



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1

Meeting Date: September 19, 2013

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

Segment/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, is the first of a series of monthly reports that will be provided to the Board.

Financial Considerations: N/A

Documents Attached:

- Attachment 1: Head Start/Early Head Start Monthly Report Summary
- Attachment 2: Child Development Fiscal Report - Head Start Basic
- Attachment 3: Child Development Fiscal Report - Head Start Training & Technical Assistance
- Attachment 4: Child Development Fiscal Report – Early Head Start Basic
- Attachment 5: Child Development Fiscal Report – Early Head Start Training & Technical Assistance

Estimated Time of Presentation: N/A

Submitted by: Dr. Olivine Roberts, Chief Academic Officer
Dr. Wanda Roundtree, Interim Director of Child
Development

Approved by: Jonathan P. Raymond, Superintendent

Attachment 1
Head Start / Early Head Start
Monthly Report Summary

September 2013

Budget Reports

Budget Reports for August 2013 are attached.

Credit Card Expenses for August

No Credit Card Expenditures

USDA Meals and Snacks for July

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	169	319	158	NA
Head Start Part-day	NA	NA	NA	NA
Head Start Wrap	NA	NA	NA	NA
Full-day Collaboration	1749	2203	NA	1976

Enrollment Report for August

Head Start Enrollment	
Funded Enrollment – CC only summer	125
Actual Enrollment – CC only summer	89
Percentage of Actual Attendance	71%

Early Head Start Enrollment	
Funded Enrollment	147
Actual Enrollment	147
Percentage of Actual Attendance	80%

Comments/Program Up-dates

The Preschool Meet and Greet event, which occurred on August 19th and 20th, was scheduled in response to the need to plan and orchestrate transition activities that will facilitate families', impacted by school closures transition to the receiving school sites. A brief orientation was provided for families and resource materials were distributed. Children engaged in a range of developmentally appropriate activities and were provided snacks. Displaced children and their families convened and networked with CHDV management, key resource staff and other program participants who will be attending the same preschool sites. The event was hugely successful. A total of 84 families attended the event over the span of the two days.

Submitted by Wanda Roundtree, Interim Director, Child Development

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

Month: August 1 - August 31, 2013

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 Personnel	18,835.01	18,835.01	211,914.00	193,078.99
Fringe Benefits	9,436.81	9,436.81	67,812.00	58,375.19
A Occupancy	0.00	0.00	2,000.00	2,000.00
D Staff Travel	0.00	0.00	300.00	300.00
M Supplies	94.45	94.45	10,100.00	10,005.55
I Other	2,044.90	2,044.90	10,000.00	7,955.10
N Indirect Costs (3.56%)	7,823.70	7,823.70	272,791.00	264,967.30
I. TOTAL ADMINISTRATION	\$38,234.87	\$38,234.87	\$574,917.00	\$536,682.13
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$38,234.87	\$38,234.87	\$574,917.00	\$536,682.13
II a. Personnel**	128,510.09	128,510.09	4,064,426.00	3,935,915.91
b. Fringe Benefits**	58,689.65	58,689.65	3,127,157.00	3,068,467.35
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	677.68	677.68	81,300.00	80,622.32
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	1,478.13	1,478.13	87,660.00	86,181.87
M II. TOTAL PROGRAM	\$189,355.55	\$189,355.55	\$7,360,543.00	7,171,187.45
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$1,988,865.00	1,988,865.00
TOTAL SETA COSTS (I + II)	\$227,590.42	\$227,590.42	\$7,935,460.00	7,707,869.58

Ken A. Forrest  Shelagh Ferguson 916.643.7878
 Chief Business Officer - Authorized Signature 9/6/2013 Prepared By Phone

File: R5210.13-14.xls

HEAD START ENROLLMENT
 Funded Enrollment
 Actual Enrollment

Attachment 3
CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT
R5212

Month: August 1 - August 31, 2013

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		
E 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	0.00	6,600.00	6,600.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	1,450.00	1,450.00
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	0.00	0.00	11,262.00	11,262.00
M Indirect 3.56%	0.00	0.00	688.00	688.00
II. TOTAL PROGRAM	\$0.00	\$0.00	\$20,000.00	20,000.00
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$50,359.00	50,359.00
TOTAL SETA COSTS (I+II)	\$0.00	\$0.00	\$20,000.00	20,000.00

Ken A. Forrest 	9/6/2013	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 4

**CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT**

R5213

Month: August 1 - August 31, 2013

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	3,677.39	3,677.39	52,575.00	48,897.61
Fringe Benefits	2,076.23	2,076.23	27,079.00	25,002.77
A Occupancy	0.00	0.00	575.00	575.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	0.00	1,250.00	1,250.00
I Other	0.00	0.00	1,200.00	1,200.00
N Indirect Costs 3.56%	2,758.96	2,758.96	49,411.00	46,652.04
I. TOTAL ADMINISTRATION	\$8,512.58	\$8,512.58	\$132,090.00	\$123,577.42
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$8,512.58	\$8,512.58	\$132,090.00	\$123,577.42
II a. Personnel**	48,520.23	48,520.23	703,391.00	654,870.77
b. Fringe Benefits**	20,829.05	20,829.05	508,563.00	487,733.95
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	2,210.15	2,210.15	54,272.00	52,061.85
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	10,763.00	10,763.00
A h. Other	185.90	185.90	28,275.00	28,089.10
M				
II. TOTAL PROGRAM	\$71,745.33	\$71,745.33	\$1,305,264.00	1,233,518.67
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$386,221.00	386,221.00
TOTAL SETA COSTS (I + II)	\$80,257.91	\$80,257.91	\$1,437,354.00	1,357,096.09

Ken A. Forrest		Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature		Prepared By	Phone
		9/6/2013	

File: R5213.13-14.xls

EARLY HEAD START ENROLLMENT
Funded Enrollment 147
Actual Enrollment 142

Attachment 5

**CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT**

R5216

Month: August 1 - August 31, 2013

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	0.00	2,200.00	2,200.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	2,116.00	2,116.00
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	0.00	0.00	22,300.00	22,300.00
M Indirect 2.67%	0.00	0.00	948.00	948.00
II. TOTAL PROGRAM	\$0.00	\$0.00	\$27,564.00	27,564.00
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$0.00	\$0.00	\$27,564.00	27,564.00

Ken A. Forrest 	9/6/2013	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone