



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

**MEETING AGENDA – FINAL**

**Thursday, 2-17-2022**

**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:** 2-17-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until 6-16-2022, 8 occurrence(s).

11-18-2021; 3:30 PM

12-16-2021; 3:30 PM

1-20-2022; 3:30 PM

2-17-2022; 3:30 PM

3-17-2022; 3:30 PM

4-21-2022; 3:30 PM

5-19-2022; 3:30 PM

6-16-2022; 3:30 PM

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

Monthly:

[https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc\\_MjQAgnKNDqipy\\_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAIjCb-\\_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL\\_LE](https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqipy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAIjCb-_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE)

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### 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](mailto:TBlack@oaklandca.gov)



**Human Services Department**

**ADVISORY BOARD MEETING**

**Thursday, 2-17-2022; 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. 21-005**
  2. Review and Approval of **February 17, 2022, Advisory Board Meeting Agenda**
  3. Review and Approval of **January 20, 2022, Advisory Board Meeting Minutes**
- III. **PARENT POLICY COUNCIL UPDATES:** *Diveena Cooppan, Program Director/Manager;*  
*Parent Policy Council Member & Program Staff*
  1. **Parent Policy Council Feedback**
- IV. **ACTION ITEMS:**
  1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
    - a. Monthly Enrollment and Content Area Monitoring Update – *January 2022*
    - b. Self-Assessment Plan FY 21-22
    - c. COVID 19 Response Update
  2. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager;*  
*Jason Wang, Admin. Analyst II*
    - a. Monthly Financial Report – *January 2022*
  3. **Annual Strategic Review**
    - a. Selection Criteria
    - b. Program Goals and Objectives
- V. **INFORMATION ITEMS:** *Diveena Cooppan & Program Staff*
  1. **Program Updates**
- VI. **OPEN FORUM**
- VII. **ADJOURNMENT**

# OAKLAND HEAD START ADVISORY BOARD

## RESOLUTION NO. 21-005

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**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 [February 17, 2022] 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.

**OAKLAND HEAD START ADVISORY BOARD MEETING**

**Zoom Meeting**

**Thursday, January 20, 2022**

**3:40-5:06 pm**

**\* MEETING MINUTES**

**\*(PENDING APPROVAL FROM THE ADVISORY BOARD)**

**Advisory Board Members Present:**

Dr. Javay Ross, *Vice Chair*  
Kevin Bremond  
Priya Jagannathan

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Alisa Burton, *Program Supervisor*  
Tracey Black, *HHS Program Planner, Head Start*  
Jason Wang, *Administrative Analyst II - Fiscal*  
Robyn Levinson, *HHS Program Planner*

**Parent Policy Council Members Present:**

Christina Michaud, *Chair*  
Bukola Ajana, *Vice Chair*  
Quizhu (Jewel) Xiong *Home-Based*

Lina Hancock, *Office of Councilmember Loren Taylor*  
Michael Munson, *KTOP Cable & TV Operations*  
Clara Sanchez Silva, *Administrative Assistant II*  
Shelley Taylor, *HS Supervisor – HR*  
Everardo Mendoza, *ERSEA Coordinator*  
Sarah Trist, *HHS Program Planner - Health Manager*  
Lynn Pham, *Franklin Early Childhood Center Director*  
Christine Rolan, *HSD Budget & Fiscal Manager*  
Conterenia Farrish – *Family Advocate*

**Members of Public Present:**

Annette Howard  
Assata Olugbala

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Three (3) Board Members were present. Quorum was established.

Also, present at the meeting were Parent Policy Council Members, Christina Michaud, *Outgoing Chair and Parent Policy Council/Advisory Board Liaison*; Bukola Ajana, *Outgoing Vice Chair/Member*; and Quizhu (Jewel) Xiong, *Member*.

**1. Public Comments:**

Assata Olugbala: Would like to make a comment which she indicated did not need a response. At the OUSD School Board Meeting last week, \$200,000 was allocated for Head Start from the District Child Development Fund. And there was no explanation as to how the money would be used. It was also identified that there are over 12,053 students who are homeless. Do we have candidates for Head Start who are homeless? Do we have numbers? Are we prioritizing for that group?

Do we have a procedure to remove a child from Head Start? How does expulsion happen? Do you have a procedure for parents to file complaint and what is the procedure?

Diveena Cooppan: We will present responses in writing for our next meeting. **See “Attachment A: Program Responses to Public Comments”, at end of meeting minutes.**

## II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS:

### 1. Review and Approval of **AB 361 Resolution No. 21-004**

- Dr. Javay Ross, called for a motion to approve the **AB 361 Resolution No. 21-004**
- ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-004**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions.

### 2. Review and Approval of **January 20, 2022, Advisory Board Meeting Agenda**

- Dr. Javay Ross called for a motion to approve the **January 20, 2022, Advisory Board Meeting Agenda**
- ✓ Priya Jagannathan motioned to approve the **January 20, 2022, Advisory Board Meeting Agenda**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

### 3. Review and Approval of **December 16, 2021, Advisory Board Meeting Minutes.**

- Dr. Javay Ross, called for a motion to approve **the December 16, 2021, Advisory Board Meeting Minutes**
- ✓ Priya Jagannathan motioned to approve the **December 16, 2021, Advisory Board Meeting Minutes.**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

## III. ACTION ITEMS:

### 1. **FY 21-22 Head Start Advisory Board Bylaws – Review, Discussion, and/or Adoption;**

*Tracey Black, HHS Program Planner*

- Program received the Bylaws recommendations review of proposed changes from the City Attorney [M. Bhakta] .
- The AB requested that the number of members be changed from 7 to 9 because it would be in alignment with the City Council ordinance and resolution.
- There were additional direct language changes in order to align with the ordinance proposed by Advisory Board
- The Advisory Board has the authority to accept the edits and adopt the Bylaws.
- If the Board would like to reduce the number, we would need to develop an agenda report and a resolution that would need to be submitted to the City Council with that request.
- The City Attorney confirmed that the program can still operate and conduct meetings with the current filled seats.
- The program is in the process of following the recruitment steps for additional board members.
  
- **Public Comment:** A. Olugbala mentioned she was confused as she read the legal ordinance before she began attending the meetings, and her first concern was that the legal binding ordinance said that there should be 9 members. This is problematic, as we need more representation.

- **Staff Comment:** Tracey indicated her understanding. P. Jagannathan agreed with Assata. P. Jagannathan stated that she would like ongoing updates and offered her support in recruiting members, as it is important to have representation.
- The program has submitted new board member applications to the Mayor's office and these are expected to be submitted to City Council from the Mayor's Office in the next few months.
- Diveena Cooppan added that we're always looking for recommendations and encourage applications to the Board.
- Annette Howard, a potential Advisory Board member was attending the meeting and , sharing her Head Start experience and her interest in becoming an Advisory Board member. .
- Dr. Javay Ross called for a motion to approve the **FY 21-22 Head Start Advisory Board Bylaws with the changes from the City Attorney's Office**
- ✓ Kevin Bremond motioned to approve to approve the **FY 21-22 Head Start Advisory Board Bylaws with the changes from the City Attorney's Office**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*

- Diveena Cooppan asked to begin with Item C, due to Kevin Bremond having to leave the meeting early.

**c. Locally Designed Option: Class Size Waiver Request: Tassafaronga HS**

- The program presented another locally designed option request to submit a proposal of the Class Size Waiver for Tassafaronga, which is a Head Start site for 4-5-year-olds, to increase the classroom number to 24.
- Dr. Javay Ross called for a motion to approve the **Locally Designed Option: Class Size Waiver Request: Tassafaronga HS**
- ✓ Kevin Bremond motioned to approve the **Locally Designed Option: Class Size Waiver Request: Tassafaronga HS**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

3. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager;*  
*Jason Wang, Admin. Analyst II*

**a. Cost Allocation Plan**

- Christine Rolan shared that Head Start is funded by multiple funding sources. We received Federal funding, State funding, and City funding to support our classroom costs. We, therefore, need to allocate the costs that we have for our centers, in order to be spending our funding in an equitable manner.
- Christine presented a cost allocation plan where she went into detail on what is being documented and tracked, such as what accounts the funding is coming from and what type of contractual and compliance agreements regarding the funding, are in place.

- Christine went over the definitions, concepts, and general cost allocation approach.
- Christine presented a Cost Allocation Percentage Table which showed exactly how our allocation is being broken up by funding source based on the total number of slots.
  
- Dr. Javay Ross called for a motion to approve the **Cost Allocation Plan**
- ✓ Kevin Bremond motioned to approve the **Cost Allocation Plan**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
  
- **Kevin Bremond had to leave the meeting.**

**a. Monthly Enrollment and Content Area Monitoring Update – December 2021**

- ASQ assessments, DRDP, parent conferences, and family needs assessments are on target.
- The key area is still attendance that is below 85%
- The waiver and flexibility continue from the Office of Head Start, into this new year for enrollment and attendance

**b. COVID 19 Response Update**

- Sarah Trist, Health Planner shared that December was a better month for Covid, than January.
- We had a Covid exposure at a support location and we were able to identify the case through the surveillance testing we have through partnership with California Department of Public Health. We were able to isolate contact and stop the spread.
- In December, we received test kits from Alameda County Public Health Department, which helped us screen children before they returned to the classroom on January 3<sup>rd</sup>. Families found that very helpful.
- We have ordered additional tests but there is a delay in orders. Our goal is to have the tests available and on hand, to assist families in their safety, especially when we must close a site due to an exposure.
- The program is currently experiencing a significant surge that is impacting sites remaining open.
- We have a mix of families who have opted to keep their children home and others who really rely on us and prefer to have their children with us [at the centers] during the day.
- The majority of center staff are testing daily.
- The program has not shortened the quarantine or isolation period and remains at 10 days, because the families we serve have children who are not yet eligible for vaccination and have many other vulnerable family members.
- We're choosing the safest [most conservative] option so that we can keep our centers a safe place for children to attend

**Voting for December Monthly Progress Report – December 2021, will be moved to next month as there was no quorum**

**b. Monthly Financial Report – December 2021**

- Jason presented the following financial report for December 2021.
- Personnel - 42% spent, Fringe Benefits 74% as expected Supplies - at 6% Contractual - at 74%, and Other - spent 42 %, as aligned with our expectations.

- Total Direct Charges - 56% and Indirect Charges - 40%. Total amount we have spent is 55%.
- Purchase Card – we have Zoom expenses for our centers, which is roughly \$670. .
- Meal Count – Breakfast we served a total of 1,658; for Lunch we served a total of 1,802 and for Afternoon Snacks we served a total of 1,637.
- **Public Comment:** A. Olugbala mentioned she’s often very concerned when it comes to budget breakdowns because usually cost related to administrative cost can be anywhere between 60 to 75% of total money spent. She would like to see a breakdown of what percentage of the money is going into the classroom for teaching and learning. When there’s a cost factor of over \$600,000 for Other and \$300,000 for Supplies, could we get some understanding of what is covered under Other?
- **Staff Comment:** Christine Rolan responded that we used to present summaries that would show what the different types of costs are under each category, and that moving forward we can reincorporate that detail in the fiscal report. Some of the costs that go under Other, include rent, utilities, and operating costs for our centers.
- **Voting for December Monthly Financial Report – December 2021, will be moved to next month**

**5. Policies & Procedures: Program Staff**

- Tracey Black explained we do not have any Policies & Procedures to review at the moment, but we will continue to keep it on the agenda as a placeholder.

**IV.**

**INFORMATION ITEMS: Diveena Cooppan and Program Staff**

**1. Parent Policy Council Feedback**

- Christina Michaud presented the *Parent Policy Council Feedback & Report* from the Parent Policy Council Meeting held on Tuesday, January 18<sup>th</sup>, 2022.
- **Reverend Annette Howard introduced herself:** Reverend Howard mentioned she has a long history with Head Start. As a child, her daughter was enrolled in the program. Reverend Howard worked at the site level and did a lot of recruitment for Head Start. Please find her letter of interest and resume attached.

**2. FY 21-22 School Readiness Goals & Child Outcomes**

- Alisa Burton, *Program Supervisor*, provided an overview of the Head Start School Readiness Goals, strategies, and examples.
- There are four School Readiness goals:
  - 1 Goal: Identity of Self in Relation to Others
  - 2 Goal: Children Will Increase the Use of Language (Verbal and Non-Verbal)
  - 3 Goal: Approaches to Learning
  - 4 Goal: Fine Motor Manipulative Skills

**Diveena Cooppan Comment:**

- We have our continuing application, which is due on April 1<sup>st</sup>, that will need to go to City Council for approval on March 29<sup>th</sup>. This means that have to get it to the Advisory Board by the end of February or early March.

- We're looking into a 2-hour session where, we present community assessment data, old goals, objectives and other ideas. We will be reaching out to you with possible dates for you to let us know which date works best for you.

**3. Update on information Memorandum: Head Start Advisory Board Annual Progress Report to City Council, February 15, 2022**

- The Head Start Advisory Board Annual Progress Report is planned for presentation to the City Council on February 15<sup>th</sup>, 2022.

**4. FY 21-22 Community Assessment Update Review (*Pending*)**

- Will fall under governance training.

**5. FY 21-22 Governance Training (*Pending*)**

- Will fall under governance training.

**V. OPEN FORUM:**

- Dr. Javay Ross made an announcement for the families attending Head Start Programs who go to the UC Benioff Children's Hospital Oakland Primary Care Clinic, that the clinic has free Covid test kits to provide to families. However, you need to be assigned to the clinic in order to have access to the free test kits.

**VI. ADJOURNMENT**

- Dr. Javay Ross called for a motion to **Adjourn the meeting.**
- ✓ Priya Jagannathan motioned to **Adjourn the meeting.**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **.Vote:** (2)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:00 pm

Submitted and recorded by  
*Clara Sanchez Silva*  
Administrative Assistant II

**Program Responses to Public Comments and Questions  
from Head Start Advisory Board Meeting, January 20, 2022**

**Public Comment:** Would like to make a comment which she indicated did not need a response. At the OUSD School Board Meeting last week, \$200,000 was allocated for Head Start from the District Child Development Fund. And there was no explanation as to how the money would be used.

**Program Response:** City of Oakland is a sub-contractor with OUSD/Child Development Division's General Child Care (CCTR) Contract with the California Department of Social Services (CDSS), which serves children, birth – 3-years-old and school-age children in before- and after-school care. The City of Oakland utilizes the sub-contract funding to augment and further support the services that are provided through the City's Early Head Start program, which serves children, birth – 3-years-old. The sub-contract is intended to specifically support the City's Early Head Start program, through June 30, 2021.

Of note, is that on January 14, 2022, the City of Oakland responded to a request for proposal released by the California Department of Social Services (CDSS), for agencies interested in implementing General Childcare (CCTR) contracts. The City of Oakland submitted a competitive application to CDSS, so that we might become a direct contractor of General Child Care (CCTR) funding, versus a sub-contractor. Applicants will be notified of Phase 1 of decisions by or before March 9, 2022.

**Public Question:** It was also identified that there are over 12,053 students who are homeless. Do we have candidates for Head Start who are homeless? Do we have numbers? Are we prioritizing for that group?

**Program Response:** We do, currently, have participants enrolled in the Head Start/Early Head Start program who are experiencing homelessness (based on the definition of the McKinney-Vento Act) – 84 families. Through a specific selection criteria process, as set forth in the Head Start Performance Standards - [1302.14 Selection process](#). | [ECLKC \(hhs.gov\)](#), and mandated by the Head Start Act, families experiencing and facing vulnerabilities, such as being unhoused or homeless, according to McKinney-Vento Act definition - [Federal Register :: McKinney-Vento Education for Homeless Children and Youths Program](#), are instantly prioritized and placed at the top of the program's selection list.

**Public Question:** Do you have a procedure to remove a child from Head Start? How does expulsion happen? Do you have a procedure for parents to file complaint and what is the procedure?

**Program Response:** The program has specific policies and procedures that outline enrollment, attendance, and participation the Head Start Program. As a contractor of federal and state funding, the Head Start program is prohibited from expelling children from the program and stringently advised against suspensions. The program does follow a strict policy and procedure - "Limitations on Suspensions and Prohibition on Expulsions" with regard to suspensions and expulsions a policy and procedure and is currently undergoing minor updates. The program also follows policy and procedure - "Community Complaint/Grievance" with regard to receiving parent/community complaints, also currently undergoing minor updates. And though undergoing minor updates, both policies strictly adhere to due process and follow strict confidentiality, privacy and anonymity guidelines.



## Head Start Monthly Program Report January 2022

**This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to:**

- *Review progress towards goals<sup>1</sup>*
- *Discuss challenges and improvement strategies*
- *Provide updates about key program areas*

### **PROGRAM SUMMARY**

While the ongoing COVID-19 pandemic has brought numerous challenges already, January began with an unprecedented surge in COVID-19-exposures and subsequent site closures. Staff, children, and their families reported COVID-19 exposures and/or positive tests almost daily, resulting in immediate site closures for periods of ten days at a time. Families were required to quarantine and/or self-isolate, call off work, and provide remote instruction for their children. Staff stepped in to cover ratios, alter programming and meal service, and step into different roles during this emergency period. Despite these circumstances the program was able to make progress in several key areas.

Five families who had an immediate need for housing were supported and have found stable and permanent housing. The mobile clinic renovations are progressing, with a scheduled completion date around Spring.

We have resumed our Technology Lending Library to assist families who lack access to technology and partnered with Tech Exchange to provide tech support. The program welcomed how many new staff members.

The new Family Child Care (FCC) program with partner BANANAS has identified Family Child Care sites and will begin enrolling children.



CITY OF OAKLAND

## Head Start Monthly Program Report December 2021

**This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to:**

- *Review progress towards goals<sup>1</sup>*
- *Discuss challenges and improvement strategies*
- *Provide updates about key program areas*

### **START DATES BY PROGRAM OPTION**

- **Center-Based**
  - o Grantee – City of Oakland - September 1, 2021
  - o Partner Agency - St. Vincent’s Day Home – October 1, 2021
  - o Partner Agency - Laney College – October 1, 2021
- **Home-Based**
  - o Grantee – City of Oakland - July 26, 2021
  - o Partner Agency - Brighter Beginnings – August 2, 2021
- **Family Childcare**
  - o Partner Agency - BANANAS – starting January 2021
  - o Pending Partner - tbd
- **Local Design Option**
  - o Mobile Classroom to serve children experiencing homelessness - tbd

### **PROGRAM SUMMARY**

The month of December was a shortened month for the program, as programs were closed for two weeks for the Holidays between December 20, 2021, through January 2, 2022 (returning on Monday, January 3, 2022). These two weeks allowed children and families to spend their holidays with loved ones and enabled our staff to take some time off for a much-deserved break while anticipating the challenge of the upcoming months (due to the looming Omicron variant).

Before the children left for the holidays, they all received a holiday gift generously donated from the Family Giving Tree Program.

The pilot program with World Central Kitchen has been extended to all our families and is detailed in further below under the Nutrition section.

As with most Early Childhood Learning programs throughout the country and region, we struggle with the teaching staff shortage but continue to provide coverage with creative scheduling and the use of central office staff.

We are applying for the California Department of Education/General Child Care Program (CCTR), due January 14, 2022. We are applying for 94 CCTR enrollment slots to serve birth to 3-years-old at our existing Oakland Early Head Start Program sites.

Lastly, we did not have any COVID-related incidences during the month of December.

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CITY OF OAKLAND

Head Start Monthly Program Report  
 December 2021  
**Update, At-a-Glance**

|   | Head Start <sup>2</sup> | Early Head Start <sup>2</sup> | Current Total |
|---|-------------------------|-------------------------------|---------------|
| <b>How many children did we work with?</b>              |                         |                               |               |
| Enrollment/Funded (No.)                                 | 205/292                 | 228/330                       | 433/622       |
| Enrollment/Funded (%)                                   | (70%)                   | (69%)                         | (70%)         |
| Daily attendance  | 80%                     | 69%                           | 76%           |
| <b>How many have...</b>                                 |                         |                               |               |
| Medical Home  | 96%                     | 99%                           | 98%           |
| Health Insurance  | 89%                     | 91%                           | 88%           |
| Current Physical exam/Well-baby check                   | 87%                     | 65%                           | 76%           |
| Updated immunizations                                   | 100%                    | 94%                           | 97%           |
| Hearing Screening                                       | 88%                     | 85%                           | 79%           |
| Vision Screening  | 87%                     | 84%                           | 78%           |
| Growth Screening  | 87%                     | 81%                           | 77%           |
| Dental Home   | 87%                     | 88%                           | 87%           |
| Current Dental Exam                                     | 74%                     | 70%                           | 72%           |
| Nutrition Screening                                     | 93%                     | 94%                           | 95%           |
| <b>How many completed...</b>                            |                         |                               |               |
| Developmental Screening (ASQ)                           | 86%                     | 89%                           | 88%           |
| <i>Concerns Identified following ASQ Screening</i>      | 41%                     | 27%                           | 34%           |
| Behavioral Screening – (ASQ-SE)                         | 86%                     | 89%                           | 88%           |
| <i>Concern Identified following ASQ-SE Screening</i>    | 23%                     | 20%                           | 22%           |
| 1 <sup>st</sup> Individualized Curriculum (DRDP)        | 79%                     | 84%                           | 81%           |
| Initial Parent/Teacher Conference (IDP)                 | 75%                     | 78%                           | 77%           |
| Initial Home Visits                                     | 88%                     | 91%                           | 89%           |
| 1 <sup>st</sup> Family Outcomes Assessment              | 100%                    | 99%                           | 99%           |
| <b>How many received...</b>                             |                         |                               |               |
| Referrals to the Regional Center of the East Bay (RCEB) | n/a                     | 4                             | 4             |
| Referrals to OUSD Center for Exceptional Children       | 17                      | n/a                           | 17            |
| Individualized family service plan (IFSP)               | 1                       | 17                            | 18            |
| Individualized education plan (IEP)                     | 19                      | n/a                           | 19            |
| Children enrolled with IFSP or IEP                      | 20                      | 17                            | 8.5%          |



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## Head Start Monthly Program Report December 2021 **ENROLLMENT**

| <b>City of Oakland</b>  | <b>Funded Slots</b> | <b>Non-Funded Slots</b> | <b>Enrolled</b> | <b>Accepted</b> | <b>Pending</b> | <b>Waitlist</b> |
|-------------------------|---------------------|-------------------------|-----------------|-----------------|----------------|-----------------|
| <i>Head Start</i>       | 292                 | 40                      | 205             | 23              | 94             | 66              |
| <i>Early Head Start</i> | 330                 | 12                      | 228             | 3               | 89             | 73              |
| <i>Total</i>            | 622                 | 52                      | 433             | 26              | 183            | 139             |

As of December 31, 2021, total enrollment was at 433. We are currently still accepting and reviewing enrollment applications while we have a full Waitlist at 139. The staff shortage prohibits us from enrolling more children due to the required teacher to children ratios, ranging from 2:8 thru 3:24, depending on the type of site, e.g., Head Start or Early Head Start. In addition to staff shortages, a large portion of Pending applications await our new program designs for this year – Family Child Care Option, Mobile Classroom, and sourcing an additional Child Care Partner.

*Note: The Office of Head Start (OHS) has extended a waiver through December 31, 2021, that provides flexibility on meeting the requirement to fill vacancies within 30 days. The standard rule will resume once OSH provides further guidance.*

### **ATTENDANCE**

Program-wide, the Average Daily Attendance was 76.24%

- Head Start: 79.68%
- Early Head Start: 68.74%

The lower average daily attendance, particularly for Early Head Start, is attributed to children, siblings, or parents being ill or in quarantine as a result showing flu-like symptoms common in the winter season but also attributed to COVID. Children are considered excused for illness or concerns due to the COVID pandemic. The program is analyzing attendance data for the first half of the program year and will report findings in the following months. In addition to the Federally funded slots, we have enrolled 24 participants from the City of Oakland funded slots: Arroyo Viejo EHS: 7, Tassafaronga HS: 12, Franklin HS: 5

*Note: The Office of Head Start (OHS) has extended a waiver through December 31, 2021, that provides flexibility on meeting the requirement to maintain 85% average daily attendance. The standard rule will resume once OSH provides further guidance.*

### **HOME-BASED**

There are currently 146 children enrolled (86% of funded enrollment) in the Home-Based program option. The 14% vacancy rate is primarily with our Partner site Brighter Beginnings, who is experiencing unprecedented staff turnover and shortages, thus unable to currently fill vacant slots.

Home Visitors are scheduling weekly Home Visits with parents. 82% of scheduled visits have occurred and 28% of visits have been cancelled due to children and/or parents being sick. The Home-Based office scheduled for opening in the next couple of months will help to increase home visits appointments.

Socialization sessions in December were successful with multiple parents and children engaged in the holiday



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## Head Start Monthly Program Report December 2021

activities (such as decorating cookies, sorting and matching different food items, singing and dancing traditional Chinese children songs and movement, and sharing and reading stories in different languages). Due to the cold weather, outdoor Socializations (organized to accommodate social distancing and larger gatherings due to COVID), were challenging and impacted participation.

### **PREGNANT WOMEN**

There are currently eight women enrolled in the Pregnant Women's Program. We are currently reviewing applications to fill enrollments slots and are on track to fulfill the ten funded enrollment slots for the program year. All participants are up to date with medical appointments and nutritional screenings. The remaining two are new to the program and are working with program staff to schedule these appointments. Two babies were born during the month of December and mothers received Post-Partum Depression screening at the 2-week visit.

### **HEALTH PROGRAM SERVICES**

To date, every Head Start child is up to date on their immunizations, including almost all Early Head Start children. Of the small percentage who are not fully immunized, they are being supported to meet the health goal of being over 97% of the CDC Recommended Vaccine Schedule. We continue to support families to keep well-child visits and dental visits. Community resources are overwhelmed, but we are collaborating with the Office of Dental Health, Lifelong, and Native American Health Center to offer dental education and supplies and plan on-site screenings as their staff levels of COVID-19 rates allow. We also have a community-based dentist coming to sites to screen children. Next month we look forward to planning our Spring collaboration with the Samuel Merritt Nursing students. Overall, medical home and medical insurance has remained steady. The percentage of children who are up to date on medical exams remains steady at 75%, reflecting the challenge of helping families make (and keep appointments right now) and also reflects the successful efforts of staff to connect children to care.

### **CHILD NUTRITION**

The World Central Kitchen Direct Pilot program has been so successful that it has now expanded to include all City of Oakland Head Start families. Each family can order daily meals from local participating restaurants Monday through Friday using a mobile app.

Supply chain issues continue to challenge the Central Kitchen. The Supervising Cook has implemented inventory controls to keep enough food on hand to address shortages on individual deliveries. City purchasing is also supporting Head Start to ensure we receive the number of vendors and the services we need to offer a variety of nutritious foods as part of our meal service.

### **MENTAL HEALTH & DISABILITIES**

#### ***Mental Health***

The remote yoga class that began at the San Antonio CDC site has been successful at improving health & well-being for children and has been expanded to the Manzanita site. Staff report that both children and staff participate and are really enjoying the experience.

We continue to need mental health consultants to cover all our program sites. At this time, three sites do not have a designated Mental Health consultant assigned. To supplement this need, Program staff are working to determine



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## Head Start Monthly Program Report December 2021

where needs are the highest and are requesting interim temporary coverage or internal referrals (including developmental consultants) where possible.

### ***Disabilities***

As part of the program's ongoing effort to identify children who would benefit from early intervention services, the staff continue to collaborate with families to complete and submit referrals to both the Oakland Unified School District and Regional Center of the East Bay. Site Based "Multi-Disciplinary Success Teams" (MDST), met to discuss and implement next steps for concerns identified through the developmental and behavioral screenings that include (but are not limited to): providing learning activities within the classroom and at home, scheduling screening after eight weeks, making a referral to a speech or developmental consultant, and organizing for a mental health consultant to complete a classroom observation, provide intervention strategies within the classroom or make a referral to either Regional Center of the East Bay or OUSD for formal evaluation.

As of the December, there were 17 referrals in process. As a result of slowdowns and backlogs created by COVID, OUSD is behind schedule in completing the evaluation process. The current delay is estimated to be six to eight weeks (which is longer than the already delayed timeline of three to four weeks). The program continues to work collaboratively with partner agencies, including Through the Looking Glass, to provide developmental consultations at sites and meet with staff and families to implement strategies to support success in the classroom.

## **FAMILY SERVICES & COMMUNITY ENGAGEMENT**

In partnership with the City of Oakland's Human Services Division – Alameda County-Oakland Community Action Partnership (AC-OCAP) department, we provided financial assistance to ten families who were directly impacted by COVID-19. Families used the funds to cover childcare, rent, and other basic needs, and the funds served as a preventative measure for these vulnerable families. For the holiday, ALL children received a gift from the Family Giving Tree Program.

As families struggle to find affordable, stable housing, we are holding Weekly Multi-Disciplinary Team Meetings (MDT) with local housing providers to discuss triaging and case management plans to address the housing needs of our families. We completed our first (of three) Family Outcomes Assessment Analysis. The top two needs reported by families were Housing and Employment. While we will have a more detailed action plan on how plan to support and address these needs, we have immediately established a referral system with Oakland Private Industry Council (OPIC) to help support and assist families in opportunities for employment/financial services/resume writing if needed.

## **EDUCATION & SCHOOL READINESS**

Centers were closed during the last two weeks of December for the holiday, from December 19, 2021, through January 3, 2022. During the week before Christmas, Center Directors and Family Advocates were able to spread holiday cheer by providing a gift for each child.

As expected during the winter months, many children and staff were out sick and did not come to the program site. We are currently shifting teachers around from other sites temporarily to help cover sites that are short-staffed; this means we have new and unfamiliar-but friendly- faces interacting with children at those sites.

Developmental Screening -Ages & Stages Questionnaire (ASQ) 96% have been completed for those that are currently due. 4% have not been completed and are either Past Due or Incomplete. Program Staff are scheduling calls with families to encourage completion of these screenings. 100% of all Behavioral Screening Ages & Stages Questionnaire Social-Emotional (ASQ-SE) that are due have been completed.



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Action Plans for those with a Concern Identified for either ASQ or ASQ-SE, is discussed in above in the Disability section.

### **PARTNER OVERSIGHT**

*Laney College Child Care Center* currently has 28/48 (58%) of enrolled slots filled. As reported last month, the facility is currently undergoing renovations to one of their classrooms with an expected completion in Spring 2022. This classroom serves 16 funded enrollment slots, but we are still working to fill the four slots that can currently be filled.

*Saint Vincent's Day Home* currently has 29/46 (63%) of enrolled slots filled. 17 slots remain unfilled however Saint Vincent's Day Home's Board of Directors have affirmed that they want to fill the remaining slots, pending the hiring of more teachers, with the goal of filling all vacant slots by Spring 2022.

*Brighter Beginnings* currently has 90/120 (75%) of enrolled slots filled. Accepting new children into their program is dependent on filling staff vacancies, and they continue to struggle with hiring, similar to other agencies.

*Family Childcare Centers (FCC) – "Tiny Steps,"* in partnership with BANANAS Inc. Ten Family Childcare Center Partner sites are currently in process of accepting enrollments. We have 59 funded enrollment slots under this program option. The ERSEA team is reviewing and processing enrollment applications to ensure program compliance with federal Head Start regulations.

*Pending Partner (NEW)* – We are still in discussion with a local community college to assess needs and fit.

### **MIS – DATA MANAGEMENT & ONGOING MONITORING/ CONTINUOUS QUALITY IMPROVEMENT (CQI)**

The annual file audit is underway and scheduled for completion by the end of the 2021. The two-week Center program closures provided dedicated and focused time to complete the file audit. Once complete, findings will be summarized and reported in the next couple of months.

### **HUMAN RESOURCES, PROFESSIONAL DEVELOPMENT**

The return to working onsite at the central office for the City of Oakland has been delayed until February 1, 2022 (originally scheduled for December 6, 2021, and then pushed to January 7, 2022). The delay was primarily due to coordinating of testing, not having unvaccinated staff. As reported last month, we are close to having all Staff vaccinated, while those who requested an exemption are currently being reviewed for approval.

We had two staff members termed out from their current positions: one EHS Teacher and one Office Assistant.

Three new staff members started this month: two Associate Teachers and one-Admin Assistant II.

We are developing a Coaching Needs Assessment to help identify and assess current professional development needs for our Teaching Staff.



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### **FACILITIES & MAINTENANCE**

A Physical On-Site Audit is occurring simultaneously with the File Audit. This process includes reviewing and assessing each Center and noting the condition of equipment, all physical spaces (including the classrooms, kitchen and play area), and ensuring all California Licensing documents are on site.

The heavy storms that occurred over the month helped to reveal a few roofing leaks at some of our Centers - 85th, Brookfield, Broadway, Tassafioranga and Arroyo. These have been repaired and patched.

### **UPCOMING PROGRAMS**

*Locally Design Option* - Mobile Classroom for Homeless families

Lead Management Staff went to Ohio to visit the company that is manufacturing the modulars for the Mobile Classroom units. Due to supply and shipping delays, the modular unit production is delayed, but we still anticipate a program start date around Spring 2022.



## Head Start Monthly Program Report January 2022

### Update, At-a-Glance

|   | Head Start <sup>2</sup> | Early Head Start <sup>2</sup> | Current Total |
|---|-------------------------|-------------------------------|---------------|
| <b>How many children did we work with?</b>              |                         |                               |               |
| Enrollment/Funded (No.)                                 | 202/332                 | 226/342                       | 428/674       |
| Enrollment/Funded (%)                                   | (61%)                   | (66%)                         | (63%)         |
| Daily attendance  | 66%                     | 58%                           | 63%           |
| <b>How many have...</b>                                 |                         |                               |               |
| Medical Home  | 97%                     | 99%                           | 98%           |
| Health Insurance  | 93%                     | 92%                           | 92%           |
| Current Physical exam/Well-baby check                   | 87%                     | 59%                           | 73%           |
| Updated immunizations                                   | 100%                    | 95%                           | 98%           |
| Hearing Screening                                       | 90%                     | 91%                           | 90%           |
| Vision Screening  | 90%                     | 90%                           | 90%           |
| Growth Screening  | 85%                     | 88%                           | 87%           |
| Dental Home   | 89%                     | 93%                           | 91%           |
| Current Dental Exam                                     | 74%                     | 73%                           | 73%           |
| Nutrition Screening                                     | 95%                     | 92%                           | 93%           |
| <b>How many completed...</b>                            |                         |                               |               |
| Developmental Screening (ASQ)                           | 97%                     | 99%                           | 98%           |
| <i>Concerns Identified following ASQ Screening</i>      | 42%                     | 33%                           | 37%           |
| Behavioral Screening – (ASQ-SE)                         | 97%                     | 99%                           | 98%           |
| <i>Concern Identified following ASQ-SE Screening</i>    | 23%                     | 18%                           | 20%           |
| 1 <sup>st</sup> Individualized Curriculum (DRDP)        | 93%                     | 95%                           | 94%           |
| Initial Parent/Teacher Conference (IDP)                 | 92%                     | 89%                           | 91%           |
| Initial Home Visits                                     | 99%                     | 95%                           | 98%           |
| 1 <sup>st</sup> Family Outcomes Assessment              | 96%                     | 96%                           | 96%           |
| <b>How many received...</b>                             |                         |                               |               |
| Referrals to the Regional Center of the East Bay (RCEB) | n/a                     | 4                             | 4             |
| Referrals to OUSD Center for Exceptional Children       | 16                      | n/a                           | 16            |
| Individualized family service plan (IFSP)               | 1                       | 16                            | 17            |
| Individualized education plan (IEP)                     | 19                      | n/a                           | 19            |
| Children enrolled with IFSP or IEP                      | 20                      | 16                            | 8.9%          |

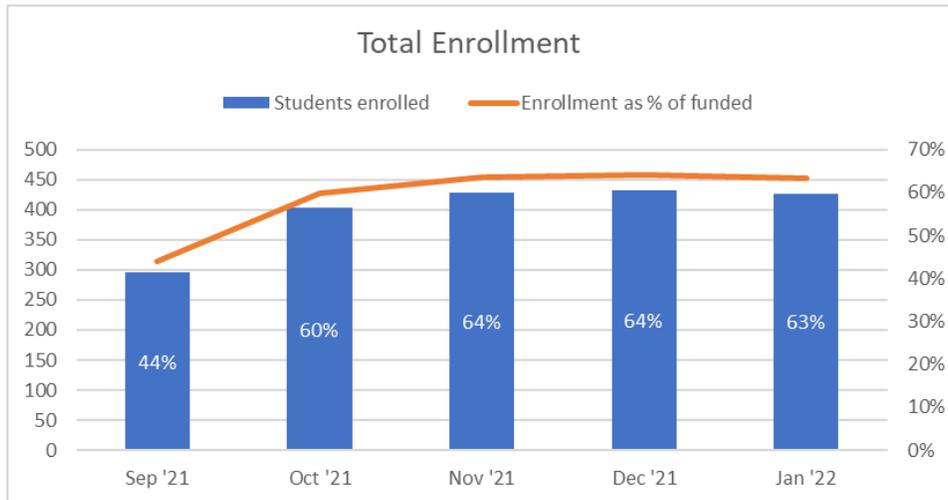


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## Head Start Monthly Program Report January 2022

### ENROLLMENT

| City of Oakland         | HS Funded Slots | City Funded Slots | Enrolled | Accepted | Pending | Waitlist |
|-------------------------|-----------------|-------------------|----------|----------|---------|----------|
| <i>Head Start</i>       | 292             | 40                | 202      | 21       | 70      | 76       |
| <i>Early Head Start</i> | 330             | 12                | 226      | 3        | 67      | 82       |
| <i>Total</i>            | 622             | 52                | 428      | 24       | 137     | 158      |



As of January 31, 2021, program wide enrollment was 428. While recruitment and the application review processes take place year-round, we paused enrolling new children into the program due to the COVID-19 surge that led to site closures and staff quarantines. As staff return from quarantine and it is safe to enroll additional children in the Early Head Start / Head Start classrooms, the enrollment process will resume. Further, the program is expected to begin enrolling additional children at some of our partner options, including BANANAS & St. Vincent's Day Home, in February and March. We are currently reviewing applications of potential families that will enroll in these options.

*Note: The Office of Head Start (OHS) has paused the evaluation of programs for the full enrollment initiative, providing flexibility on meeting the requirement to fill vacancies within 30 days. The standard rule will resume once OHS provides further guidance.*

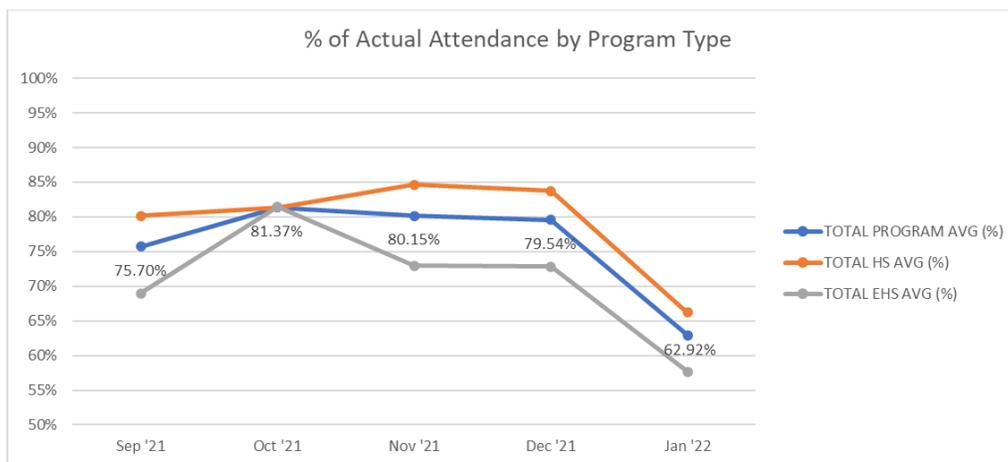


## Head Start Monthly Program Report January 2022

### ATTENDANCE

Program-wide, the Average Daily Attendance was 63%

- Head Start: 66%
- Early Head Start: 58%



As noted, we had a significant number of Covid site closures in January that impacted the average daily attendance. The lower average daily attendance, particularly for Early Head Start, is attributed to children, siblings, or parents being ill or in quarantine as a result showing flu-like symptoms. While these are common in the winter season, they are also attributed to COVID-19, so families were instructed to maintain the highest level of caution. Children are considered excused for illness or concerns related to the COVID-19 pandemic. The program is analyzing attendance data for the first half of the program year and will report findings in the following months.

*Note: The Office of Head Start (OHS) has paused the evaluation of programs for the full enrollment initiative, providing flexibility on meeting the requirement to maintain 85% average daily attendance. The standard rule will resume once OHS provides further guidance.*

### HOME-BASED

During the month of January, there were 156 children enrolled in the Home-Based program, equating to 87% of total funded Home-Based program enrollment.

The Home-Based program also hosted a diaper and personal protective equipment (PPE) distribution event and provided COVID-19 rapid testing training for families, which included distributing a Rapid Test Kit to each family. We had three parent volunteers host an activity on preparing healthy meals, where they demonstrated how to make healthy meals and read a story to the children on healthy eating habits.

Many families are still uncomfortable returning to in-person services due to COVID-19 surge, so home-based services were offered virtually in January. The Home-Based program will discuss the return to in-person services at the end of February and will continue to provide the technological equipment and support to families to engage in virtual programming as needed.



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### **PREGNANT WOMEN**

We continue to have eight women enrolled in the Pregnant Women's Program. We are reviewing applications to fill the remaining slots available and are on track to fulfill the ten funded enrollment slots for the program year. All Pregnant Women's Program participants are up to date with medical appointments and nutritional screenings. However, six of the eight Pregnant Women's Program participants have not received a dental exam. These participants are working with staff to access these exams. While we did not have any new babies born during the month of January, one postpartum depression screening was completed, and one was scheduled for the two moms who delivered babies in December 2021.

### **HEALTH PROGRAM SERVICES**

In January 2022, 100% of Head Start children and 95% of Early Head Start children were up to date on their immunizations. Of the 5% of Early Head Start children who are not fully immunized, they are being supported by staff so as a program we can meet the goal of 97% of children up to date with the CDC Recommended Vaccine Schedule. We continue to support families to attend well-child visits and dental visits. Community resources are overwhelmed, but we are collaborating with the Office of Dental Health, Lifelong, and Native American Health Center to offer dental education and supplies and plan on-site screenings as their staff levels of COVID-19 rates allow. While our community-based dental services have suspended on-site screenings for children, they will resume once the COVID-19 rates decrease to less dangerous levels. We are partnering with the Samuel Merritt Nursing students to call each family and provide information about COVID-19 vaccine, answer any questions the family may have, and encourage eligible family members to get vaccinated and/or boosted if they have not already. Overall, the rates of children that have a medical home (98%) and medical insurance (92%) remains steady. The percentage of children who are up to date on medical exams is 73%, reflecting the challenge of helping families, particularly those in Early Head Start, make and keep appointments during Covid. However, this number also reflects the successful efforts of staff to connect children to care.

### **CHILD NUTRITION**

As with all staff areas, our kitchen crew was impacted by the recent COVID-19 surge. Meal service was modified due to staff absences related to COVID-19 quarantine and isolation. However, families continued to rely on the program for food service, and the World Central Kitchen Direct Pilot program expanded to include all City of Oakland Head Start families. Each family can order daily meals from local participating restaurants Monday through Friday using a mobile app.

Supply chain issues continue to challenge the Central Kitchen. The Supervising Cook has implemented inventory controls to keep enough food on hand to address shortages on individual deliveries. City purchasing is also supporting Head Start to ensure we receive the number of vendors and the services we need to offer a variety of nutritious foods as part of our meal service.

### **MENTAL HEALTH & DISABILITIES**

#### ***Mental Health***

We continue to need additional mental health consultants to cover all our program sites. At this time, three sites do not have a designated Mental Health consultant assigned. To supplement this need, Program staff are working to determine where needs are the highest and are requesting interim temporary coverage or internal referrals (including



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developmental consultants) where possible. The program will be releasing an RFP to identify additional mental health consultants to work with the program.

### ***Disabilities***

As part of the program's ongoing effort to identify children who would benefit from early intervention services, staff continue to collaborate with families to complete and submit referrals to both the Oakland Unified School District (OUSD) and Regional Center of the East Bay. Site Based "Multi-Disciplinary Success Teams" (MDST), met in January to discuss and implement next steps for concerns identified through the developmental and behavioral screenings that include (but are not limited to): providing learning activities within the classroom and at home, scheduling screening after eight weeks, making a referral to a speech or developmental consultant, and organizing for a mental health consultant to complete a classroom observation, provide intervention strategies within the classroom or make a referral to either Regional Center of the East Bay or OUSD for formal evaluation.

As of January 31, 2022, there were 18 referrals in process. OUSD is behind schedule in completing the evaluation process. The current delay is estimated to be six to eight weeks (which is longer than the already delayed timeline of three to four weeks). The program continues to work collaboratively with partner agencies, including Through the Looking Glass, to provide developmental consultations at sites and meet with staff and families to implement strategies to support success in the classroom.

## **FAMILY SERVICES & COMMUNITY ENGAGEMENT**

In January, we held Family Engagement workshops for families on School Readiness and Financial Literacy with an average attendance of 16 parents/guardians. During our two-day distribution drive in January, we provided 42 lending laptops to families in our Grantee and Partner programs. Additionally, 69 families received packages of diapers, wipes, PPE and children's books.

Homelessness and housing instability is one of the largest challenges facing our families. We continue to assist families with applying for housing funds to help offset critical housing needs. It can be challenging to find shelter or stable and affordable housing placements for our families, and work with the Oakland Housing Authority and Family Front Door to connect our families with viable housing options.

Next month, our Family Services and Community Engagement staff are preparing to host two Family Service Workshops:

- Oakland Private Industry Council (OPIC) on Employment Opportunities
- Brilliant Babies for Financial Literacy. They are also offering a program that provides a free \$500 college fund and free financial coaching.

We will hold additional diaper distributions in February and March.

We are also looking ahead to April 2022 for the annual Week of the Young Child (WOYC), which will include an in-person fieldtrip to Fairyland (if deemed safe enough considering the COVID-19 positivity rates).

## **EDUCATION & SCHOOL READINESS**

In January, all sites offered activities to prepare children for the transition to their next learning environment. Sites continue to support children to meet their School Readiness Goals and led activities focused on topics including language and literacy, cognition, and fine motor skills. This month, 90% of the program is up to date for all events due, including Behavioral and Developmental screenings and the first Individualized Curriculum, the first home visit and the first Parent Conference.



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While centers were closed due to COVID-19, staff showed significant flexibility to still provide services. Staff worked remotely, completing DRDP assessments, holding staff meetings, working with mental health and CSEFL consultants, and holding staff supervisions virtually.

### **PARTNER OVERSIGHT**

In January, Saint Vincent's Day Home and Laney Children's Center were impacted by COVID-19 exposures and closed for the required quarantine period. Despite these challenges, Head Start Partners ensured families felt safe and supported during the closure and prepared to safely reopen. In collaboration with Head Start Central Office Staff, Partner sites updated COVID-19 protocols and provided updated information to Head Start parents and partner staff, which included completing classroom sanitation for high touch areas, classroom furniture, and equipment; and helped families navigate individual or familial needs resulting from center closures. The COVID-19 related closures enabled our staff to provide more information to Head Start parents and guardians about COVID-19 mitigation strategies, keeping children and families safe during isolation/quarantine, and current resources for COVID-19 testing and vaccinations in Alameda County.

Pre-service training will begin in February for our new FCC partner BANANAS to help onboard their staff with Head Start program performance standards and requirements. We are also working on getting systems set up and scheduling training as well as providing resource documents needed to understand how to best use system and protocols.

### **MIS – DATA MANAGEMENT & ONGOING MONITORING/ CONTINUOUS QUALITY IMPROVEMENT (CQI)**

Our data management team oversaw the completion of a file audit for the entire department and will be presented on next month's report. The second Quarter reporting for our state funded contracts – CSPP (California State Pre-School Program) and CCTR (General Childcare & Development), has also been completed and submitted to Finance for reimbursement to the State of California.

A survey was created to ask families and household members about Covid-19 vaccines and concerns, and checked in about health & dental insurance, that was administered with the assistance of Samuel Merritt Health Nursing Students.

Data system improvement included activating a new database module, *Family Partnership Form*, that converted the process of creating family goals and objectives from paper form to an electronic form version which will improve monitoring progress.

### **HUMAN RESOURCES, PROFESSIONAL DEVELOPMENT**

Most Central Office staff continue to work remotely while program staff work on-site at the Centers. A return to the office has been postponed until further notice. The department is almost completely vaccinated, with the exception of just one staff member, who filed an exemption, and is currently being reviewed for approval.

In January, we bid farewell to Marietta Rush, who has served as a Head Start teacher with our program since 2000. Marietta most recently worked at Manzanita and helped shape many lives throughout her time. We thank Marietta



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for her hard work and positive impact on many Head Start children and families! Our program also welcomed one new staff member, Robyn Levinson, who is a new Program Planner with a focus on data, monitoring and evaluation.

### **FACILITIES & MAINTENANCE**

In January, the program identified a new Home-Based program office next to the Sungate Center. This will serve as the office for Home Visitor staff where socializations and parent meetings will occur. It will also be a parent resource center and hub for socialization and connection for families to resources in the local community.

New HVAC systems are being installed at our Broadway and Franklin sites. We are scheduling regular lead testing at each grantee site to ensure that the water is safe to drink for children and staff. In January we scheduled testing for the 85<sup>th</sup> Center site. We are also replacing and repairing security cameras at Centers and working to schedule security guards at Centers that are in high crime areas.

### **UPCOMING PROGRAMS**

#### ***Locally Design Option - Mobile Classroom for Homeless families***

The RV that will house the mobile classroom is moving forward with renovations, and is being equipped with a generator, doors, steps and wheelchair lift. In addition, signage and banners have been selected to help promote the upcoming mobile classroom program, scheduled to begin early Spring.

**Head Start & Early Head Start Budget Summary - All projects**  
Report as of 1/13/22 - Payroll to 11/26/21

| <b>Category</b>                | <b>Budget</b>           | <b>Encumbrance</b>     | <b>Expenditures</b>    | <b>Avail</b>           | <b>% of Budget Spent</b> |
|--------------------------------|-------------------------|------------------------|------------------------|------------------------|--------------------------|
| a. Personnel                   | \$ 5,372,137.00         | \$ -                   | \$ 2,259,643.21        | \$ 3,112,493.79        | 42%                      |
| b. Fringe Benefits             | \$ 2,133,657.00         | \$ -                   | \$ 1,577,013.72        | \$ 556,643.28          | 74%                      |
| c. Travel                      | \$ 15,000.00            | \$ -                   | \$ -                   | \$ 15,000.00           | 0%                       |
| d. Equipment                   | \$ -                    | \$ -                   | \$ -                   | \$ -                   | 0%                       |
| e. Supplies                    | \$ 316,296.00           | \$ 8,523.45            | \$ 10,513.83           | \$ 297,258.72          | 6%                       |
| f. Contractual                 | \$ 3,379,679.00         | \$ 2,074,781.42        | \$ 416,864.40          | \$ 888,033.18          | 74%                      |
| g. Construction                | \$ -                    | \$ -                   | \$ -                   | \$ -                   | 0%                       |
| h. Other                       | \$ 632,260.00           | \$ 11,458.23           | \$ 254,108.52          | \$ 366,693.25          | 42%                      |
| <b>i. Total Direct Charges</b> | <b>\$ 11,849,029.00</b> | <b>\$ 2,094,763.10</b> | <b>\$ 4,518,143.68</b> | <b>\$ 5,236,122.22</b> | <b>56%</b>               |
| j. Indirect Charges            | \$ 403,665.00           | \$ -                   | \$ 160,087.72          | \$ 243,577.28          | 40%                      |
| <b>k. TOTALS</b>               | <b>\$ 12,252,694.00</b> | <b>\$ 2,094,763.10</b> | <b>\$ 4,678,231.40</b> | <b>\$ 5,479,699.50</b> | <b>55%</b>               |

**Head Start T/TA Budget Summary - Project 1005570**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| <b>Category</b>                | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>  | <b>Encumber &amp; Expend %</b> |
|--------------------------------|----------------------|--------------------|---------------------|---------------|--------------------------------|
| 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%                         |
| <b>i. Total Direct Charges</b> | <b>66,752</b>        | <b>-</b>           | <b>6,760</b>        | <b>59,992</b> | <b>10.13%</b>                  |
| j. Indirect Charges            | -                    | -                  | -                   | -             | 0.00%                          |
| <b>k. TOTALS</b>               | <b>66,752</b>        | <b>-</b>           | <b>6,760</b>        | <b>59,992</b> | <b>10.13%</b>                  |

**Early Head Start T/TA Budget Summary - Project 1005576**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| <b>Category</b>                | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>   | <b>Encumber &amp; Expend %</b> |
|--------------------------------|----------------------|--------------------|---------------------|----------------|--------------------------------|
| 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               | -                  | 13,500              | 26,252         | 33.96%                         |
| <b>i. Total Direct Charges</b> | <b>118,878</b>       | <b>-</b>           | <b>13,500</b>       | <b>105,378</b> | <b>11.36%</b>                  |
| j. Indirect Charges            | -                    | -                  | -                   | -              | 0.00%                          |
| <b>k. TOTALS</b>               | <b>118,878</b>       | <b>-</b>           | <b>13,500</b>       | <b>105,378</b> | <b>11.36%</b>                  |

**Head Start Startup Budget Summary - Project 1006121**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| Category                       | Appropriation  | Encumbrance   | Expenditures | Avail         | Encumber & Expend % |
|--------------------------------|----------------|---------------|--------------|---------------|---------------------|
| a. Personnel                   | 15,827         | -             | -            | -             | 0.00%               |
| b. Fringe Benefits             | 12,373         | -             | -            | -             | 0.00%               |
| c. Travel                      | -              | -             | -            | -             | 0.00%               |
| d. Equipment                   | 136,300        | -             | -            | -             | 0.00%               |
| e. Supplies                    | 129,250        | -             | -            | -             | 0.00%               |
| f. Contractual                 | 61,000         | 54,244        | 5,581        | 1,175         | 98.07%              |
| g. Construction                | -              | -             | -            | -             | 0.00%               |
| h. Other                       | 75,200         | 15,159        | -            | 60,041        | 20.16%              |
| <b>i. Total Direct Charges</b> | <b>429,950</b> | <b>69,403</b> | <b>5,581</b> | <b>61,216</b> | <b>17.44%</b>       |
| j. Indirect Charges            | -              | -             | -            | -             | 0.00%               |
| <b>k. TOTALS</b>               | <b>429,950</b> | <b>69,403</b> | <b>5,581</b> | <b>61,216</b> | <b>17.44%</b>       |

**Early Head Start Startup Budget Summary - Project 1006122**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| Category                       | Appropriation  | Encumbrance    | Expenditures | Avail         | Encumber & Expend % |
|--------------------------------|----------------|----------------|--------------|---------------|---------------------|
| a. Personnel                   | 17,847         | -              | -            | -             | 0.00%               |
| b. Fringe Benefits             | 13,953         | -              | -            | -             | 0.00%               |
| c. Travel                      | -              | -              | -            | -             | 0.00%               |
| d. Equipment                   | 153,700        | -              | -            | -             | 0.00%               |
| e. Supplies                    | 145,750        | -              | -            | -             | 0.00%               |
| f. Contractual                 | 150,000        | 142,381        | -            | 7,619         | 94.92%              |
| g. Construction                | -              | -              | -            | -             | 0.00%               |
| h. Other                       | 86,800         | -              | -            | 86,800        | 0.00%               |
| <b>i. Total Direct Charges</b> | <b>568,050</b> | <b>142,381</b> | <b>-</b>     | <b>94,419</b> | <b>25.06%</b>       |
| j. Indirect Charges            | -              | -              | -            | -             | 0.00%               |
| <b>k. TOTALS</b>               | <b>568,050</b> | <b>142,381</b> | <b>-</b>     | <b>94,419</b> | <b>25.06%</b>       |

**Head Start ARP Budget Summary - Project 1006194**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| 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                    | 48,140         | -             | -            | 48,140         | 0.00%               |
| f. Contractual                 | 311,083        | 37,485        | -            | 273,598        | 12.05%              |
| g. Construction                | -              | -             | -            | -              | 0.00%               |
| h. Other                       | -              | -             | -            | -              | 0.00%               |
| <b>i. Total Direct Charges</b> | <b>359,223</b> | <b>37,485</b> | <b>-</b>     | <b>321,738</b> | <b>10.44%</b>       |
| j. Indirect Charges            | -              | -             | -            | -              | 0.00%               |
| <b>k. TOTALS</b>               | <b>359,223</b> | <b>37,485</b> | <b>-</b>     | <b>321,738</b> | <b>10.44%</b>       |

**Early Head Start ARP Budget Summary - Project 1006197**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| 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                    | 54,286         | -             | -            | 54,286         | 0.00%               |
| f. Contractual                 | 392,100        | 58,939        | -            | 333,161        | 15.03%              |
| g. Construction                | -              | -             | -            | -              | 0.00%               |
| h. Other                       | -              | -             | -            | -              | 0.00%               |
| <b>i. Total Direct Charges</b> | <b>446,386</b> | <b>58,939</b> | <b>-</b>     | <b>387,447</b> | <b>13.20%</b>       |
| j. Indirect Charges            | -              | -             | -            | -              | 0.00%               |
| <b>k. TOTALS</b>               | <b>446,386</b> | <b>58,939</b> | <b>-</b>     | <b>387,447</b> | <b>13.20%</b>       |

**Head Start Budget Summary - Project 1005569**  
Report as of 1/13/21 - Payroll to 11/26/21

| <b>Category</b>         | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>     | <b>% of Budget Spent</b> |
|-------------------------|----------------------|--------------------|---------------------|------------------|--------------------------|
| a. Personnel            | 2,261,490            | -                  | 1,288,823           | 972,667          | 57%                      |
| b. Fringe Benefits      | 1,009,275            | -                  | 885,400             | 123,875          | 88%                      |
| c. Travel               | 7,200                | -                  | -                   | 7,200            | 0%                       |
| d. Equipment            | -                    | -                  | -                   | -                | -                        |
| e. Supplies             | 150,612              | 1,798              | 4,675               | 144,139          | 4%                       |
| f. Contractual          | 1,321,523            | 762,322            | 59,164              | 500,037          | 62%                      |
| g. Construction         | -                    | -                  | -                   | -                | -                        |
| h. Other                | 276,868              | 4,230              | 83,189              | 189,449          | 32%                      |
| i. Total Direct Charges | 5,026,968            | 768,350            | 2,321,251           | 1,937,366        | 61%                      |
| j. Indirect Charges     | 169,854              | -                  | 90,441              | 79,413           | 53%                      |
| <b>k. TOTALS</b>        | <b>5,196,822</b>     | <b>768,350</b>     | <b>2,411,692</b>    | <b>2,016,779</b> | <b>61%</b>               |

**Early Head Start Budget Summary - Project 1005575**  
**Report as of 1/13/22 - Payroll to 11/26/21**

| <b>Category</b>         | <b>Budget</b>    | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>     | <b>% of Budget Spent</b> |
|-------------------------|------------------|--------------------|---------------------|------------------|--------------------------|
| a. Personnel            | 3,110,647        | -                  | 970,820             | 2,139,827        | 31%                      |
| b. Fringe Benefits      | 1,124,382        | -                  | 691,613             | 432,769          | 62%                      |
| c. Travel               | 7,800            | -                  | -                   | 7,800            | 0%                       |
| d. Equipment            | -                | -                  | -                   | -                | -                        |
| e. Supplies             | 165,684          | 6,726              | 5,839               | 153,120          | 8%                       |
| f. Contractual          | 1,912,278        | 1,312,459          | 357,701             | 242,118          | 87%                      |
| g. Construction         | -                | -                  | -                   | -                | -                        |
| h. Other                | 315,640          | 7,228              | 150,660             | 157,752          | 50%                      |
| i. Total Direct Charges | 6,636,431        | 1,326,413          | 2,176,633           | 3,133,386        | 53%                      |
| j. Indirect Charges     | 233,811          | -                  | 69,647              | 164,164          | 30%                      |
| <b>k. TOTALS</b>        | <b>6,870,242</b> | <b>1,326,413</b>   | <b>2,246,279</b>    | <b>3,297,550</b> | <b>52%</b>               |

**City of Oakland  
PURCHASE CARD TRANSACTION LOG**

DATE: 01/10/22

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

Agency / Department: Human Services  
Department-Head Start

TO

Dec 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:**

|  |  |                             |   |
|--|--|-----------------------------|---|
| <br><small>Diveena Cooppan (Jan 10, 2022 12:50 PST)</small> | <b>510-238-7186</b>                    |                             | <br><small>Jason Wang</small> Date 1-10-2022 |
| <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      | 12/6/21          | Zoom        | Zoom for HS Centers     | 1005569.78231.52213.1Default.23 | 161.60            |                          |                          |
| 2      |                  |             |                         | 1005575.78231.52213.1Default.23 | 182.23            |                          |                          |
| 3      |                  |             |                         |                                 |                   |                          |                          |
| 4      | 12/14/21         | Zoom        | Zoom for HS Centers     | 1005569.78231.52213.1Default.23 | 161.61            |                          |                          |
| 5      |                  |             |                         | 1005575.78231.52213.1Default.23 | 182.24            |                          |                          |
| 6      |                  |             |                         |                                 |                   |                          |                          |
| 7      | 12-13-21         | Southwest   | Wenonah Elms Ohio Trip  | 1005569.78231.55112.1Default.23 | 359.77            |                          |                          |
| 8      |                  |             |                         | 1005575.78231.55112.1Default.23 | 405.69            |                          |                          |
| 9      |                  |             |                         |                                 |                   |                          |                          |
| 10     | 12-13-21         | Southwest   | Thao Ly Ohio Trip       | 1005569.78231.55112.1Default.23 | 359.77            |                          |                          |
| 11     |                  |             |                         | 1005575.78231.55112.1Default.23 | 405.69            |                          |                          |
| 12     |                  |             |                         |                                 |                   |                          |                          |
| 13     |                  |             |                         |                                 |                   |                          |                          |
| 14     |                  |             |                         |                                 |                   |                          |                          |
| 15     |                  |             |                         |                                 |                   |                          |                          |

|                       |                 |
|-----------------------|-----------------|
| <b>Document Total</b> | <b>2,218.60</b> |
|-----------------------|-----------------|

DETAILED DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

|  |  |
|--|--|
| <b>Audited By:</b><br><small>(Finance and Management Agency)</small> |  |
|--|--|

Child and Adult Care Food Program FY2021-22

Institution: CITY OF OAKLAND HEADSTART  
Month/ Year: December-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 II          | 118.00          | 118.00          | 106.00                   | 16.00   | entire site (50)  | 16.00  | 16.00         | 1.00  | 256.00  | 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            | 73.00           | 75.00           | 69.00                    | 7.00  | 16                | 12.00  | 12.00         | 1.00  | 84.00   | NO   | NO |
| 3 5             | Full Day      | BROADWAY/INFANT         | 32.00           | 32.00           | 23.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 3 6             | Full Day      | BROADWAY/RM 3 (TODDLER) | 48.00           | 66.00           | 65.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 3 7             | Full Day      | BROADWAY/RM 4 (TODDLER) | 42.00           | 51.00           | 48.00                    | 16.00   | 8                 | 8.00   | 8.00          | 1.00  | 128.00  | NO   | NO |
| 4 8             | Full Day      | Brookfield 1            | 119.00          | 125.00          | 87.00                    | 16.00   | entire site (48)  | 16.00  | 16.00         | 1.00  | 256.00  | NO   | NO |
| 4 9             | Full Day      | Brookfield 2            | 92.00           | 107.00          | 78.00                    | 16.00   | entire site (48)  | 16.00  | 16.00         | 1.00  | 256.00  | 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                | 54.00           | 53.00           | 42.00                    | 2.00  | 18                | 32.00  | 32.00         | 1.00  | 64.00   | NO   | NO |
| 8 13            | Full Day      | Lion's Creek 1          | 155.00          | 161.00          | 153.00                   | 15.00   | 18                | 16.00  | 16.00         | 1.00  | 240.00  | NO   | NO |
| 8 14            | Full Day      | Lions Creek 2           | 54.00           | 54.00           | 49.00                    | 16.00   | 8                 | 8.00   | 8.00          | 1.00  | 128.00  | NO   | NO |
| 9 15            | Full Day      | Manzanita / Brookfield  | 84.00           | 106.00          | 101.00                   | 16.00   | 20                | 20.00  | 20.00         | 1.00  | 320.00  | NO   | NO |
| 10 16           | Full Day      | San Antonio CDC 1       | 178.00          | 207.00          | 201.00                   | 16.00   | entire site (24)  | 24.00  | 24.00         | 1.00  | 384.00  | NO   | NO |
| 11 17           | Full Day      | San Antonio Park I      | 76.00           | 77.00           | 71.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 11 18           | Full Day      | San Antonio Park II     | 28.00           | 52.00           | 45.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 12 19           | Full Day      | Sungate I               | 247.00          | 248.00          | 248.00                   | 16.00   | entire site (34)  | 16.00  | 16.00         | 1.00  | 256.00  | 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            | 76.00           | 87.00           | 87.00                    | 2.00  | 24                | 24.00  | 24.00         | 1.00  | 48.00   | YES  | NO |
| 14 22           | Full Day      | West Grand (Infant)     | 68.00           | 68.00           | 60.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 14 23           | Full Day      | West Grand (Older)      | 52.00           | 53.00           | 48.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 14 24           | Full Day      | West Grand (Young)      | 62.00           | 62.00           | 56.00                    | 15.00   | 8                 | 8.00   | 8.00          | 1.00  | 120.00  | NO   | NO |
|                 |               | <b>TOTAL</b>            | <b>1,658.00</b> | <b>1,802.00</b> | <b>1,637.00</b>          | <b>265.00</b>                                   |                   | <b>358.00</b>  | <b>358.00</b> |   | <b>3,492.00</b>   |  |    |
|                 |               | <b>HS</b>               | <b>787.00</b>   | <b>842.00</b>   | <b>720.00</b>            | <b>136.00</b>                                   |                   |  |               |   |   |  |    |
|                 |               | <b>EHS</b>              | <b>787.00</b>   | <b>854.00</b>   | <b>816.00</b>            | <b>113.00</b>                                   |                   |  |               |   |   |  |    |

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 Jan 18, 2022

**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** 112.63

=(max meals)/(max days)

**ADP ENTRY** 113.00

**Fiscal Approval:** Christine Rolan Jan 18, 2022

**Christine Rolan**  
**Human Service Fiscal Manager**

**Head Start & Early Head Start Budget Summary - All projects**  
Report as of 2/10/22 - Payroll to 1/7/22

| Category                       | Budget                  | Encumbrance            | Expenditures           | Avail                  | % of Budget Spent |
|--------------------------------|-------------------------|------------------------|------------------------|------------------------|-------------------|
| a. Personnel                   | \$ 5,372,137.00         | \$ -                   | \$ 2,437,331.73        | \$ 2,934,805.27        | 45%               |
| b. Fringe Benefits             | \$ 2,133,657.00         | \$ -                   | \$ 1,700,356.81        | \$ 433,300.19          | 80%               |
| c. Travel                      | \$ 15,000.00            | \$ -                   | \$ -                   | \$ 15,000.00           | 0%                |
| d. Equipment                   | \$ -                    | \$ -                   | \$ -                   | \$ -                   | 0%                |
| e. Supplies                    | \$ 316,296.00           | \$ 4,475.76            | \$ 19,172.29           | \$ 292,647.95          | 7%                |
| f. Contractual                 | \$ 3,379,679.00         | \$ 1,814,675.17        | \$ 693,870.65          | \$ 871,133.18          | 74%               |
| g. Construction                | \$ -                    | \$ -                   | \$ -                   | \$ -                   | 0%                |
| h. Other                       | \$ 632,260.00           | \$ 4,074.87            | \$ 304,082.96          | \$ 324,102.17          | 49%               |
| <b>i. Total Direct Charges</b> | <b>\$ 11,849,029.00</b> | <b>\$ 1,823,225.80</b> | <b>\$ 5,154,814.44</b> | <b>\$ 4,870,988.76</b> | <b>59%</b>        |
| j. Indirect Charges            | \$ 403,665.00           | \$ -                   | \$ 172,840.18          | \$ 230,824.82          | 43%               |
| <b>k. TOTALS</b>               | <b>\$ 12,252,694.00</b> | <b>\$ 1,823,225.80</b> | <b>\$ 5,327,654.62</b> | <b>\$ 5,101,813.58</b> | <b>58%</b>        |

Summary of Categories

|                     |   |
|---------------------|---|
| a. Personnel        | all salaries paid out to staff, also includes cost of substitute teachers from temp agency  |
| b. Fringe Benefits  | monies for paid leave, retirement, health/welfare.  |
| c. Travel           | money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations                                      |
| d. Equipment        | purchases of equipment greater than \$5,000   |
| e. Supplies         | includes office supplies, children and family service supplies, food service and other supplies   |
| f. Contractual      | includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health                            |
| h. Other            | rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development |
| j. Indirect Charges | costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate                              |

**Head Start T/TA Budget Summary - Project 1005570**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| <b>Category</b>                | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>  | <b>Encumber &amp; Expend %</b> |
|--------------------------------|----------------------|--------------------|---------------------|---------------|--------------------------------|
| 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%                         |
| <b>i. Total Direct Charges</b> | <b>66,752</b>        | <b>-</b>           | <b>6,760</b>        | <b>59,992</b> | <b>10.13%</b>                  |
| j. Indirect Charges            | -                    | -                  | -                   | -             | 0.00%                          |
| <b>k. TOTALS</b>               | <b>66,752</b>        | <b>-</b>           | <b>6,760</b>        | <b>59,992</b> | <b>10.13%</b>                  |

**Early Head Start T/TA Budget Summary - Project 1005576**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| <b>Category</b>                | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>   | <b>Encumber &amp; Expend %</b> |
|--------------------------------|----------------------|--------------------|---------------------|----------------|--------------------------------|
| 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               | -                  | 13,500              | 26,252         | 33.96%                         |
| <b>i. Total Direct Charges</b> | <b>118,878</b>       | <b>-</b>           | <b>13,500</b>       | <b>105,378</b> | <b>11.36%</b>                  |
| j. Indirect Charges            | -                    | -                  | -                   | -              | 0.00%                          |
| <b>k. TOTALS</b>               | <b>118,878</b>       | <b>-</b>           | <b>13,500</b>       | <b>105,378</b> | <b>11.36%</b>                  |

**Head Start Startup Budget Summary - Project 1006121**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| Category                       | Appropriation  | Encumbrance   | Expenditures | Avail         | Encumber & Expend % |
|--------------------------------|----------------|---------------|--------------|---------------|---------------------|
| a. Personnel                   | 15,827         | -             | 430          | 15,397        | 2.72%               |
| b. Fringe Benefits             | 12,373         | -             | 38           | 12,335        | 0.31%               |
| c. Travel                      | -              | -             | -            | -             | 0.00%               |
| d. Equipment                   | 136,300        | -             | -            | -             | 0.00%               |
| e. Supplies                    | 129,250        | -             | -            | -             | 0.00%               |
| f. Contractual                 | 61,000         | 51,903        | 7,922        | 1,175         | 98.07%              |
| g. Construction                | -              | -             | -            | -             | 0.00%               |
| h. Other                       | 75,200         | 15,159        | -            | 60,041        | 20.16%              |
| <b>i. Total Direct Charges</b> | <b>429,950</b> | <b>67,063</b> | <b>8,390</b> | <b>88,948</b> | <b>17.55%</b>       |
| j. Indirect Charges            | -              | -             | -            | -             | 0.00%               |
| <b>k. TOTALS</b>               | <b>429,950</b> | <b>67,063</b> | <b>8,390</b> | <b>88,948</b> | <b>17.55%</b>       |

**Early Head Start Startup Budget Summary - Project 1006122**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| Category                       | Appropriation  | Encumbrance    | Expenditures  | Avail          | Encumber & Expend % |
|--------------------------------|----------------|----------------|---------------|----------------|---------------------|
| a. Personnel                   | 17,847         | -              | 522           | 17,325         | 2.92%               |
| b. Fringe Benefits             | 13,953         | -              | 47            | 13,906         | 0.33%               |
| c. Travel                      | -              | -              | -             | -              | 0.00%               |
| d. Equipment                   | 153,700        | -              | -             | -              | 0.00%               |
| e. Supplies                    | 145,750        | -              | -             | -              | 0.00%               |
| f. Contractual                 | 150,000        | 137,010        | 11,665        | 1,325          | 99.12%              |
| g. Construction                | -              | -              | -             | -              | 0.00%               |
| h. Other                       | 86,800         | -              | -             | 86,800         | 0.00%               |
| <b>i. Total Direct Charges</b> | <b>568,050</b> | <b>137,010</b> | <b>12,233</b> | <b>119,357</b> | <b>26.27%</b>       |
| j. Indirect Charges            | -              | -              | -             | -              | 0.00%               |
| <b>k. TOTALS</b>               | <b>568,050</b> | <b>137,010</b> | <b>12,233</b> | <b>119,357</b> | <b>26.27%</b>       |

**Head Start ARP Budget Summary - Project 1006194**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| <b>Category</b>                | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>   | <b>Encumber &amp; Expend %</b> |
|--------------------------------|----------------------|--------------------|---------------------|----------------|--------------------------------|
| a. Personnel                   | -                    | -                  | -                   | -              | 0.00%                          |
| b. Fringe Benefits             | -                    | -                  | -                   | -              | 0.00%                          |
| c. Travel                      | -                    | -                  | -                   | -              | 0.00%                          |
| d. Equipment                   | -                    | -                  | -                   | -              | 0.00%                          |
| e. Supplies                    | 48,140               | 26,274             | -                   | 15,648         | 54.58%                         |
| f. Contractual                 | 311,083              | 93,889             | 2,346               | 214,848        | 30.94%                         |
| g. Construction                | -                    | -                  | -                   | -              | 0.00%                          |
| h. Other                       | -                    | -                  | -                   | -              | 0.00%                          |
| <b>i. Total Direct Charges</b> | <b>359,223</b>       | <b>120,163</b>     | <b>2,346</b>        | <b>230,496</b> | <b>34.10%</b>                  |
| j. Indirect Charges            | -                    | -                  | -                   | -              | 0.00%                          |
| <b>k. TOTALS</b>               | <b>359,223</b>       | <b>120,163</b>     | <b>2,346</b>        | <b>230,496</b> | <b>34.10%</b>                  |

**Early Head Start ARP Budget Summary - Project 1006197**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| <b>Category</b>                | <b>Appropriation</b> | <b>Encumbrance</b> | <b>Expenditures</b> | <b>Avail</b>   | <b>Encumber &amp; Expend %</b> |
|--------------------------------|----------------------|--------------------|---------------------|----------------|--------------------------------|
| a. Personnel                   | -                    | -                  | -                   | -              | 0.00%                          |
| b. Fringe Benefits             | -                    | -                  | -                   | -              | 0.00%                          |
| c. Travel                      | -                    | -                  | -                   | -              | 0.00%                          |
| d. Equipment                   | -                    | -                  | -                   | -              | 0.00%                          |
| e. Supplies                    | 54,286               | 29,628             | -                   | 17,646         | 54.58%                         |
| f. Contractual                 | 392,100              | 122,110            | 3,079               | 266,911        | 31.93%                         |
| g. Construction                | -                    | -                  | -                   | -              | 0.00%                          |
| h. Other                       | -                    | -                  | -                   | -              | 0.00%                          |
| <b>i. Total Direct Charges</b> | <b>446,386</b>       | <b>151,738</b>     | <b>3,079</b>        | <b>284,557</b> | <b>34.68%</b>                  |
| j. Indirect Charges            | -                    | -                  | -                   | -              | 0.00%                          |
| <b>k. TOTALS</b>               | <b>446,386</b>       | <b>151,738</b>     | <b>3,079</b>        | <b>284,557</b> | <b>34.68%</b>                  |

**Head Start Budget Summary - Project 1005569**  
Report as of 2/10/22 - Payroll to 1/7/22

| Category                | Appropriation    | Encumbrance    | Expenditures     | Avail            | % of Budget Spent |
|-------------------------|------------------|----------------|------------------|------------------|-------------------|
| a. Personnel            | 2,261,490        | -              | 1,381,405        | 880,085          | 61%               |
| b. Fringe Benefits      | 1,009,275        | -              | 948,619          | 60,656           | 94%               |
| c. Travel               | 7,200            | -              | -                | 7,200            | 0%                |
| d. Equipment            | -                | -              | -                | -                | -                 |
| e. Supplies             | 150,612          | 1,053          | 7,299            | 142,260          | 6%                |
| f. Contractual          | 1,321,523        | 640,239        | 189,190          | 492,094          | 63%               |
| g. Construction         | -                | -              | -                | -                | -                 |
| h. Other                | 276,868          | 1,899          | 93,033           | 181,936          | 34%               |
| i. Total Direct Charges | 5,026,968        | 643,190        | 2,619,546        | 1,764,232        | 65%               |
| j. Indirect Charges     | 169,854          | -              | 97,101           | 72,753           | 57%               |
| <b>k. TOTALS</b>        | <b>5,196,822</b> | <b>643,190</b> | <b>2,716,647</b> | <b>1,836,984</b> | <b>65%</b>        |

**Early Head Start Budget Summary - Project 1005575**  
**Report as of 2/10/22 - Payroll to 1/7/22**

| Category                | Budget           | Encumbrance      | Expenditures     | Avail            | % of Budget Spent |
|-------------------------|------------------|------------------|------------------|------------------|-------------------|
| a. Personnel            | 3,110,647        | -                | 1,055,927        | 2,054,720        | 34%               |
| b. Fringe Benefits      | 1,124,382        | -                | 751,738          | 372,644          | 67%               |
| c. Travel               | 7,800            | -                | -                | 7,800            | 0%                |
| d. Equipment            | -                | -                | -                | -                | -                 |
| e. Supplies             | 165,684          | 3,423            | 11,873           | 150,388          | 9%                |
| f. Contractual          | 1,912,278        | 1,174,437        | 504,680          | 233,161          | 88%               |
| g. Construction         | -                | -                | -                | -                | -                 |
| h. Other                | 315,640          | 2,176            | 190,791          | 122,674          | 61%               |
| i. Total Direct Charges | 6,636,431        | 1,180,035        | 2,515,009        | 2,941,387        | 56%               |
| j. Indirect Charges     | 233,811          | -                | 75,739           | 158,072          | 32%               |
| <b>k. TOTALS</b>        | <b>6,870,242</b> | <b>1,180,035</b> | <b>2,590,748</b> | <b>3,099,459</b> | <b>55%</b>        |

**City of Oakland  
PURCHASE CARD TRANSACTION LOG**

DATE: 01/31/22

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

Agency / Department: Human Services  
Department-Head Start

TO

Jan 27, 2022  
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:**

|  |  |                             |  |
|--|--|-----------------------------|--|
| <br><small>Diveena Cooppan (Jan 31, 2022 12:44 PST)</small> | <b>510-238-7186</b>                    |                             | <br><small>Jason Wang</small> |
| <small>DATE</small>  | <small>PHONE NUMBER (REQUIRED)</small> | <small>CODING BLOCK</small> | <small>DATE</small> 1-31-2022  |
| <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      | 1/5/22           | Zoom        | Zoom for HS Centers     | 1005569.78231.52213.1Default.23 | 161.60            |                          |                          |
| 2      |                  |             |                         | 1005575.78231.52213.1Default.23 | 182.23            |                          |                          |
| 3      |                  |             |                         |                                 |                   |                          |                          |
| 4      | 1/14/22          | Zoom        | Zoom for HS Centers     | 1005569.78231.52213.1Default.23 | 161.61            |                          |                          |
| 5      |                  |             |                         | 1005575.78231.52213.1Default.23 | 182.24            |                          |                          |
| 6      |                  |             |                         |                                 |                   |                          |                          |
| 7      |                  |             |                         |                                 |                   |                          |                          |
| 8      |                  |             |                         |                                 |                   |                          |                          |
| 9      |                  |             |                         |                                 |                   |                          |                          |
| 10     |                  |             |                         |                                 |                   |                          |                          |
| 11     |                  |             |                         |                                 |                   |                          |                          |
| 12     |                  |             |                         |                                 |                   |                          |                          |
| 13     |                  |             |                         |                                 |                   |                          |                          |
| 14     |                  |             |                         |                                 |                   |                          |                          |
| 15     |                  |             |                         |                                 |                   |                          |                          |

|                       |               |
|-----------------------|---------------|
| <b>Document Total</b> | <b>687.68</b> |
|-----------------------|---------------|

DETAILED DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

|  |  |
|--|--|
| <b>Audited By:</b><br><small>(Finance and Management Agency)</small> |  |
|--|--|

**Child and Adult Care Food Program FY2021-22**

Institution: CITY OF OAKLAND HEADSTART  
Month/ Year: January-22

| 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 II          | 115.00          | 104.00          | 103.00                   | 16.00   | entire site (50)  | 16.00  | 16.00         | 1.00  | 256.00  | 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            | 63.00           | 65.00           | 52.00                    | 7.00  | 16                | 12.00  | 12.00         | 1.00  | 84.00   | NO   | NO |
| 3 5             | Full Day      | BROADWAY/INFANT         | 44.00           | 45.00           | 33.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 3 6             | Full Day      | BROADWAY/RM 3 (TODDLER) | 50.00           | 61.00           | 51.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 3 7             | Full Day      | BROADWAY/RM 4 (TODDLER) | 42.00           | 54.00           | 46.00                    | 16.00   | 8                 | 8.00   | 8.00          | 1.00  | 128.00  | NO   | NO |
| 4 8             | Full Day      | Brookfield 1            | 108.00          | 91.00           | 67.00                    | 16.00   | entire site (48)  | 16.00  | 16.00         | 1.00  | 256.00  | NO   | NO |
| 4 9             | Full Day      | Brookfield 2            | 100.00          | 92.00           | 85.00                    | 16.00   | entire site (48)  | 16.00  | 16.00         | 1.00  | 256.00  | 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                | 56.00           | 45.00           | 37.00                    | 2.00  | 18                | 32.00  | 32.00         | 1.00  | 64.00   | NO   | NO |
| 8 13            | Full Day      | Lion's Creek 1          | 188.00          | 158.00          | 158.00                   | 15.00   | 18                | 16.00  | 16.00         | 1.00  | 240.00  | NO   | NO |
| 8 14            | Full Day      | Lions Creek 2           | 83.00           | 67.00           | 67.00                    | 16.00   | 8                 | 8.00   | 8.00          | 1.00  | 128.00  | NO   | NO |
| 9 15            | Full Day      | Manzanita / Brookfield  | 53.00           | 53.00           | 53.00                    | 16.00   | 20                | 20.00  | 20.00         | 1.00  | 320.00  | NO   | NO |
| 10 16           | Full Day      | San Antonio CDC 1       | 161.00          | 116.00          | 170.00                   | 16.00   | entire site (24)  | 24.00  | 24.00         | 1.00  | 384.00  | NO   | NO |
| 11 17           | Full Day      | San Antonio Park I      | 43.00           | 42.00           | 44.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 11 18           | Full Day      | San Antonio Park II     | 25.00           | 31.00           | 27.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 12 19           | Full Day      | Sungate I               | 87.00           | 89.00           | 89.00                    | 16.00   | entire site (34)  | 16.00  | 16.00         | 1.00  | 256.00  | 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            | 99.00           | 110.00          | 109.00                   | 2.00  | 24                | 24.00  | 24.00         | 1.00  | 48.00   | YES  | NO |
| 14 22           | Full Day      | West Grand (Infant)     | 80.00           | 50.00           | 72.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 14 23           | Full Day      | West Grand (Older)      | 49.00           | 36.00           | 47.00                    | 16.00   | 8                 | 9.00   | 9.00          | 1.00  | 144.00  | NO   | NO |
| 14 24           | Full Day      | West Grand (Young)      | 58.00           | 46.00           | 51.00                    | 15.00   | 8                 | 8.00   | 8.00          | 1.00  | 120.00  | NO   | NO |
|                 |               | <b>TOTAL</b>            | <b>1,504.00</b> | <b>1,355.00</b> | <b>1,361.00</b>          | <b>265.00</b>                                   |                   | <b>358.00</b>  | <b>358.00</b> |   | <b>3,492.00</b>   |  |    |
|                 |               | <b>HS</b>               | <b>902.00</b>   | <b>835.00</b>   | <b>752.00</b>            | <b>152.00</b>                                   |                   |  |               |   |   |  |    |
|                 |               | <b>EHS</b>              | <b>602.00</b>   | <b>520.00</b>   | <b>609.00</b>            | <b>113.00</b>                                   |                   |  |               |   |   |  |    |

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 Feb 14, 2022

**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** 94.00

=(max meals)/(max days)

**ADP ENTRY** 94.00

Fiscal Approval: Christine Rolan Feb 14, 2022

**Christine Rolan**  
**Human Service Fiscal Manager**

# Proposed Strategic Plan, PY 2022-2026

City of Oakland Head Start Program



CITY OF  
OAKLAND  
HEAD START



# Introductions

Tell us a little about yourself and how you are feeling today.

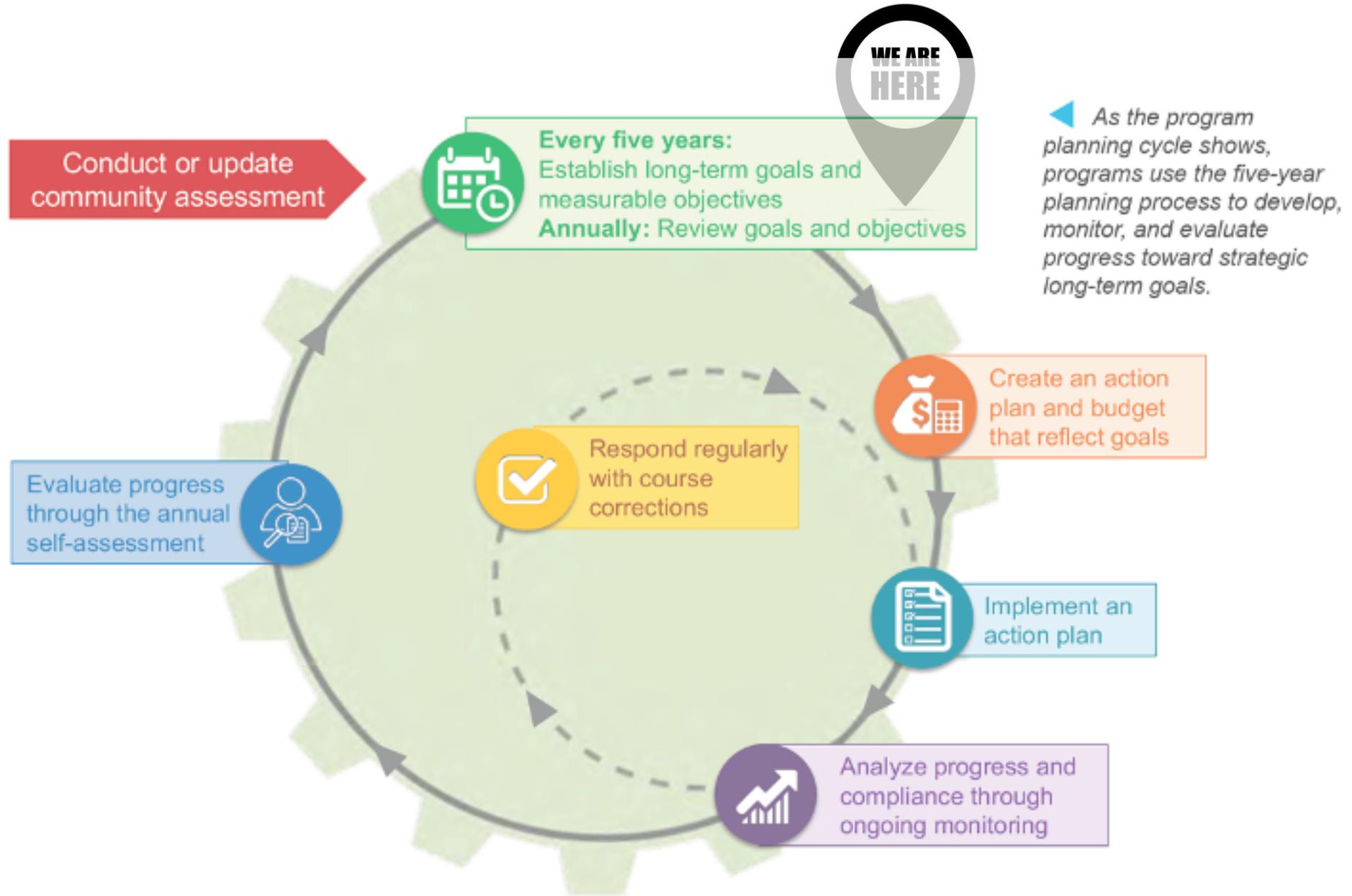
# Our Agenda for the day

1. Understanding the requirements for Planning in Head Start
2. Taking a quick glimpse at our city
3. Reviewing our proposed goals for the Head Start/Early Head Start/State Preschool programs for the next four years

# Strategic Planning in Head Start

- Head Start programs are required to engage in a process of community-wide strategic planning and needs assessment.
- Specifically, programs are required to design their programs in a way that meets the needs of their community and builds on the strengths and resources available in the community.
- As such, program's conduct a comprehensive community assessment at least once in the five-year grant period, with annual updates to keep a pulse on the changing needs of the program.







CITY LIMIT

OAKLAND

ALAMEDA COUNTY

POP. 212,480

Community Assessment Update – PY 2022





# Demographics of the City

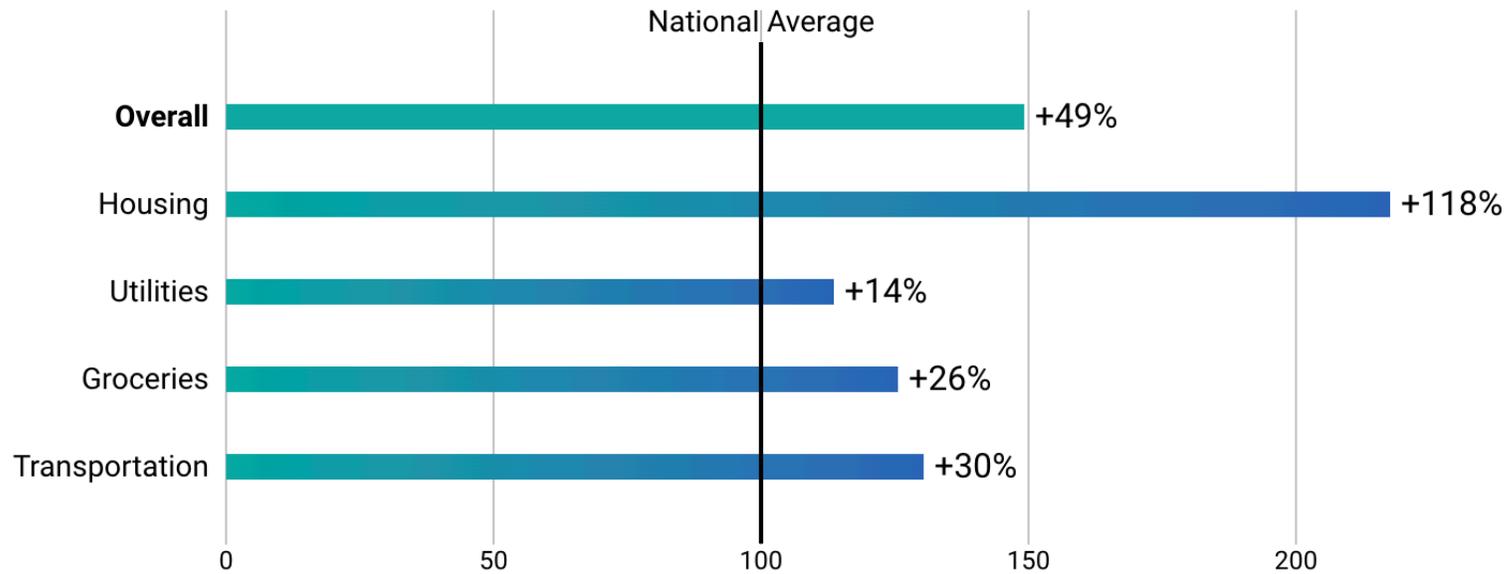
- The city continues to be one of the most racially and ethnically diverse cities in the state and country with significant percentages of White (28%), Latinx (27%), Black/African American (24%) and Asian/Pacific Islanders (16%).
- 4 in 10 residents speak a language other than English at home. While Spanish and East Asian languages continuing to dominate, there are growing numbers of families that speak Mam, Eritrean, and Karen.
- There are nearly 17,200 infants/toddlers and 10,600 preschoolers in the city.



# Income & Poverty Indicators

- The median income for the city is \$73,692, which is lower than the county and the state; however, the median income of a family of four in our program is less than \$26,000 annually.
- While the unemployment rate for the city has rebounded since the pandemic, African Americans in our city are 2.12 times more likely than Whites to be unemployed.
- When compared to the county, the city has twice the poverty rate (16.7% compared to 8.6%). African Americans in the city were four times more likely than Whites to live in poverty; and Latinx and Asian/Pacific Islanders being twice more likely to live in poverty.
- The city is one of three cities in the county where families must rely on CalWORKS to survive.

## Cost of Living in Oakland, California by Expense Category



Cost of Living in Oakland is 49% higher than the national average

# Our families pay higher prices for basic living expenses!

## Housing, Utilities & Transportation

Oakland's housing expenses are 118% higher than the national average and the utility prices are 14% higher than the national average. Transportation expenses like bus fares and gas prices are 30% higher than the national average.



MEDIAN HOME PRICE

**\$754,725**



MEDIAN RENT

**\$2,364** / month



ENERGY BILL

**\$190.46** / month



PHONE BILL

**\$203.03** / month



GAS

**\$3.40** / gallon

## Food & Grocery

Oakland has grocery prices that are 26% higher than the national average.



LOAF OF BREAD

**\$4.18**



GALLON OF MILK

**\$2.43**



CARTON OF EGGS

**\$2.27**



BUNCH OF BANANAS

**\$4.22**



HAMBURGER

**\$5.32**



# Results of Higher Cost of Living

- Increases in the number of families facing homelessness or housing insecurity. Homelessness has increased by 67% in Oakland since 2017. 78% of individuals experiencing homelessness now were previously housed.
- The need for food has continued to skyrocket. The Alameda County Community Food Bank saw an 41% increase in pounds of food delivered to Oakland in FY 2020.
- In the county, nearly 1 in 5 children experience Adverse Childhood Experiences, and in Oakland, a Black child who lives in a low-income community, on average, die 14 years earlier than a White child who lives in the affluent hills.
- Research is showing that parents and caregivers experiencing material hardships, are experiencing increased stress due to the effects of the pandemic.



# Proposed Program Goals



# What we are proposing:

- Program Goals that are broad statements that describe what we want to accomplish for the city in the next five years.
- Goals that consider Family Well-Being, Community Engagement, and School Readiness.

# Family Well-Being

**The City of Oakland's Head Start Program will collaborate with families to support family well-being, parents' aspirations, and parents' life goals to create healthy and secure environments for young children to learn and grow.**

# Community Engagement

**The City of Oakland's Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.**

# School Readiness

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The City of Oakland's Head Start Program will provide quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.

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**PROPOSED CITY OF OAKLAND HEAD START  
PROGRAM GOALS PY 2022-2026**

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| <p><b>GOAL 1: Family Well-Being:</b><br/>The City of Oakland’s Head Start Program will collaborate and partner with families to support family well-being, parents’ aspirations, and parents’ life goals to create healthy, safe and secure environments for young children to learn and grow.</p>   |  |  |
| <p><b>Objective A: On an annual basis, collect quantifiable data on the number of families that are food or housing insecure through the family outcomes assessment that is collected three times per year.</b></p>  | <p><b>Objective B: By the end of the Head Start grant cycle, develop a parent advocacy component within the program that pools resources and knowledge from various parent advocacy groups within the city.</b></p>  | <p><b>Objective C: By the end of the Year 2, implement a trauma informed approach in the program that considers the social-emotional needs of families.</b></p>  |
| <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>Review the family outcomes assessment tool to ensure it can collect food and housing insecurity data</li> <li>Administer the family outcomes assessment tool three times per year, at the beginning of the school year, once in the Winter, and a final in the spring</li> <li>Work with families to connect the entire household to a medical home and medical insurance coverage</li> <li>Work with families to develop specific goals to address their food and housing needs</li> <li>Provide case management that includes providing resources, partnerships, and other strategies to families that are at risk to ensure goal completion</li> <li>Analyze family outcomes data to determine progress made through the intentional case management of the program</li> </ul>  | <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>Convene a task force or coalition of community-based leaders to develop a Family Advocacy Academy within the program</li> <li>Administer a survey to families to understand their needs and priorities</li> <li>Develop a Family Advocacy Academy Charter to define the scope of the Academy</li> <li>Plan for the implementation of the Family Advocacy Academy</li> <li>Recruit parents to pilot the Family Advocacy Academy</li> <li>Identify various community organizations where members of the Policy Council can serve as representatives of the Head Start program</li> </ul> | <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>Identify a valid and reliable assessment tool to analyze program’s organizational readiness</li> <li>Conduct an organizational readiness assessment on trauma informed care to determine the systemic changes needed, as well as the organization’s ability and resources needed to become a trauma informed agency</li> <li>Analyze services provided to children and families in the program and the results of assessments to determine the need for enhanced trauma informed strategies/care</li> <li>Analyze services provided to pregnant women in the program and the results of post-natal depression assessments to determine the need for enhanced mental health strategies</li> <li>Track the number of mental health referrals initiated by staff to analyze the mental health needs of children and families</li> <li>Partner with trauma informed organizations, such as ReCast</li> </ul> |
| <p><b>Rationale:</b> The majority of low-income Oaklanders live in neighborhoods affected by systemic and institutionalized racism with sub-standard housing stock, underfunded schools, lack of access to fresh food, higher levels of crime, air quality issues, and disparate health outcomes, particularly in child and maternal health and asthma rates. The City was also gravely impacted by the COVID-19 Pandemic, which has disproportionately affected the black and brown communities of the city, over taxed the health care system, increased morbidity, and led to dramatic job loss and economic downturn. Families are now being faced with skyrocketing inflation costs. Payscale, a service which compares local cost of living, reflects that the cost of living in Oakland is 49% higher than the national average, with housing costs being 118% higher, transportation costs being 30% higher, groceries being 26% higher, and utilities being 14% higher than the national average.</p> |  |  |
| <p><b>Data, Tools, or Methods for Tracking Progress above:</b> Family Outcomes Assessment; Family Partnership Agreements; Family Advocacy Academy Survey Results, ChildPlus for tracking Mental Health, and the FAA Charter</p>  |  | <p><b>Expected Outcomes:</b> Healthy and secure families within the city.</p>  |
| <p><b>Expected Challenges:</b></p> <ul style="list-style-type: none"> <li>Lack of resources and resources are dependent on systems that are outside of the Head Start program’s control, such as housing stock, lack of affordable and regional housing, and a lack of a federal response).</li> <li>Lack of resources to properly facilitate participation from parents of different backgrounds, including those with language translation needs, those with childcare and financial needs, that need to be addressed to participate.</li> <li>Lack of “dedicated” staff to champion this goal.</li> <li>Lack of mental health services that meet the cultural and linguistic needs of children and families.</li> </ul>   |  |  |

**PROPOSED CITY OF OAKLAND HEAD START  
PROGRAM GOALS PY 2022-2026**

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| <p><b>GOAL 2: COMMUNITY ENGAGEMENT:</b></p> <p>The City of Oakland’s Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.</p>   |   |
| <p><b>Objective A: Conduct an annual review of existing community partnerships to assess how the program engages with the partnerships as well as how the partnerships are meeting the needs of the program’s families.</b></p>  | <p><b>Objective B: Work with Oakland Unified School District, and other community based ECE programs, to implement the new Universal Pre-Kindergarten (UPK) infrastructure within the city and county by 2025 through actively participating in monthly, quarterly, and annual meetings.</b></p>  |
| <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>• Develop a community partners database for the program</li> <li>• Asses the level of participation of the program within these partnerships</li> <li>• Analyze how the program is using the results and benefits of these partnerships to help families in the program</li> <li>• Conduct a gap analysis of parent needs and existing community partnerships</li> </ul>   | <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>• Understand the UPK framework that is being issued by the CDE and its implications</li> <li>• Actively participate in the OUSD committees and meetings that are being held within the city</li> <li>• Share program data and metrics to assist in the development of the framework for the city</li> <li>• Offer design solutions to the new city-wide UPK model that includes participation of children of all abilities, including children with disabilities</li> </ul> |
| <p><b>Rationale:</b> California, Alameda County and the City of Oakland are in the process of investing significant resources in early care and education. For example, Alameda County’s Measure C – Children’s Health and Child Care Initiative, and City of Oakland’s Measure AA Education Parcel Tax, both of which may provide additional funding for the early care and education community within Alameda County. In addition, the state is currently in the process of implementing it’s California All Kids Master Plan for Early Learning and Care. The state’s UPK Master Plan will invest upwards of \$2.7 billion into the ECE field to expand the transitional kindergarten opportunities for four-year-old children. The UPK Master Plan, while still in its initial phases, allows local education agencies to partner with existing ECE providers, such as the City’s Head Start Program, to implement quality pre-kindergarten programming for children. These initiatives provide the City of Oakland’s Head Start program with the opportunity to take a key leadership role in the framework of the Early Childhood Education landscape in the city.</p> |   |
| <p><b>Data, Tools, or Methods for Tracking Progress above:</b> Partnership Analysis Report, Formation of New Partnerships that Address the Gap Analysis, Community Partners Database, and Attendance/Leadership Roles in UPK Partnership Meetings</p>  |   |
| <p><b>Expected Outcomes:</b> Systemic changes to the early childhood education landscape.</p>  |   |
| <p><b>Expected Challenges:</b></p> <ul style="list-style-type: none"> <li>• Time and resources to accomplish the goal.</li> <li>• Lack of “dedicated” staff to champion this goal.</li> <li>• Lack of resources and resources are dependent on systems that are outside of the Head Start program’s control.</li> <li>• Shifts in the age of the children requires adaptation of facilities and staffing to meet community need (i.e., moving to serving more infants and toddlers)</li> </ul>   |   |

**PROPOSED CITY OF OAKLAND HEAD START  
PROGRAM GOALS PY 2022-2026**

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| <p><b>GOAL 3: SCHOOL READINESS:</b></p> <p>The City of Oakland’s Head Start Program will provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.</p>  |  |  |
| <p><b>Objective A: By the third year of the grant cycle, align the program’s school readiness goals with the kindergarten readiness expectations as defined by the Kindergarten Readiness Assessment.</b></p>   | <p><b>Objective B: By the third year of the grant cycle, conduct a Diversity Equity Inclusion and Belonging (DEIB) assessment of the program’s strategies for diversity, equity, inclusion, and belonging in all educational settings.</b></p>   | <p><b>Objective C: By the end of the grant period, develop formalized workforce development partnerships that build a staffing pipeline of future Head Start staff (e.g., developing a quality workforce).</b></p>   |
| <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>Review and understand the expectations of the schools that Head Start children transition into</li> <li>Identify school readiness needs of children with Individualized Education Plans, as well as children in the referral process</li> <li>Develop individualized training cohorts to support teaching staff in their use of developmental assessment data to enhance their teaching practices</li> <li>Provide enhanced coaching to teaching staff on individualization, especially for children with identified disabilities or special needs</li> <li>Enhance the role of the Transition Team that collaborates with OUSD</li> <li>Compare program’s existing school readiness goals with those of kindergarten expectations</li> <li>Revisit the School Readiness Committee Charter</li> </ul> | <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>Set up roles and responsibilities for a Race and Equity Fellow in partnership with Race &amp; Equity Department</li> <li>Research existing datasets and measurement tools to assess DEI practices</li> <li>Develop a plan for the implementation of DEIB strategies into educational settings</li> <li>Establish policies and procedures to support DEIB practices throughout the program</li> <li>Provide DEIB training to staff, parents, partners and HSAB</li> </ul> | <p><b>Activities/Action Steps to Meet Objective Above:</b></p> <ul style="list-style-type: none"> <li>Assess the staffing needs of the program and the skillsets required for entry-level positions</li> <li>Create an internal teacher assistant apprenticeship program that provides interested parents with opportunities to gain paid, hands-on classroom experiences, while at the same time attending a CDA program.</li> <li>Update HS/EHS teaching job specs</li> <li>Visit the CDA or other credentialing programs to supplement the CDE Child Development Permits</li> <li>Form partnerships with community colleges or other workforce development organizations to develop apprenticeship programs for HS/EHS</li> </ul> |
| <p><b>Rationale:</b> The National Association for the Education of Young Children (NAEYC) recently (June-July 2021) surveyed 7,500 child care providers across the country. More than half of respondents reported experiencing greater difficulties with recruiting and retaining staff. Among ECE providers that operated center-based settings, 80% reported experiencing staffing shortages. In California, the child care workforce continues to be 10% smaller than it was before the pandemic, according to the Bureau of Labor Statistics.</p>  |  |  |
| <p><b>Data, Tools, or Methods for Tracking Progress above:</b> Revised School Readiness Goals, Child Outcomes Report, DEIB Assessment Results, Workforce Development Partnerships</p>   |  |  |
| <p><b>Expected Outcomes:</b> Children will be ready for school.</p>   |  |  |
| <p><b>Expected Challenges:</b></p> <ul style="list-style-type: none"> <li>Time and resources to accomplish the goal.</li> <li>Lack of “dedicated” staff to champion this goal.</li> <li>Lack of resources and resources are dependent on systems that are outside of the Head Start program’s control.</li> <li>Development of the workforce pipeline may take several years.</li> </ul>  |  |  |

Chat from City of Oakland HS/EHS Strategic Planning:

12:54:16 From Lucia Palacios to Everyone:

Hello!

12:59:34 From Robyn Levinson to Everyone:

Good morning everyone!

12:59:39 From Lucia Palacios to Robyn Levinson(Direct Message):

It is nice to meet you Robyn. I sent you a reply to the community assessment summary you did. Very nicely done. I used it (and added a couple of things I found) for today's presentation.

13:00:11 From Anna Beliel to Everyone:

Good Morning!

13:00:35 From Robyn Levinson to Lucia Palacios(Direct Message):

Hi Lucia! Yes I saw your email, thank you, I'm so glad it was helpful! I'll be adding the info on COVID-19 impacts and staff shortages today/Monday.

13:01:07 From Lucia Palacios to Robyn Levinson(Direct Message):

Sounds great!

13:02:01 From Lucia Palacios to Diveena Cooppan(Direct Message):

I don't think we'll need the 3 hours do you? Or, do you have other things to cover today?

13:02:19 From Diveena Cooppan to Everyone:

Can someone speak to see I can hear you all.

13:02:22 From Lucia Palacios to Diveena Cooppan(Direct Message):

It is much better ... you don't look pixelated anymore.

13:02:27 From Bukola Ajana to Everyone:

Good morning everyone

13:02:44 From To Niya M Scott-Smith to Everyone:

A very pleasant good morning and blessed Sabbath, all!!!!!!

13:03:23 From Shadeema McDonald to Everyone:

Good morning everyone

13:03:44 From Robyn Levinson to Everyone:

Shadeema your picture is making me hungry... and I just had breakfast!

13:03:47 From Diveena Cooppan to Lucia Palacios(Direct Message):

No nothing else. I think we won't need 3.

13:03:52 From Tracey Black, HHS Planner to Everyone:

Good morning, Parent Policy Council Members! Welcome!!

13:04:15 From Shadeema McDonald to Everyone:



13:04:21 From Maria Lavanderos to Everyone:

Happy Saturday good morning all

13:04:32 From Qiuzhu (Jewel) to Everyone:

Good morning everyone!

13:06:07 From Lucia Palacios to Veronica Martinez - Head Start Program Supervisor(Direct Message):

Veronica, who is that beautiful baby on your picture profile? It is a great picture of you both.

13:07:29 From Veronica Martinez - Head Start Program Supervisor to Lucia Palacios(Direct Message):

Hola, Lucia!!! It's my daughter Itzel, she is almost 6 mo's now. :) Great to see you virtually.

13:07:46 From Lucia Palacios to Veronica Martinez - Head Start Program Supervisor(Direct Message):

Beautiful!

13:07:55 From Lucia Palacios to Veronica Martinez - Head Start Program Supervisor(Direct Message):

It's good to see you virtually, also.

13:08:34 From Veronica Martinez - Head Start Program Supervisor to Lucia Palacios(Direct Message):

Gracias:)

13:09:12 From Lucia Palacios to Alisa Burton(Direct Message):

Good morning. You have such a beautiful smile! 😊

13:15:10 From Alisa Burton to Lucia Palacios(Direct Message):

good morning palacios - good to see you!!!

13:17:58 From Maria Lavanderos to Everyone:

Having lots of challenges with audio so will try with camera off

13:18:46 From Tracey Black, HHS Planner to Everyone:

Ok, Maria. Thanks for the notice!

13:23:43 From Tracey Black, HHS Planner to Everyone:

Still have Veronica, Evelin, Jewel, Jiahuan, and Kelly.

13:23:46 From Lina Hancock, D6 to Everyone:

Good morning Team! Cmbr Taylor is hosting a Saving Our Schools Town Hall this morning from 10-11:30 and hopes to join us this afternoon from 12-1. Thank you!

13:24:33 From Tracey Black, HHS Planner to Everyone:

Thank you for the notice, Lina! Looking forward to Cmbr Taylor's participation.

13:26:34 From To Niya M Scott-Smith to Everyone:

Happy birthday to your Grandmother, Erica!!!!

13:27:00 From Jiahuan Wei to Everyone:

thank you ; )

13:27:33 From Veronica Martinez - Head Start Program Supervisor to Everyone:

Thank you HS Parents for taking time out of your busy LIVES to plan in collaboration with us :)

13:27:36 From Lucia Palacios to Everyone:

Yes, happy birthday to your grandmother! What a blessing.

13:27:44 From Thao Ly, Education/Home Based Coordinator to Lucia Palacios(Direct Message):

we still have kelly

13:28:06 From Lucia Palacios to Thao Ly, Education/Home Based Coordinator(Direct Message):

Yes, that's the last person. I'll call on her.

13:28:19 From Anna Beliel to Everyone:

Parks are the BEST!

13:28:51 From Javay Ross to Everyone:

Totally adding the park with the kiddies to the to do list!!

13:36:09 From Diveena Cooppan to Everyone:

Feel free to type questions or comments in the chat as well.

13:41:20 From To Niya M Scott-Smith to Everyone:

Oakland is currently going through redistricting. How will this affect us?

13:44:25 From To Niya M Scott-Smith to Everyone:

As a multiethnic person, I literally cringe whenever I hear that outdated term "multiracial". How can we change that to a more accurate, inclusive and uplifting term like "multiethnic"?

13:45:24 From Lucia Palacios to Everyone:

Of course, Ms. Scott-Smith. We can definitely be more inclusive in the use of our language. I do apologize.

13:45:55 From Tracey Black, HHS Planner to Everyone:

Thank you, Ms. Lucia!

13:45:58 From Robyn Levinson to Everyone:

If anything, it might change how City council reps pay attention to our program, because it may change who are their constituents.

13:46:09 From To Niya M Scott-Smith to Everyone:

No, no apology needed, just wondering since it is federal language.

13:47:12 From Alisa Burton to Everyone:

are we bound by service areas

13:47:17 From To Niya M Scott-Smith to Everyone:

Especially since the outside consultant has been determined to break up districts, lessen voting power of POC, etc.

13:47:18 From Anna Beliel to Everyone:

my children are considered biracial in medical documentation. I think multiracial is still the federally accepted term but I agree it is an outdated term

13:48:25 From To Niya M Scott-Smith to Everyone:

Yes, it is a federal term from slavery days, but still used by the federal government and we are a federal program.

13:49:10 From Alisa Burton to Everyone:

thanks glad that's confirmed the service area flexibility given other grantees in oakland

13:51:12 From To Niya M Scott-Smith to Everyone:

Awesome synopsis, Tracey!!!!

13:51:29 From Javay Ross to Everyone:

Yes! Wrapped that all the way up!!

13:52:15 From To Niya M Scott-Smith to Everyone:

Yes, she did!!!!!!

13:53:05 From Javay Ross to Everyone:

It's interesting to see how even the Census has evolved in its terminology of demographic data over the many, many decades...Oakland will always be one step ahead thanks to advocates like Ms. To Niya 😊

13:53:26 From To Niya M Scott-Smith to Everyone:  
I just Love our folks!!!! Diveena, Tracey,mLucia, all of you ROCK!!!!!!

13:58:02 From Anna Beliel to Everyone:  
i need to nurse my son. am i allowed to turn off my camera?

13:58:13 From Diveena Cooppan to Everyone:  
Yes definitely.

13:58:53 From Anna Beliel to Everyone:  
thank you! i am still on the call, just no video for a bit.

13:59:24 From Tracey Black, HHS Planner to Everyone:  
No problem, at all!! Thanks, Ms. Anna, for your participation!!

14:00:30 From Veronica Martinez - Head Start Program Supervisor to Everyone:  
Ooooh!

14:01:26 From Veronica Martinez - Head Start Program Supervisor to Everyone:  
In addition to community stressors.

14:01:31 From Tracey Black, HHS Planner to Everyone:  
For 1 BD/1BA

14:01:33 From To Niya M Scott-Smith to Everyone:  
Wow!!!! We need to incorporate more resources for self-sustainable living for our families.

14:01:40 From Shadeema McDonald to Everyone:  
Very difficult after the pandemic, I caught Covid in July while pregnant and was hospitalized, still haven't recovered financially from missing those 2 weeks at work!

14:02:13 From To Niya M Scott-Smith to Everyone:  
Shadeema, how can we support you?

14:02:27 From Anna Beliel to Everyone:  
im from missouri and went from 600/mo in rent to 2850/mo! these stats are so accurate

14:03:21 From Shadeema McDonald to Everyone:  
Hi To Niya,

14:03:54 From Shadeema McDonald to Everyone:  
resources for rental assistance are most helpful

14:04:39 From To Niya M Scott-Smith to Everyone:  
5he gas cost is outdated. It is actually closer to \$5/ gallon as it is about \$4.39 for 9/10 of a gallon. Note: gas is priced higher in lower income and/or communities of color.

14:04:50 From Robyn Levinson to Everyone:  
That's a good point, To Niya

14:05:23 From Anna Beliel to Everyone:  
so unfair!

14:05:26 From To Niya M Scott-Smith to Everyone:  
Shadeema, take my number and I will see what I can find for you. 510-544-9767

14:05:53 From To Niya M Scott-Smith to Everyone:  
IKR, Anna

14:05:57 From Bukola Ajana to Everyone:  
So, what are the plans for families that have had to quarantine each time there is covid exposure? and what are the resources going forward each time we have to quarantine?

14:06:37 From Javay Ross to Everyone:

Thank you, Lucia

14:07:01 From Bukola Ajana to Everyone:

It has been challenging financially staying home with these little ones

14:07:17 From Shadeema McDonald to Everyone:

okay, thanks!

14:07:51 From To Niya M Scott-Smith to Everyone:

We also have higher medical and Rx costs, and more travel expenses to get to work, school - which requires more childcare and offers less time to attend important meetings that determine our costs.

14:11:00 From Tracey Black, HHS Planner to Everyone:

On Wednesday evening, I found a homeless man sleeping on my front porch.

14:11:57 From Javay Ross to Everyone:

This is why we use the term "systemic" racism. Doubled up families get affected even more by the pandemic because being in close quarters increased the risk of COVID exposure. So much impact...while people who aren't affected in this way say it's time to remove you're masks indoors. We've got a lot of work to do.

14:12:14 From To Niya M Scott-Smith to Everyone:

Oh wow!!!!!!

14:12:47 From Bukola Ajana to Everyone:

That s so sad and worrisome

14:12:50 From To Niya M Scott-Smith to Everyone:

Exactly, Dr J.

14:14:22 From To Niya M Scott-Smith to Everyone:

But I was called "a racist" for pointing out that many higher income, entitled people want no protocols - which kills the people who make them rich!!!!

14:14:58 From Shadeema McDonald to Everyone:

Yes, the stress and I also have postpartum depression so that is something else plaguing our community of new moms! It'd be great to see how we could support new moms with limited resources and mental health challenges

14:15:03 From Alisa Burton to Everyone:

We have to call it out - systemic racism is real and this pandemic shows it

14:15:38 From Anna Beliel to Everyone:

im so sorry!! I think my internet failed and i was off the call for a minute. still here

14:16:37 From Anna Beliel to Everyone:

having a baby during the pandemic is sooo hard! Especially with the covid restrictions.

14:17:23 From Anna Beliel to Everyone:

this is a GREAT idea!

14:18:27 From Anna Beliel to Everyone:

even with our children's mental health as well!!!!

14:18:35 From Shadeema McDonald to Everyone:

A support group sounds amazing. As Anna said, having a baby or like myself 2 babies during the pandemic is really hard.

14:18:56 From Anna Beliel to Everyone:

getting the mental health coordinators on site has been difficult with Manzanita and im sure other schools as well.

14:19:12 From Anna Beliel to Everyone:

children are suffering, especially low income children, more than ever now!

14:19:20 From To Niya M Scott-Smith to Everyone:

Yes, Anna!!!!!! Trauma affects them even more. Since they are so resilient, we tend to forget that.

14:19:37 From Javay Ross to Everyone:

I work at Alameda County Juvenile Justice Center and would LOVE to know the statistics on how many of those detained young people were enrolled in Head Start programming. In my heart I believe HS is preventative (and life saving)

14:19:57 From Alisa Burton to Everyone:

the workforce too is critical and it's worse now than ever not to mention trauma in our communities, brain development for the first five years and it's impact on our babies given the challenges from the community is my thought too as i hear the conversation

14:20:55 From To Niya M Scott-Smith to Everyone:

Can 8 get a copy of this chat, please? It is very informative and a personal charge to action.

14:21:22 From Diveena Cooppan to Everyone:

Yes - very good idea. Cindy can we save the chat before we close.

14:21:43 From Cindy King to Everyone:

Yes, will do

14:23:08 From To Niya M Scott-Smith to Everyone:

my bad

14:24:40 From Anna Beliel to Everyone:

so the goals aren't predetermined? they are consistently changing. not just on an annual basis but at each meeting? am i understanding correctly?

14:25:38 From Anna Beliel to Everyone:

that makes me feel like our policy reps have more of a voice.

14:25:54 From Anna Beliel to Everyone:

gotcha

14:26:22 From Anna Beliel to Everyone:

thank you for clarifying!

14:26:54 From Veronica Martinez - Head Start Program Supervisor to Everyone:

Recommending that we include our front line experts and champions: teachers, home visitors, center directors, and family advocates in critical planning processes going forward :)

14:27:34 From To Niya M Scott-Smith to Everyone:

Great idea, Veronica.

14:29:34 From Lucia Palacios to Tracey Black, HHS Planner(Direct Message):

Tacey, thank you! Will you be sending the PPT deck to the group or do you want me to put the PPT PDF in the chat?

14:30:57 From To Niya M Scott-Smith to Everyone:

[www.BayAreaCS.org](http://www.BayAreaCS.org) COVID-19 related rental assistance for Oakland residents

14:31:04 From Tracey Black, HHS Planner to Lucia Palacios(Direct Message):

I will definitely send the PPT to the group, but if you could put a PDF of the PPT in the chat, for the convenience of those who have to leave early, would be helpful. Thx!

14:32:05 From Lucia Palacios to Everyone:

Goal 1: Family Well-Being: the City of Oakland's HS Program will collaborate with families to support family well-being, parents' aspirations, and parents' life goals to create health and secure environments for young children to learn and grow.

14:32:42 From Lucia Palacios to Everyone:

Goal 2: Community Engagement: The City of Oakland's HS Program will facilitate meaningful connections with the community to enhance the lives of children and families.

14:32:44 From Javay Ross to Everyone:

Sorry for being behind on this, but for Goal 1: wondering about wording a bit. Really not sure what is best, but partner vs collaborate (is there a difference?) and safe vs secure

14:35:31 From Lucia Palacios to Everyone:

Goal 3: School Readiness: The City of Oakland's HS Program will provide quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.

14:35:59 From Jiahuan Wei to Everyone:

I got to go right now. See you guys next times. Have a wonderful Saturday.

14:36:10 From Everardo Mendoza - ERSEA to Everyone:

Request from parent: to translate goals and objectives to Spanish

14:36:35 From Tracey Black, HHS Planner to Everyone:

Thank you, Ms. Jiahuan! Happy Birthday to your Grandmother!

14:36:55 From Anna Beliel to Everyone:

we will receive a copy of the slideshow for later personal viewing as well correct?

14:38:08 From Javay Ross to Everyone:

Feedback for goal 3: wondering about "quality" vs "high quality"?

14:38:33 From Alisa Burton to Everyone:

Oakland is rich in resources and community partners, this process captures the broad goals, but i'm reflecting on how we address measurable impacts given the reality of the data shared and family meeting basic needs in oakland

14:39:09 From Javay Ross to Everyone:

Also wondering if goal 3 should speak to all forms of school readiness, including something around mental/behavioral health too?

14:39:13 From To Niya M Scott-Smith to Everyone:

My apologies for the interruption.

14:41:33 From Javay Ross to Everyone:

Please only make changes that feel right to you experts!! I am far from an expert

14:43:05 From Maria Lavanderos to Everyone:

Sorry I having trouble with my audio will try another source

14:43:27 From Tracey Black, HHS Planner to Everyone:

K, Maria. Thanks for notice!

14:43:34 From Javay Ross to Everyone:

Love this! Goal 1 totally addresses socio-emotional in an even better way than I was suggesting (for goal 3). This is awesome.

14:43:57 From Anna Beliel to Everyone:

i agree!

14:44:44 From Tracey Black, HHS Planner to Everyone:

Thanks, Dr. Ross and Ms. Anna!

14:45:03 From To Niya M Scott-Smith to Everyone:

Just compared definitions and now think maybe the language should be "collaborate and partner" and "safe and secure".

14:45:23 From Anna Beliel to Everyone:

I also need to leave early but look forward to seeing everyone on tuesday!

14:46:16 From Javay Ross to Everyone:

Yaaaas!!! Love that Ms. To Niya!

14:49:08 From To Niya M Scott-Smith to Everyone:

I agree with Dr Ross' suggestion for goal 3. IMHO, we focus on total and complete health so our goals should reflect that as well.

14:53:55 From Javay Ross to Everyone:

Would advocacy for increased ECE staff salary need to happen at the federal legislative level as well?

14:55:23 From Shadeema McDonald to Everyone:

What about making sure to Celebrate cultural Holidays/months/days in Early Headstart programs? It's black history month and I haven't seen anything at Arroyo even though he is the only African American student at the site

14:56:20 From To Niya M Scott-Smith to Everyone:

Great question given many schools have staff shortage due to people needing to stay home because more cost effective or having to move to more affordable areas.

14:57:58 From Everardo Mendoza - ERSEA to Everyone:

Evelin Linares: Workforce idea is great. It would be a good option for current parents of enrolled children to participate and maybe become teachers.

15:00:33 From Lucia Palacios to Robyn Levinson(Direct Message):

Robyn, for the recommended revisions, will you make the edits before the Tuesday meeting?

15:00:55 From Robyn Levinson to Lucia Palacios(Direct Message):

To the community assessment? Or to these goals/objectives?

15:01:02 From Alisa Burton to Everyone:

there are many cultural events for black history and Chinese new year, read alouds and virtual opportunities - i will confirm staff are aware of notices and integrate with center curriculum planning committee and parent sharing

15:01:20 From Javay Ross to Everyone:

Definitely hit the mark, this is great!!

15:01:22 From To Niya M Scott-Smith to Everyone:

Just want to shout out my site, SVDH, for doing an AWESOME job at celebrating cultures!!!!!!

15:02:31 From Veronica Martinez - Head Start Program Supervisor to Everyone:

GREAT to hear To Niya!!!

15:02:47 From Shadeema McDonald to Everyone:

Thank you Alisa & Diveena.

15:03:02 From Robyn Levinson to Everyone:

Putting these in the chat once again for folks to download.

15:03:20 From Lucia Palacios to Robyn Levinson(Direct Message):

For the goals/objectives; I think the only thing they've added is slight wording changes to Goal 1.

15:03:26 From Javay Ross to Everyone:

I have to sign off, thank you so much for this great strategic planning session. So honored to be a part of such great work from parents/HS leadership for our children. ❤️

15:03:57 From Lucia Palacios to Everyone:

Thank you Dr. Ross. Enjoy your day.

15:03:59 From Robyn Levinson to Lucia Palacios(Direct Message):

And that was the edit language to be "collaborate and partner" and "safe and secure"

15:04:03 From Robyn Levinson to Lucia Palacios(Direct Message):

Is that correct?

15:04:11 From Lucia Palacios to Robyn Levinson(Direct Message):

Yes.

15:04:13 From Robyn Levinson to Lucia Palacios(Direct Message):

That can definitely be done by Tuesday.

15:05:09 From Veronica Martinez - Head Start Program Supervisor to Everyone:

Thank you ALL!

15:05:49 From Sara Bedford (she/her) to Everyone:

huge thank you for taking this time to craft the future of this program and make us stronger.

15:06:12 From Tracey Black, HHS Planner to Everyone:

Thank you, Lucia, Diveena, Team, Parent Policy Council Members, Dr. Ross, and Ms. Lina!!

15:06:45 From To Niya M Scott-Smith to Everyone:

Thank you, everyone. Great, productive end to my week!!!!!!

15:06:59 From To Niya M Scott-Smith to Everyone:

Stay warm, Lucia!!!!!!

15:07:23 From Everardo Mendoza - ERSEA to Everyone:

Evelin Linares: Thank You all. It was great being included in this important meeting

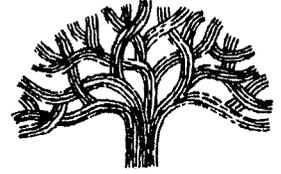
15:07:38 From Qiuzhu (Jewel) to Everyone:

Thank you for the meeting, I learned lots of things from you

15:07:42 From Shadeema McDonald to Everyone:

Thanks everyone

# CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3<sup>rd</sup> FLOOR • OAKLAND,  
CALIFORNIA 94612

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

(510) 238-3141  
Fax (510) 238-4731

## Letter of Appointment

January 31, 2022

The Honorable City Council  
One Frank H. Ogawa Plaza, Second Floor  
Oakland, CA 94612

Dear President Bas and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has reappointed the following person as a member of the following board or commission, subject to City Council confirmation:

### Head Start Advisory Board

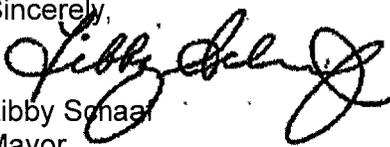
**Aly Bonde**, to the Head Start Advisory Board for a three-year term that will begin March 12, 2021 and will end March 11, 2024 filling the seat previously held by Iris Brody.

**Gwendolyn Howard**, to the Head Start Advisory Board for a three-year term that will begin March 12, 2021 and will end March 11, 2024 filling the seat previously held by Nayeli Bernal.

**Mariamawit Tamerat**, to the Head Start Advisory Board for a three-year term that will begin March 12, 2021 and will end March 11, 2024 filling the seat previously held by Aisha Brown.

Thank you for your assistance in this matter.

Sincerely,

  
Libby Schaaf  
Mayor

# City of Oakland

## Fiscal Year

2021-2022

## 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 Parent Policy Council and the procedures by which policy group members are chosen.
- (g) Procedures for hearing and resolving community ~~feedback~~complaints about the Head Start program.
- (h) Procedures that describe how the Board, Head Start Parent Policy Council and City Council will implement those activities that are shared functions between the Governing Body and Parent 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.
- ~~(b)~~(a) work with staff to ensure that all activities are made publicly available and accessible.

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, publicly-available reports and information (orally and/or in writing) to the City Council's Life Enrichment Committee, or any other committee designated as the

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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 97 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.

~~(g)~~(a) Head Start parent or alum (parent or guardian)--knowledge

**Commented [BM1]:** Ordinance 13230 states 9 members, can someone please confirm if this was changed subsequently? Thanks

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of the direct impact of Head Start as a parent or guardian of a current or former student OR as alum themselves.

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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 pursuant to Section 601 of the City Charter, for, among other things, a conviction of a felony, misconduct, incompetence, or inattention to or inability to perform duties. Absence from three consecutive regular meetings shall constitute cause for removal. 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.~~

Commented [BM2]: This is the language from the enabling ordinance.

- 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
  - 7) serve as a liaison (Head Start/Early Head Start parent or guardian) with the Parent Policy Council.
- (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.

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**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. In the absence of a quorum, no information may be presented and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.
  - e. Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
  - f. The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:
    - 1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board's Bylaws and procedures;
    - 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
    - 3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

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## 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.

**A**

## 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

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iii. 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 Parent Policy Council and other appropriate approving authorities of the City.

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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 Parent 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 Parent 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.

(a)

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(b) Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:

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(b)

- (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 requested 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 requested, prior to the vote on the proposed amendments by City Council.

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**Commented [BM3]:** This is not in the enabling ordinance; the Advisory Board can't direct City Council, it can only make requests.

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Chairperson Signature

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Date