



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.2

**Meeting Date:** June 18, 2020

**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 January through April 2020 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  
January & February Report Summary**

**Enrollment Report**

January 2020    100%  
February 2020    100%

**Attendance Report**

January 2020    83%  
February 2020    85%

**Disabilities Report for January 2020**

January 2020    Head Start    70  
February 2020    Head Start    72

**USDA Meals and Snacks for January 2020**

	<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	3022	655	2948	630
Head Start Wrap	5107	4255	NA	3906
Full-day Collaboration	1172	1209	NA	686

**USDA Meals and Snacks for February 2020**

	<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	2847	687	2816	668
Head Start Wrap	4995	4098	NA	3808
Full-day Collaboration	1132	1162	NA	708

**Credit Card Statements**

01/20 - \$46.32 PC Meeting

**SETA MONTHLY FISCAL REPORT**  
 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815  
**R5210**

Month: February 1 - February 29, 2020

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 R5210

PA 20 BASIC T/TA

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	14,797.22	105,696.25	209,537.00	103,840.75
Fringe Benefits	7,662.89	54,867.97	118,616.00	63,748.03
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	101.61	679.69	5,500.00	4,820.31
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	3.16	196.71	2,023.00	1,826.29
N Indirect Costs 4.50%	24,230.24	158,100.09	251,512.00	93,411.91
I. TOTAL ADMINISTRATION	\$46,795.12	\$319,540.71	\$587,188.00	\$267,647.29
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$46,795.12	\$319,540.71	\$587,188.00	\$267,647.29
II. Personnel	309,631.20	2,020,569.65	2,959,563.00	938,993.35
Fringe Benefits	199,987.78	1,296,517.12	2,127,970.00	831,452.88
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	973.29	7,353.74	80,288.00	72,934.26
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	5,292.54	27,453.97	85,677.00	58,223.03
M				
II. TOTAL PROGRAM	\$515,884.81	\$3,351,894.48	\$5,253,498.00	1,901,603.52
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800 December	\$0.00	\$1,015,207.33	\$1,467,972.00	452,764.67
<b>TOTAL SETA COSTS (I + II)</b>	<b>\$562,679.93</b>	<b>\$3,671,435.19</b>	<b>\$5,840,686.00</b>	<b>2,169,250.81</b>

Kami Kalay 	3/17/2020	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

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

**R5212**

Month: February 1 - February 29, 2020

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%	30.38	187.88	1,344.00
	I. TOTAL ADMINISTRATION	\$30.38	\$187.88	\$1,344.00
	Non-Federal Administration			
	Total Fed. And Non-Fed. Administration	\$30.38	\$187.88	\$1,344.00
II.	Personnel	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00
P	Travel	675.00	675.00	675.00
R	Equipment	0.00	0.00	0.00
O	Supplies	0.00	0.00	0.00
G	Contractual	0.00	0.00	0.00
R	Construction	0.00	0.00	0.00
A	Other	0.00	3,500.00	29,181.00
M				0.00
	II. TOTAL PROGRAM	\$675.00	\$4,175.00	\$29,856.00
	NON-FEDERAL PROGRAM Reported on Basic			
		\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$705.38	\$4,362.88	\$31,200.00
				26,837.12

Kami Kalay 	3/17/2020	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

**SETA MONTHLY FISCAL REPORT**

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

**R5210**

Month: March 1 - March 31, 2020

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.  A D M I N	Personnel	16,148.21	121,844.46	209,537.00	87,692.54
	Fringe Benefits	4,562.54	59,430.51	118,616.00	59,185.49
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	679.69	5,500.00	4,820.31
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.43	197.14	2,023.00	1,825.86
	Indirect Costs 4.50%	24,702.78	182,802.87	251,512.00	68,709.13
	I. TOTAL ADMINISTRATION	\$45,413.96	\$364,954.67	\$587,188.00	\$222,233.33
Non-Federal Administration					
Total Fed. And Non-Fed. Administration	\$45,413.96	\$364,954.67	\$587,188.00	\$222,233.33	
II.  P R O G R A M	Personnel	319,142.75	2,339,712.40	2,959,563.00	619,850.60
	Fringe Benefits	203,527.89	1,500,045.01	2,127,970.00	627,924.99
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	544.84	7,898.58	80,288.00	72,389.42
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	5,024.05	32,478.02	85,677.00	53,198.98
	II. TOTAL PROGRAM	\$528,239.53	\$3,880,134.01	\$5,253,498.00	1,373,363.99
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800 January, February & March	\$689,083.61	\$1,704,290.94	\$1,467,972.00	(236,318.94)	
TOTAL SETA COSTS (I + II)	\$573,653.49	\$4,245,088.68	\$5,840,686.00	1,595,597.32	

Kami Kalay <i>Kami Kalay</i> 04/28/2020	4/21/2020	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

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

Month: March 1 - March 31, 2020

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.  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	187.88	1,344.00	1,156.12
	I. TOTAL ADMINISTRATION	\$0.00	\$187.88	\$1,344.00	\$1,156.12
Non-Federal Administration					
Total Fed. And Non-Fed. Administration		\$0.00	\$187.88	\$1,344.00	\$1,156.12
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	675.00	675.00	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	3,500.00	29,181.00	25,681.00
					0.00
	II. TOTAL PROGRAM	\$0.00	\$4,175.00	\$29,856.00	25,681.00
NON-FEDERAL PROGRAM Reported on Basic		\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )		\$0.00	\$4,362.88	\$31,200.00	26,837.12

Kami Kalay <i>Kami Kalay</i> 04/28/2020	4/15/2020	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

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

**R5210**

Month: April 1 - April 30, 2020

Agreement No.: 20C555150

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	14,794.46	136,638.92	209,537.00	72,898.08
Fringe Benefits	7,661.90	67,092.41	118,616.00	51,523.59
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	0.00	679.69	5,500.00	4,820.31
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	7.73	204.87	2,023.00	1,818.13
N Indirect Costs 4.50%	13,224.43	196,027.30	251,512.00	55,484.70
I. TOTAL ADMINISTRATION	\$35,688.52	\$400,643.19	\$587,188.00	\$186,544.81
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$35,688.52	\$400,643.19	\$587,188.00	\$186,544.81
II. Personnel	106,336.45	2,446,048.85	2,959,563.00	513,514.15
Fringe Benefits	160,635.34	1,660,680.35	2,127,970.00	467,289.65
Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	327.50	8,226.08	80,288.00	72,061.92
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	4,112.75	36,590.77	85,677.00	49,086.23
M				
II. TOTAL PROGRAM	\$271,412.04	\$4,151,546.05	\$5,253,498.00	1,101,951.95
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800	\$0.00	\$1,704,290.94	\$1,467,972.00	(236,318.94)
TOTAL SETA COSTS ( I + II )	\$307,100.56	\$4,552,189.24	\$5,840,686.00	1,288,496.76

Kami Kalay <i>Kami Kalay</i>	5/13/2020	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

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

Month: April 1 - April 30, 2020

Agreement No.: 20C555150

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.	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%	2.52	190.40	1,344.00
	I. TOTAL ADMINISTRATION	\$2.52	\$190.40	\$1,344.00
	Non-Federal Administration			
	Total Fed. And Non-Fed. Administration	\$2.52	\$190.40	\$1,344.00
II.	Personnel	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00
P	Travel	56.00	731.00	731.00
R	Equipment	0.00	0.00	0.00
O	Supplies	0.00	0.00	0.00
G	Contractual	0.00	0.00	0.00
R	Construction	0.00	0.00	0.00
A	Other	0.00	3,500.00	29,125.00
M				0.00
	II. TOTAL PROGRAM	\$56.00	\$4,231.00	\$29,856.00
	NON-FEDERAL PROGRAM Reported on Basic			
		\$0.00	\$0.00	\$0.00
TOTAL SETA COSTS (I + II)		\$58.52	\$4,421.40	\$31,200.00
				26,778.60

Kami Kalay	<i>Kami Kalay</i>	5/13/2020	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature		Date	Prepared By	Phone