



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.2

**Meeting Date:** October 17, 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, 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 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-Child Dev.

**Approved by:** Jonathan P. Raymond, Superintendent

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

**September 2013**

**Budget Reports**

Budget Reports for September 2013 are attached.

**Credit Card Expenses for August**

\$66.32-Refreshments for Parent Policy Committee Meeting on 9/12/13  
\$50.37-Refreshments for Parent Policy Committee Meeting on 9/26/13  
\$10.96-Refreshments for EHS Center-Based Parent Meeting on 9/26/13

**USDA Meals and Snacks for August**

	<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	197	282	206	NA
Head Start Part-day	NA	NA	NA	NA
Head Start Wrap	NA	NA	NA	NA
Full-day Collaboration	1708	2187	NA	1909

**Enrollment Report for September**

<b>Head Start Enrollment</b>	
Funded Enrollment	1292
Actual Enrollment	1292
Percentage of Actual Attendance	86%

<b>Early Head Start Enrollment</b>	
Funded Enrollment	147
Actual Enrollment	147
Percentage of Actual Attendance	72%

**Comments/Program Up-dates**

In anticipation of the federal review, staff is heavily engaged in reviewing processes and systems and implementing corrective action to ensure minimal to no findings. These tasks include but are not limited to: conducting child and staff file reviews and classroom observations; engaging staff in mock interviews about program processes and systems and allowing them opportunities to discuss the rationale for such systems and processes; completing inventory assets and facility checklists; ensuring that all program documents are up-to date and providing training, technical assistance and support to staff in specified program areas. We expect that the federal review will take place sometime before late winter/early spring.

Submitted by Wanda Roundtree, Interim Director, Child Development

Attachment 2

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT**

**R5210**

Month: September 1 - September 30, 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	19,178.61	38,013.62	211,914.00	173,900.38
Fringe Benefits	9,454.01	18,890.82	67,812.00	48,921.18
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	8,867.88	8,962.33	10,100.00	1,137.67
I Other	0.00	2,044.90	10,000.00	7,955.10
N Indirect Costs (3.56%)	25,329.30	33,153.00	272,791.00	239,638.00
I. TOTAL ADMINISTRATION	\$62,829.80	\$101,064.67	\$574,917.00	\$473,852.33
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$62,829.80	\$101,064.67	\$574,917.00	\$473,852.33
II. a. Personnel**	394,118.94	522,629.03	4,064,426.00	3,541,796.97
b. Fringe Benefits**	270,751.46	329,441.11	3,127,157.00	2,797,715.89
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
G e. Supplies	3,161.39	3,839.07	81,300.00	77,460.93
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	5,964.84	7,442.97	87,660.00	80,217.03
M				
II. TOTAL PROGRAM	\$673,996.63	\$863,352.18	\$7,360,543.00	6,497,190.82
NON-FEDERAL PROGRAM - August	\$28,444.69	\$28,444.69	\$1,988,865.00	1,960,420.31
TOTAL SETA COSTS (I + II)	\$736,826.43	\$964,416.85	\$7,935,460.00	6,971,043.15

Ken A. Forrest 	10/4/2013	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5210.13-14.xls

HEAD START ENROLLMENT  
Funded Enrollment 1292  
Actual Enrollment 1292

Attachment 3

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5212**

Month: September 1 - September 30, 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		
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	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	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$0.00	\$0.00	\$20,000.00	20,000.00

Ken A. Forrest



10/4/2013

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

Attachment 4

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5213**

Month: September 1 - September 30, 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	3,502.77	7,180.16	52,575.00	45,394.84
Fringe Benefits	2,054.70	4,130.93	27,079.00	22,948.07
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%	4,859.54	7,618.50	49,411.00	41,792.50
I. TOTAL ADMINISTRATION	\$10,417.01	\$18,929.59	\$132,090.00	\$113,160.41
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$10,417.01	\$18,929.59	\$132,090.00	\$113,160.41
II. a. Personnel**	85,242.29	133,762.52	703,391.00	569,628.48
b. Fringe Benefits**	45,310.11	66,139.16	508,563.00	442,423.84
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	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	394.13	580.03	28,275.00	27,694.97
M				
II. TOTAL PROGRAM	\$130,946.53	\$202,691.86	\$1,305,264.00	1,102,572.14
NON-FEDERAL PROGRAM - August	\$9,716.76	\$9,716.76	\$366,230.00	356,513.24
TOTAL SETA COSTS (I + II)	\$141,363.54	\$221,621.45	\$1,437,354.00	1,215,732.55
Ken A. Forrest 	10/4/2013	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone	

File: R5213.13-14.xls

EARLY HEAD START ENROLLMENT

Funded Enrollment 147

Actual Enrollment 147

Attachment 5

**CHILD DEVELOPMENT DEPARTMENT  
FISCAL REPORT  
R5216**

Month: September 1 - September 30, 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

10/4/2013

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone