



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.2

Meeting Date: February 20, 2014

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: Dr. Sara Noguchi, Interim Superintendent

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

February, 2014

Budget Reports

Budget Reports for January 2014 are attached.

Credit Card Expenses for January

\$ 115.76 Postage stamps for office, 1/16/14

\$ 75.26 Refreshments for PC meeting, 1/16/14

\$ 47.78 Parent Education Workshop groceries for a cooking activity, 1/23/14

USDA Meals and Snacks for December

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	269	323	171	NA
Head Start Part-day	4178	3861	1747	1559
Head Start Wrap	6905	5452	5251	NA
Full-day Collaboration	1131	1258	825	NA

Enrollment Report for January

Head Start Enrollment	
Funded Enrollment	1292
Actual Enrollment	1292
Percentage of Actual Attendance	84%

Early Head Start Enrollment	
Funded Enrollment	147
Actual Enrollment	146
Percentage of Actual Attendance	57%

Disabilities Report for January

Head Start 148

Early Head Start 16

Comments/Program Up-dates

Preschool Numeracy Initiative

California's recent adoption of the Common Core State Standards (CCSS) has significant implications for numeracy learning during the early years. Research has found that children from more disadvantaged backgrounds lag behind their more affluent peers in math knowledge upon kindergarten entry (Denton and West, 2002). Furthermore, children's acquisition of early math skills in kindergarten is a significant determinant of their fifth grade achievement in the areas of both math and reading (Claessens, Duncan & Engel, 2006). Hence, preschool affords early childhood educators a unique opportunity to provide essential experiences for young children that will facilitate their acquisition of early math skills and concepts. To this end, Child Development's preschool numeracy initiative entails an emphasis on number concepts

(whole number, operations, and relations), geometry, spatial relations and measurement, with more mathematical learning time devoted to children's acquisition of key math vocabulary. Additionally, in order to ensure that preschoolers begin the process of developing the requisite "habits of mind" that will allow them to fare well as they proceed along the SCUSD learning continuum, designated CCSS math practices (math process goals) will be carefully integrated into the content areas listed above.

Head Start/Early Head Start Federal Review

Denise Lee, Deputy Director of SETA (Head Start/Early Head Start Grantee), has had preliminary contact with the federal reviewers. While the exact dates for the federal review have not yet been confirmed (Denise Lee is awaiting receipt of the official letter from the federal government), Denise is projecting that the review will more than likely occur the later part of March or early April. Reviewers are expected to be on site approximately eight to ten days. The Head Start/Early Head Start Federal Review entails a comprehensive evaluation of all fiduciary and programmatic elements, including a thorough review of all program policies, practices and systems.

Attachment 2

CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT

R5210

Month: January 1 - January 31, 2014

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	20,049.37	117,023.01	211,914.00	94,890.99
Fringe Benefits	10,148.59	58,338.40	67,812.00	9,473.60
A. Occupancy	0.00	61.95	2,000.00	1,938.05
D. Staff Travel	16.01	37.61	300.00	262.39
M. Supplies	314.98	14,336.91	10,100.00	(4,236.91)
J. Other	2,169.82	4,466.39	10,000.00	5,533.61
N. Indirect Costs (3.56%)	25,016.29	135,065.72	272,791.00	137,725.28
I. TOTAL ADMINISTRATION	\$57,715.06	\$329,329.99	\$574,917.00	\$245,587.01
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$57,715.06	\$329,329.99	\$574,917.00	\$245,587.01
II. a. Personnel**	384,785.66	2,126,567.77	4,064,426.00	1,937,858.23
b. Fringe Benefits**	276,176.24	1,426,691.07	3,127,157.00	1,700,465.93
F. c. Travel	0.00	0.00	0.00	0.00
R. d. Equipment	0.00	0.00	0.00	0.00
O. e. Supplies	4,092.86	21,710.87	81,300.00	59,589.13
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	4,951.14	24,746.45	87,660.00	62,913.55
M.				
II. TOTAL PROGRAM	\$670,005.90	\$3,599,716.16	\$7,360,543.00	3,760,826.84
NON-FEDERAL PROGRAM - December	\$160,714.41	\$691,725.93	\$1,988,865.00	1,297,139.07
TOTAL SETA COSTS (I+II)	\$727,720.96	\$3,929,046.15	\$7,935,460.00	4,006,413.85

Ken A. Forrest		2/5/2014	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

Attachment 3

**CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT
R5212**

Month: January 1 - January 31, 2014

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
J. 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
K. 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	1,713.35	3,594.92	11,262.00	7,667.08
M. Indirect 3.56%	61.00	127.98	688.00	560.02
II. TOTAL PROGRAM	\$1,774.35	\$3,722.90	\$20,000.00	16,277.10
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$1,774.35	\$3,722.90	\$20,000.00	16,277.10

Ken A. Forrest	<i>Ken A Forrest</i>	2/5/2014	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone	

Attachment 4

**CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT**

R5213

Month: January 1 - January 31, 2014

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	5,012.37	23,656.83	52,575.00	28,918.17
Fringe Benefits	2,222.96	12,760.71	27,079.00	14,318.29
A Occupancy	0.00	0.00	575.00	575.00
D Staff Travel	2.17	2.17	0.00	(2.17)
M Supplies	131.07	1,273.49	1,250.00	(23.49)
I Other	330.30	330.30	1,200.00	869.70
N Indirect Costs 3.56%	4,057.57	25,436.82	49,411.00	23,974.18
I. TOTAL ADMINISTRATION	\$11,756.44	\$63,460.32	\$132,090.00	\$68,629.68
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$11,756.44	\$63,460.32	\$132,090.00	\$68,629.68
II a. Personnel**	57,973.35	410,480.51	703,391.00	292,910.49
b. Fringe Benefits**	45,070.22	253,193.65	508,563.00	255,369.35
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	1,583.17	7,837.79	54,272.00	46,434.21
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	1,651.18	4,982.13	28,275.00	23,292.87
M				
II. TOTAL PROGRAM	\$106,277.92	\$676,494.08	\$1,305,264.00	628,769.92
NON-FEDERAL PROGRAM - December	\$37,213.42	\$174,471.02	\$366,230.00	191,758.98
TOTAL SETA COSTS (I+II)	\$118,034.36	\$739,954.40	\$1,437,354.00	697,399.60

Ken A. Forrest		2/5/2014	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 146

Attachment 5

**CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT**

R5216

Month: January 1 - January 31, 2014

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	706.12	706.12	2,116.00	1,409.88
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	1,050.00	2,075.23	22,300.00	20,224.77
M. Indirect 2.67%	62.52	99.02	948.00	848.98
II. TOTAL PROGRAM	\$1,818.64	\$2,880.37	\$27,564.00	24,683.63
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$1,818.64	\$2,880.37	\$27,564.00	24,683.63

Ken A. Forrest <i>Ken A Forrest</i>	2/5/2014	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone