



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.3

**Meeting Date:** February 20, 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 November 2019 Fiscal Report – HS Basic & T/TA
3. Child Development December 2019 Fiscal Report – HS Basic & T/TA

**Estimated Time of Presentation:** N/A

**Submitted by:** Jacquie Bonini, Director, Child Development,  
Christine Baeta, Chief Academic Officer

**Approved by:** Jorge A. Aguilar, Superintendent

**Attachment 1  
Head Start  
November & December Report Summary**

**Enrollment Report**

November 2019 97%  
December 2019 99%

**Attendance Report**

November 2019 87%  
December 2019 84%

**Head Start Disabilities Report**

November 2019 7.8%  
December 2019 8.2%

**USDA Meals and Snacks for October 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	4007	802	3950	796
Head Start Wrap	6490	5570	NA	5158
Full-day Collaboration	1402	1442	NA	845

**USDA Meals and Snacks for November 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	2315	494	2285	489
Head Start Wrap	4226	3240	NA	2959
Full-day Collaboration	945	1011	NA	714

**USDA Meals and Snacks for December 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	1693	354	1642	352
Head Start Wrap	4075	2335	NA	2142
Full-day Collaboration	940	1018	NA	627

**Credit Card Statements**

10/16 - \$33.57 PC Meeting  
11/20 - \$27.43 PC Meeting

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: December 1 - December 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	14,777.96	76,071.57	209,537.00	133,465.43
Fringe Benefits	7,656.70	39,540.50	118,616.00	79,075.50
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	0.00	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	4.78	193.55	2,023.00	1,829.45
N Indirect Costs 4.50%	26,728.37	109,516.15	251,512.00	141,995.85
I. TOTAL ADMINISTRATION	\$49,167.81	\$225,881.51	\$587,188.00	\$361,306.49
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$49,167.81	\$225,881.51	\$587,188.00	\$361,306.49
II. Personnel	344,667.14	1,399,706.90	2,959,563.00	1,559,856.10
Fringe Benefits	225,354.46	895,215.92	2,127,970.00	1,232,754.08
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	37.52	5,254.72	80,288.00	75,033.28
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	1,465.14	17,149.23	85,677.00	68,527.77
M				
II. TOTAL PROGRAM	\$571,524.26	\$2,317,326.77	\$5,253,498.00	2,936,171.23
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800 October & November	\$38,734.43	\$769,547.27	\$1,467,972.00	698,424.73
TOTAL SETA COSTS ( I + II )	\$620,692.07	\$2,543,208.28	\$5,840,686.00	3,297,477.72

Amari Watkins  1/8/2020 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: December 1 - December 31, 2019 Agreement No.: 20C5551S0

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

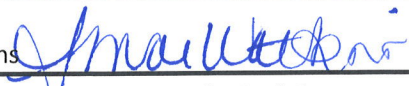
Remit to address General Accounting Department - 802A  PA 20 BASIC T/TA R5212

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. 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	157.50	1,344.00	1,186.50
I. TOTAL ADMINISTRATION	\$0.00	\$157.50	\$1,344.00	\$1,186.50
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$157.50	\$1,344.00	\$1,186.50
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	3,500.00	29,856.00	26,356.00
M				0.00
II. TOTAL PROGRAM	\$0.00	\$3,500.00	\$29,856.00	26,356.00
NON-FEDERAL PROGRAM Reported on Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS ( I + II )	\$0.00	\$3,657.50	\$31,200.00	27,542.50

Amari Watkins  1/8/2020 Shelagh Ferguson 916.643.7878

Director Accounting Services - Authorized Signature Date Prepared By Phone

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: November 1 - November 30, 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	14,775.67	61,293.61	209,537.00	148,243.39
Fringe Benefits	7,608.63	31,883.80	118,616.00	86,732.20
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	0.00	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	175.19	188.77	2,023.00	1,834.23
N Indirect Costs 4.50%	30,457.61	82,787.78	251,512.00	168,724.22
I. TOTAL ADMINISTRATION	\$53,017.10	\$176,713.70	\$587,188.00	\$410,474.30
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$53,017.10	\$176,713.70	\$587,188.00	\$410,474.30
II. Personnel	405,849.19	1,055,039.76	2,959,563.00	1,904,523.24
Fringe Benefits	236,607.39	669,861.46	2,127,970.00	1,458,108.54
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	0.00	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	11,819.72	15,684.09	85,677.00	69,992.91
M				
II. TOTAL PROGRAM	\$654,276.30	\$1,745,802.51	\$5,253,498.00	3,507,695.49
NON-FEDERAL PROGRAM Basic & T/TA \$1,460,172+7,800 October & November	\$497,197.19	\$730,812.84	\$1,467,972.00	737,159.16
TOTAL SETA COSTS (I + II)	\$707,293.40	\$1,922,516.21	\$5,840,686.00	3,918,169.79
Amari Watkins 	12/5/2019	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: November 1 - November 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

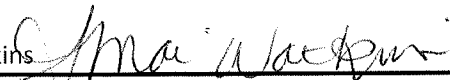
PA 20 BASIC T/TA R5212

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%	157.50	157.50	1,344.00	1,186.50
I. TOTAL ADMINISTRATION	\$157.50	\$157.50	\$1,344.00	\$1,186.50
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$157.50	\$157.50	\$1,344.00	\$1,186.50
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	3,500.00	3,500.00	29,856.00	26,356.00
M				0.00
II. TOTAL PROGRAM	\$3,500.00	\$3,500.00	\$29,856.00	26,356.00
NON-FEDERAL PROGRAM Reported on Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$3,657.50	\$3,657.50	\$31,200.00	27,542.50

Amari Watkins  12/5/2019 Shelagh Ferguson 916.643.7878

Director Accounting Services - Authorized Signature Date Prepared By Phone