



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item # 12.2

Meeting Date: March 19, 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 Students; Family and Community Engagement

Documents Attached:

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

January 2015 Budget Report Attached

USDA Meals and Snacks for December 2014 (& January 2015)

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	89	108	NA	54
Head Start Part-day	4398	1246	4173	1007
Head Start Wrap	5880	4939	NA	4533
Full-day Collaboration	2996	3292	NA	1853

Credit Card Expenses for February 2015

- \$ 10.87 Refreshments for PC Executive Board Meeting
- \$ 21.00 PC mailing
- \$ 77.21 Refreshments and Supplies for Policy Committee Meeting
- \$122.81 Refreshments and Supplies for Parent Education Workshop
- \$ 64.45 Refreshments for Parent Education Workshop
- \$296.07 Children's Snack at School Readiness Fair

Enrollment Report for February 2015

Head Start Enrollment	
Funded Enrollment	1312
Actual Enrollment	1312
Percentage of Actual Attendance	97%

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

Disabilities Report for December 2014 (& January 2015)

Head Start 141
Early Head Start 15

Comments/Program Up-dates

There are no program updates at this time.

Attachment 2

CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT

R5210

Month: February 1 - February 28, 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

Code	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I	Personnel	23,031.16	164,704.96	278,060.00	113,355.04
	Fringe Benefits	12,534.48	81,044.98	183,520.00	102,475.02
	Occupancy	0.00	0.00	500.00	500.00
	Staff Travel	8.84	50.98	2,173.00	2,122.02
	Supplies	0.00	15,517.95	100.00	(15,417.95)
	Other	0.00	1,241.37	10,000.00	8,758.63
	Indirect Costs 4.51%	34,547.15	234,388.27	371,806.00	137,417.73
	I. TOTAL ADMINISTRATION	\$70,121.63	\$496,948.51	\$846,159.00	\$349,210.49
NON-FEDERAL ADMINISTRATION *					
TOTAL FED & NON-FED ADMIN		\$70,121.63	\$496,948.51	\$846,159.00	\$349,210.49
II	a. Personnel**	452,139.57	2,869,560.61	4,276,881.00	1,407,320.39
	b. Fringe Benefits**	259,673.90	1,934,399.54	2,992,363.00	1,057,963.46
	c. Travel	0.00	0.00	27.00	27.00
	d. Equipment	0.00	0.00	60,000.00	60,000.00
	e. Supplies	214.48	55,003.86	254,171.00	199,167.14
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	0.00	0.00
	h. Other	18,409.72	105,982.04	186,231.00	80,248.96
	II. TOTAL PROGRAM	\$730,437.67	\$4,964,946.05	\$7,769,673.00	2,804,726.95
	NON-FEDERAL PROGRAM Basic & T/TA January		\$255,535.39	\$1,367,376.75	\$2,158,958.00
TOTAL SETA COSTS (I+II)		\$800,559.30	\$5,461,894.56	\$8,615,832.00	3,153,937.44

Gerardo Castillo	3/5/2015	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: February 1 - February 28, 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
J	Other			0.00
N	Indirect Costs			0.00
	I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$0.00
	NON-FEDERAL ADMINISTRATION *			
	TOTAL FED & NON-FED ADMIN	\$0.00	\$0.00	\$0.00
II	a. Personnel**	0.00	0.00	0.00
	b. Fringe Benefits**	0.00	0.00	0.00
P	c. Travel	1,050.00	2,638.50	3,581.50
R	d. Equipment	0.00	0.00	0.00
O	e. Supplies	0.00	363.07	2,959.93
G	f. Contractual	0.00	0.00	0.00
K	g. Construction	0.00	0.00	0.00
A	h. Other	231.85	6,840.45	2,753.55
M	Indirect 4.51%	57.81	443.88	419.12
	II. TOTAL PROGRAM	\$1,339.66	\$10,285.90	\$20,000.00
	NON-FEDERAL PROGRAM	\$0.00	\$0.00	0.00
	TOTAL SETA COSTS (I+II)	\$1,339.66	\$10,285.90	9,714.10

Gerardo Castillo	3/5/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 4

**CHILD DEVELOPMENT DEPARTMENT
FISCAL REPORT
R5213**

Month: February 1 - February 28, 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		
Personnel	3,729.25	25,146.86	37,362.00	12,215.14
Fringe Benefits	2,154.32	14,327.45	24,659.00	10,331.55
Occupancy	0.00	0.00	500.00	500.00
Staff Travel	0.00	0.00	0.00	0.00
Supplies	0.00	1,677.66	0.00	(1,677.66)
Other	0.00	317.43	600.00	282.57
Indirect Costs 4.51%	4,861.55	38,825.90	66,329.00	27,503.10
I. TOTAL ADMINISTRATION	\$10,745.12	\$80,295.30	\$129,450.00	\$49,154.70
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$10,745.12	\$80,295.30	\$129,450.00	\$49,154.70
II. Personnel**	62,073.22	470,957.37	804,747.00	333,789.63
b. Fringe Benefits**	37,562.90	331,773.58	542,669.00	210,895.42
c. Travel	0.00	0.00	0.00	0.00
d. Equipment	0.00	0.00	0.00	0.00
e. Supplies	319.43	5,623.16	28,847.00	23,223.84
f. Contractual	0.00	0.00	0.00	0.00
g. Construction	0.00	0.00	0.00	0.00
h. Other	1,955.81	11,061.26	31,329.00	20,267.74
II. TOTAL PROGRAM	\$101,911.36	\$819,415.37	\$1,407,592.00	588,176.63
NON-FEDERAL PROGRAM Basic & T/TA				
January	\$20,550.49	\$93,046.25	\$391,152.00	298,105.75
TOTAL SETA COSTS (I+II)	\$112,656.48	\$899,710.67	\$1,537,042.00	637,331.33

Gerardo Castillo		3/5/2015	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: February 1 - February 28, 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		
Personnel				0.00
Fringe Benefits				0.00
Occupancy				0.00
Staff Travel				0.00
Supplies				0.00
Other				0.00
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
a. Personnel**	0.00	0.00	0.00	0.00
b. Fringe Benefits**	0.00	0.00	0.00	0.00
c. Travel	1,301.00	2,329.20	10,400.00	8,070.80
d. Equipment	0.00	0.00	0.00	0.00
e. Supplies	0.00	0.00	1,975.00	1,975.00
f. Contractual	0.00	0.00	0.00	0.00
g. Construction	0.00	0.00	0.00	0.00
h. Other	436.36	6,772.88	14,000.00	7,227.12
j. Indirect 4.51%	78.35	410.50	1,189.00	778.50
II. TOTAL PROGRAM	\$1,815.71	\$9,512.58	\$27,564.00	18,051.42
NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$1,815.71	\$9,512.58	\$27,564.00	18,051.42

Gerardo Castillo	3/5/2015	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone