



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.2

**Meeting Date:** December 19, 2019

**Subject:** 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:** 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 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 Engagement

**Documents Attached:**

1. Head Start Monthly Report Summary
2. Child Development August 2019, September 2019 & October 2019 Fiscal Report – HS Basic & T/TA

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Jacquie Bonini, Director, Child Development Christine Baeta, Chief Academic Officer</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
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**Attachment 1  
Head Start  
Monthly Report Summary**

**Enrollment Report for August 2019**

<b>Head Start Enrollment</b>	
Funded Enrollment	32
Actual Enrollment	36
Percentage of Actual Attendance	64%

**Enrollment Report for September 2019**

<b>Head Start Enrollment</b>	
Funded Enrollment	736
Actual Enrollment	646
Percentage of Actual Attendance	90%

**Enrollment Report for October 2019**

<b>Head Start Enrollment</b>	
Funded Enrollment	736
Actual Enrollment	685
Percentage of Actual Attendance	89%

**Disabilities Report for August 2019**

Head Start                    2

**Disabilities Report for September 2019**

Head Start                    48

**Disabilities Report for October 2019**

Head Start                    52

**USDA Meals and Snacks for August 2019**

	<b><i>Breakfast</i></b>	<b><i>Lunch</i></b>	<b><i>Snack am</i></b>	<b><i>Snack pm</i></b>
Head Start Part-day	0	0	0	0
Head Start Wrap	0	0	NA	0
Full-day Collaboration	492	500	NA	277

**USDA Meals and Snacks for September 2019**

	<b><i>Breakfast</i></b>	<b><i>Lunch</i></b>	<b><i>Snack am</i></b>	<b><i>Snack pm</i></b>
Head Start Part-day	2340	429	2424	415
Head Start Wrap	5632	3751	NA	3544
Full-day Collaboration	1176	1192	NA	778

**Credit Card Statements**

9/18/19 - \$49.46 PC Meeting

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: August 1 - August 31, 2019

Agreement No.: 20C5551S0

Delegate: SCUSD - Child Development Department

Program:  PA 22 HS BASIC R5210

Remit to address General Accounting Department - 802A

PA 20 BASIC T/TA

5735 47th Avenue

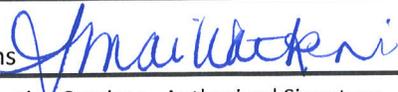
PA 25 EHS

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	14,342.34	14,342.34	209,537.00	195,194.66
Fringe Benefits	7,398.39	7,398.39	118,616.00	111,217.61
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	1.36	1.36	5,500.00	5,498.64
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	2,023.00	2,023.00
N Indirect Costs 4.50%	5,032.31	5,032.31	251,512.00	246,479.69
I. TOTAL ADMINISTRATION	\$26,774.40	\$26,774.40	\$587,188.00	\$560,413.60
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$26,774.40	\$26,774.40	\$587,188.00	\$560,413.60
II. Personnel	53,073.72	53,073.72	2,959,563.00	2,906,489.28
Fringe Benefits	36,642.25	36,642.25	2,127,970.00	2,091,327.75
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	12.30	12.30	80,288.00	80,275.70
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	358.66	358.66	85,677.00	85,318.34
M				
II. TOTAL PROGRAM	\$90,086.93	\$90,086.93	\$5,253,498.00	5,163,411.07
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800	\$0.00	\$0.00	\$1,467,972.00	1,467,972.00
TOTAL SETA COSTS ( I + II )	\$116,861.33	\$116,861.33	\$5,840,686.00	5,723,824.67

Amari Watkins  9/19/2019 Shelagh Ferguson 916.643.7878  
 Director Accounting Services - Authorized Signature Date Prepared By Phone

Attachment 3

SETA MONTHLY FISCAL REPORT

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

R5212

Month: August 1 - August 31, 2019

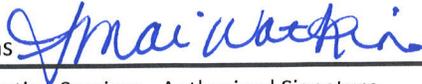
Delegate: SCUSD - Child Development Department

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

Agreement No.: 20C5551S0

Program:  PA 22 HS BASIC  
 PA 20 BASIC T/TA R5212  
 PA 25 EHS  
 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
Travel				0.00
Equipment				0.00
A Supplies				0.00
D Contractual				0.00
M Construction				0.00
I Other				0.00
N Indirect 4.50%	0.00	0.00	1,344.00	1,344.00
I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$1,344.00	\$1,344.00
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$0.00	\$1,344.00	\$1,344.00
II. Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	0.00	0.00	0.00	0.00
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	0.00	0.00	29,856.00	29,856.00
M				0.00
II. TOTAL PROGRAM	\$0.00	\$0.00	\$29,856.00	29,856.00
NON-FEDERAL PROGRAM Reported on Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )	\$0.00	\$0.00	\$31,200.00	31,200.00

Amari Watkins  9/19/2019 Shelagh Ferguson 916.643.7878  
 Director Accounting Services - Authorized Signature Date Prepared By Phone

Attachment 4

SETA MONTHLY FISCAL REPORT

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

R5210

Month: September 1 - September 30, 2019 Agreement No.: 20C5551S0

Delegate: SCUSD - Child Development Department Program:  PA 22 HS BASIC R5210  
 PA 20 BASIC T/TA  
 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 Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel	14,409.03	28,751.37	209,537.00	180,785.63
Fringe Benefits	7,406.46	14,804.85	118,616.00	103,811.15
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	87.28	88.64	5,500.00	5,411.36
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	1.23	1.23	2,023.00	2,021.77
N Indirect Costs 4.50%	21,586.96	26,619.27	251,512.00	224,892.73
I. TOTAL ADMINISTRATION	\$43,490.96	\$70,265.36	\$587,188.00	\$516,922.64
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$43,490.96	\$70,265.36	\$587,188.00	\$516,922.64
II. Personnel	273,790.13	326,863.85	2,959,563.00	2,632,699.15
Fringe Benefits	181,701.59	218,343.84	2,127,970.00	1,909,626.16
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	785.54	797.84	80,288.00	79,490.16
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	1,528.93	1,887.59	85,677.00	83,789.41
M				
II. TOTAL PROGRAM	\$457,806.19	\$547,893.12	\$5,253,498.00	4,705,604.88
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800	\$0.00	\$0.00	\$1,467,972.00	1,467,972.00
TOTAL SETA COSTS (I + II)	\$501,297.15	\$618,158.48	\$5,840,686.00	5,222,527.52

Amari Watkins  10/2/2019 Shelagh Ferguson 916.643.7878  
 Director Accounting Services - Authorized Signature Date Prepared By Phone

Attachment 5

**SETA MONTHLY FISCAL REPORT**  
 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815  
**R5212**

Month: September 1 - September 30, 2019

Delegate: SCUSD - Child Development Department

Remit to address General Accounting Department - 802A

5735 47th Avenue

SACRAMENTO, CA 95824

Agreement No.: 20C5551S0

Program:  PA 22 HS BASIC

PA 20 BASIC T/TA R5212

PA 25 EHS

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
Travel				0.00
Equipment				0.00
A Supplies				0.00
D Contractual				0.00
M Construction				0.00
I Other				0.00
N Indirect 4.50%	0.00	0.00	1,344.00	1,344.00
I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$1,344.00	\$1,344.00
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$0.00	\$1,344.00	\$1,344.00
II. Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	0.00	0.00	0.00	0.00
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	0.00	0.00	29,856.00	29,856.00
M				0.00
II. TOTAL PROGRAM	\$0.00	\$0.00	\$29,856.00	29,856.00
NON-FEDERAL PROGRAM Reported on Basic				
	\$0.00	\$0.00	\$0.00	0.00
<b>TOTAL SETA COSTS ( I + II )</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,200.00</b>	<b>31,200.00</b>

Amari Watkins  10/2/2019 Shelagh Ferguson 916.643.7878

Director Accounting Services - Authorized Signature Date Prepared By Phone

Attachment 6

SETA MONTHLY FISCAL REPORT

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

R5210

Month: October 1 - October 31, 2019 Agreement No.: 20C5551S0

Delegate: SCUSD - Child Development Department Program:  PA 22 HS BASIC R5210

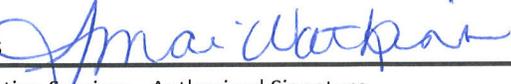
Remit to address General Accounting Department - 802A  PA 20 BASIC T/TA

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	17,766.57	46,517.94	209,537.00	163,019.06
Fringe Benefits	9,470.32	24,275.17	118,616.00	94,340.83
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	471.10	559.74	5,500.00	4,940.26
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	12.35	13.58	2,023.00	2,009.42
N Indirect Costs 4.50%	25,710.90	52,330.17	251,512.00	199,181.83
I. TOTAL ADMINISTRATION	\$53,431.24	\$123,696.60	\$587,188.00	\$463,491.40
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$53,431.24	\$123,696.60	\$587,188.00	\$463,491.40
II. Personnel	322,326.72	649,190.57	2,959,563.00	2,310,372.43
Fringe Benefits	214,910.23	433,254.07	2,127,970.00	1,694,715.93
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	4,419.36	5,217.20	80,288.00	75,070.80
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	1,976.78	3,864.37	85,677.00	81,812.63
M				
II. TOTAL PROGRAM	\$543,633.09	\$1,091,526.21	\$5,253,498.00	4,161,971.79
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800 September	\$233,615.65	\$233,615.65	\$1,467,972.00	1,234,356.35
TOTAL SETA COSTS (I + II)	\$597,064.33	\$1,215,222.81	\$5,840,686.00	4,625,463.19

Amari Watkins  11/13/2019 Shelagh Ferguson 916.643.7878

Director Accounting Services - Authorized Signature Date Prepared By Phone

Attachment 7

**SETA MONTHLY FISCAL REPORT**

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

**R5212**

Month: October 1 - October 31, 2019

Agreement No.: 20C5551S0

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 4.50%	0.00	0.00	1,344.00	1,344.00
	I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$1,344.00	\$1,344.00
Non-Federal Administration					
Total Fed. And Non-Fed. Administration	\$0.00	\$0.00	\$1,344.00	\$1,344.00	
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	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	0.00	29,856.00	29,856.00
					0.00
	II. TOTAL PROGRAM	\$0.00	\$0.00	\$29,856.00	29,856.00
NON-FEDERAL PROGRAM Reported on Basic					
	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS ( I + II )		\$0.00	\$0.00	\$31,200.00	31,200.00

Amari Watkins 	11/13/2019	Shelagh Ferguson	916.643.7878
Director Accounting Services - Authorized Signature	Date	Prepared By	Phone