SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item 11.2

Meeting Date: November 17, 2016

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, Career and Life Ready Graduates; Family and Community Empowerment

Documents Attached:

1. Head Start/Early Head Start Monthly Report Summary - November
2. Child Development September 2016 Fiscal Report – Head Start Basic
3. Child Development September 2016 Fiscal Report – Head Start T/TA
4. Child Development September 2016 Fiscal Report – Early Head Start Basic
5. Child Development September 2016 Fiscal Report – Early Head Start T/TA
6. Child Development September 2016 Fiscal Report – Early Head Start CCP Basic
7. Child Development September 2016 Fiscal Report – Early Head Start CCP T/TA

Estimated Time of Presentation: N/A
Submitted by: Jacquie Bonini, Director, Child Development
Approved by: José L. Banda, Superintendent

Attachment 1
Head Start / Early Head Start
Monthly Report Summary
November 2016

Budget Reports

HS, EHS, CCP Basic September 2016

USDA Meals and Snacks for September 2016

Not Available Currently

	Breakfast	***Lunch***	***Snack am***	***Snack pm***
Early Head Start			NA	
Head Start Part-day				
Head Start Wrap			NA	
Full-day Collaboration			NA	

Credit Card Statements

October 2016:
$ 72.32 Refreshments for Policy Committee Meeting
$148.59 Diapers for Infant/Toddler Program
$ 31.41 Lock for supply cabinet at Capital City

Enrollment Report for October 2016

Head Start Enrollment	
Funded Enrollment	1211
Actual Enrollment	1144
Percentage of Actual Attendance	88%

Early Head Start Enrollment	
Funded Enrollment	144
Actual Enrollment	151
Percentage of Actual Attendance	80%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	76%

Disabilities Report for October 2016

Head Start	98
Early Head Start	10
EHS Expansion	3

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: **September 1 - September 30, 2016**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program: [X] PA 22 HS BASIC R5210

Remit to address **General Accounting Department - 802A**

5735 47th Avenue

SACRAMENTO, CA 95824

[ ] PA 20 BASIC T/TA

[ ] PA 25 EHS

[ ] PA 26 EHS T/TA

[ ] OTHER

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	Personnel	24,246.43	46,697.94	328,726.00	282,028.06
	Fringe Benefits	2,930.82	5,710.08	201,355.00	195,644.92
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	49.62	81.96	26,320.00	26,238.04
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	127.44	149.56	1,200.00	1,050.44
	Indirect Costs 3.32%	25,146.93	32,032.51	281,837.00	249,804.49
	I. TOTAL ADMINISTRATION	$52,501.24	$84,672.05	$839,438.00	$754,765.95
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$52,501.24	$84,672.05	$839,438.00	$754,765.95
II. PROGRAM	Personnel	445,026.54	550,635.52	4,073,377.00	3,522,741.48
	Fringe Benefits	276,227.75	351,837.89	3,296,402.00	2,944,564.11
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	801.56	1,273.75	250,339.00	249,065.25
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	8,027.63	8,448.01	311,361.00	302,912.99
	II. TOTAL PROGRAM	$730,083.48	$912,195.17	$7,931,479.00	7,019,283.83
	NON-FEDERAL PROGRAM Basic & T/TA August	$44,444.23	$44,444.23	$2,197,729.00	2,153,284.77
	TOTAL SETA COSTS (I + II)	$782,584.72	$996,867.22	$8,770,917.00	7,774,049.78

Gerardo Castillo	10/7/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5210 16-17.xls

Attachment 3

SETA MONTHLY FISCAL REPORT

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

R5212

Month: **September 1 - September 30, 2016**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program:
- [ ] PA 22 HS BASIC
- [x] PA 20 BASIC T/TA — R5212
- [ ] PA 25 EHS
- [ ] PA 26 EHS T/TA
- [ ] OTHER

Remit to address **General Accounting Department - 802A**
5735 47th Avenue
SACRAMENTO, CA 95824

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	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 3.32%	120.01	120.01	643.00	522.99
	I. TOTAL ADMINISTRATION	$120.01	$120.01	$643.00	$522.99
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$120.01	$120.01	$643.00	$522.99
II. PROGRAM	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	1,000.00	1,000.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	2,247.00	2,247.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	3,614.65	3,614.65	16,110.00	12,495.35
					0.00
	II. TOTAL PROGRAM	$3,614.65	$3,614.65	$19,357.00	15,742.35
	NON-FEDERAL PROGRAM Basic & T/TA August	$0.00	$0.00	$0.00	0.00
	TOTAL SETA COSTS (I + II)	$3,734.66	$3,734.66	$20,000.00	16,265.34

Gerardo Castillo	10/7/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5212. 16-17.xls

Attachment 4

SETA MONTHLY FISCAL REPORT

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

R5213

Month: **September 1 - September 30, 2016**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program:
- [ ] PA 22 HS BASIC
- [ ] PA 20 BASIC T/TA
- [x] PA 25 EHS R5213
- [ ] PA 26 EHS T/TA
- [ ] OTHER

Remit to address **General Accounting Department - 802A**

5735 47th Avenue

SACRAMENTO, CA 95824

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	Personnel	3,050.90	5,773.71	41,457.00	35,683.29
	Fringe Benefits	1,604.96	3,111.27	30,978.00	27,866.73
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	9.42	9.42	1,500.00	1,490.58
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	105.00	105.00
	Indirect Costs 3.32%	4,435.04	7,228.82	50,279.00	43,050.18
	I. TOTAL ADMINISTRATION	$9,100.32	$16,123.22	$124,319.00	$108,195.78
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$9,100.32	$16,123.22	$124,319.00	$108,195.78
II. PROGRAM	Personnel	80,530.83	128,146.32	793,543.00	665,396.68
	Fringe Benefits	45,857.49	78,162.85	600,698.00	522,535.15
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	374.20	374.20	17,075.00	16,700.80
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	2,157.60	2,157.60	29,074.00	26,916.40
	II. TOTAL PROGRAM	$128,920.12	$208,840.97	$1,440,390.00	1,231,549.03
	NON-FEDERAL PROGRAM Basic & T/TA August	$31,888.36	$31,888.36	$398,068.00	366,179.64
	TOTAL SETA COSTS (I + II)	$138,020.44	$224,964.19	$1,564,709.00	1,339,744.81

Gerardo Castillo	10/7/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5213 16-17.xls

Attachment 5

SETA MONTHLY FISCAL REPORT

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

R5216

Month: **September 1 - September 30, 2016**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program:

- [ ] PA 22 HS BASIC
- [ ] PA 20 BASIC T/TA
- [ ] PA 25 EHS
- [X] PA 26 EHS T/TA — R5216
- [ ] OTHER

Remit to address **General Accounting Department - 802A**
5735 47th Avenue
SACRAMENTO, CA 95824

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	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 3.32%			886.00	886.00
	I. TOTAL ADMINISTRATION	$0.00	$0.00	$886.00	$886.00
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$0.00	$0.00	$886.00	$886.00
II. PROGRAM	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	5,400.00	5,400.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	1,322.00	1,322.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	19,956.00	19,956.00
					0.00
	II. TOTAL PROGRAM	$0.00	$0.00	$26,678.00	26,678.00
	NON-FEDERAL PROGRAM Basic & T/TA August	$0.00	$0.00	$0.00	0.00
	TOTAL SETA COSTS (I + II)	$0.00	$0.00	$27,564.00	27,564.00

Gerardo Castillo		10/7/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone

File: R5216 16-17.xls

Attachment 6

CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5211

Month: **September 1 - September 30, 2016**

Agreement No.: **17C5551S0**

Delegate: **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

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

Program:
- [X] 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 Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	Personnel	0.00	0.00	1,523.00	1,523.00
	Fringe Benefits	0.00	0.00	755.00	755.00
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	1,520.00	1,520.00
	Other	0.00	0.00	24.00	24.00
	Indirect Costs 3.32%	1,609.61	2,975.07	22,898.00	19,922.93
	I. TOTAL ADMINISTRATION	$1,609.61	$2,975.07	$26,720.00	$23,744.93
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	$1,609.61	$2,975.07	$26,720.00	$23,744.93
II. PROGRAM	a. Personnel**	29,268.66	52,958.54	338,198.00	285,239.46
	b. Fringe Benefits**	17,739.44	35,177.76	276,097.00	240,919.24
	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	49,305.00	49,305.00
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	1,474.08	1,474.08	22,280.00	20,805.92
	II. TOTAL PROGRAM	$48,482.18	$89,610.38	$685,880.00	596,269.62
	NON-FEDERAL PROGRAM Basic 712,600 & T/TA 17,500 August	$17,819.27	$17,819.27	$182,525.00	164,705.73
	TOTAL SETA COSTS (I + II)	$50,091.79	$92,585.45	$712,600.00	620,014.55

Gerardo Castillo	10/7/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

R5211. August16-17

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 Reimbursment Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 7

CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5221

Month: **September 1 - September 30, 2016**

Agreement No.: **17C5551S0**

Delegate: **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

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

Program:
- [ ] PA 3125 EHS-CCP BASIC R5211
- [x] PA 3120 EHS-CCP T/TA R5221
- [ ] PA 3128 EHS-CCP START UP R5243
- [ ]
- [ ]

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	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 3.32%	0.00	0.00	562.00	562.00
	I. TOTAL ADMINISTRATION	$0.00	$0.00	$562.00	$562.00
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	$0.00	$0.00	$562.00	$562.00
II. PROGRAM	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	0.00	16,938.00	16,938.00
	II. TOTAL PROGRAM	$0.00	$0.00	$16,938.00	16,938.00
	NON-FEDERAL PROGRAM	$0.00	$0.00	$0.00	0.00
	TOTAL SETA COSTS (I + II)	$0.00	$0.00	$17,500.00	17,500.00

Gerardo Castillo	10/7/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

R.5221.16-17

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 Reimbursment Claim Form" to receive a reimbursement for the lost subsidy.