SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item 13.2

Meeting Date: June 1, 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 March 2017 Fiscal Report – Head Start Basic
3. Child Development March 2017 Fiscal Report – Head Start T/TA
4. Child Development March 2017 Fiscal Report – Early Head Start Basic
5. Child Development March 2017 Fiscal Report – Early Head Start T/TA
6. Child Development March 2017 Fiscal Report – EHS CCP Basic
7. Child Development March 2017 Fiscal Report – EHS CCP T/TA
8. Child Development February 2017 - Corrected Fiscal Report – Head Start Basic

Estimated Time of Presentation: N/A

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

Approved by: José L. Banda, Superintendent

Attachment 1
Head Start / Early Head Start
Monthly Report Summary
May 2017

Budget Reports

HS, EHS, CCP Basic March 2017
HS Basic February 2017 Corrected

USDA Meals and Snacks for February 2017

	Breakfast	***Lunch***	***Snack am***	***Snack pm***
Early Head Start	741	804	NA	487
Head Start Part-day	4971	1220	4990	1191
Head Start Wrap	9263	7671	NA	7137
Full-day Collaboration	4407	4699	NA	2913

USDA Meals and Snacks for March 2017

	Breakfast	***Lunch***	***Snack am***	***Snack pm***
Early Head Start	542	587	NA	352
Head Start Part-day	3050	704	3102	722
Head Start Wrap	7277	4710	NA	4503
Full-day Collaboration	3438	3632	NA	2265

Credit Card Statements

Enrollment Report for April 2017

Head Start Enrollment	
Funded Enrollment	1211
Actual Enrollment	1219
Percentage of Actual Attendance	83%

Early Head Start Enrollment	
Funded Enrollment	144
Actual Enrollment	150
Percentage of Actual Attendance	71%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	42
Percentage of Actual Attendance	67%

Disabilities Report for April 2017

Head Start	134
Early Head Start	12
EHS Expansion	4

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: **March 1 - March 31, 2017**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program: [X] PA 22 HS BASIC R5210

Remit to address **General Accounting Department - 802A**

5735 47th Avenue

SACRAMENTO, CA 95824

[ ] PA 20 BASIC T/TA

[ ] PA 25 EHS

[ ] PA 26 EHS T/TA

[ ] OTHER _____

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	Personnel	22,569.65	184,865.77	328,726.00	143,860.23
	Fringe Benefits	2,833.89	25,500.38	201,355.00	175,854.62
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	14.92	2,883.58	26,320.00	23,436.42
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	111.89	452.16	1,200.00	747.84
	Indirect Costs 3.32%	26,957.74	188,318.79	281,837.00	93,518.21
	I. TOTAL ADMINISTRATION	$52,488.09	$402,020.68	$839,438.00	$437,417.32
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$52,488.09	$402,020.68	$839,438.00	$437,417.32
II. PROGRAM	Personnel	475,036.57	3,252,360.43	4,073,377.00	821,016.57
	Fringe Benefits	298,700.10	2,085,525.12	3,296,402.00	1,210,876.88
	Travel	0.00	2,295.00	0.00	(2,295.00)
	Equipment	0.00	0.00	0.00	0.00
	Supplies	802.35	52,846.17	250,339.00	197,492.83
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	11,910.74	65,524.03	311,361.00	245,836.97
	II. TOTAL PROGRAM	$786,449.76	$5,458,550.75	$7,931,479.00	2,472,928.25
	NON-FEDERAL PROGRAM Basic & T/TA January	$0.00	$1,442,548.43	$2,197,729.00	755,180.57
	TOTAL SETA COSTS (I + II)	$838,937.85	$5,860,571.43	$8,770,917.00	2,910,345.57

Gerardo Castillo	4/7/2017	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5210 16-17.xls

Attachment 3

SETA MONTHLY FISCAL REPORT

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

R5212

Month: **March 1 - March 31, 2017**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program:

Remit to address **General Accounting Department - 802A**

5735 47th Avenue

SACRAMENTO, CA 95824

- [ ] PA 22 HS BASIC
- [x] PA 20 BASIC T/TA R5212
- [ ] PA 25 EHS
- [ ] PA 26 EHS T/TA
- [ ] OTHER

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I. ADMIN	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%	209.15	397.55	643.00	245.45
	I. TOTAL ADMINISTRATION	$209.15	$397.55	$643.00	$245.45
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$209.15	$397.55	$643.00	$245.45
II. PROGRAM	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	6,299.60	9,914.25	14,499.00	4,584.75
					0.00
	II. TOTAL PROGRAM	$6,299.60	$11,974.25	$19,357.00	7,382.75
	NON-FEDERAL PROGRAM Basic & T/TA August	$0.00	$0.00	$0.00	0.00
	TOTAL SETA COSTS (I + II)	$6,508.75	$12,371.80	$20,000.00	7,628.20

Gerardo Castillo	4/7/2017	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5212. 16-17.xls

Attachment 4

SETA MONTHLY FISCAL REPORT

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

R5213

Month: **March 1 - March 31, 2017**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program:

Remit to address **General Accounting Department - 802A**

5735 47th Avenue

SACRAMENTO, CA 95824

- [ ] PA 22 HS BASIC
- [ ] PA 20 BASIC T/TA
- [x] PA 25 EHS R5213
- [ ] PA 26 EHS T/TA
- [ ] OTHER

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
ADMIN	I. Personnel	2,725.12	22,416.85	41,457.00	19,040.15
	Fringe Benefits	1,553.34	12,674.29	30,978.00	18,303.71
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	32.70	656.15	1,500.00	843.85
	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 3.32%	4,216.39	31,857.08	50,279.00	18,421.92
	I. TOTAL ADMINISTRATION	$8,527.55	$67,604.37	$124,319.00	$56,714.63
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$8,527.55	$67,604.37	$124,319.00	$56,714.63
PROGRAM	II. Personnel	71,453.57	549,447.61	793,543.00	244,095.39
	Fringe Benefits	48,484.78	353,301.51	600,698.00	247,396.49
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	1,193.39	7,785.33	17,075.00	9,289.67
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	1,556.76	13,268.83	29,074.00	15,805.17
	II. TOTAL PROGRAM	$122,688.50	$923,803.28	$1,440,390.00	516,586.72
	NON-FEDERAL PROGRAM Basic & T/TA January	$0.00	$179,997.56	$398,068.00	218,070.44
	TOTAL SETA COSTS (I + II)	$131,216.05	$991,407.65	$1,564,709.00	573,301.35

Gerardo Castillo	4/7/2017	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5213 16-17.xls

Attachment 5

SETA MONTHLY FISCAL REPORT

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

R5216

Month: **March 1 - March 31, 2017**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program:

- ☐ PA 22 HS BASIC
- ☐ PA 20 BASIC T/TA
- ☐ PA 25 EHS
- ☒ PA 26 EHS T/TA — R5216
- ☐ OTHER

Remit to address **General Accounting Department - 802A**

5735 47th Avenue

SACRAMENTO, CA 95824

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
ADMIN	I. 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%	18.19	212.14	886.00	673.86
	I. TOTAL ADMINISTRATION	$18.19	$212.14	$886.00	$673.86
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	$18.19	$212.14	$886.00	$673.86
PROGRAM	II. Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	223.86	5,093.86	5,400.00	306.14
	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	324.00	1,296.00	19,956.00	18,660.00
					0.00
	II. TOTAL PROGRAM	$547.86	$6,389.86	$26,678.00	20,288.14
	NON-FEDERAL PROGRAM Basic & T/TA August	$0.00	$0.00	$0.00	0.00
	TOTAL SETA COSTS (I + II)	$566.05	$6,602.00	$27,564.00	20,962.00

Gerardo Castillo	4/7/2017	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

File: R5216 16-17.xls

Attachment 6

CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5211

Month: **March 1 - March 31, 2017**

Agreement No.: **17C5551S0**

Delegate: **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

Program: [X] 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 Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
I	Personnel	140.88	759.97	1,523.00	763.03
	Fringe Benefits	91.71	517.81	755.00	237.19
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	477.50	1,520.00	1,042.50
I	Other	0.00	0.00	24.00	24.00
N	Indirect Costs 3.32%	1,902.56	14,173.30	22,898.00	8,724.70
	I. TOTAL ADMINISTRATION	$2,135.15	$15,928.58	$26,720.00	$10,791.42
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	$2,135.15	$15,928.58	$26,720.00	$10,791.42
II	a. Personnel**	33,388.17	246,070.53	338,198.00	92,127.47
	b. Fringe Benefits**	22,223.52	157,284.87	276,097.00	118,812.13
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	586.82	10,231.31	49,305.00	39,073.69
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	875.13	11,053.99	22,280.00	11,226.01
M					
	II. TOTAL PROGRAM	$57,073.64	$425,150.70	$685,880.00	260,729.30
	NON-FEDERAL PROGRAM Basic 712,600 & T/TA 17,500 January	$0.00	$112,194.84	$186,026.00	73,831.16
	TOTAL SETA COSTS (I + II)	$59,208.79	$441,079.28	$712,600.00	271,520.72

Gerardo Castillo	4/4/2017	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 Reimbursment Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 7

CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5221

Month: **March 1 - March 31, 2017**

Agreement No.: **17C5551S0**

Delegate: **SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

Program:
- [ ] PA 3125 EHS-CCP BASIC R5211
- [X] PA 3120 EHS-CCP T/TA R5221
- [ ] PA 3128 EHS-CCP START UP R5243
- [ ]
- [ ]

Remit to address: **GENERAL ACCOUNTING DEPARTMENT - 802A**

5735 47TH AVENUE

SACRAMENTO, CA 95824

	Cost Item	Actual Expenses: Current Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
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%	5.44	77.78	562.00	484.22
	I. TOTAL ADMINISTRATION	$5.44	$77.78	$562.00	$484.22
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	$5.44	$77.78	$562.00	$484.22
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	163.94	1,442.94	1,693.80	250.86
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	0.00	900.00	15,244.20	14,344.20
M					
	II. TOTAL PROGRAM	$163.94	$2,342.94	$16,938.00	14,595.06
	NON-FEDERAL PROGRAM	$0.00	$0.00	$0.00	0.00
	TOTAL SETA COSTS (I + II)	$169.38	$2,420.72	$17,500.00	15,079.28

Gerardo Castillo	4/4/2017	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 Reimbursment Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 8

SETA MONTHLY FISCAL REPORT

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

R5210

Month: **February 1 - February 28, 2017**

Agreement No.: **09CH0012-005**

Delegate: **SCUSD - Child Development Department**

Program: [X] 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 Period & Adjustments	Actual Expenses: Cumulative To Date	* Current Budget	Unexpended Balance
ADMIN	I. 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
PROGRAM	II. 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

File: R5210 16-17.xls