



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.2

**Meeting Date:** August 20, 2015

**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

**LCAP Goal(s):** College and career ready; Family and Community Engagement

**Documents Attached:**

1. Attachment 1: Head Start/Early Head Start Monthly Report Summary
2. Attachment 2: Child Development May 2015 Fiscal Report - Head Start Basic
3. Attachment 3: Child Development May 2015 Fiscal Report - Head Start Training & Technical Assistance
4. Attachment 4: Child Development May 2015 Fiscal Report - Early Head Start Basic
5. Attachment 5: Child Development May 2015 Fiscal Report - Early Head Start Training & Technical Assistance
6. Attachment 6: Child Development June 2015 Fiscal Report - Head Start Basic
7. Attachment 7: Child Development June 2015 Fiscal Report - Head Start Training & Technical Assistance
8. Attachment 8: Child Development June 2015 Fiscal Report - Early Head Start Basic

9. Attachment 9: Child Development June 2015 Fiscal Report - Early Head Start Training & Technical Assistance

**Estimated Time of Presentation:** N/A  
**Submitted by:** Becky Bryant, Interim Director, Child Development  
**Approved by:** José L. Banda, Superintendent

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

**Budget Reports**

May 2015 Budget Report Attached  
June 2015 Budget Report Attached

**USDA Meals and Snacks for May 2015**

	<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	118	210	NA	97
Head Start Part-day	3890	1172	3644	941
Head Start Wrap	7491	4514	NA	4075
Full-day Collaboration	3904	4369	NA	2494

**USDA Meals and Snacks for June 2015**

	<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	93	130	NA	64
Head Start Part-day	2573	811	2435	587
Head Start Wrap	3418	3091	NA	2734
Full-day Collaboration	2816	3068	NA	1756

**Credit Card Expenses for June 2015**

\$ 43.60 PC mailing  
\$ 64.54 Refreshments for Policy Committee Meeting

**Credit Card Expenses for July 2015**

\$ 17.90 Supplies for EHS Centers  
\$ 88.93 Supplies for EHS Centers

**Enrollment Report for June 2015**

<b>Head Start Enrollment</b>	
Funded Enrollment	1312
Actual Enrollment	1270
Percentage of Actual Attendance	76%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	144
Actual Enrollment	144
Percentage of Actual Attendance	87%

**Enrollment Report for July 2015**

<b>Head Start Enrollment</b>	
Funded Enrollment	112
Actual Enrollment	112
Percentage of Actual Attendance	100%

<b>Early Head Start Expansion Enrollment</b>	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	93%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	144
Actual Enrollment	144
Percentage of Actual Attendance	100%

**Disabilities Report for May 2015**

Head Start           162  
Early Head Start    17

**Disabilities Report for June 2015**

Head Start           162  
Early Head Start    17

**Disabilities Report for July 2015**

Head Start           162  
Early Head Start    17

**Comments/Program Up-dates**

There are no program updates at this time.

Attachment 2

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5210**

Month: May 1 - May 31, 2015

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	22,155.62	232,928.50	278,060.00	45,131.50
Fringe Benefits	11,207.98	115,060.63	183,520.00	68,459.37
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	6.09	84.32	2,173.00	2,088.68
M Supplies	0.00	19,934.31	100.00	(19,834.31)
I Other	13.45	2,659.89	10,000.00	7,340.11
N Indirect Costs 4.51%	29,858.22	341,040.75	371,806.00	30,765.25
I. TOTAL ADMINISTRATION	\$63,241.36	\$711,708.40	\$846,159.00	\$134,450.60
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$63,241.36	\$711,708.40	\$846,159.00	\$134,450.60
II. a. Personnel**	326,297.48	4,137,181.79	4,276,881.00	139,699.21
b. Fringe Benefits**	284,414.71	2,867,810.13	2,992,363.00	124,552.87
P c. Travel	0.00	0.00	27.00	27.00
R d. Equipment	0.00	30,427.01	60,000.00	29,572.99
O e. Supplies	5,075.92	76,179.97	254,171.00	177,991.03
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	12,873.45	110,039.52	186,231.00	76,191.48
M				
II. TOTAL PROGRAM	\$628,661.56	\$7,221,638.42	\$7,769,673.00	548,034.58
NON-FEDERAL PROGRAM Basic & T/TA April	\$256,443.86	\$2,101,145.90	\$2,158,958.00	57,812.10
TOTAL SETA COSTS (I+II)	\$691,902.92	\$7,933,346.82	\$8,615,832.00	682,485.18

Gerardo Castillo	6/5/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5210.14-15.xls

HEAD START ENROLLMENT  
Funded Enrollment 1312

Attachment 3

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5212**

Month: May 1 - May 31, 2015

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
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	5,975.75	6,220.00	244.25
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	363.07	3,323.00	2,959.93
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	52.88	7,840.82	9,594.00	1,753.18
M Indirect 4.51%	2.38	639.50	863.00	223.50
II. TOTAL PROGRAM	\$55.26	\$14,819.14	\$20,000.00	5,180.86
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$55.26	\$14,819.14	\$20,000.00	5,180.86

Gerardo Castillo	6/5/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 4

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5213**

Month: May 1 - May 31, 2015

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	3,519.94	35,706.68	37,362.00	1,655.32
Fringe Benefits	1,972.51	20,265.97	24,659.00	4,393.03
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	1,895.11	0.00	(1,895.11)
I Other	2.87	678.96	600.00	(78.96)
N Indirect Costs 4.51%	5,847.90	56,441.27	66,329.00	9,887.73
I. TOTAL ADMINISTRATION	\$11,343.22	\$114,987.99	\$129,450.00	\$14,462.01
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$11,343.22	\$114,987.99	\$129,450.00	\$14,462.01
II. a. Personnel**	72,063.48	687,080.86	804,747.00	117,666.14
b. Fringe Benefits**	50,356.49	484,467.52	542,669.00	58,201.48
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	416.62	7,426.50	28,847.00	21,420.50
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	1,333.26	13,947.88	31,329.00	17,381.12
M				
II. TOTAL PROGRAM	\$124,169.85	\$1,192,922.76	\$1,407,592.00	214,669.24
NON-FEDERAL PROGRAM Basic & T/TA April	\$0.00	\$128,096.50	\$391,152.00	263,055.50
TOTAL SETA COSTS (I + II)	\$135,513.07	\$1,307,910.75	\$1,537,042.00	229,131.25

Gerardo Castillo	6/5/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5213.14-15.xls

EARLY HEAD START ENROLLMENT  
Funded Enrollment 144

Attachment 5

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5216**

Month: May 1 - May 31, 2015

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	0.00	4,533.15	10,400.00	5,866.85
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	4,125.61	13,766.08	14,000.00	233.92
M j. Indirect 4.51%	186.07	825.29	1,189.00	363.71
II. TOTAL PROGRAM	\$4,311.68	\$19,124.52	\$27,564.00	8,439.48
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$4,311.68	\$19,124.52	\$27,564.00	8,439.48

Gerardo Castillo	6/5/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone



Attachment 6

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5210**

Month: June 1 - June 30, 2015

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	22,580.98	255,509.48	278,060.00	22,550.52
Fringe Benefits	11,922.10	126,982.73	183,520.00	56,537.27
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	29.95	114.27	2,173.00	2,058.73
M Supplies	2,194.34	22,128.65	100.00	(22,028.65)
I Other	895.88	3,555.77	10,000.00	6,444.23
N Indirect Costs 4.51%	29,479.14	370,519.89	371,806.00	1,286.11
I. TOTAL ADMINISTRATION	\$67,102.39	\$778,810.79	\$846,159.00	\$67,348.21
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$67,102.39	\$778,810.79	\$846,159.00	\$67,348.21
III. a. Personnel**	335,084.92	4,472,266.71	4,276,881.00	(195,385.71)
b. Fringe Benefits**	249,238.39	3,117,048.52	2,992,363.00	(124,685.52)
P c. Travel	0.00	0.00	27.00	27.00
R d. Equipment	0.00	30,427.01	60,000.00	29,572.99
O e. Supplies	13,247.33	89,427.30	254,171.00	164,743.70
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	14,856.43	124,895.95	186,231.00	61,335.05
M II. TOTAL PROGRAM	\$612,427.07	\$7,834,065.49	\$7,769,673.00	(64,392.49)
NON-FEDERAL PROGRAM Basic & T/TA May plus additional volunteer hours Sept - April	\$333,318.47	\$2,434,464.31	\$2,158,958.00	(275,506.31)
TOTAL SETA COSTS (I + II)	\$679,529.46	\$8,612,876.28	\$8,615,832.00	2,955.72

Gerardo Castillo

7/16/2015

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

File: R5210.14-15.xls

HEAD START ENROLLMENT  
Funded Enrollment 1312

Attachment 7

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5212**

Month: June 1 - June 30, 2015

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	647.77	6,623.52	6,220.00	(403.52)
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	363.07	3,323.00	2,959.93
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	7,840.82	9,594.00	1,753.18
M Indirect 4.51%	29.21	668.71	863.00	194.29
II. TOTAL PROGRAM	\$676.98	\$15,496.12	\$20,000.00	4,503.88
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$676.98	\$15,496.12	\$20,000.00	4,503.88

Gerardo Castillo	7/16/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 8

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5213**

Month: June 1 - June 30, 2015

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	3,519.94	39,226.62	37,362.00	(1,864.62)
Fringe Benefits	2,051.88	22,317.85	24,659.00	2,341.15
A Occupancy	0.00	0.00	500.00	500.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	485.73	2,380.84	0.00	(2,380.84)
I Other	250.65	929.61	600.00	(329.61)
N Indirect Costs 4.51%	6,673.06	63,114.33	66,329.00	3,214.67
I. TOTAL ADMINISTRATION	\$12,981.26	\$127,969.25	\$129,450.00	\$1,480.75
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$12,981.26	\$127,969.25	\$129,450.00	\$1,480.75
II. a. Personnel**	83,753.80	770,834.66	804,747.00	33,912.34
b. Fringe Benefits**	53,288.10	537,755.62	542,669.00	4,913.38
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	1,372.24	8,798.74	28,847.00	20,048.26
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	3,238.98	17,186.86	31,329.00	14,142.14
M				
II. TOTAL PROGRAM	\$141,653.12	\$1,334,575.88	\$1,407,592.00	73,016.12
NON-FEDERAL PROGRAM Basic & T/TA April & May	\$40,013.23	\$168,109.73	\$391,152.00	223,042.27
TOTAL SETA COSTS (I + II)	\$154,634.38	\$1,462,545.13	\$1,537,042.00	74,496.87

Gerardo Castillo	7/16/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5213.14-15.xls

EARLY HEAD START ENROLLMENT  
Funded Enrollment 144

Attachment 9

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5216**

Month: June 1 - June 30, 2015

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
III. 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	4,533.15	10,400.00	5,866.85
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	0.00	13,766.08	14,000.00	233.92
M j. Indirect 4.51%	0.00	825.29	1,189.00	363.71
II. TOTAL PROGRAM	\$0.00	\$19,124.52	\$27,564.00	8,439.48
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$0.00	\$19,124.52	\$27,564.00	8,439.48

Gerardo Castillo

7/16/2015

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Prepared By

Phone