

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting

Thursday, *June 16, 2022 - *Date Corrected

3:43-4:54 pm

* MEETING MINUTES

(APPROVED BY THE ADVISORY BOARD; 09-15-22)

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Alysoun (Aly) Bonde (Excused @ 4:25pm)
Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard
(Joined at @ 3:50pm)

Advisory Board Members Excused:

Kevin Bremond
Priya Jagannathan

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*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact Interpretation Team*
(5 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:43 PM, and roll was taken. Quorum was established with 4 members present. Reverend Howard joined the meeting at 3:50pm. Aly Bonde was excused from the meeting at 4:25pm. Quorum was maintained with 4 members present.

1. Public Comments:

No Public Comments.

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

1. Review and Approval of **AB 361 Resolution No. 21-009**
 - Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-009**
 - ✓ Dr. Javay Ross, motioned to approve the **AB 361 Resolution No. 21-009**
 - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

2. Review and Approval of **June 16, 2022, Advisory Board Meeting Agenda**
 - Chair Molly Tafoya called for a motion to approve the **June 16, 2022, Advisory Board Meeting Agenda**
 - ✓ Alysoun (Aly) Bonde to approve the **June 16th, 2022, Advisory Board Meeting Agenda**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (1) no response.
3. Review and Approval of **May 19, 2022, Advisory Board Meeting Minutes.**

Chair Molly Tafoya abstained from voting on the May 19, 2022, Advisory Board Meeting Minutes as she was not in attendance. Quorum was no longer met therefore the May 19, 2022, Advisory Board Meeting Minutes have been postponed for approval until next month.

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

- **Parent Policy Council Member Feedback**, *presented by Tracey Black on behalf the Parent Policy Council Chair, Christina Michaud*
- The Parent Policy Council (PPC) reviewed the updated language to the Bylaws that referenced the monthly meeting and removed reference to the set time frame of 9:30am-12:00pm, as requested in the May 17, 2022, PPC Meeting.
- The PPC strongly agreed with the idea of a “PPC Meeting Follow Up” Session.

IV. ACTION ITEMS:

1. **Update to Advisory Board Bylaws: Article IV. Section I. Meetings:** *Language has been updated to describe 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.*
 - Tracey Black presented the Advisory Board Bylaws change of language, which now removes the specific time frame of 9:30 am to 12 pm.
 - Advisory Board concluded there was no need to vote on Action Item: **Update to Advisory Board Bylaws: Article IV. Section I. Meetings**, as this item was presented and voted on by the Board during May’s Meeting.
2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*
 - a. **Monthly Enrollment and Content Area Monitoring Update – May 2022**
 - Our enrollment continues to increase.
 - We are at 90% of our screening assessments and required evaluations.
 - We have 49 children enrolled in our program with IFSP or IEP with an additional 26 children waiting for evaluation.
 - We continue to have success with our Home-Based program, we held two in-person socialization events.

- 25 out of the 30 slots have been filled, we continue to work with our partner Brighter Beginnings.
- We experience one site closure related to Covid-19; we continue to work to ensure any significant risk is minimized.
- We are working with the Alameda County Food Bank for food box distribution. Over 30 of our Home-Based families were able to benefit from this much needed resource.
- We are also working on a new partnership with the East Bay Agency for Children to enroll in the Epic Program which helps children with special needs or challenges.
- Around 90 children are transitioning from Early Head Start to Head Start and 112 will be transitioning to kindergarten.
- We had early closures for three sites, therefore children were placed in alternative sites.
- We have 16 open slots in Laney Children's Center, due to the third classroom not opening. Once the classroom opens, we will be able to fill the slots.
- Our Bananas, Inc, Family Child Care partnership continues to grow.
- 26 families experiencing homelessness acquired stable housing.
- We administered a Staff Wellness survey in April.
- We continue to have open recruitment for our instructor positions which include EH Instructors, Assistant Teachers, and Associate or Substitute Teachers.
- We were able to complete fire inspections at our HS.EHS 12 sites.
- The Home-Based Program Office, has new washer and dryer, which our Sungate site will be able to utilize.

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

- We have had one center closure in May.
- Bay Area is being hit particularly hard by this latest COVID surge. We've seen an increase in closures and in case of positive staff members or staff members taking care of positive family members.
- We have been able to identify cases through our layers of mitigation by continuing to test through a rapid testing program in partnership with the California Department of Public Health, and then respond accordingly.
- Alameda County has re-implemented the mandatory mask mandate for indoor masking. Our program never stopped indoor masking.
- We will be providing Covid tests in the PPE bags during food distribution on Friday, 6/17/22, to sites.
- We are able to keep sites open, after Covid exposure, to the children who were not exposed (absent when the exposure happened) after a deep clean as our staff are fully vaccinated and boosted.
- Sarah Trist is continuously consulting with Alameda County Department of Public

Health. We report to Community Care Licensing about the steps we have taken after an exposure and to our Regional and State Grant specialists.

- We will have our first two vaccine clinics on July 14th at Downtown and East Oakland locations, and a third will be held on July 21st at a West Oakland Location.
- To Niya Scott-Smith asked if we had any procedures in place to help parents understand the IEP process. Alisa Burton replied that the program has several partnerships to help parents understand the IEP process and support.
- Chair Molly Tafoya requested an update on TK transition plan. Conterenia Farrish and Alisa Burton reported that transition to TK and Kindergarten is going very well as there is system established to support families.
- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – May 2022**
- ✓ Reverend Annette Howard motioned to approve to approve the **Monthly Progress Report – May 2022**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

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

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

- Jason Wang presented the progress on the current Head Start and Early Head Start Budget.
- The year is 82% done.
- Personnel - 88% spent,
- Fringe Benefits - 152%
- Travel is at – 0%, there will be a change as there was a trip to Ohio costing about \$1,500, however it has not reflected.
- Equipment – 0 %,
- Supplies - currently at 34%,
- Contractual – we’re at 83%,
- Other - we have spent 81%,
- Total Direct Charges - 96%
- Indirect Charges - %, and
- Purchase Card (P-Card) – we had a rangehood repair, training, and breakfast for Teacher Appreciation Week. Total spend \$2,452.61

b. CACFP Meal Count Report – April 2022

- April report includes 2,163 served breakfasts, 2,455 lunch, and 2,173 afternoon snacks.
- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – May 2022**
- ✓ Dr. Javay Ross motioned to approve the **Monthly Financial Report – May 2022**
- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

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

a. General program updates

- Diveena Cooppan provided an update of the submittal of the State Grant Self-Evaluation Report and CCRT Grant.
- We have a new Urban Fellow, Cesar, who comes from Columbia University, Teachers College, and will be working on the San Francisco Workforce Compensation Initiative.
- We also submitted our application for COLA and Quality Improvement funding, as well as our requests for the Locally Designed Option (LDO).
- Staff Wellness Day is scheduled for June 28th.
- Program start dates will be available soon, as we are currently working on a few details.
- Home Based Program, Bananas, Inc. Tiny Steps Family Child Care Program and Brighter Beginnings will begin on July 18th.
- Center programming will begin on the 17th of August. We are looking to bring Center Directors for specialized pre-service back in the first week of August, followed by the rest of the teaching staff.
- Everardo Mendoza mentioned that we originally had 32 families who were age eligible to transition to a TK program however, 17 out of the 32 families have requested to stay for another HS program year.

b. Update on Mobile Classroom RV

- Mobile Classroom will be delivered next Thursday or Friday, followed by a recorded training session.
- We will work with the Office of Head Start regarding the additional details requested for the Locally Designed Option (LDO) Mobile Classroom.

c. Summary of California Department of Education/Program Self-Evaluation

- Update will be provided in July.
- We submitted our Program Self-Evaluation.

d. FY 23-31 General Plan Housing Element Community Engagement Opportunities

- Community engagement opportunity, please click on the link in your agenda to take you to the Housing Element website.

e. 2022 Virtual Fatherhood Summit, Saturday, June 18th, 2022

- Powerful event for fathers and caregivers, please click on the link in your agenda for more information. Kevin Bremond will be leading the event.

f. Documentary Film Screening, “Black Daddy”, Sunday, June 19th, 2022

- Please click on the link in your agenda for more information about the premiere.

VI. **OPEN FORUM**

- To Niya Scott-Smith asked if there was anything organized to thank our Family Advocates. Diveena Cooppan shared that there will be a celebration happening during the summer, as our Family Advocates continue to work during the summer break.

VII.

ADJOURNMENT

- Chair Molly Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Dr. Javay Ross motioned to **Adjourn the meeting.**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 4:54 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II