
Funded Enrollment	1139
Actual Enrollment	1116
Percentage of Actual Attendance	85%

Early Head Start Enrollment	
Funded Enrollment	152
Actual Enrollment	153
Percentage of Actual Attendance	76%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	39
Percentage of Actual Attendance	64%

Enrollment Report for December 2018

Head Start Enrollment	
Funded Enrollment	1139
Actual Enrollment	1089
Percentage of Actual Attendance	85%

Early Head Start Enrollment	
Funded Enrollment	152
Actual Enrollment	159
Percentage of Actual Attendance	88%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	72%

Child Care Licensing Violations November & December 2018

None

Disabilities Report for December 2018

Head Start 80
Early Head Start 11
EHS Expansion 6

USDA Meals and Snacks for November 2018

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	535	575	NA	272
Head Start Part-day	2267	615	2226	548
Head Start Wrap	7040	5816	NA	5277
Full-day Collaboration	2525	2591	NA	1761

Credit Card Statements

11/16/18 \$103.81 – PC Meeting

Attachment 2

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: December 1 - December 31, 2018Agreement No.: 19C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☒ PA 22 HS BASIC R5210Remit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, 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	19,561.49	97,959.95	282,920.00	184,960.05
	Fringe Benefits	10,596.50	52,341.06	162,636.00	110,294.94
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.91	27.79	24,055.00	24,027.21
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	199.06	3,850.00	3,650.94
	Indirect Costs 4.83%	39,948.78	166,515.09	409,221.00	242,705.91
	I. TOTAL ADMINISTRATION	\$70,107.68	\$317,042.95	\$882,682.00	\$565,639.05
Non-Federal Administration					
Total Fed. And Non-Fed. Administration		\$70,107.68	\$317,042.95	\$882,682.00	\$565,639.05
II. P R O G R A M	Personnel	452,213.12	1,854,012.60	4,181,317.00	2,327,304.40
	Fringe Benefits	343,592.94	1,416,793.10	3,282,661.00	1,865,867.90
	Travel	0.00	751.88	0.00	(751.88)
	Equipment	0.00	0.00	0.00	0.00
	Supplies	259.16	5,744.79	286,493.00	280,748.21
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	872.82	19,687.33	248,545.00	228,857.67
	II. TOTAL PROGRAM	\$796,938.04	\$3,296,989.70	\$7,999,016.00	4,702,026.30
	NON-FEDERAL PROGRAM Basic & T/TA \$8,912,898 November	\$427,717.12	\$1,297,611.59	\$2,228,225.00	930,613.41
TOTAL SETA COSTS (I + II)		\$867,045.72	\$3,614,032.65	\$8,881,698.00	5,267,665.35

Gloria Chung 

1/10/2019

Shelagh Ferguson

916.643.7878

Director Budget Services - Authorized Signature

Date

Prepared By

Phone

Attachment 3

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: December 1 -December 31, 2018 Agreement No.: 19C5551S0

Delegate: SCUSD - Child Development Department 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
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.83%	0.00	0.00	1,438.00	1,438.00
	I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$1,438.00	\$1,438.00
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$0.00	\$0.00	\$1,438.00	\$1,438.00
II. P R O G R A M	Personnel	0.00	0.00	8,167.00	8,167.00
	Fringe Benefits	0.00	0.00	2,517.00	2,517.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	19,078.00	19,078.00
					0.00
	II. TOTAL PROGRAM	\$0.00	\$0.00	\$29,762.00	29,762.00
	NON-FEDERAL PROGRAM Reported on Basic				
		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$0.00	\$0.00	\$31,200.00	31,200.00

Gloria Chung 	1/10/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

Attachment 4

SETA MONTHLY FISCAL REPORT

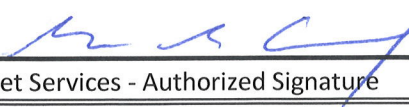
925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5213

Month: December 1 - December 31, 2018Agreement No.: 19C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 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. A D M I N	Personnel	2,955.00	14,736.64	44,009.00	29,272.36
	Fringe Benefits	1,835.55	8,937.00	45,655.00	36,718.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	1,901.00	1,901.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	16.08	1,160.00	1,143.92
	Indirect Costs 4.83%	6,621.29	30,784.30	84,256.00	53,471.70
	I. TOTAL ADMINISTRATION	\$11,411.84	\$54,474.02	\$176,981.00	\$122,506.98
Non-Federal Administration					
Total Fed. And Non-Fed. Administration		\$11,411.84	\$54,474.02	\$176,981.00	\$122,506.98
II. P R O G R A M	Personnel	76,366.51	354,207.60	880,775.00	526,567.40
	Fringe Benefits	55,881.15	255,208.41	703,189.00	447,980.59
	Travel	0.00	250.62	0.00	(250.62)
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	815.42	27,104.00	26,288.58
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	48.47	3,184.14	40,648.00	37,463.86
	II. TOTAL PROGRAM	\$132,296.13	\$613,666.19	\$1,651,716.00	1,038,049.81
	NON-FEDERAL PROGRAM Basic & T/TA \$1,856,261 November	\$32,107.34	\$144,761.67	\$464,065.00	319,303.33
TOTAL SETA COSTS (I + II)		\$143,707.97	\$668,140.21	\$1,828,697.00	1,160,556.79
Gloria Chung 					
Director Budget Services - Authorized Signature			1/10/2019	Shelagh Ferguson	916.643.7878
			Date	Prepared By	Phone

Attachment 5

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5216

Month: December 1 - December 31, 2018Agreement No.: 19C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 47th Avenue☐ PA 25 EHSSACRAMENTO, CA 95824☒ PA 26 EHS T/TA

R5216

☐ 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
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 4.83%	0.00	162.29	1,270.00	1,107.71
	I. TOTAL ADMINISTRATION	\$0.00	\$162.29	\$1,270.00	\$1,107.71
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$0.00	\$162.29	\$1,270.00	\$1,107.71
II. P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	650.00	650.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	3,360.00	25,644.00	22,284.00
					0.00
	II. TOTAL PROGRAM	\$0.00	\$3,360.00	\$26,294.00	22,934.00
	NON-FEDERAL PROGRAM Reported with Basic	\$0.00	\$0.00	\$0.00	0.00
	TOTAL SETA COSTS (I + II)	\$0.00	\$3,522.29	\$27,564.00	24,041.71

Gloria Chung

1/10/2019

Shelagh Ferguson

916.643.7878

Director Budget Services - Authorized Signature

Date

Prepared By

Phone

Attachment 6
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5211

Month: December 1 - December 31, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 19C5551S0

Program: ☒ PA 3125 EHS-CCP BASIC R5211
☐ PA 3120 EHS-CCP T/TA R5221
☐ PA 3128 EHS-CCP START UP R5243
☐
☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I.	Personnel	156.89	780.86	1,954.00	1,173.14
	Fringe Benefits	104.31	519.33	1,436.00	916.67
A	Occupancy	0.00	0.00	0.00	0.00
D	Staff Travel	0.00	0.00	0.00	0.00
M	Supplies	0.00	0.00	2,805.00	2,805.00
I	Other	0.00	0.00	184.00	184.00
N	Indirect Costs 4.83%	2,820.75	14,928.64	34,023.00	19,094.36
	I. TOTAL ADMINISTRATION	\$3,081.95	\$16,228.83	\$40,402.00	\$24,173.17
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$3,081.95	\$16,228.83	\$40,402.00	\$24,173.17
II.	a. Personnel**	34,515.04	190,295.38	360,885.00	170,589.62
	b. Fringe Benefits**	23,624.47	110,632.02	279,327.00	168,694.98
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	0.00	3,132.47	36,917.00	33,784.53
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	0.00	3,721.62	20,908.00	17,186.38
M					
	II. TOTAL PROGRAM	\$58,139.51	\$307,781.49	\$698,037.00	390,255.51
	NON-FEDERAL PROGRAM				
	Basic 738,439 & T/TA 17,500	\$36,727.09	\$126,694.58	\$188,984.00	62,289.42
	November				
	TOTAL SETA COSTS (I+II)	\$61,221.46	\$324,010.32	\$738,439.00	414,428.68
<div> <div>Gloria Chung</div> <div>1/9/2019</div> <div>Shelagh Ferguson</div> <div>916.643.7878</div> </div>					
Director Budget Services - Authorized Signature		Date		Prepared By	Phone

R5211. August18-19

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8
100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 7
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5221

Month: December 1 - December 31, 2018


Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 19C5551S0

Program: ☐ PA 3125 EHS-CCP BASIC R5211
☒ PA 3120 EHS-CCP T/TA R5221
☐ PA 3128 EHS-CCP START UP R5243
☐
☐

Cost Item		Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I. A D M I N	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	Indirect Costs 4.83%	0.00	159.39	806.00	646.61
	I. TOTAL ADMINISTRATION	\$0.00	\$159.39	\$806.00	\$646.61
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$0.00	\$159.39	\$806.00	\$646.61
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	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
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	0.00	3,300.00	16,694.00	13,394.00
	II. TOTAL PROGRAM	\$0.00	\$3,300.00	\$16,694.00	13,394.00
	NON-FEDERAL PROGRAM - reported with Basic	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$0.00	\$3,459.39	\$17,500.00	14,040.61

Gloria Chung 	1/9/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

R.5221.18-19

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.