



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 12.2

Meeting Date: June 21, 2018

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: None

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 April 2018 Fiscal Report – HS/EHS Basic
3. Child Development April 2018 Fiscal Report – HS/EHS T/TA
4. Child Development May 2018 Fiscal Report – CCP Basic
5. Child Development May 2018 Fiscal Report – CCP T/TA

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Jacquie Bonini, Director, Child Development

Approved by: Jorge A. Aguilar, Superintendent

Attachment 1
Head Start / Early Head Start
Monthly Report Summary
June 2018

Budget Reports

HS, EHS April 2018
 CCP May 2018

USDA Meals and Snacks for April 2018

| | <i>Breakfast</i> | <i>Lunch</i> | <i>Snack am</i> | <i>Snack pm</i> |
|------------------------|-------------------------|---------------------|------------------------|------------------------|
| Early Head Start | 807 | 851 | NA | 467 |
| Head Start Part-day | 3133 | 827 | 3139 | 776 |
| Head Start Wrap | 9720 | 8312 | NA | 7480 |
| Full-day Collaboration | 3272 | 3478 | NA | 2124 |

Credit Card Statements

April 2018:

\$ 107.21 – Refreshments for Policy Committee Meeting

\$ 79.77 – Supplies for Parent Workshop

March 2018:

\$ 49.64 – Refreshments for Policy Committee Meeting

\$ 37.83 – Supplies for Parent Workshop

Enrollment Report for May 2018

| Head Start Enrollment | |
|---------------------------------|------|
| Funded Enrollment | 1139 |
| Actual Enrollment | 1094 |
| Percentage of Actual Attendance | 84% |

| Early Head Start Enrollment | |
|------------------------------------|-----|
| Funded Enrollment | 152 |
| Actual Enrollment | 154 |
| Percentage of Actual Attendance | 83% |

| Early Head Start Expansion Enrollment | |
|--|-----|
| Funded Enrollment | 40 |
| Actual Enrollment | 45 |
| Percentage of Actual Attendance | 73% |

Disabilities Report for May 2018

Head Start 129

Early Head Start 14

EHS Expansion 6

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: April 1 - April 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☒ PA 22 HS BASIC R5210Remit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA☐ PA 25 EHS☐ PA 26 EHS T/TA☐ OTHER5735 47th AvenueSACRAMENTO, CA 95824

| Cost Item | | Actual Expenses | | * Current Budget | Unexpended Balance |
|---|--|------------------------------|--------------------|------------------|--------------------|
| | | Current Period & Adjustments | Cumulative To Date | | |
| I. A D M I N | Personnel | 26,429.15 | 224,316.15 | 348,346.00 | 124,029.85 |
| | Fringe Benefits | 3,400.10 | 29,426.18 | 225,560.00 | 196,133.82 |
| | Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| | Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supplies | 130.33 | 357.38 | 4,687.00 | 4,329.62 |
| | Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | Construction | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other | 175.13 | 559.08 | 1,200.00 | 640.92 |
| | Indirect Costs 4.21% | 36,789.52 | 297,501.84 | 349,721.00 | 52,219.16 |
| | I. TOTAL ADMINISTRATION | \$66,924.23 | \$552,160.63 | \$929,514.00 | \$377,353.37 |
| | Non-Federal Administration | | | | |
| | Total Fed. And Non-Fed. Administration | \$66,924.23 | \$552,160.63 | \$929,514.00 | \$377,353.37 |
| II. P R O G R A M | Personnel | 480,040.58 | 3,832,917.28 | 3,941,313.00 | 108,395.72 |
| | Fringe Benefits | 349,964.51 | 2,882,171.82 | 3,337,141.00 | 454,969.18 |
| | Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| | Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supplies | 4,579.29 | 17,218.95 | 261,327.00 | 244,108.05 |
| | Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | Construction | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other | 9,141.23 | 79,584.99 | 187,331.00 | 107,746.01 |
| | II. TOTAL PROGRAM | \$843,725.61 | \$6,811,893.04 | \$7,727,112.00 | 915,218.96 |
| | NON-FEDERAL PROGRAM Basic & T/TA March | \$440,091.83 | \$2,893,658.00 | \$2,169,156.00 | (724,502.00) |
| TOTAL SETA COSTS (I + II) | | \$910,649.84 | \$7,364,053.67 | \$8,656,626.00 | 1,292,572.33 |
| Gerardo Castillo | | 5/8/2018 | 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: April 1 - April 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address: General Accounting Department - 802A☒ PA 20 BASIC T/TA R52125735 47th Avenue☐ PA 25 EHSSACRAMENTO, 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 4.21% | 8.21 | 428.89 | 808.00 | 379.11 |
| | I. TOTAL ADMINISTRATION | \$8.21 | \$428.89 | \$808.00 | \$379.11 |
| P R O G R A M | Non-Federal Administration | | | | |
| | Total Fed. And Non-Fed. Administration | \$8.21 | \$428.89 | \$808.00 | \$379.11 |
| | 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 | 195.00 | 10,187.42 | 19,192.00 | 9,004.58 |
| | | | | | 0.00 |
| | II. TOTAL PROGRAM | \$195.00 | \$10,187.42 | \$19,192.00 | 9,004.58 |
| | NON-FEDERAL PROGRAM Reported on Basic | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| TOTAL SETA COSTS (I + II) | | \$203.21 | \$10,616.31 | \$20,000.00 | 9,383.69 |

Gerardo Castillo

5/8/2018

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: April 1 - April 30, 2018Agreement No.: 18C5551S0Delegate: SCUSD - Child Development DepartmentProgram: ☐ PA 22 HS BASICRemit to address General Accounting Department - 802A☐ PA 20 BASIC T/TA5735 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. A D M I N | Personnel | 1,805.59 | 14,619.75 | 31,474.00 | 16,854.25 |
| | Fringe Benefits | 1,711.49 | 14,283.82 | 39,518.00 | 25,234.18 |
| | Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| | Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supplies | 0.00 | 1.87 | 200.00 | 198.13 |
| | 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 4.21% | 6,660.33 | 55,802.23 | 72,006.00 | 16,203.77 |
| | I. TOTAL ADMINISTRATION | \$10,177.41 | \$84,707.67 | \$143,303.00 | \$58,595.33 |
| | Non-Federal Administration | | | | |
| | Total Fed. And Non-Fed. Administration | \$10,177.41 | \$84,707.67 | \$143,303.00 | \$58,595.33 |
| II. P R O G R A M | Personnel | 87,011.50 | 747,868.19 | 867,089.00 | 119,220.81 |
| | Fringe Benefits | 64,746.90 | 528,481.98 | 727,119.00 | 198,637.02 |
| | Travel | 445.00 | 445.00 | 445.00 | 0.00 |
| | Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supplies | 1,015.82 | 4,802.71 | 18,932.00 | 14,129.29 |
| | Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | Construction | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other | 1,466.24 | 14,965.00 | 25,468.00 | 10,503.00 |
| | | | | | |
| | II. TOTAL PROGRAM | \$154,685.46 | \$1,296,562.88 | \$1,639,053.00 | 342,490.12 |
| NON-FEDERAL PROGRAM Basic & T/TA March | | \$45,926.70 | \$315,282.27 | \$452,480.00 | 137,197.73 |
| TOTAL SETA COSTS (I + II) | | \$164,862.87 | \$1,381,270.55 | \$1,782,356.00 | 401,085.45 |
| Gerardo Castillo | | 5/8/2018 | 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: April 1 - April 30, 2018 Agreement No.: 18C5551S0

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

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. 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 4.21% | 34.90 | 322.95 | 1,114.00 | 791.05 |
| | I. TOTAL ADMINISTRATION | \$34.90 | \$322.95 | \$1,114.00 | \$791.05 |
| | Non-Federal Administration | | | | |
| | Total Fed. And Non-Fed. Administration | \$34.90 | \$322.95 | \$1,114.00 | \$791.05 |
| 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 | 0.00 | 0.00 | 0.00 |
| | Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supplies | 0.00 | 0.00 | 650.00 | 650.00 |
| | Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | Construction | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other | 829.00 | 7,670.93 | 25,800.00 | 18,129.07 |
| | | | | | 0.00 |
| | II. TOTAL PROGRAM | \$829.00 | \$7,670.93 | \$26,450.00 | 18,779.07 |
| | NON-FEDERAL PROGRAM Reported with Basic | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| | TOTAL SETA COSTS (I + II) | \$863.90 | \$7,993.88 | \$27,564.00 | 19,570.12 |
| Gerardo Castillo | | 5/8/2018 | 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: May 1 - May 31, 2018

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 18C5551S0

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 A D M I N | Personnel | 196.43 | 1,513.56 | 1,726.00 | 212.44 |
| | Fringe Benefits | 110.03 | 978.55 | 1,066.00 | 87.45 |
| | Occupancy | 0.00 | 0.00 | 0.00 | 0.00 |
| | Staff Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| | Supplies | 10.41 | 49.54 | 1,015.00 | 965.46 |
| | Other | 0.00 | 0.00 | 105.00 | 105.00 |
| | Indirect Costs 4.21% | 3,343.69 | 28,150.65 | 29,076.00 | 925.35 |
| | I. TOTAL ADMINISTRATION | \$3,660.56 | \$30,692.30 | \$32,988.00 | \$2,295.70 |
| | NON-FEDERAL ADMINISTRATION * | | | | |
| | TOTAL FED & NON-FED ADMIN | \$3,660.56 | \$30,692.30 | \$32,988.00 | \$2,295.70 |
| II P R O G R A M | a. Personnel** | 48,957.14 | 403,128.39 | 351,729.00 | (51,399.39) |
| | b. Fringe Benefits** | 28,561.10 | 251,647.47 | 270,207.00 | 18,559.53 |
| | c. Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| | d. Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| | e. Supplies | 129.38 | 4,451.98 | 48,557.00 | 44,105.02 |
| | f. Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | g. Construction | 0.00 | 0.00 | 0.00 | 0.00 |
| | h. Other | 1,458.05 | 6,891.80 | 16,245.00 | 9,353.20 |
| | II. TOTAL PROGRAM | \$79,105.67 | \$666,119.64 | \$686,738.00 | 20,618.36 |
| | NON-FEDERAL PROGRAM | | | | |
| Basic 719,726 & T/TA 17,500 April | | \$29,417.62 | \$244,636.70 | \$184,307.00 | (60,329.70) |
| TOTAL SETA COSTS (I + II) | | \$82,766.23 | \$696,811.94 | \$719,726.00 | 22,914.06 |
| Gerardo Castillo  | | 6/4/2018 | 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: May 1 - May 31, 2018Agreement No.: 18C5551S0Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICTProgram: ☐ PA 3125 EHS-CCP BASIC R5211Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A☒ PA 3120 EHS-CCP T/TA R52215735 47TH AVENUE☐ PA 3128 EHS-CCP START UP R5243SACRAMENTO, CA 95824☐☐

| Cost Item | | Actual Expenses | | * Current Budget | Unexpended Balance |
|---------------------------------------|------------------------------|------------------------------|--------------------|------------------|--------------------|
| | | Current Period & Adjustments | Cumulative To Date | | |
| I A D M I N | 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 4.21% | 184.44 | 589.24 | 707.00 | 117.76 |
| | I. TOTAL ADMINISTRATION | \$184.44 | \$589.24 | \$707.00 | \$117.76 |
| | NON-FEDERAL ADMINISTRATION * | | | | |
| | TOTAL FED & NON-FED ADMIN | \$184.44 | \$589.24 | \$707.00 | \$117.76 |
| II P R O G R A M | 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 | 1,095.90 | 1,095.90 | 1,095.90 | 0.00 |
| | f. Contractual | 0.00 | 0.00 | 0.00 | 0.00 |
| | g. Construction | 0.00 | 0.00 | 0.00 | 0.00 |
| | h. Other | 3,285.00 | 12,900.00 | 15,697.10 | 2,797.10 |
| | II. TOTAL PROGRAM | \$4,380.90 | \$13,995.90 | \$16,793.00 | 2,797.10 |
| | NON-FEDERAL PROGRAM | \$0.00 | \$0.00 | \$0.00 | 0.00 |
| TOTAL SETA COSTS (I + II) | | \$4,565.34 | \$14,585.14 | \$17,500.00 | 2,914.86 |

Gerardo Castillo

6/4/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

R.5221.16-17

SUBSIDIZED SLOTSHow many subsidized slots are you contractually obligated to retain? 8How 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.