



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.3

Meeting Date: May 16, 2019

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 December 2018 Fiscal Report – HS/EHS Basic & T/TA
3. Child Development November 2018 Fiscal Report – CCP Basic & T/TA

Estimated Time of Presentation: N/A

Submitted by: Dr. Iris Taylor, Chief Academic Officer

Jacque Bonini, Director, Child Development

Approved by: Jorge A. Aguilar, Superintendent

**Attachment 1
Head Start / Early Head Start
Monthly Report Summary
May 2019**

Enrollment Report for March 2019

Head Start Enrollment	
Funded Enrollment	1139
Actual Enrollment	1059
Percentage of Actual Attendance	84%

Early Head Start Enrollment	
Funded Enrollment	152
Actual Enrollment	155
Percentage of Actual Attendance	82%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	38
Percentage of Actual Attendance	79%

Child Care Licensing Violations March 2019

None

Disabilities Report for March 2019

Head Start 107
Early Head Start 13
EHS Expansion 3

USDA Meals and Snacks for February 2019

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	630	695	NA	387
Head Start Part-day	2621	670	2596	583
Head Start Wrap	8337	6699	NA	5974
Full-day Collaboration	2963	3052	NA	2130

Credit Card Statements

2/20/19 \$74.27 – PC Meeting

Attachment 2

SETA MONTHLY FISCAL REPORT

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

R5210

Month: March 1 - March 31, 2019

Agreement No.: 19C5551S0

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

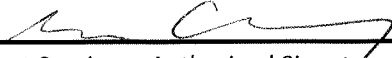
PA 25 EHS

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	20,179.13	157,292.39	282,920.00	125,627.61
Fringe Benefits	10,279.60	83,693.25	162,636.00	78,942.75
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	11.30	1,946.71	24,055.00	22,108.29
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	25.14	381.87	3,850.00	3,468.13
N Indirect Costs 4.83%	39,485.82	287,251.75	409,221.00	121,969.25
I. TOTAL ADMINISTRATION	\$69,980.99	\$530,565.97	\$882,682.00	\$352,116.03
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$69,980.99	\$530,565.97	\$882,682.00	\$352,116.03
II. Personnel	438,725.75	3,180,956.20	4,181,317.00	1,000,360.80
Fringe Benefits	333,866.99	2,429,182.56	3,282,661.00	853,478.44
P Travel	0.00	751.88	0.00	(751.88)
R Equipment	0.00	0.00	0.00	0.00
O Supplies	411.32	31,310.37	286,493.00	255,182.63
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	14,012.64	61,726.24	248,545.00	186,818.76
M				
II. TOTAL PROGRAM	\$787,016.70	\$5,703,927.25	\$7,999,016.00	2,295,088.75
NON-FEDERAL PROGRAM Basic & T/TA \$8,912,898 January & February	\$808,223.28	\$2,504,751.40	\$2,228,225.00	(276,526.40)
TOTAL SETA COSTS (I + II)	\$856,997.69	\$6,234,493.22	\$8,881,698.00	2,647,204.78

Gloria Chung 
 Director Budget Services - Authorized Signature

4/5/2019

Date

Shelagh Ferguson

Prepared By

916.643.7878

Phone

Attachment 3

SETA MONTHLY FISCAL REPORT

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

R5213

Month: March 1 - March 31, 2019

Agreement No.: 19C5551S0

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 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. Personnel	2,408.68	23,045.41	44,009.00	20,963.59
Fringe Benefits	1,537.27	14,059.12	45,655.00	31,595.88
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	0.00	382.02	1,901.00	1,518.98
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	0.82	18.51	1,160.00	1,141.49
N Indirect Costs 4.83%	6,168.92	50,004.09	84,256.00	34,251.91
I. TOTAL ADMINISTRATION	\$10,115.69	\$87,509.15	\$176,981.00	\$89,471.85
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$10,115.69	\$87,509.15	\$176,981.00	\$89,471.85
II. Personnel	68,741.66	563,428.45	880,775.00	317,346.55
Fringe Benefits	52,258.95	413,904.75	703,189.00	289,284.25
P Travel	0.00	250.62	0.00	(250.62)
R Equipment	0.00	0.00	0.00	0.00
O Supplies	96.22	8,647.73	27,104.00	18,456.27
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	2,677.36	11,544.56	40,648.00	29,103.44
M				
II. TOTAL PROGRAM	\$123,774.19	\$997,776.11	\$1,651,716.00	653,939.89
NON-FEDERAL PROGRAM Basic & T/TA \$1,856,261 January & February	\$47,482.61	\$220,468.02	\$464,065.00	243,596.98
TOTAL SETA COSTS (I + II)	\$133,889.88	\$1,085,285.26	\$1,828,697.00	743,411.74

Gloria Chung 	4/5/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

Attachment 4

SETA MONTHLY FISCAL REPORT

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

R5212

Month: March 1 - March 31, 2019

Agreement No.: 19C5551S0

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 4.83%	48.30	48.30	1,438.00	1,389.70
I. TOTAL ADMINISTRATION	\$48.30	\$48.30	\$1,438.00	\$1,389.70
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$48.30	\$48.30	\$1,438.00	\$1,389.70
II. Personnel	0.00	0.00	8,167.00	8,167.00
Fringe Benefits	0.00	0.00	2,517.00	2,517.00
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	1,000.00	1,000.00	19,078.00	18,078.00
M				0.00
II. TOTAL PROGRAM	\$1,000.00	\$1,000.00	\$29,762.00	28,762.00
NON-FEDERAL PROGRAM Reported on Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$1,048.30	\$1,048.30	\$31,200.00	30,151.70

Gloria Chung 	4/5/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

Attachment 5

SETA MONTHLY FISCAL REPORT

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

R5216

Month: March 1 - March 31, 2019

Agreement No.: 19C5551S0

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. 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 4.83%	0.00	301.70	1,270.00	968.30
I. TOTAL ADMINISTRATION	\$0.00	\$301.70	\$1,270.00	\$968.30
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$301.70	\$1,270.00	\$968.30
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	650.00	650.00
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	0.00	6,246.31	25,644.00	19,397.69
M				0.00
II. TOTAL PROGRAM	\$0.00	\$6,246.31	\$26,294.00	20,047.69
NON-FEDERAL PROGRAM Reported with Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$0.00	\$6,548.01	\$27,564.00	21,015.99

Gloria Chung 

4/5/2019

Shelagh Ferguson

916.643.7878

Director Budget Services - Authorized Signature

Date

Prepared By

Phone

Attachment 6
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5211

Month: March 1 - March 31, 2019

Agreement No.: 19C5551S0

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program: 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 Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel	132.31	1,243.17	1,954.00	710.83
Fringe Benefits	73.78	804.63	1,436.00	631.37
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	189.81	2,805.00	2,615.19
I. Other	0.00	0.00	184.00	184.00
N. Indirect Costs 4.83%	3,040.52	24,047.26	34,023.00	9,975.74
I. TOTAL ADMINISTRATION	\$3,246.61	\$26,284.87	\$40,402.00	\$14,117.13
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$3,246.61	\$26,284.87	\$40,402.00	\$14,117.13
II. a. Personnel**	36,218.56	298,713.25	360,885.00	62,171.75
b. Fringe Benefits**	23,322.78	181,882.55	279,327.00	97,444.45
P. c. Travel	0.00	0.00	0.00	0.00
R. d. Equipment	0.00	0.00	0.00	0.00
O. e. Supplies	240.43	6,151.41	36,917.00	30,765.59
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	2,962.86	8,888.17	20,908.00	12,019.83
M.				
II. TOTAL PROGRAM	\$62,744.63	\$495,635.38	\$698,037.00	202,401.62
NON-FEDERAL PROGRAM Basic 738,439 & T/TA 17,500 January & February	\$70,049.07	\$227,799.54	\$188,984.00	(38,815.54)
TOTAL SETA COSTS (I+II)	\$65,991.24	\$521,920.25	\$738,439.00	216,518.75

Gloria Chung 	4/2/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

R5211. August18-19

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: March 1 - March 31, 2019


Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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

Agreement No.: 19C5551S0

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. 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 4.83%	0.00	417.65	806.00	388.35
I. TOTAL ADMINISTRATION	\$0.00	\$417.65	\$806.00	\$388.35
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$417.65	\$806.00	\$388.35
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	0.00	0.00	0.00	0.00
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	8,646.97	16,694.00	8,047.03
M				
II. TOTAL PROGRAM	\$0.00	\$8,646.97	\$16,694.00	8,047.03
NON-FEDERAL PROGRAM - reported with Basic				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$0.00	\$9,064.62	\$17,500.00	8,435.38

Gloria Chung 	4/2/2019	Shelagh Ferguson	916.643.7878
Director Budget Services - Authorized Signature	Date	Prepared By	Phone

R.5221.18-19

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 Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.