



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.2

Meeting Date: April 20, 2017

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 and Career Ready; Family and Community Empowerment

Documents Attached:

1. Head Start/Early Head Start Monthly Report Summary
2. Child Development February 2017 Fiscal Report – Head Start Basic
3. Child Development February 2017 Fiscal Report – Head Start T/TA
4. Child Development February 2017 Fiscal Report – Early Head Start Basic
5. Child Development February 2017 Fiscal Report – Early Head Start T/TA
6. Child Development February 2017 Fiscal Report – EHS CCP Basic
7. Child Development February 2017 Fiscal Report – EHS CCP T/TA

Estimated Time of Presentation: N/A

Submitted by: Jacquie Bonini, Director, Child Development,
Dr. Iris Taylor Ed.D., Chief Academic Officer

Approved by: José L. Banda, Superintendent

**Attachment 1
Head Start / Early Head Start
Monthly Report Summary
April 2017**

Budget Reports

HS, EHS, CCP Basic February 2017

USDA Meals and Snacks for January 2017

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	489	534	NA	301
Head Start Part-day	3370	827	3414	795
Head Start Wrap	6388	5470	NA	5217
Full-day Collaboration	3127	3338	NA	2154

Credit Card Statements

February 2017

1/20: \$ 87.08 – Diapers
1/23: \$ 62.40 – Policy Committee Refreshments
1/27: \$ 75.59 – Parent Engagement Meeting

March 2017

1/20: \$ 87.08 – Policy Committee Refreshments
1/23: \$ 62.40 – Parent Engagement Meeting
1/27: \$ 75.59 – Parent Engagement Meeting

Enrollment Report for April 2017

Head Start Enrollment	
Funded Enrollment	1211
Actual Enrollment	1215
Percentage of Actual Attendance	83%

Early Head Start Enrollment	
Funded Enrollment	144
Actual Enrollment	157
Percentage of Actual Attendance	73%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	75%

Disabilities Report for March 2017

Head Start 122
Early Head Start 13
EHS Expansion 5

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month:	<u>February 1 - February 31, 2017</u>	Agreement No.:	<u>09CH0012-005</u>
Delegate:	<u>SCUSD - Child Development Department</u>	Program:	<input checked="" type="checkbox"/> PA 22 HS BASIC R5210
Remit to address	<u>General Accounting Department - 802A</u>	<input type="checkbox"/>	PA 20 BASIC T/TA
	<u>5735 47th Avenue</u>	<input type="checkbox"/>	PA 25 EHS
	<u>SACRAMENTO, CA 95824</u>	<input type="checkbox"/>	PA 26 EHS T/TA
		<input type="checkbox"/>	OTHER

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance	
		Current Period & Adjustments	Cumulative To Date			
I. A D M I N	Personnel	25,451.50	162,296.12	328,726.00	166,429.88	
	Fringe Benefits	5,503.98	22,666.49	201,355.00	178,688.51	
	Travel	0.00	0.00	0.00	0.00	
	Equipment	0.00	0.00	0.00	0.00	
	Supplies	1,119.19	2,868.66	26,320.00	23,451.34	
	Contractual	0.00	0.00	0.00	0.00	
	Construction	0.00	0.00	0.00	0.00	
	Other	11.49	340.27	1,200.00	859.73	
	Indirect Costs 3.32%	26,229.54	161,361.05	281,837.00	120,475.95	
	I. TOTAL ADMINISTRATION		\$58,315.70	\$349,532.59	\$839,438.00	\$489,905.41
Non-Federal Administration						
Total Fed. And Non-Fed. Administration		\$58,315.70	\$349,532.59	\$839,438.00	\$489,905.41	
II. P R O G R A M	Personnel	433,797.17	2,777,323.86	4,073,377.00	1,296,053.14	
	Fringe Benefits	295,650.50	1,786,825.02	3,296,402.00	1,509,576.98	
	Travel	0.00	2,295.00	0.00	(2,295.00)	
	Equipment	0.00	0.00	0.00	0.00	
	Supplies	22,225.57	52,043.82	250,339.00	198,295.18	
	Contractual	0.00	0.00	0.00	0.00	
	Construction	0.00	0.00	0.00	0.00	
	Other	6,286.77	53,613.29	311,361.00	257,747.71	
	II. TOTAL PROGRAM		\$757,960.01	\$4,672,100.99	\$7,931,479.00	3,259,378.01
NON-FEDERAL PROGRAM Basic & T/TA January		\$303,261.45	\$1,442,548.43	\$2,197,729.00	755,180.57	
TOTAL SETA COSTS (I + II)		\$816,275.71	\$5,021,633.58	\$8,770,917.00	3,749,283.42	
Gerardo Castillo		3/8/2017	Shelagh Ferguson	916.643.7878		
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone		

Attachment 3

SETA MONTHLY FISCAL REPORT

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

R5212

Month: February 1 - February 28, 2017

Agreement No.: 09CH0012-005

Delegate: SCUSD - Child Development Department

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. A D M I N	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%	0.00	188.40	643.00	454.60
	I. TOTAL ADMINISTRATION	\$0.00	\$188.40	\$643.00	\$454.60
Non-Federal Administration					
Total Fed. And Non-Fed. Administration	\$0.00	\$188.40	\$643.00	\$454.60	
II. P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	2,060.00	2,611.00	551.00
	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	0.00	3,614.65	14,499.00	10,884.35
					0.00
	II. TOTAL PROGRAM	\$0.00	\$5,674.65	\$19,357.00	13,682.35
NON-FEDERAL PROGRAM Basic & T/TA August	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS (I + II)	\$0.00	\$5,863.05	\$20,000.00	14,136.95	

Gerardo Castillo

3/8/2017

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

Attachment 4

SETA MONTHLY FISCAL REPORT

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

R5213

Month: February 1 - February 28, 2017

Agreement No.: 09CH0012-005

Delegate: SCUSD - Child Development Department

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	3,006.08	19,691.73	41,457.00	21,765.27
Fringe Benefits	1,811.55	11,120.95	30,978.00	19,857.05
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	341.64	623.45	1,500.00	876.55
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	0.00	0.00	105.00	105.00
N Indirect Costs 3.32%	4,468.77	27,640.69	50,279.00	22,638.31
I. TOTAL ADMINISTRATION	\$9,628.04	\$59,076.82	\$124,319.00	\$65,242.18
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$9,628.04	\$59,076.82	\$124,319.00	\$65,242.18
II. Personnel	72,383.12	477,994.04	793,543.00	315,548.96
Fringe Benefits	52,024.17	304,816.73	600,698.00	295,881.27
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	3,442.34	6,591.94	17,075.00	10,483.06
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	1,592.86	11,712.07	29,074.00	17,361.93
M				
II. TOTAL PROGRAM	\$129,442.49	\$801,114.78	\$1,440,390.00	639,275.22
NON-FEDERAL PROGRAM Basic & T/TA January				
	\$29,074.82	\$179,997.56	\$398,068.00	218,070.44
TOTAL SETA COSTS (I + II)	\$139,070.53	\$860,191.60	\$1,564,709.00	704,517.40

Gerardo Castillo	3/8/2017	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 5

SETA MONTHLY FISCAL REPORT 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815 R5216

Month: <u>February 1 - February 28, 2017</u>	Agreement No.: <u>09CH0012-005</u>
Delegate: <u>SCUSD - Child Development Department</u>	Program: <input type="checkbox"/> PA 22 HS BASIC
Remit to address <u>General Accounting Department - 802A</u>	<input type="checkbox"/> PA 20 BASIC T/TA
<u>5735 47th Avenue</u>	<input type="checkbox"/> PA 25 EHS
<u>SACRAMENTO, CA 95824</u>	<input checked="" type="checkbox"/> PA 26 EHS T/TA R5216
	<input type="checkbox"/> OTHER

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I. A D M J N	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%	0.00	193.95	886.00	692.05
	I. TOTAL ADMINISTRATION	\$0.00	\$193.95	\$886.00	\$692.05
Non-Federal Administration					
Total Fed. And Non-Fed. Administration	\$0.00	\$193.95	\$886.00	\$692.05	
II. P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	4,870.00	5,400.00	530.00
	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	972.00	19,956.00	18,984.00
					0.00
	II. TOTAL PROGRAM	\$0.00	\$5,842.00	\$26,678.00	20,836.00
NON-FEDERAL PROGRAM Basic & T/TA August	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS (I + II)	\$0.00	\$6,035.95	\$27,564.00	21,528.05	
Gerardo Castillo		3/8/2017	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone	

Attachment 6
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5211

Month: February 1 - February 28, 2017

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 17C5551S0

Program: 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 Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	343.41	619.09	1,523.00	903.91
Fringe Benefits	176.74	426.10	755.00	328.90
A Occupancy	0.00	0.00	0.00	0.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	145.10	477.50	1,520.00	1,042.50
J Other	0.00	0.00	24.00	24.00
N Indirect Costs 3.32%	1,768.05	12,270.74	22,898.00	10,627.26
I. TOTAL ADMINISTRATION	\$2,433.30	\$13,793.43	\$26,720.00	\$12,926.57
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$2,433.30	\$13,793.43	\$26,720.00	\$12,926.57
II. a. Personnel**	27,886.54	212,682.36	338,198.00	125,515.64
b. Fringe Benefits**	21,906.03	135,061.35	276,097.00	141,035.65
P c. Travel	0.00	510.00	0.00	(510.00)
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	1,931.39	9,644.49	49,305.00	39,660.51
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	865.31	10,178.86	22,280.00	12,101.14
M				
II. TOTAL PROGRAM	\$52,589.27	\$368,077.06	\$685,880.00	317,802.94
NON-FEDERAL PROGRAM				
Basic 712,600 & T/TA 17,500	January			
	\$18,768.44	\$112,194.84	\$186,026.00	73,831.16
TOTAL SETA COSTS (I+II)	\$55,022.57	\$381,870.49	\$712,600.00	330,729.51

Gerardo Castillo		3/3/2017	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 Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 7

**CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT**

R5221

Month: February 1 - February 28, 2017

Agreement No.: 17C5551S0

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program: PA 3125 EHS-CCP BASIC R5211

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 3120 EHS-CCP T/TA R5221

5735 47TH AVENUE

PA 3128 EHS-CCP START UP R5243

SACRAMENTO, CA 95824

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
A Occupancy	0.00	0.00	0.00	0.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	0.00	0.00	0.00
I Other	0.00	0.00	0.00	0.00
N Indirect Costs 3.32%	37.98	72.34	562.00	489.66
I TOTAL ADMINISTRATION	\$37.98	\$72.34	\$562.00	\$489.66
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$37.98	\$72.34	\$562.00	\$489.66
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	244.00	1,279.00	1,693.80	414.80
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	0.00	0.00
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	900.00	900.00	15,244.20	14,344.20
M II. TOTAL PROGRAM	\$1,144.00	\$2,179.00	\$16,938.00	14,759.00
NON-FEDERAL PROGRAM				
TOTAL SETA COSTS (I+II)	\$1,181.98	\$2,251.34	\$17,500.00	15,248.66

Gerardo Castillo	3/3/2017	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 Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.