



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

MEETING AGENDA – FINAL

Thursday, 6-16-2022

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: 6-16-2022; 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

How: By Zoom Webinar:

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

Monthly:

https://us06web.zoom.us/webinar/tJUvdOqtrZIpEtxc_MjQAgnKNDqjpy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAIjCb-zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE

Please click the link below to join the webinar:

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

Or One tap mobile:

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

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Webinar ID: 912 3351 9388

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

COMMENT:

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

There are two ways to submit public comments.

• To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

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

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



Human Services Department

ADVISORY BOARD MEETING

Thursday, 6-16-2022; 3:30-5:00pm

AGENDA

I. CALL TO ORDER / ROLL CALL: *Host/Program Staff*

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*

Priya Jagannathan
Kevin Bremond
Alysoun (Aly) Bonde

Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard

- 1. Call for Public Comment

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

- 1. Review and Approval of **AB 361 Resolution No. 21-009**
- 2. Review and Approval of **June 16, 2022, Advisory Board Meeting Agenda**
- 3. Review and Approval of **May 19, 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. **Update to Advisory Board Bylaws: *Article IV. Section I. Meetings:*** Language has been updated to describes the monthly meeting requirement and removes reference to a specific timeframe, which provides the Advisory Board with the option to determine the meeting timeframe needed.
- 2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *May 2022*
 - b. COVID 19 Response Update
- 3. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II*
 - a. Monthly Financial Report – *May 2022*
 - b. CACFP Meal Count Report – *April 2022*

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

- a. General program updates
- b. Update on Mobile Classroom RV
- c. Summary of California Department of Education/Program Self-Evaluation
- d. FY 23-31 General Plan Housing Element Community Engagement Opportunities ([City of Oakland | Oakland 2045 General Plan | Community Events and... \(oaklandca.gov\)](http://CityofOakland.com/Oakland2045GeneralPlan/CommunityEventsand...))
- e. *2022 Virtual Fatherhood Summit*, Saturday, June 18th, 2022 ([Alameda Fatherhood Summit – #FATHERSROCK \(alamedacountyfathers.org\)](https://www.alameda-county.com/fatherhoodsummit))
- f. *Documentary Film Screening, “Black Daddy”*, Sunday, June 19th, 2022 (["Black Daddy: The Movie" Purple Carpet Premiere Tickets, Sun, Jun 19, 2022 at 6:00 PM | Eventbrite](https://www.eventbrite.com/e/black-daddy-the-movie-purple-carpet-premiere-tickets))

VI. OPEN FORUM

VII. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-009

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 [June 16, 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, May 19, 2022
3:40-5:01 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Kevin Bremond
Alysoun (Aly) Bonde
Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard

Advisory Board Members Excused:

Molly Tafoya, *Chair*

Parent Policy Council Members Present:

Christina Michaud (Community Rep.), *Chair*
Bukola Ajana (San Antonio Park EHS), *Vice Chair*
Quizhu (Jewel) Xiong (Home Based Program),
Treasurer
LaShawnda Hicks (San Antonio Park EHS)

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *HHS Planner, HS/EHS*
Jason Wang, *Administrative Analyst II – Fiscal*
Robyn Levinson, *HHS Planner, HS/EHS*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program Coordinator*
Sarah Trist, *Health Manager & HHS Planner, HS/EHS*
Helen Luong, *Family Advocate, HS/EHS*
Conterenia Farrish, *Family Advocate, HS/EHS*
Rachelle Brown, *Family Advocate, HS/EHS*
Lynn Pham, *Center Director (Franklin HS)*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Tracey announced that Advisory Board Vice Chair, Dr. Javay Ross would be chairing the Advisory Board Meeting in the excused absence of Advisory Board Chair, Molly Tafoya. Six (6) voting Board Members present. Quorum was established.

1. Public Comments:

No Public Comments.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Dr. Javay Ross, Vice Chair*

- 1. Review and Approval of AB 361 Resolution No. 21-008**
 - Dr. Javay Ross, called for a motion to approve the **AB 361 Resolution No. 21-008**
 - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-008**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.
- 2. Review and Approval of May 19, 2022, Advisory Board Meeting Agenda**
 - Dr. Javay Ross called for a motion to approve the **May 19, 2022, Advisory Board**

Meeting Agenda

- ✓ Kevin Bremond motioned to approve the **May 19th, 2022, Advisory Board Meeting Agenda**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions

- 3. Review and Approval of **April 21, 2022, Advisory Board Meeting Minutes.**
 - Dr. Javay Ross, called for a motion to approve the **April 21, 2022, Advisory Board Meeting Minutes**
 - ✓ Kevin Bremond motioned to approve the **April 21, 2022, Advisory Board Meeting Minutes.**
 - ✓ Aly Bonde seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions

III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair*

- **Parent Policy Council Member Feedback**, *presented by Christina Michaud, Chair*
- The PPC discussed the amended language proposed for the FY 21-22 Bylaws with the program, and suggested language that would allow flexibility for the PPC to adjust the meeting time frame, anytime agreed upon and deemed necessary, and that reference to specific time frame was unnecessary. PPC asked that this section of the Bylaws be brought back to the PPC in June for final review and approval.
- The request of the program to apply for the FY 21-22 COLA/QI Funding Increase in the amount of \$316,566 was approved by the PPC.

IV. ACTION ITEMS:

1. **Update to Advisory Board and Parent Policy Council Bylaws:** *Reflecting standing meeting time for FY 21-22, 3:30-5:00pm and language that allows flexibility for both, Parent Policy Council and Advisory Board, to make such adjustments as deemed necessary.*
 - Tracey Black presented the Amended Language Bylaws and explained that there will no longer be a set time frame listed, to allow the Advisory Board the same flexibility as the Parent Policy Council with regard to establishing their meeting time.
 - Dr. Javay Ross, called for a motion to approve the **Update to Advisory Board and Parent Policy Council Bylaws**
 - ✓ Aly Bonde motioned to approve the **Update to Advisory Board and Parent Policy Council Bylaws**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions

2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*
 - a. **Monthly Enrollment and Content Area Monitoring Update – April 2022**
 - April was a month without any Covid related interruptions.
 - We increased our enrollment by about 3% and continue to onboard additional children and families into the program. We expect to see another increase in enrollment through May.

- We held our Children’s Fairyland event which hosted over 600 family members and children.
- We monitored our nutrition and meal service delivery and had effective compliance and service delivery.
- There was around a 10% increase of the number of children with IFSPs and IEPs.
- We welcomed additional teaching and administrative staff.
- Priya Jagannathan asked for partner updates and Diveena mentioned that there have been some closures related to Covid and one due to the loss of a teacher.

b. COVID 19 Response Update, presented by Sarah Trist, Health Manager & HHS Planner

- We have had two months of no Covid exposure.
- We had one exposure at Brookfield in May, however, children who were not exposed or who are vaccinated are being served at this time.
- There are available vaccines for children 5 and up. In the coming months, we'll be working more closely to support with families who have children who are eligible, who would like their children to receive vaccinations.
- Internally, within the Human Services Department and the City, we have received about three exposure notifications in the last week. There is an increase in Covid 19 within our City and our program that we did not see in the recent past months.
- We will be maintaining our current protocol on strict mask wearing for staff and children.
- We are encouraging all Head Start and Early Head Start families to remain vigilant with masking protocols and safe practices, during this current upsurge of positive COVID 19 exposure. Please remember to remind adults and children about the importance of frequent hand washing and the availability of 1st and 2nd Covid 19 Booster shots for adult

Sara Bedford, current Director of the Human Services Department joined the meeting to announce her retirement and to thank the “wonderful” Advisory Board for their hard work. Sara Bedford announced that Estelle Clemons, Manager of the Alameda-Oakland Community Action Partnership (AC-OCAP), has been appointed to fill the role as Interim Director of the Human Services Department.

- Dr. Javay Ross called for a motion to approve the **Monthly Progress Report – April 2022**
- ✓ Aly Bonde motioned to approve to approve the **Monthly Progress Report – April 2022**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6) ayes, (0)-nays, (0)-abstentions

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

a. Monthly Financial Report – April 2022, presented by Jason Wang, Admin. Analyst II

- Jason Wang presented the progress on the current Head Start and Early Head Start Budget.
- Personnel - 77% spent,
- Fringe Benefits - 134%
- Travel is at – 0%,
- Equipment – 0 %,
- Supplies - currently at 33%,
- Contractual – we’re at 83%,
- Other - we have spent 76%,
- Total Direct Charges - 88%
- Indirect Charges - 72%, and
- Purchase Card (P-Card) – we have two training sessions and our recurring Zoom expense charges.

b. CACFP Meal Count Report – March 2022

- March report includes 3,083 served breakfasts, 3,383 lunch, and 3,042 afternoon snacks.
- Dr. Javay Ross called for a motion to approve the **Monthly Financial Report – April 2022**
- ✓ Priya Jagannathan motioned to approve the **Monthly Financial Report – April 2022**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

4. FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase; Diveena Cooppan, Christine Rolan, and Jason Wang

a. Request to submit application to Office of Head Start (Due June 1, 2022), presented by Diveena Cooppan and Jason Wang

- Diveena Cooppan introduced the FY 21-2 COLA/QI funding increase that would be received by all Head Start programs to utilize [made possible by the Consolidated Appropriations Act, 2022 and signed by President Biden in March 2022]. Diveena Cooppan explained that once received, the COLA/QI funding increase of \$316,566, would become a permanent part of City of Oakland Head Start’s base grant award, moving forward.
- Jason Wang presented the funding guidelines, issued by the Office of Head Start, that the program followed the budget proposal and request, and presented the specific budget line items and cost categories, within which the COLA and QI funding would be allocated, that amounted to a total of \$316,566. Jason Wang also shared that the application for the COLA/QI funding increase is due on June 1, 2022.
- Dr. Javay Ross called for a motion to approve the **FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase.**
- ✓ Kevin Bremond motioned to approve the **FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase.**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

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

1. General program updates, *presented by Diveena Cooppan*

- Diveena Cooppan provided an update on the Oakland Head Start programs involvement with the Mayor's technology initiative, *Oakland Undivided*, focused on families with children enrolled in Oakland Unified School District, Kindergarten through 12th grades, where Oakland families have been able to access technology and check out laptop computers and hotspots, through a technology lending library. Fortunately, Oakland Head Start was able to participate in the technology lending library in FY 21-22, though our program focus is Pre-K. At the recent *Oakland Undivided, Cradle to Career* Technology kick-off event held in early May, for the coming school year in FY 22-23, Oakland Head Start was invited to share testimony from Head Start families, of how *Oakland Undivided* was accessed by Head Start families during the 21-22 program year. Head Start families, Parent Policy Council members, and program staff were in attendance.
- The Oakland Head Start program staff will update information for our state CSPP/CCTR contract and federal Head Start grant award.

2. Parent Policy Council Request for Support with delay in IFSP/IEP Referral Evaluation by OUSD, *presented by Wenonah Elms, Disabilities & Mental Health Coordinator*

- We are seeing movement, however, OUSD is about 6 to 8 weeks behind in completing evaluations for IEP. We are continuing to stay in communication with them.
- During the month of June, we're planning for individualized transition meetings at our sites for children who are transitioning to kindergarten who either have IFDP/IEP or are in the referral process. These meetings will be held virtually so that more support staff can attend.
- Assata Olugbala – Have you been challenged with providing services for children with exceptional health needs? And if so, what has been done to address these challenges? Wenonah responded that the program is set up to work with children who may have exceptional health needs. In order to effectively support the child needs, the we first consult with our Health and Education management teams, to develop an individualized support plan, based on the child's specific needs, which may include involving an additional caregiver that may be assigned to work with the child and/or staff training, to learn to work with specialized equipment the child may need to use.
- Assata Olugbala - Are you able to provide occupational and physical therapy, in addition to speech therapy, if needed? Wenonah responded that through our collaborations with Through the Looking Glass, we are able to work with Developmental Consultants, on a regular basis, who also have occupational therapy backgrounds, to provide occupational therapy support, when/if needed, as well as with Think Communications (funded by OFCY), who contracts with physical therapists that we are then able to contract with to provide physical therapy support, when/if needed.
- Dr. Ross commented that the opportunity for the program to work with the Family Resource Network (FRN) to assist families with navigating the IEP process is of great value because it empowers parents with knowledge, information, and confidence to navigate an already complex system. Wenonah shared that the program works closely with Family Navigators to ensure families are supported in as many ways as are necessary. Dr. Ross encouraged the program to continue to work with the FRN, and that tailoring the workshops to specific cultural groups is also of great value. Dr. Ross offered her support with the program's connection to the FRN, if needed.

**3. California Department of Education/Program Self-Evaluation (Due June 1, 2022),
presented by Tracey Black HHS Planner**

- Our California State Pre-school Program contract requires us to complete a Program Self-Evaluation in the final quarter of each year. Parents are asked to complete the DRDP Parent Survey as part of the Program Self-Evaluation. The grantee looks forward to receiving parent feedback in order to strengthen our program and work on continuous quality improvement.

VI. OPEN FORUM:

- Assata Olugbala informed the program of an item on the May 25th OUSD School Board Meeting agenda, referencing a collaboration between the Unity Council Head Start program and OUSD Early Childhood Education Department, and asked if there was a possibility for Oakland Head Start to establish a similar collaboration with OUSD? Diveena responded that the program would follow up on the item and question and report back in the June Advisory Board Meeting.
- Ms. Olugbala informed the program of an item on the May 23rd City of Oakland Education Partnership Committee and OUSD School Board Meeting Agenda, submitted by Oakland City Council Members Treva Reid and Dan Kalb, for a non-citizen voting measure to be added to the November 8, 2022 Election Ballot, which would allow noncitizen residents who are the parents, legal guardians, or legally recognized caregivers of a child residing in Oakland to vote for the office of School Board Director on the Oakland Unified School District Board. See the following link to the Agenda Report presenting the action requested - [View Report \(45\).pdf](#).
- Lina Hancock offered her appreciations to Sara Bedford and to announce the Mental Health Awareness Resource on Sunday May 22nd from 1:00 to 5:00 PM.

VII. ADJOURNMENT

- Dr. Javay Ross called for a motion to **Adjourn the meeting.**
- ✓ Kevin Bremond motioned to **Adjourn the meeting.**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 5:01 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

City of Oakland
Head Start Advisory
Board



FY 2021-22
BYLAWS

Amended Language

ARTICLE VI

Meetings

Section 1

- b.** Regular meetings of the Board shall be held once per month, at the time and place designated by the Board, each year at its first meeting in September, unless otherwise agreed upon and deemed necessary by the Advisory Board.

MONTHLY PROGRAM REPORT: May 2022

This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to review progress towards goals, discuss challenges and solutions, and share updates for key program areas.

At-a-Glance

	Head Start	Early Head Start	Current Total
How many children did we work with?			
Enrollment/Funded (No.)	238/292	238/330	476/622
Enrollment/Funded (%)	(82%)	(72%)	(77%)
Daily attendance	80%	76%	78%
How many have...			
Medical Home	96%	99%	97%
Health Insurance	94%	98%	96%
Current Physical exam/Well-baby check	83%	60%	72%
Updated immunizations	98%	89%	93%
Hearing Screening	94%	95%	95%
Vision Screening	92%	95%	94%
Growth Screening	93%	95%	94%
Dental Home	90%	90%	90%
Current Dental Exam	80%	81%	81%
Nutrition Screening	92%	92%	92%
How many completed by due date...			
Developmental Screening (ASQ)	88%	94%	91%
<i>Concerns Identified following ASQ Screening</i>	40%	33%	37%
Behavioral Screening – (ASQ-SE)	86%	94%	90%
<i>Concern Identified following ASQ-SE Screening</i>	21%	17%	19%
1 st Individualized Curriculum (DRDP)	98%	98%	98%
2 nd Individualized Curriculum (DRDP)	99%	98%	99%
3 rd Individualized Curriculum (DRDP)	93%	97%	95%
Initial Parent/Teacher Conference (IDP)	99%	99%	99%
Second Parent/Teacher Conference (IDP)	100%	97%	99%
Initial Home Visits	97%	100%	99%

Second Home Visit	93%	98%	95%
Preliminary Family Outcomes Assessment	99%	98%	98%
Midyear Family Outcomes Assessment	100%	99%	99%
End of Year Family Outcomes Assessment	100%	97%	98%
How many received...			
Referrals to Regional Center of the East Bay	N/A	6	6
Referrals to OUSD	16	N/A	16
Individualized family service plan (IFSP)	1	17	18
Individualized education plan (IEP)	28	3	31
Children enrolled with IFSP or IEP	29	20	49 (10.3% actual enrollment)

ATTENDANCE & ENROLLMENT

As of May 31, 2022, 476 participants are enrolled in the Program. The Program reported 23 more children enrolled this month compared to April 2022. The increase of enrollment was due in part to the BANANAS partnership. The Family Child Care Program option is expected to enroll additional children during the month of June. Children have been selected and are engaged in the enrollment process.

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 in PY22-23.

HOME-BASED PROGRAM

We had two in-person socialization events in May, both attended by 29 families. Caregivers and children enjoyed being in the classroom environment and participating in the small group activities, such as circle and story time. Families were provided diapers and we piloted the new food pantry program with Alameda County Food Bank, organized by our Nutrition team. To increase participation in Socialization events held for Home-Based families, the Program will continue to hold in-person events and encourage parents to help plan and schedule the events.

As the program winds down for the year, Home Visitor staff continue to recruit families for the upcoming program year, and many families involved in the program are also referring new families as well. Out of all children enrolled in Home-Based programming, 32 will be transitioning to Head Start, and 48 will return to the Home Base Program for the 2022-2023 Program year.

EXPECTANT FAMILIES PROGRAM

While no babies were born in May, the Program has met full enrollment capacity for all 10 funded slots in the grantee-based Expectant Parent Program. The Program was able to serve 15 out of the 20 funded Expectant Parent Program slots for parents who delivered babies and received services in the Partner-based Expectant Parent Program (operated by Brighter Beginnings). In total, we have served 25 of the total 30 funded Expectant Parent Program slots through May 2022. Brighter Beginnings continues to struggle with staffing, which has impacted their ability to recruit and serve expectant parents.

DENTAL & PHYSICAL HEALTH

During May there was one site closure due to a COVID-19 exposure. City of Oakland Head Start staff and families are working hard to use all mitigation strategies available to minimize the risk of COVID-19 in our centers and home visiting program. Many center staff have increased the frequency with which they are self-testing. Information on the current surge was shared with staff and resources to order more tests to be kept on-hand at home were shared.

Our Spring Health Services Advisory Committee Meeting was held in conjunction with The Spanish Speaking Unity Council and Through the Looking Glass on May 25th. The meeting was well attended by staff, parents, caregivers, and community organizations. Dr. Javay Ross shared important up-to-date information on the COVID-19 vaccination for children and answered questions from staff and parents about the vaccine. We updated our ChildPlus data system to track COVID-19 vaccines received by our children ages 5 and older. We are one of the first programs to track this. 25 of 74 (34%) children ages 5 and older have received their COVID-19 vaccines. 49 children are eligible for their COVID-19 vaccines but have yet to receive it. We are working with California Department of Public Health to schedule vaccine clinics for currently eligible children and children under 5 who will soon be eligible.

To promote dental health during a time when in-classroom screenings are often not feasible, the Office of Dental Health provided a workshop to staff and parents on preventative dental care practices for infants and children in May.

CHILD NUTRITION

During May, the Health and Nutrition staff observed meal service at two centers, completing CACFP monitoring for this program year. Reports will be finalized and published next month, which will help guide the nutrition program for next program year.

In partnership with the Alameda County Food Bank, the team held its first food box distribution in May. The Health and Nutrition staff and Home Visitors packed over 60 food boxes that included fresh produce and food pantry items. Over 30 families in the Home-Based program picked up boxes. This is a pilot program that will continue monthly (minus a break in July) and will hopefully be expanded to other centers.

Health and Nutrition staff are building out the nutrition program and improving processes that will take effect next program year. Center staff were surveyed about meals, and we have gotten

useful feedback. We participated in webinars and trainings and researched menu items that will be introduced. Kitchen and food service forms were updated. Centers were inventoried to determine items needed to support meal service, and excess food was redistributed to other centers. Training was planned for kitchen staff in advance of pre-service.

DISABILITIES & MENTAL HEALTH

As of May 30th, 49 enrolled children had IEPs or IFSPs, equating to 10.3% of actual program enrollment and 7.3% of funded enrollment. There are 22 referrals still awaiting evaluation- sixteen in process with Oakland Unified School District (OUSD) and six in process with Regional Center of the East Bay (RCEB). Assessments and evaluations will continue through June, and it is expected the number of children with an IEP or IFSP will continue to rise before the program year ends. In May, Mental Health staff also began working with East Bay Agency for Children to enroll children into their EPIC program, which focuses on building kindergarten readiness skills for preschoolers challenged by self-regulation and social expression. In anticipation for next program year, we remain in close partnership with RCEB and OUSD to plan around necessary facility improvements and expanding services to better support children with disabilities and or mental health needs.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

This month, 22 families participated in the Head Start Transition to Kindergarten Celebration and workshop. Of the 132 children who were eligible for Transitional Kindergarten or Kindergarten (TK/K), 112 applied and will be transitioning to TK/K. A complete list of where children will be attending school is below. There are 92 children transitioning from Early Head Start to Head Start programming.

Schools Receiving Students from HS Program

Reach Academy	Franklin Elementary	St Vincent’s Day Home Kindergarten
New Highland Academy	AIMS	American Indian Elementary
Cox Academy	LOVE	Rubi Bridge (Alameda)
Sojourner Truth Independent Study	Lincoln	Lazear Charlez
Green leaf Elementary	Sequoia	Yu Ming Charter School
Aspire Monarch Academy	Kipp Bridge	Achieve Academy
Marshall Elementary (Castro Valley)	Piedmont	Light House
Lodestars Elementary	La Escuelita	Rising Community Elementary
Esperanza Elementary	Manzanita Elementary	
Lockwood Elementary	Burbank	
Rise Elementary	Garfield	

As described in the Ongoing Monitoring section below, the Program is focused on supporting families experiencing homelessness and highlighting the challenges faced that impede access to stable housing.

EDUCATION & SCHOOL READINESS

As shown in the table above, 90% of all required educational assessments have been completed, including behavioral screenings, developmental screenings, the first educational assessment, and first home visit. Staff continue to meet the deadlines for upcoming educational assessments that will be due for children who enrolled in the program at a later start date.

The program was thrilled to welcome a new substitute instructor to the teaching staff in May. Infants at our Broadway Center worked on hand-eye coordination through drawing trees and circles. At Franklin, children learned about trees and created a nest with leaves and eggs. Children at Sungate learned about clothing by painting and decorating a hand-made washing machine and playing dress up.



Three of our Head Start sites closed on June 3rd because they offer Town Camp beginning June 6th in the same facility. To prepare for this close, staff offered alternative placements to families who requested the transfer. Staff were assigned to new sites where children were transferred. The facilities team has submitted the formal request through the new Oakland Parks and Recreation Department (OPR) systems to receive facility availability dates and times for the new program year to align all sites as closely as possible.

PARTNER & FAMILY CHILD CARE

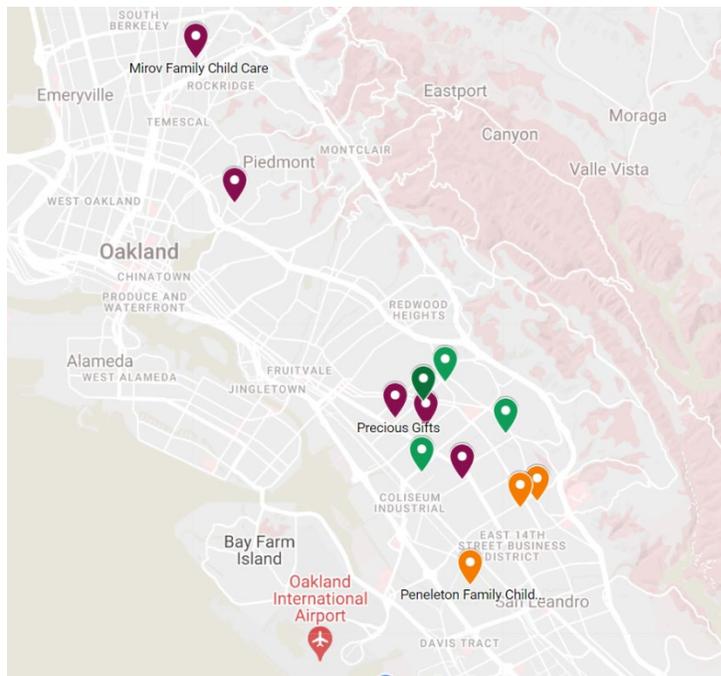
Partners - Head Start	Actual Enrollment	Funded Enrollment	% Funded Enrollment
Laney College	30	48	63%
St. Vincent Day Home	44	46	96%

16 funded slots at Laney remain unfilled because the third classroom has not yet opened. The majority of the renovations are complete, but ventilation renovations are outstanding. Once the classroom is ready, additional children will be able to enroll.

Program staff are working closely with St. Vincent’s Day Home to complete educational assessments that are passed due. A project plan and timeline have been created to ensure all passed due documentation is completed by mid-June.

BANANAS/Family Child Care

By the end of May, there were 18 children from 12 different family child care providers enrolled in the BANANAS Family Child Care (FCC) Head Start partnership (see Map below for site locations). The Partnership also recruited its first Spanish-speaking provider this month. Head Start Program leadership and BANANAS leadership are meeting weekly to ensure this program continues to expand and meet the contract scope. FCC partners have been set up in the ChildPlus database for reporting and Learning Genie for the education assessments required.



DATA MANAGEMENT & ONGOING MONITORING

In May, the Data Management and Ongoing Monitoring team summarized how the program supported families experiencing homelessness. As of May 2022, 75 families in the program had experienced homelessness at some point during the program year. 16 families on the waitlist were also experiencing homelessness. Of those who experienced homelessness at some point during the program year, 26 families acquired stable housing, defined by securing a stable housing placement for at least six months.

As reported by our Family Services Coordinator, the scarcity of housing available contributes to the large number of families experiencing homelessness. Families share that they are often forced to take whatever housing option is available to them, even if they do not feel good about a placement, because it is the only housing available. Other families have shared that they are told they make too much money to qualify for certain programs, even though they qualify for Head Start and are homeless.

Lastly, all families are instructed to call 211 and go through the Alameda County Homeless Coordinated Entry System for housing support. However, the definition of “experiencing homelessness” according to 211 is more restrictive than the McKinney Vento Act definition, which is what we use in our program to define homelessness. The McKinney Vento Act defines homelessness experienced by children broadly, and includes children “who lack a fixed, regular, and adequate nighttime residence¹” as homeless. Comparatively, many of our families do not meet the 211 definition of being “literally homeless,” meaning they are sleeping on the streets, in a car, or in other places not meant for human habitation.

These findings help inform the needs and barriers faced by our families. The Program is also keeping a close eye on the Point in Time Count data released by EveryOne Home to help develop program eligibility criteria and services moving forward. For example, our Mobile Classroom will be dedicated to supporting families experiencing homelessness, and our Data Management team will work closely with the Family Services Coordinator and Family Advocates to understand what services and interventions will be most beneficial to our families.

In response to the Staff Wellness Survey delivered in April, the Data Management team held two information gathering sessions to explore key themes highlighted in the survey. Summary results will be shared with staff in June and the Advisory Board and Parent Policy Council in July.

HUMAN RESOURCES, PROFESSIONAL DEVELOPMENT

We continue to seek qualified early childhood educators to hire for our open instructor positions. We currently have three Early Head Start Instructors, six Assistant Teachers, and ten Associate/Substitute Teacher positions vacant. We are currently in open

¹ National Center for Homeless Education: <https://nche.ed.gov/mckinney-vento-definition/>

recruitment for the three Early Head Start Instructors and one Associate/Substitute Instructor.

In May, Program staff worked with Merritt College to create a hiring announcement flyer to raise interest in recently posted positions among students in the Early Childhood Education program. We are also posting the positions on external recruitment sites such as LinkedIn and Head Start Jobs.

In preparation for the coaching plan for PY 2022-2023, Human Resources staff planned the CLASS recording of seven Head Start teachers. Lastly, City of Oakland staff also completed the annual performance appraisal process.

FACILITIES & MAINTENANCE

While the Program is excited to welcome back a returning team member to assist the drivers with daily food deliveries, one driver is out sick indefinitely, impacting food delivery schedules. The Maintenance team installed a new washer & dryer at the Home Base Program Resource Center and completed fire inspections for the twelve grantee sites. The Home Base Program Resource Center is located next to our Sungate site, so this center will also be able to use the machines.

UPCOMING

Alameda County Fatherhood Virtual Summit: June 18th

(Register here: <https://alamedacountyfathers.org/>)

EHS transition to HS celebration & workshop: June 22nd

Home Based Program End of Year Celebration: June 24th

City Of Oakland Head Start Program Staff Wellness Celebration: June 28th

Head Start & Early Head Start Budget Summary - All projects
Report as of 6/8/22 - Payroll to 4/29/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 4,708,214.99	\$ 663,922.01	88%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 3,240,170.37	\$ (1,106,513.37)	152%
c. Travel	\$ 15,000.00	\$ 55.39	\$ -	\$ 14,944.61	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 21,125.32	\$ 87,599.87	\$ 207,570.81	34%
f. Contractual	\$ 3,379,679.00	\$ 1,408,869.30	\$ 1,387,168.52	\$ 583,641.18	83%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 2,518.39	\$ 506,927.14	\$ 122,814.47	81%
i. Total Direct Charges	\$ 11,849,029.00	\$ 1,432,568.40	\$ 9,930,080.89	\$ 486,379.71	96%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 329,733.86	\$ 73,931.14	82%
k. TOTALS	\$ 12,252,694.00	\$ 1,432,568.40	\$ 10,259,814.75	\$ 560,310.85	95%

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 Budget Summary - Project 1005569
Report as of 6/8/22 - Payroll to 4/29/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,261,490	-	2,488,101	(226,611)	110%
b. Fringe Benefits	1,009,275	-	1,693,970	(684,695)	168%
c. Travel	7,200	55	-	7,145	1%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	8,539	37,814	104,259	31%
f. Contractual	1,321,523	567,430	510,019	244,074	82%
g. Construction	-	-	-	-	-
h. Other	276,868	1,938	229,194	45,736	83%
i. Total Direct Charges	5,026,968	577,963	4,959,097	(510,091)	110%
j. Indirect Charges	169,854	-	173,446	(3,592)	102%
k. TOTALS	5,196,822	577,963	5,132,543	(513,683)	110%

Early Head Start Budget Summary - Project 1005575
Report as of 6/8/22 - Payroll to 4/29/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	2,220,114	890,533	71%
b. Fringe Benefits	1,124,382	-	1,546,201	(421,819)	138%
c. Travel	7,800	-	-	7,800	0%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	12,586	49,786	103,312	38%
f. Contractual	1,912,278	841,439	871,200	199,639	90%
g. Construction	-	-	-	-	-
h. Other	315,640	580	264,234	50,826	84%
i. Total Direct Charges	6,636,431	854,606	4,951,534	830,291	87%
j. Indirect Charges	233,811	-	156,288	77,523	67%
k. TOTALS	6,870,242	854,606	5,107,822	907,814	87%

Head Start T/TA Budget Summary - Project 1005570
Report as of 6/8/22 - Payroll to 4/29/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	66,752	-	2,797	63,956	4.19%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	66,752	-	2,797	63,956	4.19%
j. Indirect Charges	-				0.00%
k. TOTALS	66,752	-	2,797	63,956	4.19%

Early Head Start T/TA Budget Summary - Project 1005576
Report as of 6/8/22 - Payroll to 4/29/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	79,126	-	3,154	75,973	3.99%
g. Construction	-	-	-	-	0.00%
h. Other	39,752	-	13,500	26,252	33.96%
i. Total Direct Charges	118,878	-	16,654	102,225	14.01%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	16,654	102,225	14.01%

Head Start Startup Budget Summary - Project 1006121
Report as of 6/8/22 - Payroll to 4/29/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	15,827	-	19,546	(3,719)	123.50%
b. Fringe Benefits	12,373	-	14,983	(2,610)	121.09%
c. Travel	-	-	-	-	0.00%
d. Equipment	136,300	-	-	-	0.00%
e. Supplies	129,250	19,241	-	110,009	14.89%
f. Contractual	61,000	28,092	31,733	1,175	98.07%
g. Construction	-	-	-	-	0.00%
h. Other	75,200	-	13,750	61,450	18.28%
i. Total Direct Charges	429,950	47,333	80,012	166,305	29.62%
j. Indirect Charges	-	-	1,456	(1,456)	0.00%
k. TOTALS	429,950	47,333	81,468	164,850	29.62%

Early Head Start Startup Budget Summary - Project 1006122
Report as of 6/8/22 - Payroll to 4/29/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	17,847	-	22,079	(4,231)	123.71%
b. Fringe Benefits	13,953	-	16,900	(2,947)	121.12%
c. Travel	-	-	-	-	0.00%
d. Equipment	153,700	-	-	-	0.00%
e. Supplies	145,750	29,310	23,784	92,656	36.43%
f. Contractual	150,000	77,236	71,439	1,325	99.12%
g. Construction	-	-	-	-	0.00%
h. Other	86,800	-	-	86,800	0.00%
i. Total Direct Charges	568,050	106,545	134,202	173,603	42.38%
j. Indirect Charges	-	-	1,644	(1,644)	0.00%
k. TOTALS	568,050	106,545	135,846	171,959	42.38%

Head Start ARP Budget Summary - Project 1006194
Report as of 6/8/22 - Payroll to 4/29/22

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	139,453	1,056	28,875	109,521	21.46%
f. Contractual	311,083	90,604	31,685	188,793	39.31%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	450,536	91,661	60,561	298,315	33.79%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	450,536	91,661	60,561	298,315	33.79%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 6/8/22 - Payroll to 4/29/22

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	157,257	1,191	32,561	123,504	21.46%
f. Contractual	392,100	142,341	36,164	213,595	45.53%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	549,357	143,532	68,725	337,099	38.64%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	549,357	143,532	68,725	337,099	38.64%

Child and Adult Care Food Program FY2021-22

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: April-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	171.00	185.00	134.00	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	79.00	79.00	63.00	16.00	16	12.00	12.00	1.00	192.00	NO	NO
3 5	Full Day	BROADWAY/INFANT	33.00	34.00	20.00	15.00	8	9.00	9.00	1.00	135.00	NO	NO
3 6	Full Day	BROADWAY/RM 3 (TODDLER)	46.00	72.00	65.00	15.00	8	9.00	9.00	1.00	135.00	NO	NO
3 7	Full Day	BROADWAY/RM 4 (TODDLER)	66.00	80.00	74.00	15.00	8	8.00	8.00	1.00	120.00	NO	NO
4 8	Full Day	Brookfield 1	108.00	128.00	99.00	14.00	entire site (48)	16.00	16.00	1.00	224.00	NO	NO
4 9	Full Day	Brookfield 2	103.00	137.00	110.00	14.00	entire site (48)	16.00	16.00	1.00	224.00	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	103.00	103.00	98.00	16.00	18	32.00	32.00	1.00	512.00	NO	NO
8 13	Full Day	Lion's Creek 1	180.00	205.00	172.00	16.00	18	16.00	16.00	1.00	256.00	NO	NO
8 14	Full Day	Lions Creek 2	102.00	111.00	85.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
9 15	Full Day	Manzanita / Brookfield	165.00	201.00	189.00	16.00	20	20.00	20.00	1.00	320.00	NO	NO
10 16	Full Day	San Antonio CDC 1	237.00	265.00	243.00	16.00	entire site (24)	24.00	24.00	1.00	384.00	NO	NO
11 17	Full Day	San Antonio Park I	75.00	99.00	83.00	16.00	8	9.00	9.00	1.00	144.00	NO	NO
11 18	Full Day	San Antonio Park II	61.00	90.00	85.00	16.00	8	9.00	9.00	1.00	144.00	NO	NO
12 19	Full Day	Sungate I	246.00	266.00	262.00	16.00	entire site (34)	16.00	16.00	1.00	256.00	YES	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	150.00	161.00	161.00	14.00	24	24.00	24.00	1.00	336.00	NO	NO
14 22	Full Day	West Grand (Infant)	104.00	105.00	101.00	16.00	8	9.00	9.00	1.00	144.00	NO	NO
14 23	Full Day	West Grand (Older)	75.00	75.00	71.00	16.00	8	9.00	9.00	1.00	144.00	NO	NO
14 24	Full Day	West Grand (Young)	59.00	59.00	58.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
		TOTAL	2,163.00	2,455.00	2,173.00	295.00		358.00	358.00		4,270.00		
		HS	1,156.00	1,335.00	1,109.00	169.00							
		EHS	1,007.00	1,120.00	1,064.00	126.00							

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

Certified by:

Sarah Trist

May 31, 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 153.44

=(max meals)/(max days)

ADP ENTRY 154.00

Fiscal Approval: Christine Rolan

Christine Rolan
Human Service Fiscal Manager

May 31, 2022

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 06/09/22

Cardholder Name: Diveena Cooppan
PRINT NAME

May 2022 TO May 2022
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

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:

Date	510-238-7186	<i>Jason Wang</i> Date 6-9-2022
<small>CARDHOLDER'S SIGNATURE AND DATE</small>	<small>PHONE NUMBER (REQUIRED)</small>	<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	5/2/22	IN *BAY AREA FIRE PROT	Central Kitchen Vent Hood Repairs	1,667.00		
2			1005569.78231.52921.1 Default.23375 (47%)			
3			1005575.78231.52921.1 Default.23375 (53%)			
4						
5	5/17/22	NTLREST SERVSAFE	Food training for Kitchen, Health and Nutrition Staff	224.00		
6			1005567.78231.54919.1 Default.23369 (100%)			
7						
8						
9	5/5/22	KRISPY KREME	Teacher Appreciation Week Breakfast	262.36		
10			1005567.78231.52911.1 Default.23369 (100%)			
11						
12						
13	5/7/22	STARBUCKS	Teacher Appreciation Week Breakfast	299.25		
14			1005567.78231.52911.1 Default.23369 (100%)			
15						

Document Total	2,452.61
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DETAILED DESCRIPTION

Audited By: <small>(Finance and Management Agency)</small>	
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