



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, November 18, 2021

3:30-5:00pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to California Government Code section 54953(e), Head Start Advisory Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

When: November 18, 2021 03:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until June 16, 2022, 8 occurrence(s), with the *exception of September 23, 2021.

Nov 18, 2021 03:30 PM

Dec 16, 2021 03:30 PM

Jan 20, 2022 03:30 PM

Feb 17, 2022 03:30 PM

Mar 17, 2022 03:30 PM

Apr 21, 2022 03:30 PM

May 19, 2022 03:30 PM

Jun 16, 2022 03:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqjpy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAjCb-_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/91233519388>

Or One tap mobile:

US: +17207072699,,91233519388# or +12532158782,,91233519388#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592
or +1 312 626 6799

Webinar ID: 912 3351 9388

International numbers available: <https://us06web.zoom.us/u/kbQeNkOvL>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.

- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email **Tracey Black** at TBlack@oaklandca.gov



Human Services Department

ADVISORY BOARD MEETING

Thursday, November 18, 3:30-5:00pm

AGENDA

I. ROLL CALL: *Host/Program Staff*

Molly Tafoya, *Chair*

Priya Jagannathan

Dr. Javay Ross, *Vice Chair*

Kevin Bremond

1. Public Comment

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Molly Tafoya, Chair*

1. Review and Approval of **AB 361 Resolution No. 21-002**
2. Review and Approval of **November 18, 2021, Advisory Board Meeting Agenda**
3. Review and Approval of **October 21, 2021, *Special* Advisory Board Meeting Minutes**
4. Review and Approval of **October 21, 2021, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Annual Review, Discussion and Approval of FY 21-22 Head Start Advisory Board Bylaws:**
Tracey Back, Program Planner
2. **New Grant Award Requests:** *Diveena Cooppan & Program Staff*
 - a. **Request to Submit Proposal to Increase Program Enrollment by 52 slots**
 - b. **Request to Submit Proposals for Two Locally Designed Options (LDO)**
 - 1) Class Size Waivers
 - 2) Mobile Classroom
3. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. **Monthly Enrollment and Content Area Monitoring Update – October 2021**
 - b. **COVID 19 Response Update**
4. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager;*
Jason Wang, Admin. Analyst II
 - a. **Monthly Financial Report – October 2021**
5. **Policies & Procedures:** *Program Staff*

IV. INFORMATION ITEMS: *Diveena Cooppan & Program Staff*

1. **FY 20-21 Program Information Summary**
2. **FY 21-22 New Grant Update**
3. **FY 21-22 School Readiness Goals**
4. **Review of Life Enrichment Committee Meeting, November 15, 2021**
5. **FY 21-22 Community Assessment Review and Update Begins**
6. **Upcoming FY 21-22 Governance Training** (Tentatively scheduled for December)

V. OPEN FORUM

VI. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-002

ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE OAKLAND HEAD START ADVISORY BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. *See* <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. *See* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. *See* <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. *See* <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that do not ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on [November 18, 2021] the [Oakland Head Start Advisory Board] adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the [Oakland Head Start Advisory Board] finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the [Oakland Head Start Advisory Board] renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] firmly believes that the community's health and safety and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the [Oakland Head Start Advisory Board] finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.

City of Oakland

FY 21-22

Head Start Advisory Board

BYLAWS

ARTICLE I

Name

The name shall be the Head Start Advisory Board of the City of Oakland, California, established by Motion of the City Council on November 28, 2000 and confirmed by Resolution No. 76996 C.M.S. passed on March 12, 2002; rescinded in May 20, 2014; and ordained by the Oakland City Council, by Resolution No. 13230, re-establishing the Head Start Advisory Board in Accordance with the City Charter Section 601.

ARTICLE II

Purpose

The Head Start Advisory Board (HSAB) is created to assist the Oakland City Council in its Governance role for the Head Start Program. The HSAB is involved in all of the “must approve” items in the Head Start Performance Standards that require the approval of the City Council except Human Resource Management which is the authority of the City Administrator and the City Personnel Department.

ARTICLE III

Functions and Duties

Section 1. The functions and duties of the Head Start Advisory Board shall include providing advice and recommendations to the City Council about the Head Start program in the following areas:

- (a) The procedure for program planning, which describes how and when significant planning activities for the Head Start program occur.
- (b) The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.

- (c) The program’s philosophy and multi-year goals and annual objectives.
- (d) The selection of any new delegate agencies to operate part of the program.
- (e) All funding applications for the Head Start program.
- (f) The composition of the Head Start Policy Council and the procedures by which policy group members are chosen.
- (g) Procedures for hearing and resolving community complaints about the Head Start program.
- (h) Procedures that describe how the Board, Head Start Policy Council and City Council will implement those activities that are shared functions between the Governing Body and Policy Council as required by Head Start Performance Standards.

Section 2. In the performance of its duties, the Board shall:

- (a) participate in mandated planning activities in accord with the program calendar and planning procedure, Head Start funding guidance and regulations.
- (b) participate in the budget process for the Head Start program, including recommending the adoption of budgets that support the attainment of program goals and objectives, receiving regular reports on program expenditures and making recommendations for changes if appropriate.

Section 3. In addition to the functions and duties described in Sections 1. and 2. above, the HSAB shall perform the following:

- (a) The HSAB shall, in consultation with the City Administrator, establish rules and procedures for the conduct of its business. Such procedures shall include those required to maintain the Head Start program in good standing.
- (b) The HSAB shall submit regular reports and information (orally and/or in writing) to the City Council’s Life Enrichment Committee, or any other committee designated as the liaison to the Board. The Board shall report on their recommendations for planning, general procedures, and for other major programmatic decisions; and, on the progress of the Head Start Program in meeting its stated goals and objectives. The frequency of reporting shall be based on the decision-making requirements of the governing body as outlined in the HSAB planning procedures. These reports shall occur no less than semi-annually. Each year, the Board shall review the goals and objectives

of the City Council to better integrate the activities of the Board with those of the City's overall activities.

- (c) The HSAB shall submit its recommendations for action on those Head Start items that require Council approval with sufficient time for meeting the time frames mandated by the Federal Government.

ARTICLE IV

Membership

Section 1. Composition

The HSAB shall be composed of at least 6 members appointed by the Mayor. Members of the HSAB must reside or conduct business in the City of Oakland and be directly involved in at least one of the following interests:

- (a) Public Education—knowledge of issues in early education and kindergarten-transition issues and services to children with disabilities.
- (b) Public Health—knowledge of issues and services in health, including general health, nutrition, mental health, and dental health.
- (c) Family Services—knowledge of issues relating to low-income families and general approaches to services for families.
- (d) Childcare/Child Development—knowledge of issues related to early care and education and transitions to focus on families involved in Welfare Reform.
- (e) Management and Administration—knowledge of business practices, budgeting and accountability systems.
- (f) Human Resources—knowledge of training, organizational structure and design.
- (g) State and Federal Government—knowledge of and relationship to State and Federal Officials representing the City of Oakland.

Additional members may be added to represent other interests, with the approval of the City Council and with appropriate changes to City documents required to create such Boards.

Section 2 Terms

- (a) Members of the HSAB shall serve for a term of at least three calendar years. Board members may serve a maximum of four consecutive three year terms.
- (b) A currently seated member may continue to serve on the Board until the Mayor and Life Enrichment Committee name a replacement. But in no event shall the member serve more than one year beyond the end of the member's term.
- (c) The City Council may reconsider its decision to create and maintain a Head Start Advisory Board as a means of carrying out its governance responsibilities for the Head Start program. In the event it is determined that the Head Start Advisory Board will be disbanded, the terms of all members shall cease on the date determined by the City Council.

Section 3. Removal

- a. To ensure the City's full compliance with Head Start requirements, the participation of Head Start Advisory Board members in the designated activities is essential. Attendance at regularly scheduled and special meetings of the Board will provide the involvement and deliberations needed to make sound decisions and recommendations about the City's Head Start program.

Removal by the Head Start Advisory Board

- b. A member may be removed for failure to attend meetings without prior notice. Absence from three consecutive regular meetings (except for illness or when absent from the City with the prior knowledge of the Board) will constitute grounds for proposing removal. Conviction of a felony, misconduct, incompetence, and inattention or inability to perform duties shall constitute additional grounds for removal. Violation of the standards of conduct, (See Article VIII) where a member uses his or her position as a Board member for personal gain, shall also be grounds for removal or other sanctions.
- c. A proposal to remove a member may be considered at a regular or special meeting of the Board. The reasons for the proposed removal shall be clearly stated for the consideration of the membership. The Board member being considered for removal may request an opportunity to respond to the concerns raised by the Board. If a majority of those present vote for removal, the Board's recommendation shall be forwarded to the Life Enrichment Committee of the City Council with a request for a replacement member in the same category as that represented by the member proposed for removal.

- d. The removal recommendation shall automatically take effect within 60 days from the date of the presentation to the Life Enrichment Committee, in the event that Committee takes no action on the proposal for removal.

Removal by the City Council

- e. The City Council's Life Enrichment Committee has the discretion, by majority vote, to remove a member from the Head Start Advisory Board.

ARTICLE V

Officers

Section 1.

- (a) Each year at its first regular meeting in September the Board shall elect a chairperson and vice chairperson from among its members.
- (b) The Chairperson shall
 - 1) preside at all meetings of the Board
 - 2) oversee the activities of the Board
 - 3) appoint all committee members to serve on standing and ad hoc committees
 - 4) represent (or designate an alternate) the Board at meetings, public gatherings and other functions related to the Board and the Head Start program.
 - 5) consult with staff in the preparation of meeting agenda
 - 6) receive and review correspondence on behalf of the Board
- (c) The Vice Chairperson shall
 - 1) Serve as chair in the absence of the chairperson
 - 2) Succeed to the office of the chairperson in the event the chair is no longer able or willing to serve.
 - 3) Perform such duties as may be assigned by the chair or by the Board.

ARTICLE VI

Meetings

Section 1

- a. All regular and special meetings of the Board will comply with the requirements of the Sunshine Ordinance and Brown Act. Minutes shall be

taken and maintained in official files for review upon request by interested parties.

- b. Regular meetings of the Board shall be held at the time and place designated by the Board each year at its first meeting in September.
- c. Meetings called for special purposes to meet critical deadlines, and scheduled at a time and/or place different from regular meetings shall be designated special meetings.
- d. A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Board for the purpose of conducting business.

ARTICLE VII

Committees

Section 1.

- (a) The Board may from time to time establish ad hoc committees.
- (b) In order to expedite the work of the Board, the membership may agree to work jointly with Policy Council (PC) committees in the mandated activities prescribed in the Head Start Performance Standards as described in Article III. Section 1. above.

ARTICLE VIII

Standards of Conduct

Section 1.

- (a) Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:
 - i. Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.
 - ii. Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.
 - iii. Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used

to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Policy Council and other appropriate approving authorities of the City.

- iv. No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.
 - v. Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Policy Council and the City Council Committee designated responsibility for the Board.
- (b) Failure to adhere to these Standards of Conduct may result in sanctions, including the recommendation for removal of any Board member.

ARTICLE IX

Governance Procedures

Section 1.

- (a) The Head Start Advisory Board will adopt, and recommend to the City Council, procedures for implementing shared governance that include each of the enumerated responsibilities in Article III. Section 1 above. Those procedures shall be approved by the Head Start Policy Council prior to being recommended to the City Council.
- (b) The Advisory Board may prescribe and enforce such general and specific rules and regulations as deemed necessary to the general operations and conduct of the Advisory Board.
- (c) Roberts Rules of Order shall be used as the guiding procedures for the conduct of Board activities.

ARTICLE X

Amendments

Section 1

- (a) These Bylaws shall be reviewed by the Advisory Board annually, or more frequently if deemed necessary.
- (b) Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:

- (1) The Advisory Board may adopt amendments to these Bylaws at any regular meeting of the Advisory Board, by a majority of those present, provided that such proposed amendments have been provided to all Advisory Board members at least ten (10) days prior to the meeting.
- (2) Adopted amendments shall be proposed to the City Council Life Enrichment Committee annually or as necessary.
- (3) City Council, on its own initiative, may propose amendments to these Bylaws.
- (4) City Council shall notify the Advisory Board in writing of the proposed amendments at least ten (10) working days before the date of first consideration of said amendments by the City Council. The Advisory Board shall have a right to appear before City Council or its relevant Committee(s) to comment upon the proposed amendments prior to the vote on the proposed amendments by City Council.

Chairperson Signature

Date

Head Start & Early Head Start Budget Summary - All projects
Report as of 11/9/21 - Payroll to 9/17/21

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 320,997.67	\$ 5,051,139.33	6%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 230,726.27	\$ 1,902,930.73	11%
c. Travel	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 2,869.20	\$ 4,575.54	\$ 308,851.26	2%
f. Contractual	\$ 3,379,679.00	\$ 956,065.39	\$ 149,682.68	\$ 2,273,930.93	33%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 107,968.65	\$ 248,061.57	\$ 276,229.78	56%
i. Total Direct Charges	\$ 11,849,029.00	\$ 1,066,903.24	\$ 954,043.73	\$ 9,828,082.03	17%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 23,125.22	\$ 380,539.78	6%
k. TOTALS	\$ 12,252,694.00	\$ 1,066,903.24	\$ 977,168.95	\$ 10,208,621.81	17%

Head Start Budget Summary - Project 1005569
Report as of 11/9/21 - Payroll to 9/17/21

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,261,490	-	159,215	2,102,275	7%
b. Fringe Benefits	1,009,275	-	112,971	896,304	11%
c. Travel	7,200	-	-	7,200	0%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	1,646	1,934	147,032	2%
f. Contractual	1,321,523	116,627	18,259	1,186,637	10%
g. Construction	-	-	-	-	-
h. Other	276,868	42,197	106,590	128,081	54%
i. Total Direct Charges	5,026,968	160,470	398,970	4,467,528	11%
j. Indirect Charges	169,854	-	11,519	158,335	7%
k. TOTALS	5,196,822	160,470	410,488	4,625,864	11%

Early Head Start Budget Summary - Project 1005575
Report as of 11/9/21 - Payroll to 9/17/21

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	161,783	2,948,864	5%
b. Fringe Benefits	1,124,382	-	117,755	1,006,627	10%
c. Travel	7,800	-	-	7,800	0%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	1,223	2,641	161,820	2%
f. Contractual	1,912,278	839,439	131,423	941,416	51%
g. Construction	-	-	-	-	-
h. Other	315,640	65,771	125,159	124,710	60%
i. Total Direct Charges	6,636,431	906,433	538,761	5,191,237	22%
j. Indirect Charges	233,811	-	11,607	222,204	5%
k. TOTALS	6,870,242	906,433	550,368	5,413,441	21%

Head Start T/TA Budget Summary - Project 1005570
Report as of 11/9/21 - Payroll to 9/17/21

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	39,071	-	-	39,071	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	27,681	-	6,760	20,921	24.42%
i. Total Direct Charges	66,752	-	6,760	59,992	10.13%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	6,760	59,992	10.13%

Early Head Start T/TA Budget Summary - Project 1005576
Report as of 10/12/21 - Payroll to 7/23/21

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	79,126	-	-	79,126	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	39,752	-	9,318	30,434	23.44%
i. Total Direct Charges	118,878	-	9,318	109,560	7.84%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	9,318	109,560	7.84%

Head Start Budget Summary - Project (1006121 & 1006122)
Report as of 11/9/21 - Payroll to 9/17/21

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	60,000	-	-	60,000	-
b. Fringe Benefits	-	-	-	-	-
c. Travel	-	-	-	-	-
d. Equipment	290,000	-	-	290,000	-
e. Supplies	275,000	-	-	275,000	-
f. Contractual	211,000	-	-	211,000	-
g. Construction	-	-	-	-	-
h. Other	162,000	-	-	162,000	-
i. Total Direct Charges	998,000	-	-	998,000	-
j. Indirect Charges	-	-	-	-	-
k. TOTALS	998,000	-	-	998,000	-

**City of Oakland
PURCHASE CARD TRANSACTION LOG**

DATE: 11/02/21

Cardholder Name: Diveena Cooppan
PRINT NAME
Sept 28, 2021
Transaction Period (Month / Year)

Agency / Department: Human Services
Department-Head Start

TO

Oct 27, 2021
Transaction Period (Month / Year)

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

 <small>Diveena Cooppan (Nov 2, 2021 15:28 PDT)</small>	510-238-7186		 <small>Jason Wang</small> Date 11-2-2021
<small>CARDHOLDER'S SIGNATURE AND DATE</small>	<small>PHONE NUMBER (REQUIRED)</small>	<small>CODING BLOCK</small>	<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	GL Coding Block	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	10/5/21	Zoom	Zoom for HS Centers	1005569.78231.52213.1Default.23	161.60		
2				1005575.78231.52213.1Default.23	182.23		
3							
4	10/4/21	Patricia Ramos DDS	Dental Reimbursment	1005567.78231.53719.1Default.23	1,000.00		
5							
6	9/30/21	Smart Care	Kitchen Steamer Repair Parts	1005569.78231.52921.1Default.23	170.43		
7				1005575.78231.52921.1Default.23	192.18		
8							
9	10/1/21	Smart Care	Kitchen Steamer Repair Parts	1005569.78231.52921.1Default.23	171.48		
10				1005575.78231.52921.1Default.23	193.37		
11							
12							
13							
14							
15							

Document Total	2,071.29
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DETAILED DESCRIPTION

Audited By: <small>(Finance and Management Agency)</small>	
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Child and Adult Care Food Program FY2021-22

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: October-21

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
1 1	Full Day 85th Avenue I	-	-	-		entire site (50)	16.00	16.00	1.00	16.00	NO	NO
1 2	Full Day 85th Avenue I & II	173.00	196.00	196.00	19.00	entire site (50)	16.00	16.00	1.00	304.00	NO	NO
1 3	Full Day 85th Avenue III	-	-	-		entire site (50)	16.00	16.00	1.00	16.00	NO	NO
2 4	Full Day Arroyo Viejo	-	-	-		16	12.00	12.00	1.00	12.00	NO	NO
3 5	Full Day BROADWAY/INFANTS	27.00	28.00	26.00	10.00	8	9.00	9.00	1.00	90.00	NO	NO
3 6	Full Day BROADWAY/RM3 (TODDLERS)	27.00	50.00	48.00	10.00	8	9.00	9.00	1.00	90.00	NO	NO
3 7	Full Day BROADWAY/ RM4(TODDLERS)	44.00	61.00	58.00	10.00	8	8.00	8.00	1.00	80.00	NO	NO
4 8	Full Day Brookfield I	159.00	171.00	116.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
4 9	Full Day Brookfield II	117.00	125.00	96.00	18.00	entire site (48)	16.00	16.00	1.00	288.00	NO	NO
5 10	Full Day Fannie Wall	-	-	-		20	20.00	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar	-	-	-		21	20.00	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	-	-	-		18	32.00	32.00	1.00	32.00	NO	NO
8 13	Full Day Lions Creek I	237.00	244.00	236.00	20.00	18	16.00	16.00	1.00	320.00	NO	NO
8 14	Full Day Lions Creek II	68.00	67.00	59.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
9 15	Full Day Manzanita / Brookfield	161.00	146.00	143.00	19.00	20	20.00	20.00	1.00	380.00	NO	NO
10 16	Full Day San Antonio CDC 1	165.00	161.00	156.00	10.00	entire site (24)	24.00	24.00	1.00	240.00	NO	NO
11 17	Full Day San Antonio Park I	-	-	-		8	9.00	9.00	1.00	9.00	NO	NO
11 18	Full Day San Antonio Park II	88.00	97.00	92.00	19.00	8	9.00	9.00	1.00	171.00	NO	NO
12 19	Full Day Sungate I	274.00	280.00	280.00	18.00	entire site (34)	16.00	16.00	1.00	288.00	NO	NO
12 20	Full Day Sungate II	-	-	-		entire site (34)	16.00	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	-	-	-		24	24.00	24.00	1.00	24.00	NO	NO
14 22	Full Day West Grand (Infant)	44.00	44.00	44.00	13.00	8	9.00	9.00	1.00	117.00	NO	NO
14 23	Full Day West Grand (Older)	62.00	63.00	63.00	13.00	8	9.00	9.00	1.00	117.00	NO	NO
14 24	Full Day West Grand (Young)	63.00	63.00	63.00	13.00	8	8.00	8.00	1.00	104.00	NO	NO
	TOTAL	1,709.00	1,796.00	1,676.00	229.00		358.00	358.00		3,202.00		
	HS	852.00	942.00	835.00	124.00							
	EHS	696.00	708.00	698.00	86.00							

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by:

Sarah Trist

Sarah Trist

Health & Human Services Program Planner

* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

Avg Daily Participation **89.80**

=(max meals)/(max days)

ADP ENTRY **90.00**

Fiscal Approval: Christine Rolan

Christine Rolan
Human Service Fiscal Manager