

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

Agenda Item# 11.2

Meeting Date: October 17, 2013

Subject: Head Start/Early Head Start Reports

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

Segment/Department: 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 following 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

Documents Attached:

- Attachment 1: Head Start/Early Head Start Monthly Report Summary
- Attachment 2: Child Development Fiscal Report - Head Start Basic
- Attachment 3: Child Development Fiscal Report - Head Start Training & Technical Assistance
- Attachment 4: Child Development Fiscal Report – Early Head Start Basic
- Attachment 5: Child Development Fiscal Report – Early Head Start Training & Technical Assistance

Estimated Time of Presentation : N/A  
Submitted by: Dr. Olivine Roberts, Chief Academic Officer  
Dr. Wanda Roundtree, Interim Director-Child Dev.  
Approved by : Jonathan P. Raymond, Superintendent

# Attachment 1 Head Start / Early Head Start Monthly Report Summary

September 2013

## Budget Reports

Budget Reports for September 2013 are attached.

## Credit Card Expenses for August

\$66.32-Refreshments for Parent Policy Committee Meeting on 9/12/13  
 \$50.37-Refreshments for Parent Policy Committee Meeting on 9/26/13  
 \$10.96-Refreshments for EHS Center-Based Parent Meeting on 9/26/13

## USDA Meals and Snacks for August

	Breakfast	Lunch	Snackam	Snackpm
EarlyHeadStart	197	282	206	NA
HeadStartPart day	NA	NA	NA	NA
HeadStartWrap	NA	NA	NA	NA
Full day Collaboration	1708	2187	NA	1909

## Enrollment Report for September

HeadStart Enrollment	
Funded Enrollment	1292
Actual Enrollment	1292
Percentage of Actual Attendance	86%

EarlyHeadStart Enrollment	
Funded Enrollment	147
Actual Enrollment	147
Percentage of Actual Attendance	72%

## Comments/Program Up-dates

In anticipation of the federal review, staff is heavily engaged in reviewing processes and systems and implementing corrective actions to ensure minimal to no findings. These tasks include but are not limited to: conducting child and staff file reviews and classroom observations; engaging staff in mock interviews about program processes and systems and allowing them opportunities to discuss the rationale for such systems and processes; completing inventory assets and facility checklists; ensuring that all program documents are up-to-date and providing training, technical assistance and support to staff in specified program areas. We expect that the federal review will take place sometime before late winter/early spring.

Submitted by Wanda Roundtree, ~~Inter~~ Director, Child Development



Attachment 3

Mo  
Del  
Ren

The table contains multiple columns and rows. The leftmost column contains the text 'Mo', 'Del', and 'Ren'. The rest of the table is heavily redacted with thick black bars. Some faint, illegible text is visible within the table cells, but it is not readable.



Month:

Delegate: SA

Remit to address: GL

57:

SA

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I.

ii

- a.
- b.
- c.
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M

II.

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16

Ken A. Forrest

Business Off