



HUMAN SERVICES DEPARTMENT
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HEAD START PROGRAM
ADVISORY BOARD MEETING

Day & Time: Thursday, 1-15-26 3:30-5:00pm

**HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 1-15-2026; 3:30-5:00pm
In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza;
City Council Chambers

AGENDA

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

Molly Tafoya, *Chair*
Christina Michaud, *Vice Chair*

Dr. Javay Ross
Kevin Bremond

Dr. Jei Watkins
Julia Forte Frudden
(3 Vacant Seats)

1. Call for Public Comment

II. APPROVAL OF AGENDA ITEMS: *Molly Tafoya, Chair*

1. Review and Approval of **Advisory Board Meeting Agenda, January 15, 2026**
2. Review and Approval of **Advisory Board Meeting Minutes, November 20, 2025**

III. ACTION ITEMS:

1. **Advisory Board Officer Elections for F 25-26;** *Diveena Cooppan, Manager; HSD Early Childhood & Family Services Division; Director, Head Start Program*
2. **Monthly Progress Report Update:** *Trisha Barua, Data, Monitoring & Continuous Quality Improvement Planner, HSD Early Childhood & Family Services Division*
 - a. Monthly Enrollment and Content Area Monitoring Report – *October/December 2025*
3. **Monthly Financial Report:** *Michael Fries, Fiscal Analyst; HSD Early Childhood & Family Services Division*
 - a. Budget and Expenditures Reports, CACFP Report – *October/November 2025*
 - b. Purchase Card Report
4. **Policies & Procedures:** *HSD Early Childhood & Family Services Division Program Staff*
 - FY 25-26 Head Start Advisory Board Bylaws
5. **FY 25-26 Risk Assessment Notification Corrective Action Plan Progress Report**
 - Request for Advisory Board to Receive Progress Report on the FY 25-26 Risk Assessment Notification Corrective Action Plan
6. **Policies & Procedures:**
 - None at this time
7. **Funding Requests & Opportunities:**
 - FY 26-27 Head Start Non-Competitive Grant Application Funding Guidance Letter
 - Agenda Report/Resolution for FY 26-27 Head Start Non-Competitive Grant Application (LEC March 10)
 - Agenda Report/Resolution for Cooperative Purchasing Agreement – US Foods

IV. PARENT POLICY COUNCIL UPDATES: *Parent Policy Council Chair & Program Staff*

- a. **Parent Policy Council Feedback**

V. INFORMATION ITEMS: *Diveena Cooppan, Manager, Early Childhood & Family Services Division; Director, Head Start Program/Program Staff*

1. **Current Program Updates:**
 - Receive a Report on the FY 25-26 Community Assessment
 - FY 25-26 Change in Scope Proposal – Pending Approval from Office of Head Start
 - ECFS ECE Apprenticeship Program
 - Discussion - Home-Based Programming & Mobile Classroom

- Agenda Reports/Resolutions (*in progress*)
 - Measure C – Emergency Early Education Fund Application
 - Cooperative Purchasing Agreement – US Foods
 - FY 26-27 Head Start Non-Competitive Grant Application

2. Communication from Office of Head Start:

- DEIA Preliminary Injunction

VI. OPEN FORUM

VII. ADJOURNMENT

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 11-20-2025; 3:30-5:00pm

**In Person Location: Oakland City Hall;
1 Frank H. Ogawa Plaza; Council Chambers
Zoom Meeting**

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Christina Michaud, *Vice Chair*
Julia Forte Frudden
Dr. Javay Ross

Advisory Board Members Excused:

Dr. Jei Watkins
Kevin Bremond

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Michelle Phillips, *Assistant City Administrator*
Tracey Black, *Governance & Contracts Manager*
Sarah Trist, *Programs Operations Manager*
Michael Fries, *Fiscal Analyst*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Trisha Barua, *Head Start Program Planner*
Valeria Vallejo, *Office Assistant I*
Krischa Esquivel, *Education Manager*
Equal Access - *International Contact Interpretation Team*
(4 members present)

Parent Policy Council

To Niya Scott -Smith, *Chair*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:38 PM.

1. Public Comments: No comments.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of Advisory Board Meeting Agenda November 20, 2025.

Chair, Tafoya, called for a motion to approve Advisory Board Agenda, November 20, 2025. Member, Forte Frudden seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of Advisory Board Meeting Minutes September 18, 2025.

Vice Chair, Michaud motioned to approve the Advisory Board Meeting Minutes September 18, 2025: *Member, Forte Frudden* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

- 1. Advisory Board Officer Elections for F 25-26;** Diveena Cooppan, Director, Head Start Program; Manager, HSD Early Childhood & Family Services Division

Vice Chair, Michaud motioned to move the Advisory Board Officer Elections for F 25-26 to next month agenda: *Chair, Tafoya* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

- 2. Monthly Progress Report Update:** Trisha Barua, Program Planner, Data, Monitoring & Continuous Quality Improvement
 - a.** Monthly Enrollment and Content Area Monitoring Report – September & October 2025

Member Dr. Ross asked about the lead testing protocol, and Sarah Trist explained that, under Head Start regulations, sites test more frequently than state requirements, with water sampled every two years. *Member Forte-Frudden* requested an update on the lead testing firm contract, which is currently under review by the City Attorney's Office and Real Estate.

Chair Tafoya asked for more information on the apprenticeship program, including how participants are being supported in applying for their Associate Teacher Permit and what next steps look like. *Sofia Novarro* explained that recent discussions with ECEPTS raised concerns about the program's capacity and infrastructure to implement the apprenticeship model with fidelity. Due to staffing limitations, unclear availability of positions for apprentices, and delays in City contract processing, the program is on pause for reevaluation, with the potential of resuming in June 2026. *Member Forte-Frudden* asked whether staffing issues were tied to the city budget, and Director Cooppan clarified that project funds do not fully support an entire position, and new roles must be created and approved by City Council.

Member Dr. Ross also asked how the prior consultant's program and wage comparison was used; staff shared that efforts to bring the salary and wage study to City Council are ongoing, with Human Services assisting, and the report included in the annual report for the December 9th Advisory Board and Policy Council meeting. In response to whether similar issues exist with Merritt and other colleges, Sofia Novarro noted that previous delays with ECEPTS in completing apprenticeship requirements contributed to the current pause. With additional leadership and City Administrator support, the goal is to address delays and improve program alignment moving forward.

Vice Chair, Michaud asked for more information about last month request regarding if the program could add a category to primary language of participants of Black American English, to future program reporting. Staff shared that and the education team is currently working on how to incorporate it.

Chair, Tafoya, motioned to move the Monthly Progress Report Update: *Vice Chair, Michaud* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

- 3. Monthly Financial Report Program Staff; Michael Fries, Fiscal Analyst**
 - a.** Budget and Expenditures Reports, CACFP Report - September & October 2025
 - b.** Purchase Card Report – August & September 2025

c. FY 24-25 Updated Final Close-out Expenditure Report

Chair Tafoya requested clarification regarding the City General Purpose Funds and the disposition of any remaining dollars. Staff confirmed that City funds do carry forward.

Member Dr. Ross inquired about the partnership with the *Alameda Diaper Supply Bank*, and staff reported that the partnership is currently underway; contract with *Help a Mother Out* has already been secured. *Member Forte-Frudden* noted that the recently passed State Budget includes a universal program providing three months of diapers to all families with newborns in California.

Vice Chair Michaud asked when contract activity is expected to increase, and staff responded that first-quarter charges should begin at the start of the new year. *Member Dr. Ross* also asked whether the federal government shutdown affected the flow of funds, and staff confirmed that all required submissions were made prior to the shutdown, so funding was not impacted.

Chair Tafoya motioned to approve the Monthly Financial Report: *Member Forte Frudden* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.

4. Policies & Procedures: Program Staff

- a. FY 25-26 Strategic Planning Policies & Procedures & Annual Program/ Program Governance Calendars
- b. FY 25-26 Head Start Advisory Board Bylaws
- c. Release of Information Policy

Chair Tafoya motioned to move the FY 25-26 Head Start Advisory Board Bylaws to next month: *Vice Chair Michaud* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.

Chair Tafoya motioned to approve the FY 25-26 Strategic Planning Policies & Procedures & Annual Program/ Program Governance Calendars: *Member Dr. Ross* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.

Vice Chair Michaud motioned to approve the Policies & Procedures – Release of Information Policy: *Chair Tafoya* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.

5. Funding Requests & Opportunities:

- a. Rainin Foundation – Early Care Spaces Grant Application acceptance in partnership with **Brighter Beginnings** – “Our Stories, Our Books: Celebrating Oakland Culture, Memories and Voices” project. Please note – this is not an “Action Item” and is instead an “Information Item”.

IV. PARENT POLICY COUNCIL UPDATES: Parent Policy Council Chair & Program Staff

a. Parent Policy Council Feedback

Parent Policy Council Chair To Niya Scott-Smith presented the 60-day feedback report, noting continued consistency in governance and leadership support. Key updates included oversight of the RAN timeline, which concludes on January 20, 2026, and upcoming meetings with the new Assistant City Administrator,

Michelle Phillips. Center Directors and most Home-Based staff completed the updated Mandated Reporter Training, and a Professionalism Training is scheduled for November 21, 2026, at 1:30 p.m. The Parent Policy Council continued site visits to support staff and strengthen communication with families, and they worked on program quality, SEL integration, and submission of the SEL integration proposal to Head Start. Members attended the Head Start West Conference—highlighting networking opportunities—and the National League of Cities Early Learning Nation event in Chicago. They also participated in the MIG program evaluation interview. *Chair Scott-Smith* concluded with a farewell address as Chair of the Parent Policy Council, and *Chair Tafoya* thanked her for her leadership and service.

Chair Tafoya requested an update on board recruitment and emphasized informing the community that we are actively working to ensure quorum by having a fully staffed board. Dr. Black responded to the request with an update, stating that they have been in contact with the Mayor’s Office and have received three applications from potential candidates. They will review the applications and hope to forward recommendations to the Mayor’s Office soon.

V. INFORMATION ITEMS: Diveena Cooppan, Director, Head Start Program & Manager, Early Childhood & Family Services Division/Program Staff

1. Current Program Updates:

- Office of Head Start staff were “back in the office” as of November 13, 2025.
- Authorization and Direction to Implement Data-Sharing and Reporting Requirements for the Oakland Children’s Initiative (OCI)
- Personnel – Human Services Department
- Policy & Procedure: Non-Contracted On-Site Services for Children
- RAN (Risk Assessment Notification)
- FY 25-26 Change in Scope Proposal – Re-submitted, September 29, 2025
- Head Start Family Engagement Conference, October 13 - 17, 2025
- Recap - Strategic Planning Retreat, Saturday, November 1, 2025; 10am-2:00pm
- Upcoming California Department of Education – California State Preschool Program Contract Monitoring Review (CMR), November 17-21, 2025
- FY 24-25 California Department of Education State Contract Audit Results (Attachment A)
- ECE Apprenticeship Program
- Advisory Board Information Requests - City’s Whistleblower Policy, Administrative Instruction 523 – Disciplinary Guidelines and Procedures, and Program’s Standards of Conduct Policy (see handouts in packet)
- Advisory Board Member Information Share – Vice Chair Michaud - School for Creative Education (see flyer in packet)
- Discussion - Home-Based Programming & Mobile Classroom
- Agenda Reports/Resolutions
 - FY 26-27 Multi-State Contract (CSPP, CCTR & CACFP) – LEC, 11/18/25
 - Annual Informational Report – LEC, 12/09/25

2. Communication from Office of Head Start:

- Nothing currently, beyond resuming their current work with us.

VI. OPEN FORUM

VII. ADJOURNMENT

- Chair, Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
 - Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.

Meeting adjourned at 4:50 pm

Submitted by
Erica Mendoza
Administrative Assistant I



A fireman shows Franklin children firefighting tools during Public Education with OFD

**CITY OF OAKLAND
EARLY CHILDHOOD & FAMILY SERVICES
PARENT POLICY COUNCIL AND ADVISORY BOARD
OCTOBER 2025
MONTHLY REPORT**

AT-A-GLANCE: OCTOBER 2025

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	175/292	232/330	407/622
HS Enrolled/Funded (%)	60%	70%	65%
HS Actual Enrollment/Staff Capacity	172/177	223/229	395/406
HS Actual Enrollment/Staff Capacity (%)	97%	97%	97%
OCI Enrolled/Funded	20/40	9/12	29/52
OCI Enrolled/Funded (%)	50%	75%	56%
OCI Actual Enrollment/Staff Capacity	20/22	9/9	29/31
OCI Actual Enrollment/Staff Capacity (%)	91%	100%	94%
Program-wide Enrolled/Funded	195/332 (59%)	241/342 (70%)	436/674 (65%)
Program-wide Actual Enrollment/Staff Capacity	190/202 (94%)	230/238 (97%)	424/437 (97%)
Daily-attendance	84.5%	84.5%	84.5%
Medical Home	100%	99.5%	99.7%
Health Insurance	100%	100%	99.5%
Physical exam/Well-baby Check	93.0%	72.9%	82.5%
Updated Immunizations	99.5%	94.2%	96.7%
Hearing Screening	97.1%	91.1%	94.0%
Vision Screening	97.7%	91.1%	94.4%
Growth Screening	97.7%	96.9%	97.3%
Dental Home	99.4%	92.7%	96.2%
Nutrition Screening	100%	100%	100%
Health & Developmental History	98.9%	99.5%	99.2%
% 1st Family Outcomes Assessment (FOA)	97%	97%	97%
Developmental Screening (ASQ)	97%	97%	97%
Behavioral Screening – (ASQ-SE)	94.4%	94.0%	94.3%
Referrals to RCEB or OUSD	6	3	15*
Children enrolled with IFSP or IEP	29	19	48
% of children enrolled with an IFSP or ISP	11.5% of actual enrollment		

**Includes 6 closed IFSPs that are pending transitions to IEPs*

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Education Management Bulletin 25-09 \(10/23/25\)](#):
The Desired Results Developmental Profile (2025) for California State
Preschool Programs and Special Education Division Funded Programs

STRATEGIC PLANNING: October 31-November 1, 2025 Retreat

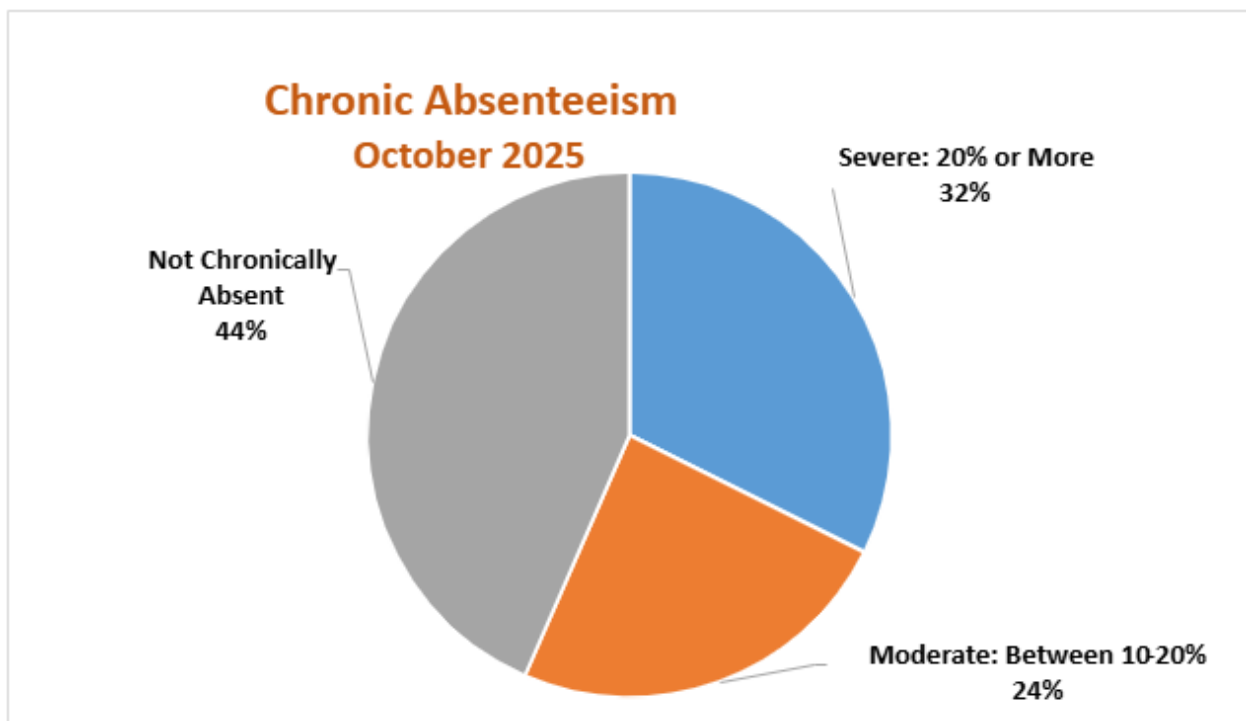
- The Program started developing its 5-year strategic plan over a two-day retreat
- On Day 1, to identify potential strategic priorities, the staff Design Team reviewed 5-year program trends and program goals, self-assessments, community needs assessment, and new federal policies.
- On Day 2, staff Design Team and Advisory Board/Parent Policy Council members started to refine potential strategic priorities, discussing workforce, community partnerships, data, responsive services, and staying true to priorities amidst shifting policy landscapes



Staff Design Team with Consultant Lucia Palacios on Day 1 of the Retreat

ATTENDANCE & ENROLLMENT

- The Average Daily Attendance for September 2025 is 84.5%, which is slightly below the 85% threshold established by the Office of Head Start.
- The main reasons for children's absences were children's illnesses (57%), followed by transportation (schedule changes, drop-off/pick-up arrangements, care access, etc.)
- As of October 2025, 56% of families are eligible for the Program through public assistance, followed by 22% through the status of homelessness.



DISABILITIES & MENTAL HEALTH

- 48 children have IFSPs or IEPs, a total of 11.5% of all enrolled children, which is 1.5% above the Head Start requirement to have 10% actual enrollment of children with disabilities across all Head Start and Early Head Start program options.
- The children have the following diagnoses:
 - Speech/language delay (23%)
 - Developmental Delay (38%)
 - Autism (School District) (35%)
- The Program met with OUSD's Special Education Department to share program updates, receive case management updates, and worked with OUSD on creating sharable program information.
- Two Center Directors have had initial meetings with the [Infant and Early Childhood Mental Health Consultation \(IECMHC\) Network](#) to receive mental health consultation at their sites. Consultation with the network will be virtual. There are four centers that will receive services from IECMHC.
- Seven centers began taking the Teacher Pyramid Training offered through Quality Counts First 5
 - The CA Teaching Pyramid is a tiered framework used to promote children's social emotional competence, address challenging behaviors in young children, and develop safe and nurturing group environments for all children.
 - The framework utilizes universal strategies, targeted supports, and individualized and intensive interventions to support the social emotional well-being of all children.
 - In addition to virtual trainings, all centers will receive virtual coaching through Quality Counts.
 - Center Directors and Education team staff will participate in a monthly Leadership Team meeting to support with the implementation of the Pyramid framework.

HEALTH & NUTRITION

- Children and Pregnant Participants received dental screenings from Asian Health Services, with high attendance from Home Based programs in comparison to previous years.
- On October 29, the Fall Health and Mental Health Services Advisory Committee meeting featured collaborative conversations across nutrition, health, and mental health with many community partners.
- The Program participated in a CACFP Roundtable conference. In partnership with other agencies that receive CACFP funding for food, the Program is tracking potential impacts of the government shutdown on SNAPed funding and reimbursement for meal counts.

October Food Projects: PUMPKIN

Children at sites made Pumpkin Yogurt Popsicles, Pumpkin Pancakes, and Pumpkin Pie. Babies (see child at 85th) learned about pumpkins, too.



Pumpkin Yogurt Popsicles

Ingredients:

- 2 cups solid-packed pumpkin
- 1 container (32 oz.) vanilla yogurt
- 1 teaspoon pumpkin pie spice
- 1 teaspoon vanilla extract
- Small paper cups and popsicle sticks or plastic spoons

Directions: *makes 16 to 20 servings*

1. In a large bowl add pumpkin, yogurt, pumpkin pie spice and vanilla.
2. Using a whisk or hand-held beater, mix ingredients until well blended.
3. Pour pumpkin-yogurt mixture into small paper cups, add popsicle sticks or plastic spoons, and freeze popsicles overnight.
4. Remove paper cups from frozen popsicles and enjoy.



FAMILY SERVICES & COMMUNITY ENGAGEMENT

- Oakland Fire Department came to San Antonio CDC and Franklin to teach children about fire safety. Children sprayed hoses and had the opportunity to go inside fire trucks.
- All Grantee and Partner sites voted on new Parent Policy Council members their sites
- All sites had a Harvest Celebration week with fun themes (PJ Day, Sports Day, Socks Day)
- Based on Family Outcomes Assessment data, these are areas with the greatest need programwide:
 - Emergency Preparedness
 - Employment / Employment Skills
 - Financial Literacy / Security

*San Antonio CDC:
A dad shows children
how to play soccer*



*At Broadway,
dads help make
pancakes for a
cooking project.*

HALLOWEEN HIGHLIGHTS



West Grand Early Head Start



Broadway Early Head Start



San Antonio CDC Head Start

HOME-BASED PROGRAM

- Socializations focused on seasonal events and connecting families to resources:
 - On October 3rd, 13 families participated in a Mid-Autumn Festival and Dental Resources/Exams socialization
 - On October 29th, 21 families participated in a Trunk or Treat and community resource fair.



On October 3rd, caregivers and children celebrated the Mid-Autumn Festival by making mooncakes and decorating pumpkins. Children and expectant mothers also received dental resources and free exams from Asian Health Services.



On October 29th, families learned about local programs from Parks and Recreation and community partners while celebrating together at the Trunk or Treat event.

HOME-BASED IMPACT STORY

*The Home-Based program initiated its breastfeeding workshop in October with **Breast Friends** community resources. Expectant mothers, breastfeeding caregivers, and fathers attended the inaugural session to **learn, share experiences, and ask questions** about breastfeeding. This workshop is scheduled to continue on the **third Wednesday of every month until June**.*

*The discussion focused on the extensive positive benefits of breastfeeding for the entire family. Breastfeeding enhances the **mother-baby bond** through close skin-to-skin contact. It significantly benefits the mother's health by aiding **postpartum recovery** and reducing her risk for **breast/ovarian cancers, Type 2 diabetes, and postpartum depression**. For the baby, breast milk provides **complete nutrition, antibodies** to boost immunity, and protection against infections, promoting healthy growth.*

*Fathers and family members play a crucial role by providing **emotional support, helping with household tasks, and ensuring the mother rests** to create a calm, encouraging environment. Furthermore, breastfeeding is **cost-effective** (saving on formula and medical expenses) and **convenient** since it's always ready at home. Finally, the release of **oxytocin** during breastfeeding enhances **calmness, love, and bonding**, fostering a **supportive, harmonious, and united family** environment where all members thrive.*

PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	30
City of Oakland to date	24
Brighter Beginnings to date	5
% of current Pregnant Participants with Medical Homes	100%
% of current Pregnant Participants with Dental Homes	95%
% of current Pregnant Participants with Medical Insurance	100%
% of current Pregnant Participants with documentation of a Physical Exam	50%
Number of babies born in October	3
Number of babies born in Program Year 25-26	16

- The Program has served 30 Pregnant Participants in PY 25-26, with 22 participants currently enrolled.
- 3 participants gave birth in October. 50% of the currently enrolled participants (11) have already given birth.

EDUCATION & SCHOOL READINESS

- At Center-Based Infant/Toddler (CCTR or Early Head Start) sites, Desired Results Developmental Profile (DRDP) results show the following key themes across sites
 - Social-Emotional Development (self-control and peer interactions)
 - Language and Literacy (communication skills)
 - Motor Development and Creative Expression
- For Center-Based Preschool (CSPP or Head Start) sites, while all but two sites entered DRDP individualized curricula on time, six sites had less than two DRDP observations recorded for many children.
 - Because two observations are required to lock curriculum individualizations, these individualizations are non-compliant with DRDP guidelines.
- There are 53 past due Parent-Teacher conferences across all Centers.

WORKFORCE DEVELOPMENT

As a program, we have decided to not continue with the apprenticeship program at this time. After meeting with ECEPTS and careful consideration, we do not have the infrastructure to ensure fidelity. We will continue to prioritize building the early education workforce as well as continue to ensure those who have been hired, complete their track and apply for the Associate teacher permit.

To date, the Program has retained 16 active Apprentices from Cohorts 1 and 2

Role	Cohort 1 (23-24)	Cohort 2 (24-25)
Early Learning Aide	2	4
Assistant Instructor	1	4
Associate Instructor	5	0
Instructor	0	0
Teaching in another program	1	1

FEATURED LEADER

Norma Nino, Health Analyst

How long have you been at Head Start?

I have been working for City of Oakland since 2023, and I worked for Head Start with the Unity Council for two-and-a-half years, so I have a little over five years in Head Start. In my current role as a Health Analyst, I communicate with family members and explain health requirements. I also conduct health monitoring and site visits.

What do you enjoy most about your job?

I enjoy collaborating with staff, family members, and community partners to improve the health and well-being of children and families, particularly in Oakland communities with low income. The Health Analyst role is incredibly rewarding to me, as I feel I'm actively giving back to the community and making a lasting impact. It's especially meaningful since I was once a Head Start baby myself at San Antonio CDC, so seeing how my efforts help children thrive and be healthy means a lot. I'm here full circle now. I was able to get a good education, and I owe it to Head Start. Now I see firsthand the importance of the resources I once received, and seeing Family Services Workers provide those same vital supports to families makes me feel a deep connection to these children.

What is a highlight from October?

We collaborated with Asian Health Services to provide essential on-site dental screenings for our enrolled children. This partnership is vital for catching cavities and other issues early. Beyond the screening, my role is crucial in closing the loop—we ensure families understand the results and get the necessary follow-up treatment, which is often missed in underserved communities. Family Service Workers and I actively help families interpret the forms and ensure they go back to request those services.

Parent Policy Council and Advisory Board govern Head Start and help our program set priorities. Based on your experience, what's the most important thing for PPC and AB to keep in mind?

I want to share my gratitude for them. On behalf of Health Team, we are grateful for their support to the program. Due to their continued support and guidance, we've been able to provide exceptional services to children and families who need it the most. The two doctors on Advisory Board have joined our Health and Mental Health Advisory Committee meetings, and it's very important for families and our own staff to know that we are using evidence-based practices. We're following guidance from medical professionals. I think just them being present and answering questions is important.



How does the Program support you in your personal interests? (from Rachelle Stephens, the previous Featured Leader)

My personal interest in promoting equitable access to healthcare and wellness education is strongly supported by the Program. The Program facilitates this by offering ongoing health training and connecting us with community health partners. Attending the recent Health Institute conference truly underscored this support; it was my first Head Start conference, and realizing I am part of something bigger—seeing other professionals doing the same specific work, like site visits and monitoring—was incredibly powerful. It confirms the program is fully backing my professional growth and personal interests.

What question would you like the next Featured Leader to answer?

What is one piece of advice you would give to someone who is new to working at Head Start?

SAFETY AND FACILITIES

- The Program continues to take action on addressing lead at facilities:
 - **San Antonio CDC:** Since September; three under sink filters have been installed in preparation for the next test date.
 - The Program is working to extend the contract with the lead testing firm to continue the testing process.
 - COO Risk Management, Real Estate and City Attorney are involved in how to move forward with lead-based paint abatement.
 - **Brookfield:** The kitchen faucet was retested for lead on 10/10, and the results came back on 10/22, with the faucet still testing above limit.
 - The Program is working to extend the contract with the lead testing firm to create a plan of correction, as well as Public Works who replaced the faucet in question.
 - The drinking fountain that tested above limits was permanently removed from the building and is not being replaced.
 - **The Kitchen** had water filters installed on three dishwashing sinks and has requested the ice machine be lead tested as well.
 - Date for testing to be determined depending on contract with lead testing firm.
- The Facilities team successfully repaired door chimes at 5 sites
- The Facilities and Safety teams conducted Quarter 2 Safe and Sanitary Environments across 6 sites, identifying and correcting on site safety hazards

HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT

HR STAFFING UPDATES

- The Program gained a Head Start Supervisor and FT Head Start Instructor
- The Program lost a Head Start Coordinator because of promotion

Job Postings:

- [Early Childhood Center Director \(Continuous\)](#)
- [Early Head Start Instructor \(Continuous\)](#)
- [Head Start Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Assistant Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Substitute Associate Instructor \(Continuous\)](#)

OCTOBER 2025 STAFFING

Position	COO
HS Teachers	9
EHS Teachers	18
Associate Teachers	14
Assistant Teachers	5
Home Visitors	8
Family Advocates/Specialists	10
Center Directors	12
Other Staff *	63
Staff Separations	1
*incl. kitchen, facilities, early learning aides, and admin staff	

OCTOBER 2025 VACANCIES

Position	# Vacancies
Early Head Start Instructors	12
Head Start Instructors	10

PROFESSIONAL DEVELOPMENT

- Safety Analyst Betty Ly and the Program Analyst – Tiny Steps/FCC Teresa Sal successfully completed the National Program for Playground Safety (NPPS) Certification Program, enhancing their expertise in playground safety, injury prevention, and compliance with national standards.

PARTNERS

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	21/26 (81%)	31/33 (94%)	52/59 (88%)
Brighter Beginnings	67/120 (56%)	32/20 (160%)	99/140 (71%)

Tiny Steps: Family Child Care

- On 10/16, Tiny Steps providers participated in the Great Shakeout earthquake drill.
- Tiny Steps is enrolling 1-2 new participants per month
- Tiny Steps staff supported providers with completion of home visits, ASQs, and DRDP observations.
- The Program's Mental Health Case Manager trained on and introduced the Positive Behavior Support Plan form to Tiny Steps providers.
- BANANAS is preparing for a December Winter Wonderland Family Gathering.

Brighter Beginnings

- Brighter Beginnings hosted Dental and Halloween Socializations, as well as a monthly parent committee meeting
- Families had access to donated Halloween costumes
- The agency has been focusing on updating health notes and rescreening for ASQ
- Brighter Beginnings completed 295 total Home Visits (EHS: 206; HS: 89)



A dentist examines a child's teeth, while the child's mother holds her in



A baby shark plays with their mother during the Halloween socialization.

DATA & ONGOING MONITORING

- In-Person ChildPlus Training took place on October 28-30. Training participants included Family Services Workers, Home Visitors, Center Directors, and Management Staff.
- The Program launched the DRDP Parent Survey on Learning Genie for center-based families. Discussions on launching the survey for Tiny Steps and Home-Based Families is in progress.
- The Data and Ongoing Monitoring Team is leading preparation for the California State Preschool Program (CSPP) Contract Monitoring Review (CMR).

UPCOMING ECFS STAFF EVENTS:

- **November 23-24: Staff CPR Training**
- **November 26: Staff “Guardians of Safety” Mental Health/Disabilities Training**

COMMUNITY EVENT:



The poster for the Harvest Resource Fair features logos for Youth UpRising, Golden State Valkyries, Eat. Learn. Play., and Alameda County Community Food Bank at the top. The event title "HARVEST RESOURCE FAIR" is in large orange letters, followed by the date "SATURDAY, November 22, 2025" and time "10:00 AM - 2:00 PM". The location is Youth UpRising at 8711 MacArthur Blvd., Oakland, CA 94605. A central illustration shows a wooden crate filled with various fruits and vegetables. Below the location, text encourages joining the annual Thanksgiving Resource Fair to support the community. It includes QR codes for RSVP and vendor registration, and a section for a drop-off location for toys and winter clothing. The bottom of the poster lists partner organizations: Oakland Literacy Coalition, UCSF Benioff Children's Hospitals, Lotus Bloom, and Community Kitchens. Contact information for more info and sponsorship is at the very bottom.

YU **GOLDEN STATE VALKYRIES** **EAT. LEARN. PLAY.** **ALAMEDA COUNTY COMMUNITY FOOD BANK**

Youth UpRising+Golden State Valkyries+
Eat. Learn. Play.+ Alameda County Community Food Bank

HARVEST RESOURCE FAIR

SATURDAY, November 22, 2025
10:00 AM - 2:00 PM

LOCATION

 **Youth UpRising**
8711 MacArthur Blvd.
Oakland, CA 94605

Join us for our annual Thanksgiving Resource Fair as we come together to support and uplift our community!

FREE EVENT - MUST RSVP TO ATTEND!

RSVP REQUIRED


VENDOR REGISTRATION


DROP OFF LOCATION - Holiday Drive | 10 am - noon
Collecting Toys + Winter Clothing for distribution in December during Holiday Gift Distribution.

OAKLAND LITERACY COALITION **UCSF Benioff Children's Hospitals** **Lotus Bloom** **COMMUNITY KITCHENS**

More Info + Sponsorship Opportunities: pheard@youthuprising.org | 510-777-9909



Children from Tiny Steps site A+ Mrs. Angelina's Daycare celebrate the holidays in festive matching pajamas, framed by a reindeer and candy cane themed balloon arch

**CITY OF OAKLAND
EARLY CHILDHOOD & FAMILY SERVICES
PARENT POLICY COUNCIL AND ADVISORY BOARD
DECEMBER 2025
MONTHLY REPORT**

AT-A-GLANCE: DECEMBER 2025

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	169/292	237/330	406/622
HS Enrolled/Funded (%)	58%	72%	65%
HS Actual Enrollment/Staff Capacity	166/178	229/247	395/425
HS Actual Enrollment/Staff Capacity (%)	93%	93%	93%
OCI Enrolled/Funded	26/40	9/12	35/52
OCI Enrolled/Funded (%)	65%	75%	67%
OCI Actual Enrollment/Staff Capacity	26/28	8/8	34/36
OCI Actual Enrollment/Staff Capacity (%)	93%	100%	94%
Program-wide Enrolled/Funded	195/332 (59%)	246/342 (72%)	441/674 (65%)
Program-wide Actual Enrollment/Staff Capacity	192/206 (93%)	237/255 (93%)	429/461 (93%)
Daily-attendance	81.7%	69.2%	75.9%
Medical Home	99.5%	99.5%	99.5%
Health Insurance	99.5%	98.1%	98.7%
Physical exam/Well-baby Check	96.9%	66.1%	80.3%
Updated Immunizations	98.4%	94.2%	96.2%
Hearing Screening	98.4%	93.2%	95.6%
Vision Screening	98.4%	92.7%	95.4%
Growth Screening	96.2%	94.6%	95.4%
Dental Home	100%	93.7%	98.3%
Dental Exam	91.3%	86.1%	88.8%
Nutrition Screening	98.9%	99.0%	99.0%
Health & Developmental History	98.9%	99.0%	99.0%
% 1st Family Outcomes Assessment (FOA)	95%	100%	98%
Developmental Screening (ASQ)	97%	97%	97%
Behavioral Screening – (ASQ-SE)	94%	91%	92%
Referrals to RCEB or OUSD	10	1	17*
Children enrolled with IFSP or IEP	32	22	54
% of children enrolled with an IFSP or ISP	12.6% of actual enrollment		

*Includes 6 closed IFSPs pending transition to IEPs

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Social Services Child Care Bulletin No. 25-34 \(12/23/25\):](#)
Mandatory Transition to the Updated Desired Results Development Profile (DRDP) 2025
- [California Department of Social Services Child Care Bulletin No. 25-33 \(12/3/25\):](#)
Collection of Social Security Numbers
- [California Department of Education Management Bulletin 25-12 \(Nov-Dec 25\):](#)
Reimbursement Flexibilities (Hold Harmless) for the 2025–26 Program Year

ATTENDANCE & ENROLLMENT

- The Average Daily Attendance for December 2025 is program-wide and for federally funded sites is 76%, which 9% below the 85% threshold established by the Office of Head Start.
- The main reasons for children's absences were children's illnesses (44%), followed by transportation (schedule changes, drop-off/pick-up arrangements, care access, etc.) and families keeping children home during Winter Break, especially for Infant/Toddler sites.
- 61% of participants were either severely or moderately chronically absent. Based on Head Start Performance Standards, chronic absenteeism is defined as missing 10% or more program days per year, which is roughly 2 days a month.

ELIGIBILITY BY PROGRAM OPTION OVERVIEW

Eligibility By Program Option	Income (Below 100%)	Income 101-130%	Over-Income	Foster Care	Homeless	Public Assistance
EHS Funded	15%	1%	5%	1%	28%	50%
HSP Funded	11%	3%	4%	1%	19%	62%
Brighter Beginnings	19%	1%	4%	0%	7%	69%
Home-Based	15%	4%	5%	0%	16%	60%
Center-Based	8%	1%	2%	2%	39%	48%
Family Child Care	8%	0%	16%	0%	34%	42%
Program Wide	Income (Below 100%)	Income (Between 101-130%)	Over-Income (Above 130%)	Foster Care	Homeless	Public Assistance
Overall	12.0%	2.0%	4.0%	1.0%	26.0%	55.0%

Over half (55%) of families in the Program are categorically eligible via Public Assistance.

DISABILITIES & MENTAL HEALTH

- 54 children have IFSPs or IEPs, a total of 12.6% of all enrolled children programwide.
 - 49 of those children are enrolled in Early Head Start or Head Start, which means that that federally funded program options are 12.4% enrolled, 2.4% above the Head Start requirement to have 10% actual enrollment of children with disabilities.
- The children have the following diagnoses:
 - Speech/language delay (26%)
 - Developmental Delay (37%)
 - Autism (School District) (35%)
- Staff participated in trainings on Infant/Toddler Teaching Pyramid, Aligning P-3 Education for Deaf Children, and Inclusive Daily Routine Practices.
- The Mental Health and Disabilities Team have identified social stories as an inclusive strategy to support children during key transitions – such as moving to a new site or entering a new classroom – and to help build self-regulation skills by recognizing emotions and practicing coping strategies.
- 32 teachers participated in a Teaching Pyramid training that focused on creating supportive, high-quality learning environments that promote children's success
- Mental Health Consultations have focused on building relationships with Center-based staff in order to learn about the needs of the classrooms. Consultants conducted initial observations and provided capacity building strategies for staff to support children. Consultations are taking place at the following sites:
 - West Grand and 85th through IECMHC Network
 - San Antonio CDC, Brookfield, and Arroyo through Jewish Family and Children's Services

HEALTH & NUTRITION

- The Health Guardians of Safety Training on daily health checks, a new Short-Term Illness Exclusion process, and revised Child Injury Report form reach nearly 80 participants from Center-Based and Home-Based programs.
- The Health Team completed their first round of health monitoring visits with Tiny Steps Family Child Care providers, who are very strong in health compliance.
- Of 69 participants missing physical exams that are past due, 41 are from Homebased/Mobile Classroom programs.
- Children at centers enjoyed a monthly food activity focused on exploring persimmons, as well as making a spinach and persimmon salad.









PERSIMMONS

The persimmon is a fruit that grows on a tree. It is orange and round. It ripens between the months of September and December.



Have you had a persimmon before?

On a persimmon scale, how are you feeling today?

1 	2 	3 
4 	5 	6 
7 	8 	9 

FAMILY SERVICES & COMMUNITY ENGAGEMENT

- The Family Services Team continues to support all families with employment, education, and housing goals. Examples of key support needs include:
 - Diapers
 - PGE assistance
 - Finding Employment
 - Financial Assistance
- Supports for families experiencing homelessness include:
 - Referrals to housing services
 - Referrals for rent assistance to prevent homelessness
 - Connection to the for Alameda County Winter Job & Resource Fair for the Unhoused event

12/12 Family Literacy Night @ Brookfield:



Author Marissa McGee read and signed copies of Free the Curls for the 16 children and caregivers in attendance

Family Giving Tree Gifts @ West Grand

Family Giving Tree has been donating toys to ECFS children for 15+ years. Families at West Grant Infant/Toddler enjoyed receiving holiday gifts together.



EDUCATION & SCHOOL READINESS

- The Education Team coordinated the Guardians of Safety training. A training focused on emotional safety was well-received by center staff, who shared ideas and strategies
- Education is adjusting current staffing due to teacher and Center Director retirements to ensure that enrollment and teacher/child ratios are not impacted.
- Demonstrating a commitment to data-informed practices to support child development, teachers started collecting observations for the second round of Desired Results Developmental Profile (DRDP) assessments, which are due in Spring 2026.
 - Preschool Classrooms: 41.3% completion (due 4/8/26)
 - Infant/Toddler Classrooms: 61.2% completion (due 3/4/26)

HOME-BASED PROGRAM

No report received.

PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	34
City of Oakland to date	27
Brighter Beginnings to date	7
% of current Pregnant Participants with Medical Homes	100%
% of current Pregnant Participants with Dental Homes	100%
% of current Pregnant Participants with Medical Insurance	100%
% of current Pregnant Participants with documentation of a Physical Exam	62%
Number of babies born in December	0
Number of babies born in Program Year 25-26	21

- The Program is serving a current total of 15 pregnant participants
 - Home-Based: 14
 - Brighter Beginnings: 3
- 4 participants completed their participation
- 2 new participants enrolled
- 5 participants currently enrolled already gave birth, mostly in November

FEATURED LEADER PROFILE

Michelle Luong

Family Services Specialist, Brookfield & Sungate

How long have you been with Head Start?

I started working here in 2022, but I have been with Head Start since I came to this country. We immigrated here in 1998 sponsored by my auntie Anh Chan, who was a Family Advocate here at Frank G. Mar. We grew up eating leftover food from Head Start and depended on that support because we didn't qualify for government subsidies. When my auntie retired after 30 years, my sister Helen became a Family Advocate. Now it's time for me to pay it forward to serve the Head Start Children! I used to work at partner sites. This is my first year working at a center-based, Grantee site.

What do you enjoy most about your job?

I used to work for another agency that subsidized childcare payments, but I didn't get to see the children directly. Head Start gave me the opportunity to serve children as well, not just the family. I can see progress of child from when they first come to when they leave. I get to see the actual value, and it's more challenging because we provide more comprehensive services.

What is a highlight from December?

The Caregiver Meeting at Brookfield was a highlight, I invited the previous Chair of the Parent Policy Council, To'Niya Scott-Smith to talk about How to Spend Money Wisely in Holiday Season. Parents were very engaged on the financial topic, and I think we need to do more around financial literacy with families.

Parent Policy Council and Advisory Board govern Head Start and help our program set priorities. Based on your experience, what's the most important thing for PPC and AB to keep in mind?

Visiting the sites in person to get to know the children and the frontline staff. Children are the one who are experiencing our services, play with the children ask them some basic academic questions, you will find out where they are at. As well as knowing the children's families' background through basic conversation. Spending time to get to know the frontline staff, such teachers and Family Services Specialist (FSS)/Family Advocate (FA) who provides services to the students and the families directly, listening to them what is the daily challenging and ask them for solution. I believe that will help to set priorities.



What is one piece of advice you would give to someone who is new to working at Head Start? (from Norma Nino, previous Featured Leader)

Once we take the job, we have to fully own our responsibility. I do the work for myself because my job represents who I am. Once you do the job for yourself, you will find joy instead stress. City of Oakland is hard, different people have different answers, you have to filter the information and make your own due diligence.

What question would you like the next Featured Leader to answer?

What areas do you think Head Start needs to be improved?

SAFETY AND FACILITIES

- **Door Chime Repairs:** The Facilities team successfully repaired non-functioning door chimes at 7 sites. Restoring these door chimes ensures that all locations maintain proper security measures and that staff receive timely entry and exit alerts, supporting overall site safety and monitoring.
- **All sites,** with the exception of Arroyo, have transitioned from the external PUR water filters to Culligan under sink filter units that last one year. This ensures better prevention from lead and other contaminants in the drinking water at sites.
- All maintenance requests from 2025 that were assigned to our Head Start maintenance team have been completed across all sites.

PROFESSIONAL DEVELOPMENT

The Guardians of Safety training series from November-December 2025 strengthened the Program's capacity to create safe, inclusive, and nurturing environments in our classroom settings. The trainings provided practical strategies and tools to ensure the emotional and physical well-being of children, families, and staff.

- **Strengthened Leadership Skills:** Center Directors gained strategies to create emotionally and physically safe environments, reinforcing their role as leaders in fostering a culture of safety and inclusion.
- **Enhanced Knowledge of Safety Protocols:** Participants learned practical approaches for integrating child safety measures into daily operations, including monitoring, health, and emergency preparedness.
- **Commitment to Continuous Improvement:** The training encouraged participants to identify actionable steps for improving safety practices and to collaborate across teams for sustainable implementation.

HUMAN RESOURCES

HR STAFFING UPDATES

- The Program lost two permanent staff due to retirement
 - Center Director Lourdes Jiminez
 - Head Start Instructor Digna Torres-Mendez

Job Postings:

- [Early Childhood Center Director \(Continuous\)](#)
- [Early Head Start Instructor \(Continuous\)](#)
- [Head Start Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Assistant Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Substitute Associate Instructor \(Continuous\)](#)

DECEMBER 2025 STAFFING	
Position	COO
HS Teachers	9
EHS Teachers	18
Associate Teachers	14
Assistant Teachers	5
Home Visitors	8
Family Advocates/Specialists	9
Center Directors	11
Other Staff *	63
Staff Separations	0

DECEMBER 2025 VACANCIES	
Position	#
Early Head Start Instructors	12
Head Start Instructors	10

*incl. kitchen, facilities, early learning aides, and admin staff

PARTNERS

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	15/26 (58%)	23/33 (70%)	38/59 (64%)
Brighter Beginnings	70/120 (58%)	32/20 (160%)	102/140 (73%)

Tiny Steps: Family Child Care

- BANANAS AID gifted Tiny Steps families with a \$225 gift card to use during this holiday season.
- Winter Wonderland Family Gathering on December 19th
 - Tiny Steps held a parent cafe presentation
 - Parents signed up for BANANAS Brilliant Baby program where each child was set up with a college savings account with \$500 and financial literacy for parents
 - Signed up parents for Learning Genie, Arts and Crafts, Family Pictures and Dinner was catered by our Parent Policy Council Representative Maggie Guess
 - Toy Giveaway partnered with BANANAS Toys for Tots
- Tiny Steps staff are planning out reach at social services offices in Oakland for families that are looking for child care.
- All of the ASQ's assessments are now completed at this time



Tiny Steps children, caregivers, and providers enjoy arts and crafts activities at the Winter Wonderland Family Engagement Event

Tiny Steps Safety and Health Monitoring Update

- City of Oakland Health Team did their first onsite health monitoring, in partnership with Tiny Steps staff. Visits were successful, and FCCs have received the results.

Brighter Beginnings

- Brighter Beginnings hosted a Winter Holiday social and Adopt a Family Toy Drive.
- Brighter Beginnings is fully staffed with 9 Home Visitors / Child Development Specialists
- Brighter Beginnings completed 256 total Home Visits (EHS: 175; HS: 81)



Children share their Winter Holiday crafts and presents received at the Family Toy Drive

DATA & ONGOING MONITORING

- Updated Professional Development Plan Module in ChildPlus for immediate staff use.
- Content leads shared their first Program Information Report (PIR) Quarterly Review in Learning and CQI Meeting on December 9th
- Implemented a Corrective Action Plan process for items identified in the California State Preschool Program Contract Management Review Summary of Findings
- Shared child safety data with Center-Based and Home-Based staff as part of the Guardians of Safety series

PERINATAL BLACK FATHERS GROUP – 2ND COHORT RECRUITMENT

**PERINATAL
BLACK
FATHERS'
GROUP**









**FIRST TIME
FATHERS OF
ANY AGE**

*Supporting You on Your Journey to Being
the Dad You Want to Be*






Are you expecting a baby or do you have a baby younger than 2 years old?

Join a supportive space designed just for Black fathers! Connect, learn, and grow with other Black Dads

What's in it for you?

-  **FREE Baby Essentials & Significant Cash Incentives** – Car seats, diapers, wipes & more!
-  **Brotherhood & Support** – Connect with other Black Dads on the same journey as you.
-  **Fatherhood Info Sessions** – Learn what to expect in pregnancy, birth, and beyond.
-  **Gain Confidence & Tools to Support Your Partner & Baby**

What to expect in the group

-  **Understanding Pregnancy & Birth** – What happens in the hospital? How can you support?
-  **Fatherhood & Mental Health** – Managing stress & emotions as a new Dad.
-  **Bonding with Your Baby** – How to start building a strong connection before birth.
-  **Navigating Co-Parenting & Relationships** – Communicating with your partner & family.
-  **Financial & Legal Prep for Fatherhood** – Know your rights & responsibilities.

This group is grounded in Black cultural values and is open to all fathers who identify as Black.



Group will run for 6 months • Saturday, January 24, 2026
- Saturday, June 27, 2026



TO LEARN MORE REGISTER FOR AN INFO SESSION TODAY
<https://bit.ly/IntakePBFG>



Virtual Information Sessions:
6pm-7pm
Wed 12/17/25 • Tue 1/6/26 • Thur 1/8/26

For more information, please contact:
Tiffany Heard | 510-227-6948
tiffany.heard@first5alameda.org



Head Start & Early Head Start Budget Summary
Report as of 12/05/25 - Payroll from 07/01/2025 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377.00	\$ -	\$ 1,565,429.36	\$ 4,510,947.64	26%
b. Fringe Benefits	\$ 2,776,926.00	\$ -	\$ 1,029,809.29	\$ 1,747,116.71	37%
c. Travel	\$ 42,735.00	\$ -	\$ 20,035.00	\$ 22,700.00	47%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 129,740.00	\$ 22,318.63	\$ 63,749.46	\$ 43,671.91	66%
f. Contractual	\$ 3,080,056.00	\$ 51,659.35	\$ 35,674.70	\$ 2,992,721.95	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 861,668.00	\$ 1,297.51	\$ 518,406.94	\$ 341,963.55	60%
i. Total Direct Charges	\$ 12,967,502.00	\$ 75,275.49	\$ 3,233,104.75	\$ 9,659,121.76	26%
j. Indirect Charges	\$ 829,555.00	\$ -		\$ 829,555.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 75,275.49	\$ 3,233,104.75	\$ 10,488,676.76	24%

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 - Federal Basic
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 2,674,073.00	\$ -	\$ 501,813.82	\$ 2,172,259.18	19%
b. Fringe Benefits	\$ 1,382,040.00	\$ -	\$ 328,138.24	\$ 1,053,901.76	24%
c. Travel	\$ 11,386.00	\$ -	\$ 9,416.44	\$ 1,969.56	83%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 49,626.00	\$ 9,551.52	\$ 23,578.46	\$ 16,496.02	67%
f. Contractual	\$ 1,111,053.00	\$ 24,279.89	\$ 16,767.12	\$ 1,070,005.99	4%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 237,644.00	\$ 609.84	\$ 214,378.62	\$ 22,655.54	90%
i. Total Direct Charges	\$ 5,465,822.00	\$ 34,441.25	\$ 1,094,092.70	\$ 4,337,288.05	21%
j. Indirect Charges	\$ 380,058.00	\$ -	\$ -	\$ 380,058.00	0%
k. TOTALS	\$ 5,845,880.00	\$ 34,441.25	\$ 1,094,092.70	\$ 4,717,346.05	19%

Early Head Start Budget Summary - Federal Basic
Report as of 12/05/25 - Payroll 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 3,402,304.00	\$ -	\$ 1,063,615.54	\$ 2,338,688.46	31%
b. Fringe Benefits	\$ 1,394,886.00	\$ -	\$ 701,671.05	\$ 693,214.95	50%
c. Travel	\$ 31,349.00	\$ -	\$ 10,618.56	\$ 20,730.44	34%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 80,114.00	\$ 12,767.11	\$ 40,171.00	\$ 27,175.89	66%
f. Contractual	\$ 1,969,003.00	\$ 27,379.46	\$ 18,907.58	\$ 1,922,715.96	2%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 438,394.00	\$ 687.67	\$ 291,208.32	\$ 146,498.01	67%
i. Total Direct Charges	\$ 7,316,050.00	\$ 40,834.24	\$ 2,126,192.05	\$ 5,149,023.71	30%
j. Indirect Charges	\$ 449,497.00	\$ -	\$ -	\$ 449,497.00	0%
k. TOTALS	\$ 7,765,547.00	\$ 40,834.24	\$ 2,126,192.05	\$ 5,598,520.71	28%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 66,752.00	\$ -	\$ 6,025.40	\$ 60,726.60	9%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 6,025.40	\$ 60,726.60	9%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 6,025.40	\$ 60,726.60	9%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual		\$ -		\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 118,878.00	\$ -	\$ 6,794.60	\$ 112,083.40	6%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 6,794.60	\$ 112,083.40	6%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ -	\$ 6,794.60	\$ 112,083.40	6%

GPF Budget Summary - City General Purpose Fund Head Start
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 544,293.00	\$ -	\$ 44,628.63	\$ 499,664.37	8%
b. Fringe Benefits	\$ 376,469.00	\$ -	\$ 30,368.15	\$ 346,100.85	8%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 26,215.00	\$ -	\$ 968.59	\$ 25,246.41	4%
f. Contractual	\$ 184,040.00	\$ -	\$ -	\$ 184,040.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269.00	\$ -	\$ 551.77	\$ 33,717.23	2%
i. Total Direct Charges	\$ 1,165,286.00	\$ -	\$ 76,517.14	\$ 1,088,768.86	7%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,165,286.00	\$ -	\$ 76,517.14	\$ 1,088,768.86	7%

GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,024,146.00	\$ -	\$ 31,817.31	\$ 992,328.69	3%
b. Fringe Benefits	\$ 718,849.00	\$ -	\$ 21,640.42	\$ 697,208.58	3%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903.00	\$ -	\$ 3,943.62	\$ 29,959.38	12%
f. Contractual	\$ 184,041.00	\$ -	\$ -	\$ 184,041.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247.00	\$ -	\$ 622.21	\$ 125,624.79	0%
i. Total Direct Charges	\$ 2,087,186.00	\$ -	\$ 58,023.56	\$ 2,029,162.44	3%
j. Indirect Charges	\$ 196,793.00	\$ -	\$ -	\$ 196,793.00	0%
k. TOTALS	\$ 2,283,979.00	\$ -	\$ 58,023.56	\$ 2,225,955.44	3%

CSPP Budget Summary - California State Preschool Program
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,673,602.00	\$ -	\$ 381,875.22	\$ 1,291,726.78	23%
b. Fringe Benefits	\$ 1,113,462.00	\$ -	\$ 258,061.34	\$ 855,400.66	23%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 20,000.00	\$ -	\$ 11,405.56	\$ 8,594.44	57%
f. Contractual	\$ 80,000.00	\$ -	\$ 16,695.13	\$ 63,304.87	21%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 477,701.00	\$ -	\$ 44,731.18	\$ 432,969.82	9%
i. Total Direct Charges	\$ 3,364,765.00	\$ -	\$ 712,768.43	\$ 2,651,996.57	21%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,765.00	\$ -	\$ 712,768.43	\$ 2,651,996.57	21%

CCTR Budget Summary - General Child Care and Development Expansion (Infant/Toddler)

Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,877,170.00	\$ -	\$ 401,188.61	\$ 1,475,981.39	21%
b. Fringe Benefits	\$ 1,230,331.00	\$ -	\$ 271,593.30	\$ 958,737.70	22%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 219,018.00	\$ -	\$ 28,095.10	\$ 190,922.90	13%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 15,000.00	\$ -	\$ 4,387.50	\$ 10,612.50	29%
i. Total Direct Charges	\$ 3,341,519.00	\$ -	\$ 705,264.51	\$ 2,636,254.49	21%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,341,519.00	\$ -	\$ 705,264.51	\$ 2,636,254.49	21%

**CCFP Budget Summary - Child and Adult Care Food Program Report as of 12/05/25 - Payroll
from 07/01/25 to 10/31/25**

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000.00	\$ 4,674.53	\$ 45,867.82	\$ 209,457.65	19%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 260,000.00	\$ 4,674.53	\$ 45,867.82	\$ 209,457.65	19%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 260,000.00	\$ 4,674.53	\$ 45,867.82	\$ 209,457.65	19%

**CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 12/05/25 - Payroll from 07/01/25 to 10/31/25**

Fiscal year budget spent

33%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500.00	\$ -	\$ 27,975.58	\$ 4,524.42	86%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500.00	\$ -	\$ 27,975.58	\$ 4,524.42	86%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500.00	\$ -	\$ 27,975.58	\$ 4,524.42	86%

Child and Adult Care Food Program FY2025-26

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: October-25

Facility Number	Facility Name				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	PM Snack								
1 1	Full Day 85th Avenue I	81.00	105.00	87.00	22.00	entire site (50)	16.00	16.00	1.00	352.00	NO	NO
1 2	Full Day 85th Avenue II	160.00	167.00	157.00	20.00	entire site (50)	10.00	16.00	1.00	320.00	NO	NO
1 3	Full Day 85th Avenue III	102.00	141.00	124.00	22.00	entire site (50)	8.00	16.00	1.00	352.00	NO	NO
2 4	Full Day Arroyo Viejo	82.00	92.00	75.00	22.00	16	12.00	12.00	1.00	264.00	NO	NO
3 5	Full Day BROADWAY/INFANT	62.00	85.00	77.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	72.00	77.00	66.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	82.00	158.00	135.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
4 8	Full Day Brookfield 1	256.00	337.00	246.00	22.00	entire site (48)	16.00	16.00	1.00	352.00	NO	NO
4 9	Full Day Brookfield 2	-	-	-	-	entire site (48)	16.00	16.00	1.00	-	NO	NO
5 10	Full Day						-			-	NO	NO
6 11	Full Day						-			-	NO	NO
7 12	Full Day Franklin	140.00	184.00	159.00	22.00	18	16.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	203.00	285.00	260.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	99.00	126.00	115.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
9 15	Full Day Manzanita	-	-	-	-	20	16.00	20.00	1.00	-	NO	NO
10 16	Full Day San Antonio CDC 1	225.00	249.00	210.00	21.00	entire site (24)	24.00	24.00	1.00	504.00	NO	NO
11 17	Full Day San Antonio Park I	75.00	86.00	88.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
11 18	Full Day San Antonio Park II	76.00	92.00	88.00	22.00	8	10.00	9.00	1.00	198.00	NO	NO
12 19	Full Day Sungate I	218.00	302.00	275.00	22.00	24	24.00	24.00	1.00	528.00	NO	NO
12 20	Full Day					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	195.00	199.00	190.00	22.00	24	24.00	24.00	1.00	528.00	NO	NO
14 22	Full Day West Grand (Infant)	106.00	113.00	110.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 23	Full Day West Grand (Older)	124.00	144.00	127.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 24	Full Day West Grand (Young)	123.00	124.00	114.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
TOTAL		2,481.00	3,066.00	2,703.00	415.00		272.00	326.00		5,988.00		
HS		1,339.00	1,757.00	1,501.00	240.00							
EHS		1,142.00	1,309.00	1,202.00	175.00							

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:

Emari Dimagiba
Head Start Health Manager

* 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 **139.36**

=(max meals)/(max days)

ADP ENTRY **140.00**

Prepared by : Michael Fries

Fiscal Approval:
Annie Friberg
Human Services Fiscal Manager

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 12/11/25

Cardholder Name: **Diveena Cooppan**

PRINT NAME

October 2025

Transaction Period (Month / Year)



Agency / Department: **DHS - Head Start**

TO

October 2025

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:

 Diveena Cooppan (Dec 11, 2025 20:03:09 PST) Date	510-238-3165	 Annie Friberg (Dec 12, 2025 06:07:47 PST) Date
CARDHOLDER'S SIGNATURE AND DATE	PHONE NUMBER (REQUIRED)	AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	10/01/25	AMAZON	SIPPY CUP FOR SITES	17.63		
2			1.2102.78231.52915.1007670.YS13.24657			
3	10/02/25	AMAZON	BABY BOTTLES FOR SITES	238.81		
4			1.2102.78231.52915.1007670.YS13.24657			
5	10/03/25	TARGET	ENFAMIL FORMULA	114.07		
6			47% 1.2128.78231.52911.1007666.YS13.24656 53%1.2128.78231.52911.1007667.YS13.24656			
7	10/05/25	AMAZON	DIAPERS FOR SITE	494.91		
8			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
9	10/10/25	TARGET	ENFAMIL FORMULA	114.07		
10			47% 1.2128.78231.52911.1007666.YS13.24656 53%1.2128.78231.52911.1007667.YS13.24656			
11	10/16/25	CACFP ROUNDTABLE	CACFP REGISTRATION	625.00		
12			47%1.2128.78231.55212.1007666.YS13.24656 53%1.2128.78231.55212.1007667.YS13.24656			
13	10/16/25	KAHOOT	ANNUAL SUBSCRIPTION	299.28		
14			47% 1.2128.78231.55214.1007668.YS13.24656 53%1.2128.78231.55214.1007669.YS13.24656			
15	10/17/25	AMAZON	WATER FILTER REPLACEMENT FOR SITE	186.00		

16			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
17	10/19/25	AMAZON	5 GALLON WATER JUG FOR SITE	332.16		
18			47% 1.3239.78231.52521.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
19	10/23/25	AMAZON	SENSORY VISUAL FOR SITE	44.28		
20			60% 3.2264.78231.52630.1007684.YS13.24665 40% 3.2264.78231.52630.1007685.YS13.24665			
21	10/23/25	AMAZON	DIAPERS FOR SITE	672.00		
22			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
23	10/24/25	AMAZON	DIAPERS FOR SITE	1,774.60		
24			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
25	10/23/25	LAKE SHORE	SENSORY VISUAL FOR SITE	313.12		
26			60% 3.2264.78231.52630.1007684.YS13.24665 40% 3.2264.78231.52630.1007685.YS13.24665			
27	10/07/25	HOTEL BOOKING	SERVICE FEE - LAHAINA HOTEL	17.99		
28			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
29	10/07/25	HOTEL BOOKING	REGION 9 CONFERENCE HOTEL - LAHAINA HOTEL	5,620.10		
30			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
31	10/07/25	HOTEL BOOKING CR	REGION 9 CONFERENCE BOOKING REFUND - LAHAINA HOTEL	(1,124.02)		
32			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
33	10/07/25	HOTEL BOOKING CR	REGION 9 CONFERENCE BOOKING REFUND - LAHAINA HOTEL	(1,124.02)		
34			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
35 47	10/07/25	HOTEL BOOKING CR	REGION 9 CONFERENCE BOOKING REFUND - LAHAINA HOTEL	(1,124.02)		
36			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			

37	10/07/25	HOTEL BOOKING CR	REGION 9 CONFERENCE BOOKING REFUND - LAHAINA HOTEL	(1,124.02)		
38			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
39	10/07/25	HOTEL BOOKING CR	REGION 9 CONFERENCE BOOKING REFUND - LAHAINA HOTEL	(1,124.02)		
40			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
41	10/06/25	HYATT REGENCY	CACFP CONFERENCE HOTEL	622.38		
42			47% 1.2128.78231.55212.1007666.YS13.24656 53% 1.2128.78231.55212.1007667.YS13.24656			
43	10/7/2025	UNITED	REGION 9 CONF. FLIGHT - SARAH TRIST	894.42		
44			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
45	10/7/2025	UNITED	REGION 9 CONF. FLIGHT - TONIYA SCOTT-SMITH	959.44		
46			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
47	10/7/2025	UNITED	REGION 9 CONF. FLIGHT - CHERRYL HIDALGO	979.45		
48			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
49	10/7/2025	UNITED	REGION 8 CONF. FLIGHT - DIVEENA COOPPAN	1,234.45		
50			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
51	10/9/2025	HOTEL BOOKING	SERVICE FEE REFUND - LAHAINA HOTEL	-17.99		
52			47% 1.2128.78231.55114.1007668.YS13.24656 53% 1.2128.78231.55114.1007669.YS13.24656			
53	10/10/2025	SOUTHWEST	NLC CONF. FLIGHT - DIVEENA COOPPAN	776.95		
54			47% 1.2128.78231.55114.1007668.YS13.24656 53% 1.2128.78231.55114.1007669.YS13.24656			
55	10/10/2025	SOUTHWEST	NLC CONF. FLIGHT - TONIYA SCOTT-SMITH	776.95		
56			47% 1.2128.78231.55114.1007668.YS13.24656 53% 1.2128.78231.55114.1007669.YS13.24656			
57	10/11/25	SHERATON MAUI HOTEL	REGION 9 CONFERENCE HOTEL	1,023.96		
58			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			

59	10/11/25	SHERATON MAUI HOTEL	REGION 9 CONFERENCE HOTEL	1,023.96		
60			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
61	10/11/25	SHERATON MAUI HOTEL	REGION 9 CONFERENCE HOTEL	1,023.96		
62			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
63	10/11/25	SHERATON MAUI HOTEL	REGION 9 CONFERENCE HOTEL	1,023.96		
64			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
65	10/16/2025	UNITED	REGION 9 CONF. FLIGHT - TONIYA SCOTT-SMITH	35		
66			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
67	10/18/2025	SHERATON MAUI HOTEL	REGION 9 CONFERENCE HOTEL	122.52		
68			47% 1.2128.78231.5514.1007668.YS13.24656 53% 1.2128.78231.5514.1007669.YS13.24656			
69	10/19/2025	THRIFTY	REGION 9 CONF CAR RENTAL	583.69		
70			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
71	10/20/25	CURB TAXI	NLC CONFERENCE TAXI SERVICES	46.00		
72			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
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Document Total	11,127.09
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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FMA 02/07

Head Start & Early Head Start Budget Summary
Report as of 01/05/26 - Payroll from 07/01/2025 to 11/30/25
Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377.00	\$ -	\$ 1,688,465.07	\$ 4,387,911.93	28%
b. Fringe Benefits	\$ 2,776,926.00	\$ -	\$ 1,106,211.86	\$ 1,670,714.14	40%
c. Travel	\$ 42,735.00	\$ -	\$ 20,398.10	\$ 22,336.90	48%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 129,740.00	\$ 12,902.97	\$ 77,691.90	\$ 39,145.13	70%
f. Contractual	\$ 3,055,056.00	\$ 51,659.35	\$ 36,812.20	\$ 2,966,584.45	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 886,668.00	\$ 1,297.52	\$ 600,298.46	\$ 285,072.02	68%
i. Total Direct Charges	\$ 12,967,502.00	\$ 65,859.84	\$ 3,529,877.59	\$ 9,371,764.57	28%
j. Indirect Charges	\$ 829,555.00	\$ -		\$ 829,555.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 65,859.84	\$ 3,529,877.59	\$ 10,201,319.57	26%

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 - Federal Basic
Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 2,674,073.00	\$ -	\$ 530,711.93	\$ 2,143,361.07	20%
b. Fringe Benefits	\$ 1,382,040.00	\$ -	\$ 346,216.55	\$ 1,035,823.45	25%
c. Travel	\$ 11,386.00	\$ -	\$ 9,587.09	\$ 1,798.91	84%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 49,626.00	\$ 5,007.49	\$ 30,364.82	\$ 14,253.69	71%
f. Contractual	\$ 1,086,053.00	\$ 24,279.89	\$ 17,301.74	\$ 1,044,471.37	4%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 262,644.00	\$ 609.84	\$ 248,762.17	\$ 13,271.99	95%
i. Total Direct Charges	\$ 5,465,822.00	\$ 29,897.22	\$ 1,182,944.30	\$ 4,252,980.48	22%
j. Indirect Charges	\$ 380,058.00	\$ -	\$ -	\$ 380,058.00	0%
k. TOTALS	\$ 5,845,880.00	\$ 29,897.22	\$ 1,182,944.30	\$ 4,633,038.48	21%

Early Head Start Budget Summary - Federal Basic
Report as of 01/05/26 - Payroll 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 3,402,304.00	\$ -	\$ 1,157,753.14	\$ 2,244,550.86	34%
b. Fringe Benefits	\$ 1,394,886.00	\$ -	\$ 759,995.31	\$ 634,890.69	54%
c. Travel	\$ 31,349.00	\$ -	\$ 10,811.01	\$ 20,537.99	34%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 80,114.00	\$ 7,895.48	\$ 47,327.08	\$ 24,891.44	69%
f. Contractual	\$ 1,969,003.00	\$ 27,379.46	\$ 19,510.46	\$ 1,922,113.08	2%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 438,394.00	\$ 687.68	\$ 338,716.29	\$ 98,990.03	77%
i. Total Direct Charges	\$ 7,316,050.00	\$ 35,962.62	\$ 2,334,113.29	\$ 4,945,974.09	32%
j. Indirect Charges	\$ 449,497.00	\$ -	\$ -	\$ 449,497.00	0%
k. TOTALS	\$ 7,765,547.00	\$ 35,962.62	\$ 2,334,113.29	\$ 5,395,471.09	31%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 66,752.00	\$ -	\$ 6,025.40	\$ 60,726.60	9%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 6,025.40	\$ 60,726.60	9%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 6,025.40	\$ 60,726.60	9%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual		\$ -		\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 118,878.00	\$ -	\$ 6,794.60	\$ 112,083.40	6%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 6,794.60	\$ 112,083.40	6%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ -	\$ 6,794.60	\$ 112,083.40	6%

GPF Budget Summary - City General Purpose Fund Head Start

Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 544,293.00	\$ -	\$ 50,172.48	\$ 494,120.52	9%
b. Fringe Benefits	\$ 376,469.00	\$ -	\$ 34,063.35	\$ 342,405.65	9%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 26,215.00	\$ -	\$ 968.59	\$ 25,246.41	4%
f. Contractual	\$ 184,040.00	\$ -	\$ -	\$ 184,040.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269.00	\$ -	\$ 551.77	\$ 33,717.23	2%
i. Total Direct Charges	\$ 1,165,286.00	\$ -	\$ 85,756.19	\$ 1,079,529.81	7%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 1,165,286.00	\$ -	\$ 85,756.19	\$ 1,079,529.81	7%

GPF Budget Summary - City General Purpose Fund Early Head Start

Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,024,146.00	\$ -	\$ 35,640.18	\$ 988,505.82	3%
b. Fringe Benefits	\$ 718,849.00	\$ -	\$ 24,187.49	\$ 694,661.51	3%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903.00	\$ -	\$ 3,943.62	\$ 29,959.38	12%
f. Contractual	\$ 184,041.00	\$ -	\$ -	\$ 184,041.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247.00	\$ -	\$ 622.21	\$ 125,624.79	0%
i. Total Direct Charges	\$ 2,087,186.00	\$ -	\$ 64,393.50	\$ 2,022,792.50	3%
j. Indirect Charges	\$ 196,793.00	\$ -	\$ -	\$ 196,793.00	0%
k. TOTALS	\$ 2,283,979.00	\$ -	\$ 64,393.50	\$ 2,219,585.50	3%

CSPP Budget Summary - California State Preschool Program

Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,673,602.00	\$ -	\$ 432,171.41	\$ 1,241,430.59	26%
b. Fringe Benefits	\$ 1,113,462.00	\$ -	\$ 289,521.14	\$ 823,940.86	26%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 130,000.00	\$ -	\$ 11,405.56	\$ 118,594.44	9%
f. Contractual	\$ 100,000.00	\$ -	\$ 16,695.13	\$ 83,304.87	17%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 347,701.00	\$ -	\$ 53,519.83	\$ 294,181.17	15%
i. Total Direct Charges	\$ 3,364,765.00	\$ -	\$ 803,313.07	\$ 2,561,451.93	24%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 3,364,765.00	\$ -	\$ 803,313.07	\$ 2,561,451.93	24%

CCTR Budget Summary - General Child Care and Development Expansion (Infant/Toddler)

Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,877,170.00	\$ -	\$ 436,749.18	\$ 1,440,420.82	23%
b. Fringe Benefits	\$ 1,230,331.00	\$ -	\$ 291,976.28	\$ 938,354.72	24%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 219,018.00	\$ -	\$ 28,095.10	\$ 190,922.90	13%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 15,000.00	\$ -	\$ 4,387.50	\$ 10,612.50	29%
i. Total Direct Charges	\$ 3,341,519.00	\$ -	\$ 761,208.06	\$ 2,580,310.94	23%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,341,519.00	\$ -	\$ 761,208.06	\$ 2,580,310.94	23%

**CCFP Budget Summary - Child and Adult Care Food Program Report as of 01/05/26 - Payroll
from 07/01/25 to 11/30/25**

Fiscal year budget spent

42%


Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000.00	\$ 2,076.38	\$ 49,828.52	\$ 208,095.10	20%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 260,000.00	\$ 2,076.38	\$ 49,828.52	\$ 208,095.10	20%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 260,000.00	\$ 2,076.38	\$ 49,828.52	\$ 208,095.10	20%

**CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 01/05/26 - Payroll from 07/01/25 to 11/30/25**

Fiscal year budget spent

42%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500.00	\$ -	\$ 29,900.60	\$ 2,599.40	92%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500.00	\$ -	\$ 29,900.60	\$ 2,599.40	92%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500.00	\$ -	\$ 29,900.60	\$ 2,599.40	92%

Child and Adult Care Food Program FY2025-26														
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: November-25														
	Facility Number	Facility Name	Breakfast	Lunch	PM Snack	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	
1	1	Full Day	85th Avenue I	57.00	66.00	55.00	16.00	entire site (50)	16.00	16.00	1.00	256.00	NO	NO
1	2	Full Day	85th Avenue II	115.00	116.00	111.00	13.00	entire site (50)	10.00	16.00	1.00	208.00	NO	NO
1	3	Full Day	85th Avenue III	74.00	101.00	92.00	16.00	entire site (50)	8.00	16.00	1.00	256.00	NO	NO
2	4	Full Day	Arroyo Viejo	46.00	59.00	45.00	11.00	16	12.00	12.00	1.00	132.00	NO	NO
3	5	Full Day	BROADWAY/INFANT	34.00	48.00	36.00	15.00	8	8.00	9.00	1.00	135.00	NO	NO
3	6	Full Day	BROADWAY/RM 3 (TODDLER)	77.00	86.00	60.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
3	7	Full Day	BROADWAY/RM 4 (TODDLER)	46.00	99.00	82.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
4	8	Full Day	Brookfield 1	166.00	210.00	157.00	13.00	entire site (48)	16.00	16.00	1.00	208.00	YES	NO
4	9	Full Day	Brookfield 2	-	-	-	-	entire site (48)	16.00	16.00	1.00	-	NO	NO
5	10	Full Day						-				-	NO	NO
6	11	Full Day						-				-	NO	NO
7	12	Full Day	Franklin	122.00	135.00	97.00	13.00	18	16.00	32.00	1.00	416.00	NO	NO
8	13	Full Day	Lion's Creek 1	118.00	148.00	132.00	13.00	18	16.00	16.00	1.00	208.00	NO	NO
8	14	Full Day	Lions Creek 2	63.00	85.00	78.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
9	15	Full Day	Manzanita	81.00	97.00	97.00	8.00	20	16.00	20.00	1.00	160.00	NO	NO
10	16	Full Day	San Antonio CDC 1	61.00	66.00	66.00	5.00	entire site (24)	24.00	24.00	1.00	120.00	NO	NO
11	17	Full Day	San Antonio Park I	58.00	65.00	61.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
11	18	Full Day	San Antonio Park II	55.00	65.00	61.00	16.00	8	10.00	9.00	1.00	144.00	NO	NO
12	19	Full Day	Sungate I	119.00	171.00	159.00	13.00	24	24.00	24.00	1.00	312.00	NO	NO
12	20	Full Day						0	-	16.00	1.00	16.00	NO	NO
13	21	Full Day	Tassafaronga	117.00	118.00	115.00	13.00	24	24.00	24.00	1.00	312.00	NO	NO
14	22	Full Day	West Grand (Infant)	64.00	67.00	67.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
14	23	Full Day	West Grand (Older)	79.00	105.00	93.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
14	24	Full Day	West Grand (Young)	76.00	79.00	72.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
			TOTAL	1,628.00	1,986.00	1,736.00	277.00		272.00	326.00		3,843.00		
			HS	999.00	1,250.00	1,042.00	166.00							
			EHS	629.00	736.00	694.00	111.00							
I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.												Avg Daily Participation	124.13	
Certified by:  <small>Emari Dimagiba (Dec 23, 2025 10:46:26 PST)</small>												=(max meals)/(max days)		
Emari Dimagiba Head Start Health Manager * 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.												ADP ENTRY	125.00	
Keep this completed edit check form with a copy of the claim submitted for reimbursement														
								Prepared by : Michael Fries <small>Annie Friberg</small>						
								Fiscal Approval: <small>Annie Friberg (Dec 23, 2025 09:57:39 PST)</small>						
								Annie Friberg Human Services Fiscal Manager						



City of Oakland

Head Start Advisory Board

FY 2024-25

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 (Board) 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 about the Head Start program.
- h.** Procedures that describe how the Advisory Board, Parent Policy Council and City Council (Board) 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.
- c.** 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 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 9 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.
- h. Head Start parent or alum (parent or guardian)--knowledge of the direct impact of Head Start as a parent or guardian of a current or former student OR as alum themselves.

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.
- 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.

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 Advisory Board shall be held at the time and place designated by the Board each year at its first meeting in September. In FY 24-25, meetings are currently held from 3:30-5:00pm, unless otherwise agreed upon and deemed necessary by the Advisory Board.
- c.** At the Advisory Board Meeting, in June of each year, the board will vote , Y/N, on whether the body will Recess in August of each year, in alignment with the Oakland City Council.
- d.** 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.
- e.** A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Advisory Board for the purpose of conducting business. In cases when an Advisory Board Member has notified the board in advance of the need to take a temporary leave, the quorum requirement will be temporarily adjusted, based on the active Advisory Board Members seated. 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.
- f.** 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.
- g.** 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.

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 **Parent** Policy Council (PC) committees in the mandated activities prescribed in the Head Start Performance Standards as described in Article III.
- c.** Section 1. above.

ARTICLE VIII

Standards of Conduct

Section 1.

- a.** Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:
 - i.** Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.
 - ii.** Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.
 - iii.** Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Parent Policy Council and other appropriate approving authorities of the City.
 - iv.** No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.
 - v.** Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Parent Policy Council and the City Council Committee designated responsibility for the Board.

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.
- b.** Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:
 - (1)** The Advisory Board may adopt amendments to these Bylaws at any regular meeting of the Advisory Board, by a majority of those present, provided that such proposed amendments have been provided to all Advisory Board members at least ten (10) days prior to the meeting.
 - (2)** Adopted amendments shall be proposed to the City Council Life Enrichment Committee annually or as necessary.
 - (3)** City Council, on its own initiative, may propose amendments to these Bylaws.


Molly Tafoya (Nov 18, 2024 10:13 PST)

Chairperson Signature

11/18/24

Date

City of Oakland RAN, PY 2025-2026

Content Area: Significant Health and Safety Incidents

Performance Area: Safety Practices

Grant Number(s): 09CH012060

Compliance Level: Area of Noncompliance

Applicable Standards: 1302.90(c)(1)(ii)

Timeframe for Correction: 120 Days (Due by January 7th)

Issue Identified

Noncompliance in safety practices related to reporting, documentation, or management of significant health and safety incidents.

Specific Incident: Child maltreatment and violation of child rights

Program Outcomes:

- Program: Create and acknowledge a culture of “see something, say something”
 - Program: Increase the use of strength-based language and reframing when describing children, families, staff and their varying needs
 - Family Engagement: Caregiver education on program responsibilities around mandated reporting
 - Ensure all staff are well versed in mandated reporting and are comfortable explaining and reporting and child rights
 - All staff uphold child rights in every interaction
 - Proactive supervision planning and training including lesson planning and individualizations
 - Developmental understanding of children for children, families and staff
-

Corrective Actions

Action Step	Responsible Party	Status	Evidence of Completion	Completion Date
Review current safety incident reporting and response procedures to identify gaps.				Nov 15
<ul style="list-style-type: none"> Reporting of facility repairs and significant safety issues addressed: is it clear? What is the process? 	Safety	In Progress	Revise work order policy, introduce JotForm Work Order Request @ CD meeting 11/13/25,	
<ul style="list-style-type: none"> Create policy on reporting child maltreatment Conduct training 	Education	Completed	Document, sign in, powerpoint	
<ul style="list-style-type: none"> Suspension and expulsion policy: 	Education area	Completed	Human Services Document Libraries - Limitations on Suspensions and Expulsions.pdf - All Documents	
<ul style="list-style-type: none"> Child health exclusion policy: to be edited for clarity 	Health			
<ul style="list-style-type: none"> Incident reporting for child injuries: review and ensure clarity 	Health			

Action Step	Responsible Party	Status	Evidence of Completion	Completion Date
Provide staff training on safety practices, including incident reporting and response protocols and any revised policies and processes	Education, Disabilities, Mental Health			Dec 15
<ul style="list-style-type: none"> Center Director case study and training 	Education	Completed	CD meeting minutes and training	
<ul style="list-style-type: none"> CSEFL: Training and coaching 	Education	In process: first session was 10/23	TBD	
<ul style="list-style-type: none"> Training: Building Emotionally safe classrooms 	Education	Scheduled for Dec 22	Sign in sheets, training materials, evaluation	
<ul style="list-style-type: none"> Training: Preventing Emotional Harm: Reviewing inclusion & anti-bias procedures 	MH/DIS	Scheduled for Nov 26	Sign in sheets, training materials, evaluation	
<ul style="list-style-type: none"> Training: Connecting monitoring and data to child safety. 	CQI	Scheduled for Dec 29	Sign in sheets, training materials, evaluation	
<ul style="list-style-type: none"> Training: 				

Action Step	Responsible Party	Status	Evidence of Completion	Completion Date
<ul style="list-style-type: none"> Creation of training video to elevate the training-visual now 				
<ul style="list-style-type: none"> 				
Implement monitoring system to ensure consistent documentation and follow-up on incidents.	Health/Safety Coordinator		Monthly monitoring logs	Dec 31
Review monitoring tools for all areas and add content on language used, following child's lead, and teacher proximity	Safety, nutrition, health			
Education tools: care and supervision, monthly classroom observation	Education	Review completed and language clear	Copy of tools	

Action Step	Responsible Party	Status	Evidence of Completion	Completion Date
Increase Caregiver information and training on what it means for staff to be a mandated reporter	Family Services	completed	Copy of agendas	
Short video for families to go out in LG	Education and Family Services team	completed	Copy of video and materials used	
Discuss at November center parent meeting	Family Services		Agenda, sign in sheet	
Update Professional development plan	Education, Family Services	In progress	PDP report	
<ul style="list-style-type: none"> Create shared language for personal rights and SOC 				
<ul style="list-style-type: none"> PDP module being updated 		Completed	ChildPlus	

Monitoring and Verification

Responsible Lead: Monitor and CQI Program Planner, Early Education Manager

Verification Method: Review of updated procedures, staff training records and materials, monitoring logs, and compliance report submitted by January 7th.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

January 12, 2026

Grant No. 09CH013397

Dear Head Start Grant Recipient:

Your funding application for the upcoming budget period must be submitted by April 1, 2026. The following table reflects the annual funding and enrollment levels available to apply for:

Period of Funding: 07/01/2026 - 06/30/2027

Annual Funding	Head Start	Early Head Start
Program Operations	\$5,845,880	\$7,765,547
Training and Technical Assistance	\$66,752	\$118,878
Total Funding		\$13,797,057

Enrollment Levels	Head Start	Early Head Start
Federal Funded Enrollment	292	330

Application Submission Requirements

The application must be prepared and submitted in accordance with the Head Start Grant Application Instructions with Guidance, Version 4.0 (Application Instructions) for a baseline application. It must be submitted on behalf of the Authorizing Official registered in HSES. Incomplete applications will not be processed.

Application Instructions are available on the homepage and in the 'Resources' section of HSES. Please review the instructions carefully prior to preparing the application.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

One-time Program Improvement or Health and Safety Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the Supplement or Supplement-Facilities 1303 amendment

type in HSES. Please select the appropriate amendment based on the description.

Requests generally include but are not limited to:

- Facility projects (construction, purchase, or major renovations requiring 1303 applications)
- Minor repairs and enhancements
- Playground installations or upgrades
- Funding to support transportation needs with investments in buses or other vehicles necessary to operate the program
- Security and surveillance investments to assure maximum safety of children

Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding application instructions or program improvement needs and requests, please use HSES Correspondence. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Office of Head Start

PY 2026-2031 Comprehensive Assessment

I. Service Area and Eligible Population The City of Oakland Head Start program serves the entire city of Oakland, the third-largest city in the San Francisco Bay Area, with an estimated population of 443,000. While the service area is citywide, the highest resource requirements are concentrated in the Oakland flatlands.

- **Target Zones:** Eligible participants predominantly reside in the **East Oakland, Deep East Oakland, Fruitvale, and San Antonio** target zones.
- **Demographic Density:** These sectors contain over 4,500 children ages 0-5, representing the highest concentration of potential participants.
- **Categorical Eligibility:** Approximately 82% of all Medi-Cal births in Oakland occur within these four target zones.
- **Economic Hardship:** An estimated 15.1% of families with young children faced long-term economic hardship in 2024.

II. Circumstances of Families & Children with Developmental Differences The assessment identified significant clusters of children with developmental differences and families facing acute instability.

- **Developmental Differences:** 69% of city residents with Individualized Family Services Plans (IFSPs) live in the identified target ZIP codes. Top identified service needs for children ages 3-5 with Individualized Service Plans (IEPs) include neurodivergence (55%) and speech or language impairments (38%).
- **Housing Instability:** Approximately 20% of enrolled families experience homelessness (per McKinney-Vento definitions), representing a 5% increase over the last four years.
- **Child Welfare and Kinship Care:** Oakland accounts for the highest number of child welfare cases in the county at 29.1% (390 cases). An estimated 3,500-4,000 children in Oakland are raised in informal kinship arrangements, often by grandparents facing unique financial challenges.
- **Incarceration Impacts:** Alameda County has the 5th highest incarceration rate in the state, which correlates to higher rates of kinship care and economic stress for local families.

III. Resource Requirements: Economic Gaps & Transportation In alignment with the August 2024 Final Rule, this section analyzes specific areas of focus to support to family self-sufficiency.

- **The Living Wage Gap:** While the local minimum wage is \$16.50, a two-parent household with one working adult requires \$56.33/hour to reach a living wage in Oakland.
- **Employment Instability:** Caregiver employment or educational engagement saw a 31.5% decline in the last program year, suggesting an increased need for training and supportive services. A recent parent survey shows that 76% of caregivers say that the center-based services help them get or keep a job or attend school.
- **Transportation:** 11 of the 13 federally-funded sites are within a quarter-mile of a high-frequency bus line (AC Transit Realign). However, 7% of families report significant transportation challenges, primarily due to the logistical burden of multiple transfers with young children.
- **Benefit Access Gaps:** While 46% of families receive Medi-Cal, only 21% receive CalFresh, indicating a significant gap in nutritional resource attainment.

IV. Availability of Other Early Childhood Programs Despite the presence of 355 licensed child care programs, significant gaps in care persist.

- **Unmet Resource Requirements:** There is a 90.9% unmet requirement for infant/toddler care and a 51.4% unmet requirement for preschool care.
- **Supply Data:** Alameda County has approximately 3,019 infant slots and 28,292 preschool slots; however, staffing shortages remain the primary barrier to meeting local demand.
- **Home Visiting Coordination:** The Alameda County Health "Starting Out Strong" program serves nearly 2,000 participants, 51.1% of whom are from Oakland, with 71.6% concentrated in the identified target zones.

V. Summary of Findings for Program Planning Concentrated need in East Oakland, Fruitvale, and San Antonio persists across all indicators of density, economic condition, and service availability. Based on these findings, the program will:

1. Prioritize enrollment for families experiencing housing instability and those in the high-density target zones.
2. Continue offering extended early morning and evening hours to accommodate the non-traditional schedules of the 54.1% of working or student caregivers.
3. Address the identified living-wage gap by utilizing the Excessive Housing Cost Adjustment during eligibility intake.

Five-Year Program Trends PYs 21-25

Early Childhood and Family Services
Strategic Planning
October 2025



1

Overview

- *Purpose: Share program trends for group discussion/analysis to inform the next 5 years of the Program*
- Sources
 - Program Information Report (PIR)
 - Program Enrollment Data
- Federally-funded sites only
- Highlighting notable changes

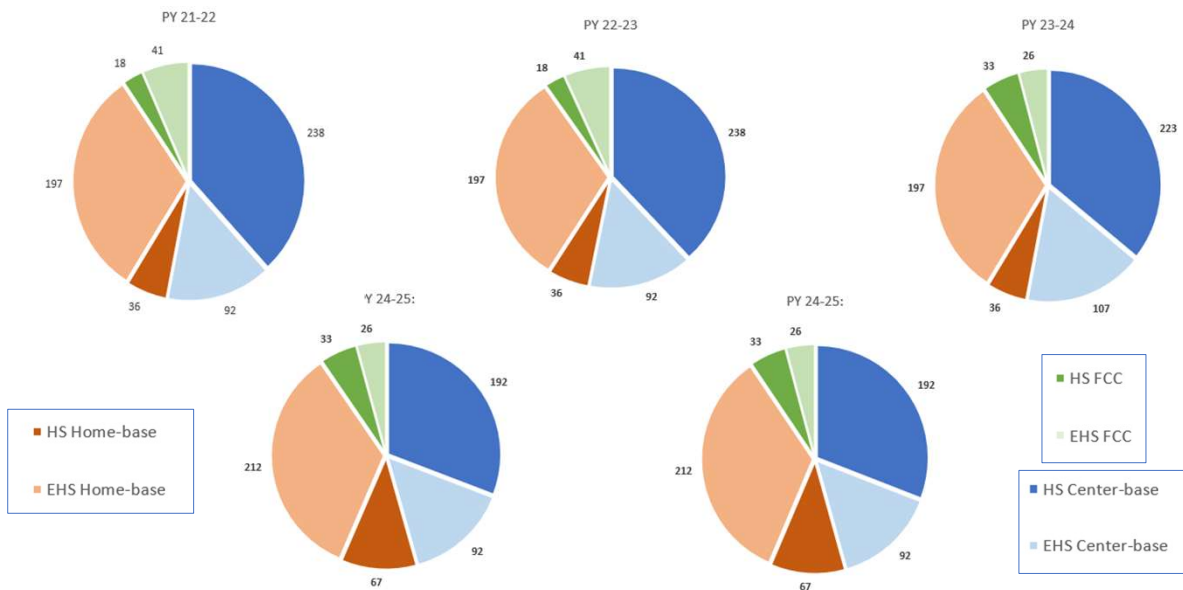
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5-Year At-A-Glance

Slots
Enrollment
Race/Ethnicity

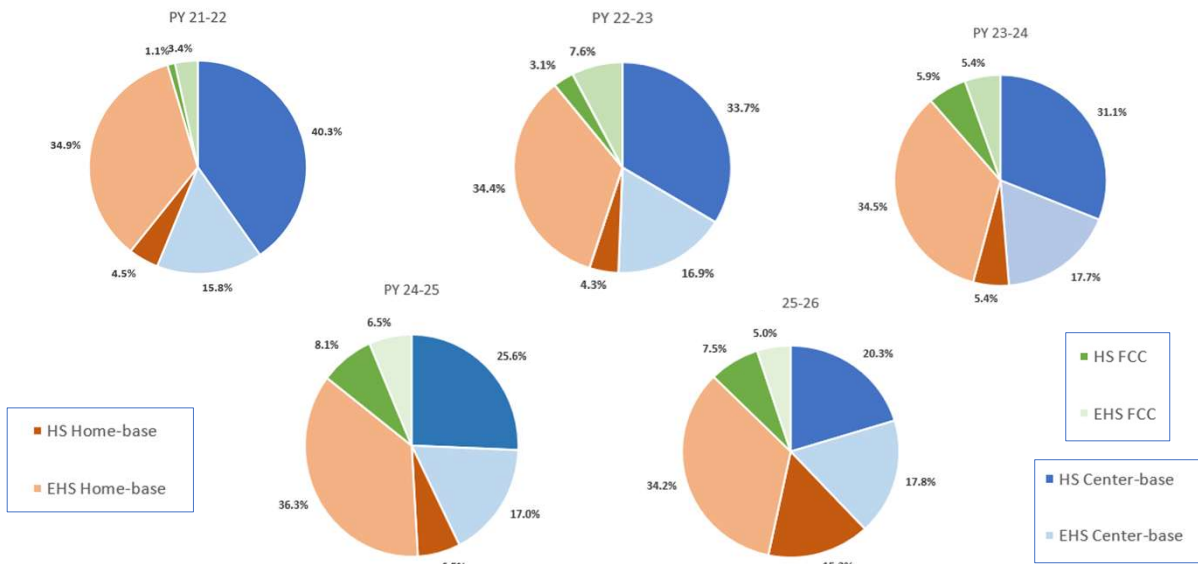
3

5-Year # of Funded Slots by Program Option



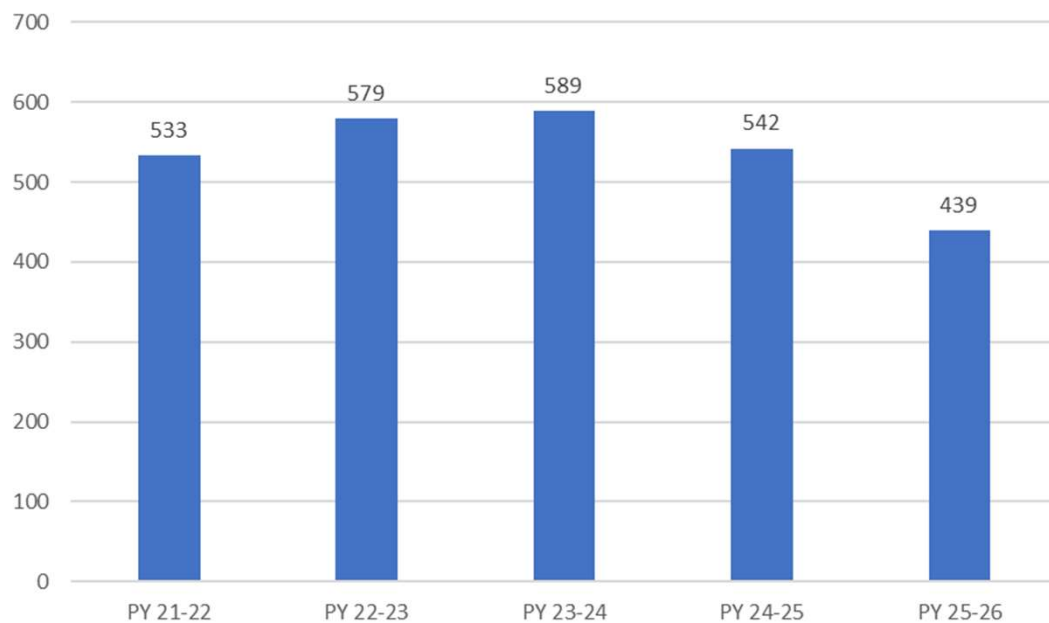
4

5-Year % of Total Enrollment by Program Option

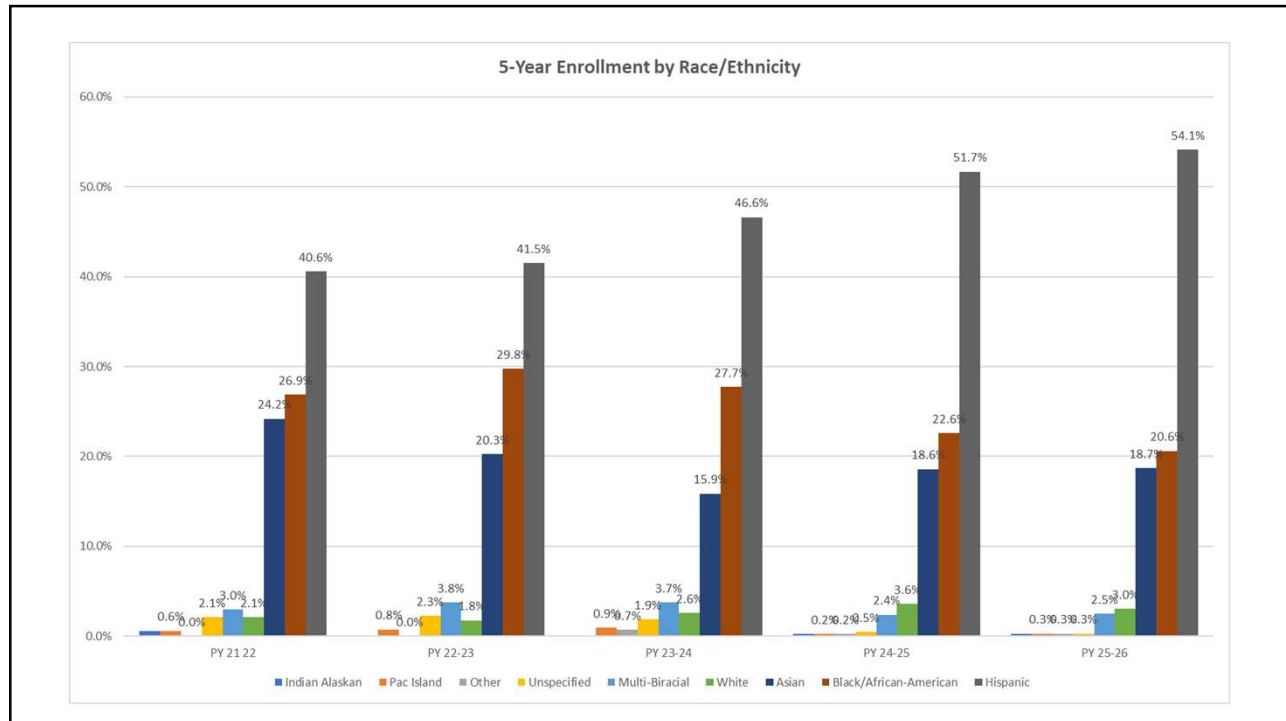


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5-Year # Cumulative Enrolled



6



7

Eligibility

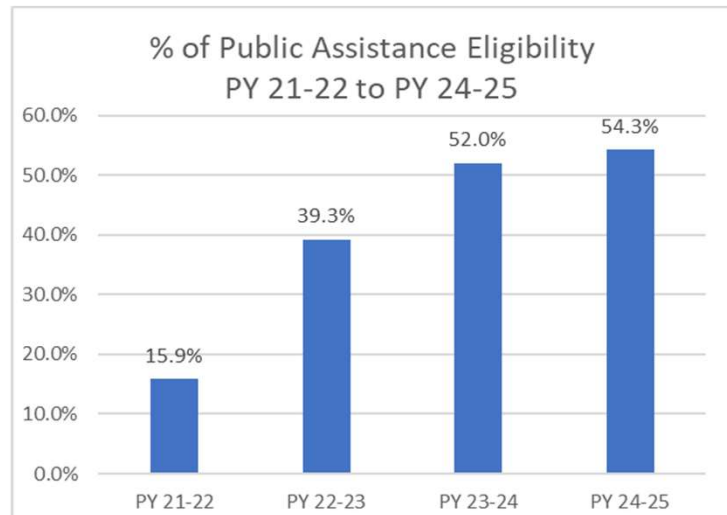
PIR A.13

8

Public Assistance Eligibility

Eligibility based on Public Assistance has increased 3x in past 4 program years.

- Temporary Assistance for Needy Families (**TANF**)
- Supplementary Security Income (**SSI**)
- SNAP (**Supplemental Nutrition Assistance Program**)

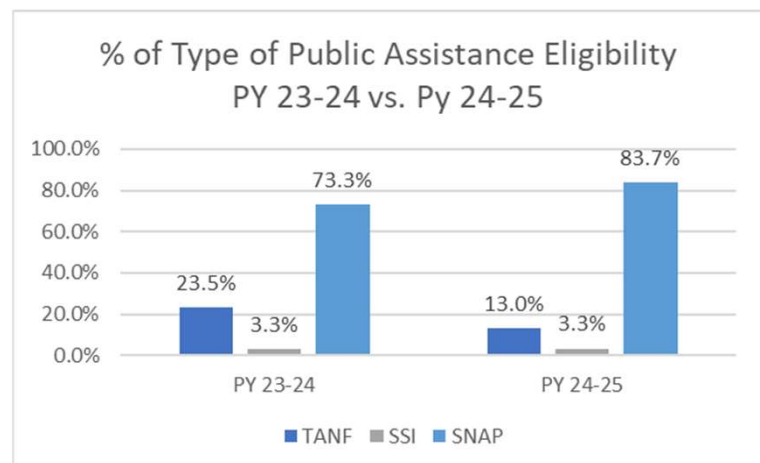


9

SNAP Eligibility

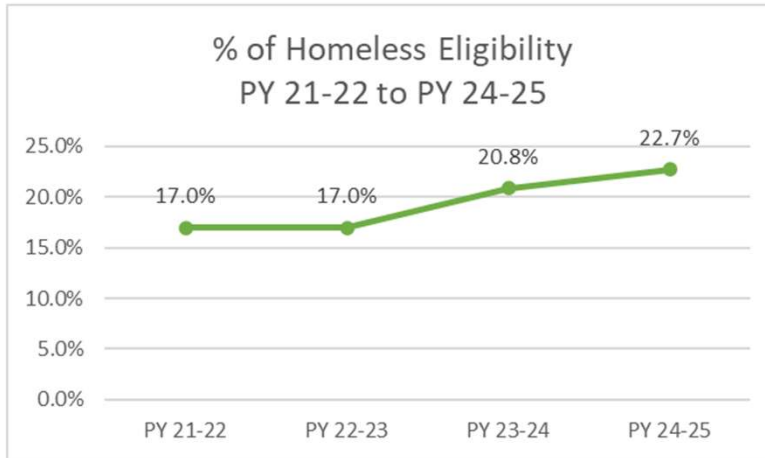
In PY 23-24, SNAP documentation became allowed as a form of public assistance eligibility.

Since then, SNAP has been the predominant eligibility option for families enrolling through public assistance.



10

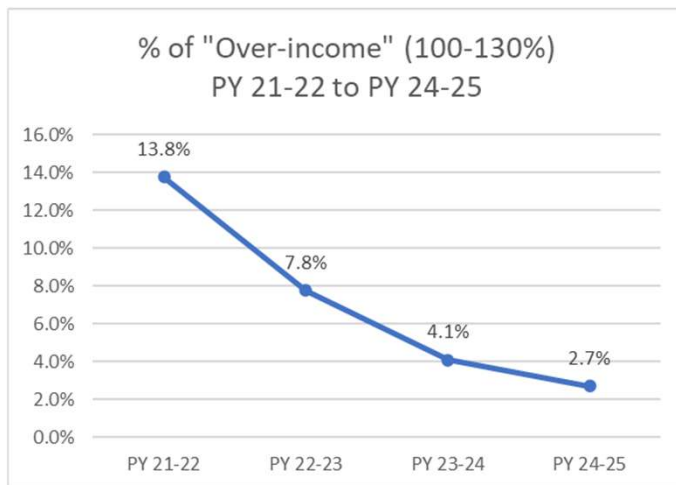
Homelessness Eligibility



Over the past 4 years, eligibility based on homelessness has increased 5%

11

Over-Income Eligibility



Over the past four years, "Over-income" eligibility has declined by 11.1%

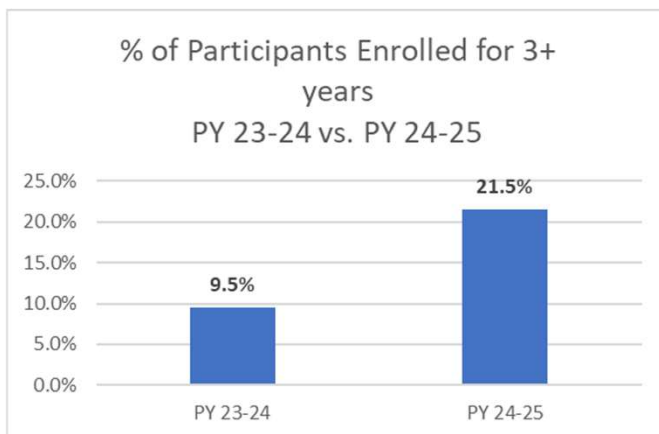
12

Enrollment

PIR A.15

13

Participant Long-Term Enrollment



*The number of participants who remained enrolled in the program for three or more years **nearly doubled** between PY 23-24 and PY 24-25.*

14

Demographics

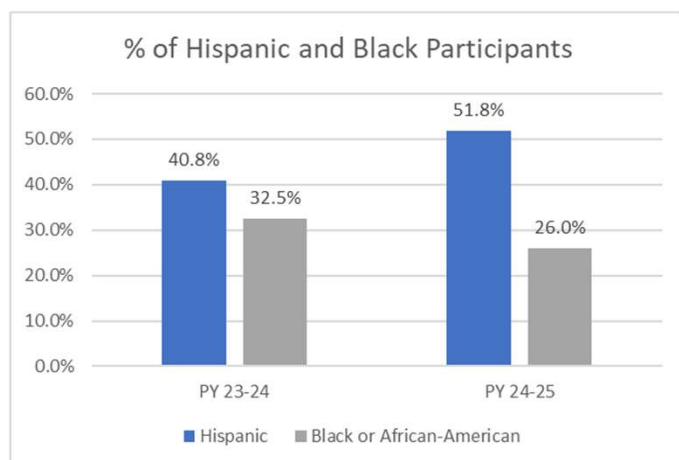
PIR A.25 - Ethnicity and Race

PIR A.27 - Dual Language Learners

15

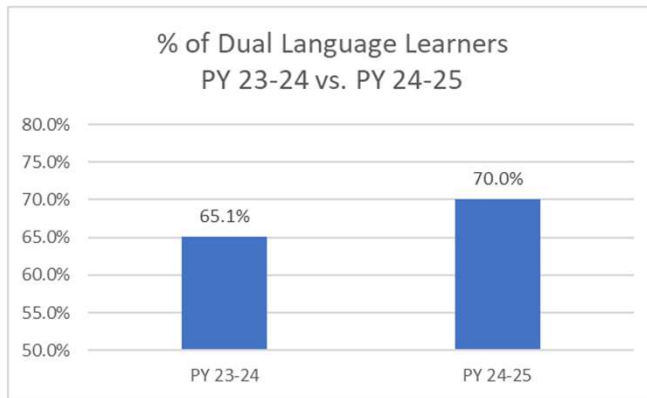
Ethnicity and Race

Over the past two program years, the enrollment of Hispanic participants has increased by 11% and Black participants has decreased by 6.5%.



16

Dual Language Learners (DLL)



DLLs have increased by 5% over the past two program years.

17

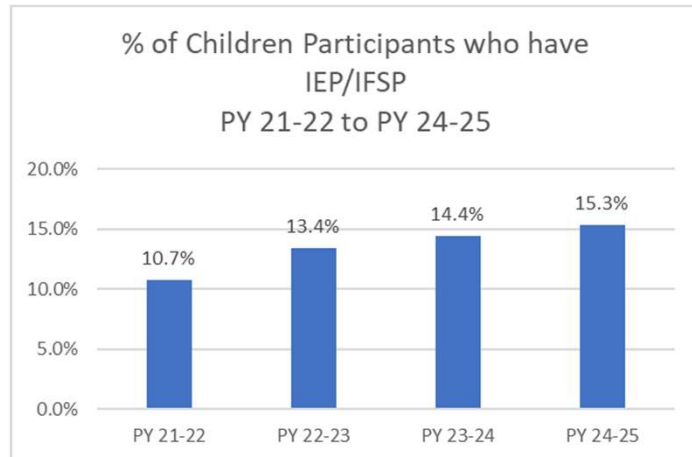
IDEA (Individuals with Disabilities Education Act) Eligibility

PIR C.23-24

18

Children enrolled with IEP/IFSP

The percentage of children who have an IEP (Individualized Education Plan) or IFSP (Individualized Family Services Plan) has steadily increased over the past four years. In PY 24-25, the program served nearly a third more children with disabilities than PY 21-22.



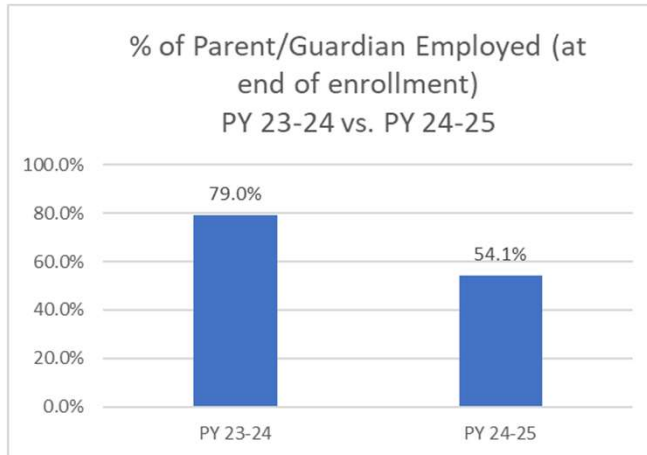
19

Parent/Guardian Employment

PIR C.38 - Total Number of parents employed, in school, job training at the end of enrollment

20

Parent/Guardian Employment



The percentage of parents and guardians employed, in school, or in job training at the end of enrollment has decreased by 31.5% between PY 23-24 and PY 24-25.

21

Family Services

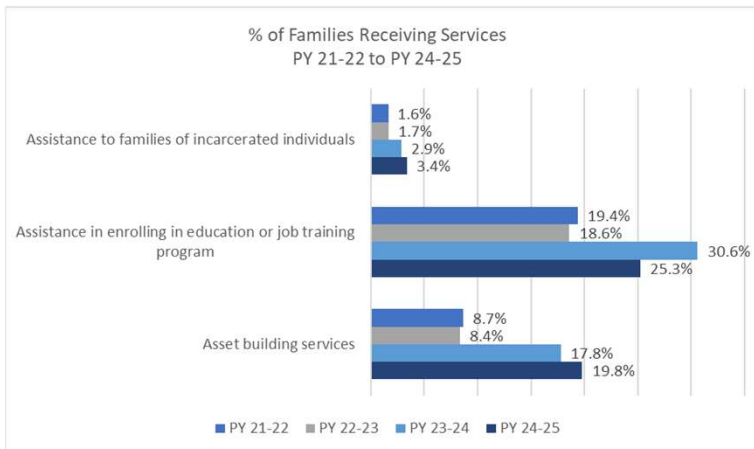
PIR C.44 - Family Receiving Services on...

PIR C.46 - Father engagement

PIR C.47 - Homelessness Services

22

Increases in Family Services Received



Between PY 21-22 and PY 24-25, there's an overall increase in families receiving services related to incarcerated family members, enrollment in education and job training, and asset-building.

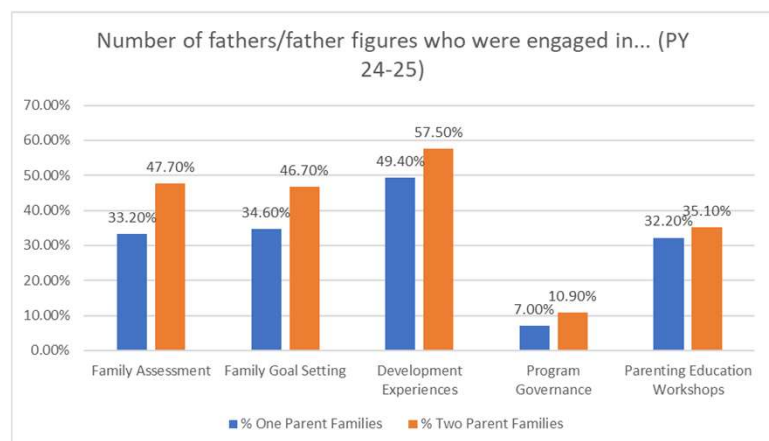
However, this increase is not consistent. There is over a 5% decline in education/job training assistance between PY 23-24 and PY 24-25.

23

Father Engagement by Family Structure

In PY 24-25, fathers/father figures in two-parent families were more engaged in program activities.

Notably, 93.9% of one-parent households during PY 24-25 were women-led. Nearly half of those households still had fathers/father figures engaged in development experiences.

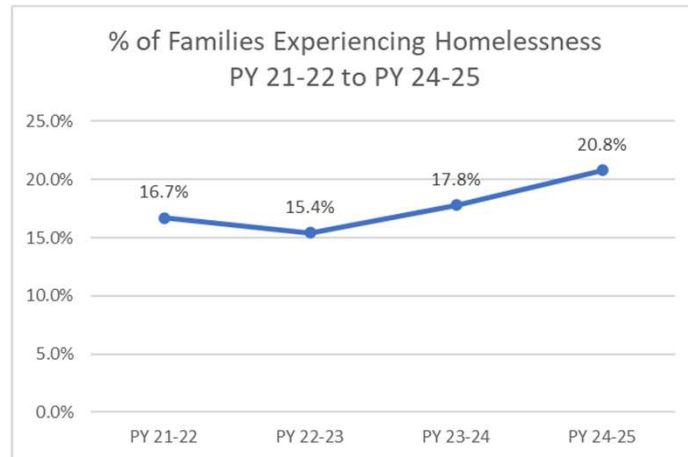


24

Homelessness Services

The percentage of families receiving services for homelessness has increased by 5% over the past four years.

As of PY 24-25, one out of five families enrolled in the program experienced homelessness.





Summary of Findings Fiscal Year 2025-26

OFFICE USE ONLY	Date	Initials
Administrator		
Follow-Up Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- ☒ Contract Monitoring Review (CMR)
☐ Baseline Review
☐ Pilot Program
☐ Follow-up Review

Date:

Contractor: City of Oakland	County/SPA: Alameda Region: 4	Vendor Number: 2174
CSPP Contract Type(s): California State Preschool Program Part-day	Number of Classrooms Observed: Three (3)	
Early Education Division Consultant: Cassandra Lewis	E-mail: clewis@cde.ca.gov	Phone: 916-906-5482
Early Education Division Reviewer(s): Cassandra Lewis		
Initial Review Date(s): November 17 – 21, 2025	Corrective Action Plan Due Date*: January 20, 2026	
Agency Representative (Print): Tracey Black	Title: Program Director/Manager, Governance & State Contracts	Date: November 21, 2025
Agency Representative (Signature): <i>Tracey Black</i>		
Early Education Division Consultant (Signature):		Date:
Eligibility and Support Services Analyst (Signature):		Date:

*All items of not meeting requirements shall be resolved within 60 calendar days. If the item(s) of not meeting requirements cannot be resolved within 60 days, the contractor may request an extension, not to exceed 225 days.

MR = Meets Requirements, DNMR = Does Not Meet Requirement, NR = Not Reviewed

		MR	DNMR	NR
KEY DIMENSION I <u>Family Files</u> (EED1 - EED6)	EED1: Family Selection EED2: Family Eligibility Requirements EED3: Child Need Requirement for Full-day CSPP EED4: Correct Fee Assessed EED5: Compliance with Due Process EED6: Recording/Reporting Attendance	EED1 <input checked="" type="checkbox"/> EED2 <input type="checkbox"/> EED3 <input type="checkbox"/> EED4 <input type="checkbox"/> EED5 <input checked="" type="checkbox"/> EED6 <input type="checkbox"/>	EED1 <input type="checkbox"/> EED2 <input checked="" type="checkbox"/> EED3 <input type="checkbox"/> EED4 <input type="checkbox"/> EED5 <input type="checkbox"/> EED6 <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION II <u>Family Engagement and Strengthening</u> (EED7 – EED9)	EED7: Parent Engagement/Strengthening EED8: Health and Social Services EED9: Community Involvement	EED7 <input checked="" type="checkbox"/> EED8 <input checked="" type="checkbox"/> EED9 <input checked="" type="checkbox"/>	EED7 <input type="checkbox"/> EED8 <input type="checkbox"/> EED9 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION III <u>Program Quality</u> (EED10 – EED19)	EED10: Site Licensure EED11: LEA Exemptions from Licensing EED12: Staff-Child Ratios EED13: CLASS and CLASS Environment EED 14: Additional Environment Requirements EED15: Nutrition EED16: Developmental Profile EED17: Parent Survey EED18: Staff Qualifications EED19: Staff Professional Development Program EED20: Prohibition Against Religious Instruction or Worship	EED10 <input checked="" type="checkbox"/> EED11 <input type="checkbox"/> EED12 <input checked="" type="checkbox"/> EED13 <input checked="" type="checkbox"/> EED14 <input checked="" type="checkbox"/> EED15 <input checked="" type="checkbox"/> EED16 <input checked="" type="checkbox"/> EED17 <input checked="" type="checkbox"/> EED18 <input checked="" type="checkbox"/> EED19 <input checked="" type="checkbox"/> EED 20 <input checked="" type="checkbox"/>	EED10 <input type="checkbox"/> EED11 <input type="checkbox"/> EED12 <input type="checkbox"/> EED13 <input type="checkbox"/> EED14 <input type="checkbox"/> EED15 <input type="checkbox"/> EED16 <input type="checkbox"/> EED17 <input type="checkbox"/> EED18 <input type="checkbox"/> EED19 <input type="checkbox"/> EED 20 <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION IV <u>Administrative</u> (EED20 – EED22)	EED21: Inventory Records EED22: Program Self-Evaluation Process EED23: Written Information	EED21 <input checked="" type="checkbox"/> EED22 <input checked="" type="checkbox"/> EED23 <input checked="" type="checkbox"/>	EED21 <input type="checkbox"/> EED22 <input type="checkbox"/> EED23 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION V <u>Fiscal/Audits</u> (EED23 – EED24)	EED24: Fiscal Reporting EED25: Annual Fiscal Audit	EED24 <input checked="" type="checkbox"/> EED25 <input checked="" type="checkbox"/>	EED24 <input type="checkbox"/> EED25 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Key Dimension Item	EED Review Item	Findings
I	EED2	<p>Family Eligibility Requirements</p> <p>1. The contractor must submit 801 A Reports that are consistent with the certification of services.</p> <p>Per the review of eight (8) family data files and the 801 A Report for September 2025, it is evident that the eligibility status for parents is not accurate. On site, eligibility for all families is documented as “means tested” eligibility which is contrary to the submitted 801 A Report.</p> <p>To resolve this finding, the contractor must submit:</p> <ol style="list-style-type: none"> 1. Evidence of revised 801 A Reports for the 2025-26 fiscal year. 2. Written policies and procedures that will ensure the correction of this finding. 3. Documentation of staff training. 4. Written procedures of a quality control system that will ensure ongoing compliance. <p>2. The application for services must contain the parent's signature, signed under penalty of perjury, and date of the signature.</p> <p>Per the review of eight (8) family data files, it is evident that dates accompanying the parent’s signature are not always written by the parent.</p> <p>To resolve this finding, the contractor must submit:</p> <ol style="list-style-type: none"> 1. Written policies and procedures that will ensure the correction of this finding. 2. Documentation of staff training. 3. Written procedures of a quality control system that will ensure ongoing compliance.

I	EED6	<p>Recording/Reporting Attendance</p> <p>The contractor must ensure that parents (or other adults authorized by the parent to drop off/pick up a child) sign in and out using their full legal signature along with arrival and departure times. Further, excused absences claimed by the contractor must include the parent's full legal signature or the contractor's authorized representative if verification is made by telephone.</p> <p>"Full signature" means the legal signature of the individual (e.g., signature normally used on checks and other documents). If the individual is not literate in written English, the individual may sign with an "X" which must be initialed by the contractor's authorized representative (CSPP Contract Terms and Conditions).</p> <p>Per the review of attendance records for the month of September 2025, and attendance sheets on November 18, 2025, it is evident that parents (or other authorized adults) do not consistently sign with full legal signatures daily nor when signing excused absences.</p> <p>To resolve this finding, the contractor must submit:</p> <ol style="list-style-type: none"> 1. Written policies and procedures that will ensure the correction of this finding. 2. Documentation of staff and parent training. 3. Written procedures of a quality control system that will ensure ongoing compliance.
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Contract Monitoring Review Record of Technical Assistance

Technical Assistance Areas EED 01 – EED 21		Technical Assistance Provided (Additional Consultant Notes)
EED 06	<p><u>Recording and Reporting Attendance</u></p> <p>Select Area of T/TA Needed:</p> <p><input checked="" type="checkbox"/> Ensuring that when an absence is excused due to illness, the verification specifies whether the parent or the child was ill</p> <p><input type="checkbox"/> Maintaining sign-in/sign-out records including obtaining full signatures</p>	<p>When recording excused absences, identify which individual is sick, ill, or has a doctor's appointment.</p>
EED 07	<p><u>Parent Engagement and Strengthening</u></p> <p>Select Area of T/TA Needed:</p> <p><input checked="" type="checkbox"/> Creating parent orientation materials</p> <p><input checked="" type="checkbox"/> Conducting parent/teacher conferences</p> <p><input checked="" type="checkbox"/> Conducting parent meetings</p> <p><input type="checkbox"/> Creating Open Door Policy Statement</p> <p><input type="checkbox"/> Creating Parent Advisory Committee</p> <p><input type="checkbox"/> Creating opportunities for parents to advise contractor on issues</p>	<ol style="list-style-type: none"> 1. Ensure that the orientation for parents includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures. 2. On the parent conference sheets, there is disparity in the content, proficiency, and writing style amongst the teachers. The contractor is encouraged to provide greater support for teachers whose work is not aligned with the contractor's program standards. Then, ensure quality is maintained through monitoring efforts. 3. Although the contractor may solicit targeted responses from parents, seek and document advice from parents regarding services for children and families during local parent committee meetings.
EED 14	<p><u>Additional Environment Requirements</u></p> <p>Select Area of T/TA Needed:</p> <p><input checked="" type="checkbox"/> Improving napping provisions</p> <p><input type="checkbox"/> Improving daily schedules</p>	<p>Cots or mats must be at least 18" apart.</p> <p>Action Required</p> <p>By the due date, submit:</p>

	<input type="checkbox"/> Handwashing procedures posted and followed by adults and children <input type="checkbox"/> Providing staff storage space <input type="checkbox"/> Improving staff work and break space	<ol style="list-style-type: none"> 1. Written procedures for consistent application of the 18" requirement. 2. Evidence of staff training on napping procedures. 3. A diagram for each classroom that illustrates mat/cot placement.
EED 15	<p><u>Nutrition</u></p> <p><i>Select Area of T/TA Needed:</i></p> <input type="checkbox"/> Meals and snacks being developmentally appropriate <input type="checkbox"/> Meals and snacks being culturally appropriate <input type="checkbox"/> Meals and snacks meeting nutritional requirements specified by the Federal Child and Adult Care Food Program or the USDA Child Lunch Programs <input type="checkbox"/> Creating Food Menus <input type="checkbox"/> Listing children with food allergies	<p>Dry goods must be properly stored to prevent contamination by insects and pests. Some stored dry goods are past the expiration date. Staff food is not separated from foods intended for children.</p> <p>Action Required:</p> <p>By the due date, the contractor must provide:</p> <ol style="list-style-type: none"> 1. Evidence of staff training on written procedures to ensure correction of this item 2. Written procedures of a quality control system that will ensure ongoing compliance
EED 16	<p><u>Developmental Profile</u></p> <p><i>Select Area of T/TA Needed:</i></p> <input checked="" type="checkbox"/> Using DRDP data to plan age and developmentally appropriate activities (see activity plans and observation of activity plan implementation) <input type="checkbox"/> Using variety of work samples and anecdotal notes to complete rating <input type="checkbox"/> Completing DRDPs within the required timeline (including submission to DRDP Online) <input type="checkbox"/> Completing DRDP summary of findings	<p>The contractor is encouraged to plan and conduct activities that support children's identified strengths and talents.</p>

EED 23	<p><u>Written Information</u></p> <p>Select Area of T/TA Needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing philosophical statement <input checked="" type="checkbox"/> Providing families with written information regarding eligibility for services, and need verification for full-day CSPP programs <input type="checkbox"/> Providing families with policies and procedures for collection of family fees <input checked="" type="checkbox"/> Creating written policies for parents of their appeal rights and procedures for requesting appeal <input type="checkbox"/> Writing attendance policies <input type="checkbox"/> Writing policies/procedures for provision of meals/snacks <input type="checkbox"/> Writing non-discrimination policies <input type="checkbox"/> Writing policies or statement of Equal Access-Americans with Disabilities Act <input type="checkbox"/> Writing policies for uniform complaint procedures <input type="checkbox"/> Writing board approved policies <input type="checkbox"/> Writing and providing family childcare providers with policies <input checked="" type="checkbox"/> Written information to the parent on suspension, expulsion, and behavior policies 	<p>The contractor's parent handbook was reviewed, and technical assistance was provided.</p>
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Additional Notes
<p>Health and Safety</p> <p>The contractor was alerted to health and safety concerns in the indoor and outdoor environments which include:</p> <ol style="list-style-type: none"> 1. Toxic substances and items labeled "keep out of children's reach" are accessible to children. 2. Small toys and materials that pose a choking hazard are accessible to children. 3. Safe and clean water was not accessible to children outside. 4. Toothbrushes are located directly across from toilets. 5. Leaves and debris litter a play yard perimeter. 6. Kitchen and laundry room are not closed and locked making hazardous materials accessible to children. 7. A monitor to ensure site safety is not strategically placed for safe staff observation. Some sites do not have this safety equipment, though needed.

Action Required:

By the due date, the contractor must provide:

1. Evidence that these issues are resolved. Before and after photos of the corrections made can be included.
2. Evidence of staff training on the identification and resolution of health and safety hazards in the children's indoor and outdoor environments.