



## **CITY OF OAKLAND**

HUMAN SERVICES DEPARTMENT

### **HEAD START PROGRAM**

## ***ADVISORY BOARD MEETING***

### **MEETING AGENDA – FINAL**

**Thursday, 2-19-26**

**3:30-5:00pm**

**In person Meeting Location:**

*Oakland City Hall*

*1 Frank H. Ogawa Plaza, City Council Chambers*

-

**Please See the Agenda to Participate in The Meeting**

*Thank you!!*

**Human Services Department  
HEAD START/EARLY HEAD START PROGRAM**

**ADVISORY BOARD MEETING**

**Day & Time:** Thursday, 2-19-26; 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***

Julia Forte Frudden, Chair  
Christina Michaud, *Vice Chair*

Molly Tafoya  
Dr. Javay Ross  
Kevin Bremond

Dr. Jei Watkins  
(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, February 19, 2026**
2. Review and Approval of **Advisory Board Meeting Minutes, January 18, 2026**

**III. ACTION ITEMS:**

1. **Proposed FY 26-27 Selection Criteria;** *Everado Mendoza, HSD/ECFS Head Start Supervisor*
2. **Funding Requests & Opportunities:** *Diveena Cooppan & Program Staff*
  - a. FY 26-27 Head Start Non-Competitive Baseline Grant Application
3. **Monthly Progress Report Update:** *Diveena Cooppan & Program Staff*
  - a. Monthly Enrollment and Content Area Monitoring Report – *January 2026*
4. **Leadership Transition Notice:** *Diveena Cooppan, ECFS Manager/Head Start Director*
5. **Monthly Financial Report:** *Maricela Avila, HSD/ECFS Budget & Fiscal Manager & Michael Fries, HSD/ECFS Fiscal Analyst*
  - a. Monthly Financial Report (Budget Expenditure Report; CACFP Reports – *January 2026*)
  - b. Purchase Card Report
6. **Policies & Procedures:** *Diveena Cooppan & Program Staff*  
(None at this time.)

**IV. PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan, Program Director/Manager; Parent Policy Council Chair & Program Staff***

- a. **Parent Policy Council Feedback**

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

**1. Current Program Updates:**

- Risk Assessment Notification (RAN) Corrective Action Plan (CAP) Update
- FY25-26 CSPP Contract Monitoring Review (CMR) Corrective Action Plan (CAP) Update
- Governance Training with Breakwater Associates (Saturday in March or April 2026 – TBD)
- FY 25-26 Change in Scope Proposal – Pending Approval from OHS
- ECFS ECE Apprenticeship Program

- Agenda Reports/Resolutions (*Pending*)
    - Measure C – Emergency Early Education Fund Application
    - Cooperative Purchasing Agreement – US Foods
    - FY 26-27 Head Start Non-Competitive Baseline Grant Application
  - Peers Envisioning & Engaging in Recovery Services (PEERS) – *Immigration Support Group* – Free, safe, Spanish-language community space. Mondays, 5:30-7:00pm, via Zoom. Registration - <https://tinyurl.com/lcwpsupport>
- 2. Communication from Office of Head Start and/or City of Oakland Administration:**
- City of Oakland Administrative Instruction:
    - AI 6805 – US Immigration and Customs Enforcement (ICE)

**VI. OPEN FORUM**

**VII. ADJOURNMENT**

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

**Day & Time: Thursday, 01-15-2026; 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  
Kevin Bremond  
Dr. Jei Watkins

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Sarah Trist, *Programs Operations Manager*  
Scott Kim, *Programs Operations Manager*  
Michael Fries, *Fiscal Analyst*  
Brittany Pierce, *Administrative Assistant II*  
Erica Mendoza, *Administrative Assistant I*  
Everardo Mendoza, *ERSEA and Data Program Coordinator*  
Monique Young, *Head Start Supervisor*  
Trisha Barua, *Head Start Program Planner*  
Teresa Sal, *Program Analyst*  
Krischa Esquivel, *Education Manager*  
Ajene Waters – *Office Assistant*  
Maricela Navarro – *Fiscal Manager*  
Equal Access - *International Contact Interpretation Team*  
(4 members present)

**Advisory Board Members Excused:**

Dr. Javay Ross

**Guest**

Annie Banks

**Parent Policy Council**

To Niya Scott -Smith, *Chair*

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Chair Molly Tafoya at 3:32 PM.

**1. Public Comments:** No comments.

## **II. APPROVAL OF AGENDA ITEMS:**

### **1. Review and Approval of Advisory Board Meeting Agenda January 15, 2026.**

*Chair, Tafoya*, called for a motion to approve Advisory Board Meeting Agenda January 15, 2026., with new edits of adding *ABS Contract Amendments* under Action Item #7, *Funding Request & Opportunities*. *Member, Forte Frudden* seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

### **2. Review and Approval of Advisory Board Meeting Minutes, November 20, 2025**

*Member, Forte Frudden* called for a motion to approve Advisory Board Agenda, November 20, 2025. *Vice Chair, Michaud*, seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) 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

Members agreed to postpone the action item until Javy Ross and Dr. Jei Watkins are present.

Dr. Ross's term does not end until a later date, while Chair Tafoya will term out in March.

The board voted to limit this election to the positions of Chair and Vice Chair. As a result, *Member Forte Frudden* was elected as the new Advisory Board Chair, and *Member Michaud* will continue serving as Vice Chair.

*Vice Chair, Michaud* motioned to approve the Advisory Board Officer Elections for F 25-26: *Chair, Tafoya* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

### **2. Monthly Progress Report Update:** Trisha Barua, Program Planner, Data, Monitoring & Continuous Quality Improvement

- Monthly Enrollment and Content Area Monitoring Report – September & October 2025

*Member Forte Frudden* inquired about the vacancy for Head Start instructors. She noted that the vacancy count was 10 in October and 10 in December, despite a hire for the position, and questioned whether the retirement of Digna should have increased the number to 11. Brittany Pierce confirmed that the correct vacancy count is 11 for Head Start and 12 for Early Head Start.

*Forte Frudden* also asked about the type of deficiency noted in the CSPP Summary Finding/Corrective Action Plan. Trisha Barua explained that the findings were related to training and technical assistance. These included reformatting sign-in sheets for attendance to ensure consistency, training staff on their use, updating the Parent Handbook, and implementing various safety and facility improvements, such as proper toothbrush placement and safe water storage.

*Chair, Tafoya*, requested an update on the mobile classroom and staff enrollment capacity. It was noted that Early Head Start is operating at full capacity, while Head Start requires at least two additional Home Visitors to meet enrollment goals. Everardo Mendoza reported that a change-of-scope application has been submitted to reduce some slots, which, if approved, will allow the program to reach full capacity. He also mentioned that although the mobile classroom is not currently serving families, the number of homeless families enrolled has increased to approximately 25% of total enrollees. The ratio for Home-Based and Mobile Classroom remains the same, and once the change of scope is implemented, staffing shortages for Home Visitors should be resolved.

*Member, Forte Frudden*, motioned to move the Monthly Progress Report Update: *Vice Chair, Michaud* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

3. **Monthly Financial Report:** Michael Fries, Fiscal Analyst; HSD Early Childhood & Family Services Division
  - Budget and Expenditures Reports, CACFP Report – October/November 2025
  - Purchase Card Report

*Chair Tafoya* raised a question regarding the 2% increase in the budget and clarified that October was impacted by the government shutdown. She asked whether the 2% increase is typical and if any adjustments are expected later. Michael Fries explained that the primary factor affecting the numbers is that partner contracts have not yet been executed. Typically, a significant amount of funds is allocated back to partners, which would normally change the percentage.

*Vice Chair Michaud* raised a question regarding the PCard report, noting that line 65 lists a \$35 charge for a flight but does not specify what the charge was for. Brittany Pierce clarified that the expense was for a checked bag fee.

*Chair, Tafoya* motioned to approve the Monthly Financial Report: *Vice Chair, Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

4. **Bylaws Review:** *HSD Early Childhood & Family Services Division Program Staff*
  - FY 25-26 Head Start Advisory Board Bylaws

*Member Bremond* motioned to approve Bylaws Review: *Chair, Tafoya* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

5. **FY 25-26 Risk Assessment Notification Corrective Action Plan Progress Report:** Director Diveena Cooppan
  - Request for Advisory Board to Receive Progress Report on the FY 25-26 Risk Assessment Notification Corrective Action

*Member Bremond* requested clarification regarding the review process and its follow-up plans. Diveena Cooppan explained that the review will be conducted virtually and focuses on evaluating what has been implemented, such as training documentation, monitoring records, system changes, and other relevant materials. After the review, the outcome may result in a pass, or the findings could be classified as a

deficiency. In such cases, a corrective action plan is established to address the identified issues.

*Chair, Tafoya* motioned to acknowledge the receiving of FY 25-26 Risk Assessment Notification Corrective Action Plan Progress Report: *Member Frudden* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

**6. Policies & Procedures:**

- None currently.

**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 Food

*Chair, Tafoya* motioned to approve the Agenda Report/Resolution for Cooperative Purchasing Agreement – US Food: *Member Frudden* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response:

- ABS Contract Amendment

*Chair Tafoya* raised the topic of incentives for securing longer-term contracts. Scott clarified that the incentive lies in avoiding the need to go through the contracting process frequently, as maintaining a long-term agreement reduces administrative burden.

*Vice Chair, Michaud* motioned to approve the ABS Contract Amendment: *Member Frudden* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response:

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

- **Parent Policy Council Feedback**

*Parent Policy Council Chair Scott-Smith* shared program improvements and highlighted recent accomplishments. She noted the upcoming conclusion of participation in the National League of Cities. The program has been invited to present its governance model at the National Head Start Conference in Minneapolis. Additionally, the Council has established a strong relationship with the new Director of HSD. One notable accomplishment is that the Parent Policy Council now consists primarily of male and multi-generational members. Scott-Smith also announced the new Chair for the Parent Policy Council, Cheryl Hidalgo.

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

**1. Current Program Updates:**

- Receive a Report on the FY 25-26 Community Assessment

Trisha Barua gave an overview of the Community Assessment, explaining that it aligns with government language guidance. The assessment provides a comprehensive look at the community landscape and identifies key components. Next month, the Early Childhood Environmental Landscape Assessment will be reviewed, including the full range of City of Oakland chart requirements.

*Member Frudden* revisited the discussion about Selection Criteria, specifically the idea of awarding points for Environmental Health Impacts. Trisha explained that the program's priority areas remain Fruitvale, East Oakland, and San Antonio. Last year, *Member, Dr. Ross*, also wanted to research adding factors like Incarceration and Kinship care to the criteria. For February, Everardo Mendoza will review how to include Environmental Health Impact and Incarceration/Kinship care in the Selection Criteria, as suggested by *Member Frudden*.

- 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**

*Member Frudden* shared an update on recent legislation affecting Head Start. A nationwide injunction has been granted, and there's until March 7th to appeal. For now, the DEI ban and mass layoffs are on hold. The federal government and Head Start cannot require the Head Start program to implement anything related to the DEI ban, and they are not allowed to fire or put anyone on Administrative Leave because of it.

**VII. ADJOURNMENT**

- Chair, Tafoya, called for a motion to **Adjourn the Advisory Board Meeting** *Vice Chair, Michaud* seconded the motion.
  - Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 4:50 pm

Submitted by  
**Erica Mendoza**  
Administrative Assistant I



**Early Childhood and Family Services**

150 Frank H. Ogawa Plaza, Suite 5352 Oakland, CA 94612

TEL: (510) 238-3165 FAX: (510) 238-6784 www.oaklandheadstart.com

**2026 SELECTION CRITERIA**

The selection criteria will be used to formally select children and families to participate in the City of Oakland Early Childhood and Family Services Program. The program has developed a point system that uses the ChildPlus software database to generate a waiting list of eligible families. Program applications received are ranked and placed on a priority list according to this system and participants are selected from the list as vacancies occur.

Eligibility Criteria	Points
Experiencing Homelessness	300
Children in Foster Care	300
Children from families receiving Public Assistance: TANF and/or Supplemental Security Income	150
Children from families receiving Public Assistance: Federal Supplemental Nutrition Assistance Program (SNAP) / CalFresh	100
Families with Incomes: 0 to 50% FPL	100
Families with Incomes: 51% to 75% FPL	50
Families with Incomes: 76% to 100% FPL	25
Age Criteria – Head Start Preschool	Points
<b>Transition from Early Head Start to Head Start Program</b>	<b>1000</b>
Class Age 3 years old	125
Class Age 4 years old (Including TK age eligible)	25
Age Criteria – Early Head Start	Points
Pregnant Women	150
Birth to 18 Months Old	100
18 months or older	25
Child Disability	Points
Diagnosed with current <i>IFSP</i> or <i>IEP</i> from RCEB or OUSD (eligible for services under IDEA)	75
Parental Status/Other Situations:	Points
Staff members' children	300
Informal kinship care arrangements (not supervised by the child welfare system)	150
Transfer from another Early Head Start/Head Start Program	50
Homeless families in imminent risk of unsheltered/unstable housing situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.	50
Child Protective Services (CPS) (At Risk for Abuse or Neglect) or Court Order	50
<b>Family in Crisis (death of a family household member, exposed to violence, domestic violence, chronic/terminal illness, incarceration, mental health concerns, fire or another catastrophic event, etc</b>	<b>50</b>
Teen parent(s) 19 years or younger.	25

**Commented [EM1]:** To ensure Transitions from EHS to HS get placed at 3 years.

**RATIONALE:**

City of Oakland must annually establish selection criteria that weigh and rank the prioritization of eligible participants based on community needs identified in the community assessment, as described in §1302.11(b). In addition to the community assessment, the selection criteria also factor in the family’s income, whether the child is experiencing homelessness, whether the child is in foster care, the child’s age, whether the child is eligible for special education or early intervention services as determined under the Individuals with Disabilities Education Act (IDEA), and any other relevant family or child risk factors. Using the 2025-2026 City of Oakland Community Assessment and family needs data, the program will target the following three populations for recruitment and outreach:

- 1) Hard to reach families with children experiencing homelessness who do not reside in shelters and may be living in cars, abandoned buildings, and other uninhabitable places;
- 2) 3-year-old children transitioning from Early Head Start to Head Start, to provide continuity of care and meet the need for comprehensive, subsidized early care and education services for 3-year-old children in Oakland, and
- 3) 4-year-old children whose next stop is Transitional Kindergarten (TK) or Kindergarten;

**ELIGIBILITY CRITERIA:**

**Categorically Eligible:** If one of these categories can be verified, income information is not required.

- Families experiencing homelessness: includes families housed with other families with no residence of their own, families in a shelter program, and families that are unsheltered.
- Families receiving Public Assistance: includes families receiving TANF/CalWORKs, Supplemental Security Income (SSI), and SNAP/CalFresh.
- Children in Foster Care/families who receive aid through Foster Care payments.

**Income Category:** Federal Poverty Level (updated annually)

- Families with Incomes under the Federal Poverty Level: Zero to 50%, 51% to 75%, and 76% to 100%

**Excessive Housing Costs:** Families who exceed the FPL guidelines below may submit housing and utility expenses. The program may reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.

**2026 FEDERAL POVERTY GUIDELINES**

The 2026 poverty guidelines are in effect as of January 13, 2026

Household / Family Size	100% or Below	101% to 130%
1	\$15,960	\$20,748.00
2	\$21,640	\$28,132.00
3	\$27,320	\$35,516.00
4	\$33,000	\$42,900.00
5	\$38,680	\$50,284.00
6	\$44,360	\$57,668.00
7	\$50,040	\$65,052.00
8	\$55,720	\$72,436.00

**Over-income families:**

Families that are over-income (making above 130% based on poverty guideline chart above) are welcome to apply for services. Over-Income families will be considered for enrollment if City of Oakland determines the need based off the Head Start Performance Standards and City of Oakland Policies & Procedures. Families with a child(ren) with an active IEP/IFSP who are over-income will receive priority over other over-income eligible families.

**AGE:** Age, in addition to other criteria, determines which families receive priority.

**Infants/Toddlers/Pregnant Women: 0 to 3 years old**

- **Pregnant women & children under 18 months:** Whenever an enrolled pregnant women delivers her baby, the infant will subsequently be enrolled in the Early Head Start Program, to promote continuity of care. Alameda County ranks among the lowest statewide for percentage of women receiving adequate prenatal care.
- **18 months or older (Early Head Start):** A child who is 18 months or older on December 2<sup>nd</sup>.

**Preschool: 3 to 5 years old**

- **Transition from Early Head Start:** Provided that the family remains income or categorically eligible, a child who was enrolled in the EHS program and is now age-eligible to transition to the HSP program receives priority over new applicants to support development and promote continuity of care. PS. 1302.12 (j)(4)
- **Three (3) year-olds:** A child who turns three on or before December 1st of the of the enrollment year
- **Four (4) -year-olds:** A child who turns four on or before September 1st
- **TK-Eligible children:** A child whose 5th birthday falls between September 2, 2026 and June 2, 2027. TK-eligible children are age-eligible for Head Start Preschool services.

**DISABILITIES:**

- A child with an Individualized Family Service Plan (IFSP), certified by Regional Center of the East Bay (RCEB), or a child with an Individualized Education Program (IEP), a certified by the Oakland Unified School District (OUSD).
- 10% of eligible children served shall be children with a diagnosed disability or eligible for services under IDEA (Individuals with Disabilities Education Act). 10% of actual enrollment.

**PARENTAL STATUS/OTHER SITUATIONS:**

- Staff members' children – To support the recruitment and retention of staff. Staff must be employed or have an official employment start date with City of Oakland Head Start Program, and meet income or categorical eligibility requirements.
- Informal kinship care arrangements – “Informal” kinship care families who are not supervised by the child welfare system. Most children in kinship care in the US are informal placements.
  - *Increased from 75 to 150 points for PY 2025-26 to give same priority as formal kinship care arrangements.*
- Transfer from other HSP/EHS programs – to provide continuity of care to HSP/EHS children moving to Oakland.
- Referral from Homeless Shelter, Social Service Agency/Health Agency.
- Family in Crisis – families who volunteer or self-disclose this information at time of application.
- Involvement in Child Protective Services (the child is at risk for abuse or neglect) or a court order.
- Parent(s) ages 19 years old or younger.
- Families experiencing homelessness or are in imminent risk of being unsheltered/unstable; families living in a car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.

**The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins for the upcoming school year.**



**FY 2026-27**  
**Head Start Non-Competitive Baseline Grant Application**  
**(For new 5-year Grant Cycle - FY 2026 – 2031)**

**A. Introduction**

Following the submittal of the initial Head Start baseline grant application, grantees submit an annual Continuation Funding Application (CFA). In the non-competitive baseline application, which initiates a new five-year grant cycle, July 1, 2026 – June 30, 2031, grantees describe any changes to the program design, goals, approach to service delivery, and supporting budget.

Grantees provide a rationale for changes, such as changes to program scope, updates resulting from ongoing monitoring, or using data for continuous improvement, as described in 1302.102(b)-(c) of the Head Start Program Performance Standards (HSPPS) (August 2024). Also, grantees describe challenges with implementing the program design and how they are working to address those challenges.

The organization of the Head Start baseline grant application is straightforward, consists of three primary parts, a series of sub-sections, and is outline below:

- **Part I - Application Narrative**, which consists of the following basic multi-component sub-sections, that include:
  - ✓ **Sub Section A. Service Delivery**
    1. Service and Recruitment Area
    2. Needs of Children and Families
    3. Proposed Program Operation and Funded Enrollment Slots
    4. Eligibility, Recruitment, Selection, Enrollment, and Attendance
    5. Education and Child Development
    6. Health
    7. Family and Community Engagement
    8. Services for Children with Disabilities
    9. Transition
    10. Services to Enrollment Pregnant Women
    11. Transportation
  - ✓ **Sub-Section B: Governance, Organizational and Management Structures**, which consists of the following three elements:
    1. Governance
    2. Human Resources Management
    3. Program Management and Quality Improvement
- **Part II – Budget Justification**, which consists of the following two elements:
  1. Program Operations
  2. Training & Technical Assistance
- **Part III – Documents**
  1. Program Narrative and Budget Justification
  2. Cost Allocation Plan
  3. Indirect Cost Rate Agreement
  4. Sample Contracts (if applicable)

## **B. Summary of Key Updates of Proposed Application**

### **Sub-Section A: Service Delivery**

#### **Updates to this section will focus on the following areas:**

- Chosen Program Option(s) and Funded Enrollment Slots (i.e. full-day center-based, home-based, a modified home-based mobile classroom, and family child care for 449 slots)
- Centers and Facilities
- Eligibility, Recruitment, Selection, Enrollment, and Attendance

#### **Program Duration**

For the 2026-27 program year, City of Oakland Head Start, Prenatal to 5 program will operate for approximately 180 days per year.

#### **Program Description**

The City's Head Start program will submit a continuation application to the Office of Head Start, by April 1, 2026, that allows the city to continue providing free, high-quality, comprehensive early care and education programming to children and families with limited economic resources, so that children start school ready to succeed. Learning environments promote social and emotional development, growth, and abilities, including self-regulation and social expression.

Oakland Head Start learning environments also promote early learning experiences and the development of school readiness skills in the learning domain areas of physical health and development; approaches toward learning; communication, language usage, and literacy, and cognition and general knowledge.

#### **Proposed Program Options and Funded Enrollment Slots**

The demand for comprehensive, developmentally appropriate services is rising—especially for full-day and Early Head Start center-based programs. The recent TANF regulation changes, effective January 2026, mean more families must attend school or seek part-time employment, intensifying the need for flexible, high-quality care.

Our program's various options, including center-based, home-based, family child care, and dedicated support for pregnant females, are strategically designed to meet these evolving needs. This approach ensures that every child and family receive the right support at the right time, positioning our program, as both responsive and essential for the community. Table 1 illustrates the program options we intend to provide in the upcoming, FY 26-27 program year:

**Table 1: Proposed Funded Slots by Program Option**

<b>Program Option</b>	<b>HSP</b>	<b>EHS</b>	<b>Total</b>
Center-Based	96	90	186
Home-Based	60	144	204
Family Child Care	33	26	59
<b>Totals</b>	<b>189</b>	<b>260</b>	<b>449</b>

#### **Core Program Service Areas in FY 2026-2027**

City of Oakland Head Start program delivers services to children and families in core areas of early learning, health, and family well-being in each of these program options, engaging parents as partners throughout the process. The program model includes family leadership and advocacy with the Parent Policy Council representing the entire program with Parent Policy Council Representatives and Parent Committees at every site, who elect Parent Policy Council Representatives, annually, ensuring that the program goals and services are responsive to and driven by community voice.

Oakland Head Start/Early Head Start program will continue to operate the following program service options in FY 2026-2027:

**a) Full-day, Center-Based** Head Start and Early Head Start services, operated by the City of Oakland (the Grantee);

**b) Home-Based** Head Start and Early Head Start services operated by the Grantee and Partner Agency providing education, developmental and family services at homes and at the Home-Based centers,

**c) Expectant Families Program** that offers health and nutrition, in addition to pre/postnatal and early parenting classes, newborn home visits, and transition of infants to the Early Head Start Program by the Grantee and Partner Agency;

**d) Family Child Care Partnership (FCC) Program** in partnership with BANANAS, Inc. Resource and Referral Agency, Oakland Head Start works with licensed family child care providers, *Tiny Steps Program*, throughout the city to provide Early Head Start & Head Start comprehensive services; and

**e) Modified Home-Based Mobile Classroom Program** that offers early learning education, child development, and family services in a mobile vehicle classroom setting at family shelters and other locations where unhoused families can be served.

#### **Selection Criteria**

The complete Selection Criteria for FY 2026-27 will be provided for final review and approval by the Parent Policy Council and Advisory Board at the Parent Policy Council and Advisory Board Meetings in March 2026.

### **Sub-Section B: Governance, Organizational, and Management Structures**

#### **Governance**

This section will highlight the review and revision to the By-laws (if deemed necessary), and the Parent Policy Council and Advisory Board partnership through liaisons attending and presenting at meetings.

#### **Human Resources Management**

The HS program's organizational chart outlines clear lines of supervision and support. Key management positions include the HS Director, an Education Manager (overseeing curriculum and coaching), a Family Services Coordinator, a Health Services Planner, an ERSEA Coordinator, and center-based Center Directors at each site. Additionally, we have specialists for disabilities services, mental health services nutrition services, home-based services, family child care services, and monitoring and continuous quality improvement. Each center has Teachers (Instructors) and Assistant Teachers (Associate Instructors), as well as floating Teacher aides, as needed. Home-based services have a Home-Based Specialist, and a team of Home Visitors. All staff ultimately report to the HS Director, who reports to the City's Human Services Department Director.

Program to establish pay scales: All teaching staff meet or exceed Head Start qualification standards (every Lead Teacher has at least an AA in ECE, many have BAs; Assistants have California Child Development Permits). The COO conducted a wage-comparability study and determined that salary increases were needed. Year 5 (FY 2025-26) included salary increases for many positions: e.g., creating higher-paying Instructor II and III roles means a teacher with a BA can earn 25–34% more than before, and Home Visitors received a 13% salary increase. These adjustments bring salaries closer to those in local school districts and other ECE providers, helping stabilize our workforce. The baseline application, as proposed in the Change of Scope, will create journey-level positions for early childhood development staff. The City of Oakland proposes to create the following new positions:

**Program Management and Quality Improvement**

This section will include findings from the Self-Assessment soon underway. The Self-Assessment will focus on Fiscal Management and Health & Safety. The program will present the detailed analysis of the Self-Assessment at the May 2026 Parent Policy Council and Advisory Board meetings. The findings and corrective action plans will be included in the continuation application.

**Section II. Budget and Budget Justification Narrative**

The program will provide a comprehensive budget that aligns with the proposed program approach and identifies allowable costs and is aggregated by object class category.

The Office of Head Start Federal Grant Revenue for FY 26-27 is \$13,797,057. The program will complete separate detailed budgets for Head Start and Early Head Start, in alignment with **Tables 2-7**, below:

**Table 2: Head Start Grant Award for FY 26-27**

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

**Table 3: Projected Early Head Start Budget for FY 26-27**

<b>EHS Cost Categories</b>	<b>Federal Share</b>	<b>Training Technical Assistance</b>	<b>Non-Federal Share</b>	<b>EHS Total</b>
Personnel	3,183,130	-	1,024,146	4,207,276
Fringe Benefits	2,386,228	-	670,572	3,056,800
<b>Personnel Total</b>	<b>5,569,358</b>	<b>-</b>	<b>1,694,718</b>	<b>7,264,076</b>
Travel Costs	30,472	-	-	30,472
Equipment	-	-	-	-
Supplies	80,000	-	33,903	113,903
Contractual	1,348,806	-	184,041	1,532,847
Construction	-	-	-	-
Other	215,062	118,878	126,247	460,187
<b>Total Direct Charges</b>	<b>7,243,698</b>	<b>118,878</b>	<b>2,038,909</b>	<b>9,401,485</b>
Indirect Charges 9.37% of personnel & fringe	521,849	-	158,795	680,644
<b>Total Costs</b>	<b>7,765,547</b>	<b>118,878</b>	<b>2,197,704</b>	<b>10,082,129</b>

**Table 4: Projected Head Start Budget for FY 26-27**

<b>HS Cost Categories</b>	<b>Federal Share</b>	<b>Training Technical Assistance</b>	<b>Non-Federal Share</b>	<b>HS Total</b>
Personnel	2,423,327	-	544,293	2,967,620
Fringe Benefits	1,764,470	-	376,469	2,140,939
<b>Personnel Total</b>	<b>4,187,797</b>	<b>-</b>	<b>920,762</b>	<b>5,108,559</b>
Travel Costs	2,264	-	-	2,264
Equipment	-	-	-	-
Supplies	50,000	-	26,215	76,215
Contractual	1,209,208	-	184,040	1,393,248
Construction	-	-	-	-
Other	4,215	66,752	34,269	105,236
<b>Total Direct Charges</b>	<b>5,453,484</b>	<b>66,752</b>	<b>1,165,286</b>	<b>6,685,522</b>
Indirect Charges 9.37% of personnel & fringe	392,397	-	86,275	478,672
<b>Total Costs</b>	<b>5,845,880</b>	<b>66,752</b>	<b>1,251,561</b>	<b>7,164,193</b>

**Table 5: Projected Combined HS and EHS Total Budget for FY 26-27**

HS+EHS Cost Categories	Federal Share	Training Technical Assistance	Non-Federal Share	HS+EHS Total
Personnel	5,606,457	-	1,568,439	7,174,896
Fringe Benefits	4,150,698	-	1,047,041	5,197,739
<b>Personnel Total</b>	<b>9,757,155</b>	<b>-</b>	<b>2,615,480</b>	<b>12,372,635</b>
Travel Costs	32,736	-	-	32,736
Equipment	-	-	-	-
Supplies	130,000	-	60,118	190,118
Contractual	2,558,014	-	368,081	2,926,095
Construction	-	-	-	-
Other	219,277	185,630	160,516	565,423
<b>Total Direct Charges</b>	<b>12,697,182</b>	<b>185,630</b>	<b>3,204,195</b>	<b>16,087,007</b>
Indirect Charges 9.37% of Personnel & Fringe	914,245	-	245,070	1,159,316
<b>Total Costs</b>	<b>13,611,427</b>	<b>185,630</b>	<b>3,449,265</b>	<b>17,246,322</b>

**Table 6: Projected Combined HS and EHS Total Budget for FY 25-26 vs FY 26-27**

HS+EHS Cost Categories	FY 25-26 HS+EHS Total	FY 26-27 HS+EHS Total	Variance
Personnel	7,644,816	7,174,896	(469,921)
Fringe Benefits	3,897,266	5,197,739	1,300,473
<b>Personnel Total</b>	<b>11,542,082</b>	<b>12,372,635</b>	<b>830,553</b>
Travel Costs	42,735	32,736	(9,999)
Equipment	-	-	-
Supplies	164,858	190,118	25,260
Contractual	3,442,970	2,926,095	(516,875)
Construction	-	-	-
Other (Includes TTA)	972,184	565,423	(406,761)
<b>Total Direct Charges</b>	<b>16,164,829</b>	<b>16,087,007</b>	<b>(77,823)</b>
Indirect Charges 9.37% of Personnel & Fringe	1,081,493	1,159,316	77,823
<b>Total Costs</b>	<b>17,246,322</b>	<b>17,246,322</b>	<b>-</b>

**Table 7: Combined HS and EHS Federal Share Total Budget FY 25-26 vs FY 26-27**

HS+EHS Cost Categories	FY 25-26 HS+EHS Federal Share Total	FY 26-27 HS+EHS Federal Share Total	Variance
Personnel	6,076,377	5,606,457	(469,921)
Fringe Benefits	2,776,926	4,150,698	1,373,772
<b>Personnel Total</b>	<b>8,853,303</b>	<b>9,757,155</b>	<b>903,852</b>
Travel Costs	42,735	32,736	(9,999)
Equipment	-	-	-
Supplies	104,740	130,000	25,260
Contractual	3,155,056	2,558,014	(597,042)
Construction	-	-	-
Other (Includes TTA)	811,668	404,907	(406,761)
<b>Total Direct Charges</b>	<b>12,967,502</b>	<b>12,882,812</b>	<b>(84,691)</b>
Indirect Charges 9.37% of Personnel & Fringe	829,555	914,245	84,690
<b>Total Costs</b>	<b>13,797,057</b>	<b>13,797,057</b>	<b>-</b>

**Documents required to accompany the continuation application.**

The following documents will be included in the grant application, as part of a complete grant application package:

- Program and Budget Justification Narratives
- Cost Allocation Plan
- Indirect Cost Rate Agreement (Per City records, show a proposal of a 9.37% indirect cost rate)
- Sample Partnership Contracts, if applicable.

# Mommy & Me Time

Life was like a box of chocolates, you never know what you're gonna get.

TO MAKE  
EACH DAY  
COUNT



*At Brookfield, caregivers participate in a garden socialization after school. A mom decorates the garden, as well as helps her child with watering plants and identifying her name on a pot. This family engagement project beautified the center's outdoor space, built community amongst families, and focused on children's fine motor and literacy skills (Photos/Design by Family Advocate Michelle Luong)*

**CITY OF OAKLAND  
EARLY CHILDHOOD & FAMILY SERVICES  
PARENT POLICY COUNCIL AND ADVISORY BOARD  
JANUARY 2026 :: MONTHLY REPORT**

**AT-A-GLANCE: JANUARY 2026**

	<b>Preschool</b>	<b>Infant/Toddler</b>	<b>Current Total</b>
HS Enrolled/Funded	167/292	253/330	420/622
HS Enrolled/Funded (%)	57%	77%	68%
HS Actual Enrollment/Staff Capacity	166/179	241/259	407/438
HS Actual Enrollment/Staff Capacity (%)	93%	93%	93%
OCI Enrolled/Funded	31/40	8/12	39/52
OCI Enrolled/Funded (%)	78%	67%	75%
OCI Actual Enrollment/Staff Capacity	28/28	6/8	34/36
OCI Actual Enrollment/Staff Capacity (%)	100%	75%	94%
Program-wide Enrolled/Funded	198/332 (60%)	261/342 (76%)	459/674 (68%)
Program-wide Actual Enrollment/Staff Capacity	194/207 (93%)	247/267 (93%)	441/474 (93%)
Daily-attendance	80.4%	79.1%	80.1%
Medical Home	99.5%	99.5%	99.5%
Health Insurance	100%	99.5%	99.8%
Physical exam/Well-baby Check	96.4%	76.4%	85.3%
Updated Immunizations	98.5%	92.1%	95%
Hearing Screening	98.4%	90.5%	94.2%
Vision Screening	98.9%	91.0%	94.7%
Growth Screening	96.8%	94.3%	95.5%
Dental Home	98.9%	95.5%	97.3%
Dental Exam	92.6%	89.3%	90.9%
Nutrition Screening	99.5%	99.5%	99.5%
Health & Developmental History	99.5%	100%	99.8%
% 1st Family Outcomes Assessment (FOA)	95%	100%	98%
% 2nd Family Outcomes Assessment (FOA)	98%	97%	98%
Developmental Screening (ASQ)	97%	97%	97%
Behavioral Screening – (ASQ-SE)	93%	86%	89%
Referrals to RCEB or OUSD	10	1	18*
Children enrolled with IFSP or IEP	35	22	57
% of children enrolled with an IFSP or ISP	12.7% of actual enrollment		

*\*Includes 7 closed IFSPs pending transition to IEPs*

## INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Education Management Bulletin 26-01 \(January 2026\)](#): Support to California State Preschool Program Cost of Care Plus Rate Allocations and One-Time Stabilization Payments for Family Child Care Providers
- [California Department of Social Services Community Care Licensing PIN 26-01-CCP \(1/8/26\)](#): Child Care Licensing Webinars
- [California Department of Social Services Community Care Licensing PIN 26-02-CCLD \(1/16/26\)](#): Employee Transfers (Mass Roster Transfers) Through the Regional Office

## ATTENDANCE & ENROLLMENT

- The Average Daily Attendance for January 2026 is programwide is 80.1%, which is 4.9% below the 85% threshold established by the Office of Head Start.
- Attendance is higher than the previous month's 75% average daily attendance
- 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.

## DISABILITIES & MENTAL HEALTH

- 57 children have IFSPs or IEPs, a total of 12.7% of all enrolled children programwide.
  - 52 of those children are enrolled in Early Head Start or Head Start, which means that federally funded program options are 13.2% enrolled, 3.2% 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 (35%); Autism (School District) (35%)
- Specialized / Vendor Services for children with disabilities
  - Speech Language Pathology or Individual Disability Services in place for 7 children at 6 Infant/Toddler sites
  - Applied Behavior Analysis in place for 7 children at 7 sites
- On January 24 and 31, teachers from 7 centers participated in Module 2 of the teaching Pyramid training, which focused on the second tier of the Pyramid model – targeted social emotional supports. Classrooms received a materials kit with resources.
- Mental Health Consultations have focused on building relationships with children, families, and center-based staff in order to learn about unique needs. 10 consultations took place across 5 centers:
  - 2 consultations through IECMHC Network
  - 8 consultations through Jewish Family and Children's Services

## HEALTH & NUTRITION

- Partnered with Alameda County Office of Dental Health to provide staff with refresher training on the importance of early dental care and timely treatment.
- At the request of several centers, Nurse Elaine has been conducting sensory screenings.
- Successfully completed CACFP Administrative Review
- The next Health and Mental Health Services Advisory Committee Meeting will take place in-person on Tuesday, May 12, 2026 - 9:00 AM - 12:00 PM, location to be determined.
- Medical exams for infant/toddlers went up (76%) compared to last month (66%). In general, physical exams increased by 5% for our program compared to December 2025.
- Dental exams also increased since last month and are at 90.9%; this is 2% higher compared to January 2025 (88.9%).

## JANUARY FOOD ACTIVITY: MANDARINS

### Orange Creamsicle Smoothie

Serving size ¼ c  
Serves 12



#### Ingredients

- 3 mandarins
- 1 banana (freeze overnight for a colder smoothie experience)
- 1 cup yogurt
- 1 teaspoon vanilla, optional
- Pinch of cinnamon
- For a zippy tart flavor, consider adding one inch of orange peel

#### Equipment

- Knife
- Cutting board
- Blender
- Measuring cup
- Large spoon or spatula for stirring
- Small cups

\*For citrus allergies, omit mandarins and double the bananas.

#### Instructions:

1. Peel oranges. Cut into quarters.
2. Peel banana(s). Cut into chunks.
3. In blender pitcher, add yogurt, oranges, bananas, vanilla, cinnamon, and peel if using.
4. Using low speed, start blending. Increase speed until mixture is well combined and smooth, about one minute.
5. Pour into cups to serve.

*Children at Brookfield, San Antonio CDC, and West Grand learn about mandarins and make delicious Orange Creamsicle Smoothies with their teachers.*



## **FAMILY SERVICES & COMMUNITY ENGAGEMENT**

- Brookfield had a Caregiver/Child Gardening Event
- All sites celebrated Martin Luther King, Jr. Day
- Midyear Family Outcomes Assessment (FOA 2) shows improvement in
  - Employment
  - Financial Literacy
  - Mental Health & Family Wellness
  - Education
  - Clothing (Diaper Distribution)

### **ADVOCATE'S CORNER – Family Service Workers share how they collaborate with families to strengthen outcomes and navigate systems.**

*Upon reviewing a child's Well Baby Check, I noticed that the health care provider wrote referred to Regional Center for Therapy for developmental delay and speech delay. The child was not receiving speech services. The health care provider had completed a referral; however, communication was very difficult due to a language barrier. The family reports that their child talks at home, but sometimes it is hard to understand him. The caregivers were very concerned regarding his speech because he would get upset when other people do not understand him.*

*During discussion with the child's dad, I found out that he was contacted by Regional Center for their child once, however no one followed up with him. I had the dad complete a Release of Information Authorization, so that we could contact Regional Center. It took a few months before Regional Center assigned the child a case worker who could communicate with him. Now, this child will begin to receive services on site for speech therapy in February, and he has a regular case worker.*

- By Conterenia Farrish



*A father and son  
garden together at  
Brookfield*

## EDUCATION & SCHOOL READINESS

- The Program started CLASS observations for four classrooms
- A preliminary draft of School Readiness Goals for the next Head Start 5-Year Grant Cycle has been shared with Program Leadership and Center Directors.
- Curriculum Fidelity observations, focused on physical environments and classroom structure took place in December for all Early Head Start and Head Start classrooms. Analysis in January shows the following:
  - Strengths: Care and Safety
  - Areas for Improvement: How Learning is Made Visible, How Culture and Language are Reflected, and How Goals Guide Improvement
    - Opportunity to Improve materials, visuals, language supports, and goal-setting to have classrooms become high-impact, learning-rich environments
- Center Highlight: Lion Creek Crossing
  - The Plan of Possibility for Lion Creek Early Head Start was filled with activities to promote gross motor development, such as having children explore the new outdoor yard by running, climbing, and balancing.

## HOME-BASED PROGRAM

- Home-Based had two socializations in January
  - 1/9 – *Healthy Foods*, which 12 families attended
    - Families explored age-appropriate nutrition, discussed simple ways to encourage healthy eating at home, and engaged in activities that supported positive food experiences for young children.
  - 1/23 – *Routines*, which 9 families attended
    - Families discussed the importance of predictable daily routines, shared strategies for building consistent schedules, and practiced activities that support smoother transitions for children at home.
- Home-Based completed 266 Home Visits in January

## HOME-BASED IMPACT STORY

*A family in our program recently welcomed twins, both of whom required NICU care. One infant went home earlier, while the second remained hospitalized and continued to rely on a feeding tube even after discharge. The mother faced multiple challenges, including limited literacy, language barriers, unfamiliarity with American systems, and concerns related to immigration status, making interactions with official programs stressful and overwhelming.*

*The family was matched with a home visitor who spoke the mother's primary language. Through consistent visits, trust-building, and collaboration with community supports, the home visitor helped the family feel safer engaging with systems they had previously avoided.*

*This month, the home visitor supported the family in pursuing permanent housing through a specialized program for NICU families. By reviewing complex forms together, assisting with applications, attending meetings, and coordinating with program staff, the home visitor ensured the family's needs were clearly communicated and that the process moved forward.*

*As a result, the mother gained confidence navigating systems that once felt intimidating, was able to advocate for her family, and could focus on caring for her children. This case demonstrates the positive outcomes that result from tailored, hands-on support, problem-solving, and trust-based relationships.*



*Children learned about healthy foods during circle time through songs and by creating a chart comparing healthy and unhealthy foods.*

*Children built their daily routines with support, and parents shared their routines during circle time.*



## **PREGNANT PARTICIPANTS**

Total expectant parents served this Program Year	38
City of Oakland to date	31
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	70%
Number of babies born in January	5
Number of babies born in Program Year 25-26	26

- The Program is serving a current total of 14 pregnant participants
  - Home-Based: 10
  - Brighter Beginnings: 4
- 5 participants completed the program
- 4 new participants enrolled

## **SAFETY AND FACILITIES**

- Brookfield's Kitchen faucet passed the re-test for lead. The results were received on 1/13/2026 showing compliance with the lead water requirements set by CA Dept of Social Services.
- Jotforms for the Daily Indoor and Outdoor Safe Environment checklist were implemented across all centers starting January 5<sup>th</sup>. Facilities Work Orders and Dry Goods Supply Orders are now all on Jotforms, which means these forms are digitized and no longer on paper.
- All Tiny Steps sites have updated and restocked on emergency supplies.

## 25-26 PARENT POLICY COUNCIL PROFILES

*New and Returning PPC Members share their motivations and goals for joining PPC, as well as their hopes for the child's experience in the program.*

I want to be a voice for fathers in Oakland and learn about the Head Start Program at a different level. I am committed to do the best I can in contributing to the Program. I hope that my son continues to grow and experiences school in a better way than I did.

**Leondre Stansberry**  
**Broadway**  
**New Member**



My son is trying to find new ways to grow up in a system that was designed for certain people. I want to make sure that certain families can stay together in two-parent households, rather than one-parent or single-mom households. There needs to be a lot of parent counseling, especially in certain communities. I want my son to learn how to do a trade and have enough money for it—not just get a job, because even with a high school diploma, people still can't find jobs. Last but not least, I want to help my son start his own business with family support or get into some kind of trade, so he can earn enough support himself wherever he decides to live, not matter the outcome. I think it's important to rebuild certain communities and make sure they stay together, no matter the cost or income.

**Sophia Harris**  
**Sungate**  
**New Member**

## 25-26 PARENT POLICY COUNCIL PROFILES

*New and Returning PPC Members share their motivations and goals for joining PPC, as well as their hopes for the child's experience in the program.*

**Mikalairene King**  
**85<sup>th</sup> Ave**  
**Returning Member**

I am a former Head Start student and my mom was the PPC Chairperson. I loved helping my mom with work so when the position opened up and I saw the site needed a Representative I volunteered. My son goes to school there and I love to volunteer at my children's school and help anyway that I can. I want to be a voice that people can relate with and trust, and that children can see from their community and realize that people care about them and will stand up for them. I hope that my child can grow to be more confident and establish strong friendships that follow him through life.



I have a child in Head Start and I am curious about what the Program actually does. I want to contribute to the cause by doing whatever is needed. I want my daughter to grow and learn in the Program. I am glad to be part of her educational experience.

**Isaac Joseph**  
**West Grand**  
**New Member**

## HUMAN RESOURCES

### HR STAFFING UPDATES

- In the month of January, the following staffing changes occurred:
  - We **lost** a permanent Data Coordinator to a promotion in another division.
  - We **gained** an EHS Instructor.

#### 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 \(Continuous\)](#)

JANUARY 2026 STAFFING	
Position	COO
HS Teachers	9
EHS Teachers	19
Associate Teachers	14
Assistant Teachers	5
Home Visitors	8
Family Advocates/Specialists	8
Center Directors	11
Other Staff *	63
Staff Separations	1

JANUARY 2026 VACANCIES	
Position	#
Early Head Start Instructors	11
Head Start Instructors	10

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

## PROFESSIONAL DEVELOPMENT

### ALL STAFF PD DAY: CAL ACADEMY

- On January 16, Early Childhood and Family Services staff participated in an all-staff Professional Development Day at California Academy of Sciences in San Francisco
  - The focus was on bringing more STEM activities into the classroom. Staff participated in guided tours, planetarium screenings, and explored museum exhibits
  - New Human Services Department Director Dr. Jason Lester joined the PD day
    - He acknowledged staff receiving years of service awards.
    - He introduced himself to the team and shared how deeply he values the work we do.

### OAKLAND EARLY LEARNING SYMPOSIUM

- On January 31, ECFS staff participated in the Oakland Early Learning Symposium: Demystifying Early Literacy for Children Ages 0-5.
  - Tiny Steps Family Child Care Provider Jill Burns served as a panelist, speaking on “Early Literacy in the Oakland Community.”
  - Teachers and staff from ECFS connected with community leaders including Mayor Barbara Lee



*Oakland Mayor Barbara Lee meets ECFS staff at the Oakland Early Learning Symposium*

## PARTNERS

### Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	19/26 (73%)	22/33 (67%)	41/59 (69%)
Brighter Beginnings	78/120 (65%)	30/20 (150%)	108/140 (77%)

### Tiny Steps: Family Child Care

- Tiny Steps Provider Jill Burns (You are Not Forgotten) participated in a panel at Oakland Early Learning Symposium Panel at Merritt College on 1/31.
- BANANAS is doing outreach at social services offices in Oakland for families who are currently looking for child care services
- Newly enrolled children will start completing ASQs, DRDPs, and first Home Visits.
- The January FCC meeting focused on individualizations



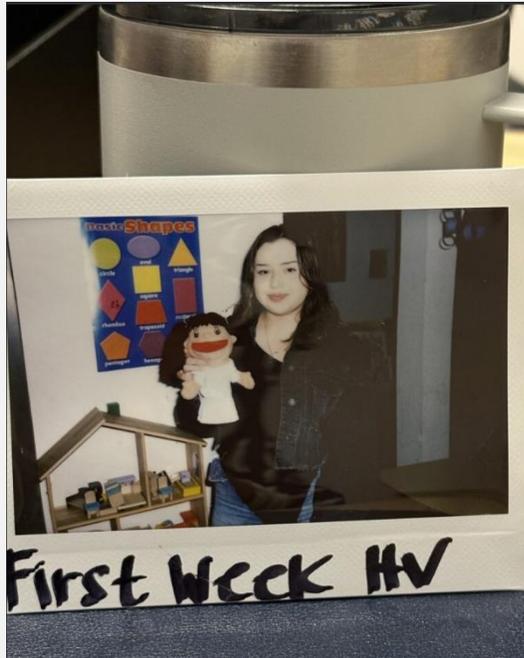
*Jill Burns (right) and a colleague at Oakland Early Learning Symposium.*



*Children at Angelina Rojas' A+ Mrs. Angelina's Daycare participate in activities related to RECYCLING, January's Theme of the Month.*

## Brighter Beginnings

- Brighter Beginnings hosted New Year / Watch Me Grow and Social-Emotional / Pretend Play socializations in January.
- New Hire Home Visitor Jenni Medina started seeing clients, which means Brighter Beginnings exceeded enrollment numbers under revised contract figures
- Sr. Program Manager Angelica Ayala returned from Maternity Leave
- Brighter Beginnings completed 274 total Home Visits (EHS: 195; HS: 79)



*Brighter Beginnings celebrates new and returning staff members*

## DATA & ONGOING MONITORING

- Initiated Programwide Self-Assessment process to evaluate recent changes to program systems and opportunities to strengthen program processes
- Reviewed and Corrected First 5 Alameda Results Based Accountability Oakland Children's Initiative data
- Completed Quarter 2 reporting for Oakland Children's Initiative

## UPCOMING EVENTS

- **BLACK JOY PARADE: SUNDAY, 2/22, 12PM, DOWNTOWN OAKLAND**
- **MOMMY & ME SPILL THE TEA: PUMP IT UP - FRIDAY, 2/20 & THURSDAY, 2/26**
  - Free ticket raffle for families across 11 sites – 2 families per site per day



# THURSDAY, FEBRUARY 26, 2026 MOMMY & ME SPILL THE TEA EVENT

### Mommy & Me Spill the Teatime Event

Please come join us for a day to have fun with your child at Pump it Up and to engage with other Mommy's and Mommy figures for hour and half.

Location: Pump It Up – 2500 Embarcadero, Oakland CA



Mommy & Me Spill  
the Tea event

Great News, come  
share your mommy  
advice with  
mommy's and  
engage with  
another Mommy as  
your child's first  
teacher

Light dinner and  
Mommy & I Spill the  
Tea swag

Please sign up with  
your FSW for the  
raffle, limited space



**Head Start & Early Head Start Budget Summary**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent%</b>
a. Personnel	\$ 6,352,529.00	\$ -	\$ 2,592,024.01	\$ 3,760,504.99	41%
b. Fringe Benefits	\$ 4,153,159.00	\$ -	\$ 1,634,118.83	\$ 2,519,040.17	39%
c. Travel	\$ 37,948.00	\$ -	\$ 20,736.60	\$ 17,211.40	55%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 267,493.00	\$ 40,630.34	\$ 84,175.61	\$ 142,687.05	47%
f. Contractual	\$ 1,269,705.00	\$ 38,837.05	\$ 113,537.70	\$ 1,117,330.25	12%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 886,668.00	\$ 16,079.01	\$ 764,168.77	\$ 106,420.22	88%
<b>i. Total Direct Charges</b>	<b>\$ 12,967,502.00</b>	<b>\$ 95,546.40</b>	<b>\$ 5,208,761.52</b>	<b>\$ 7,663,194.08</b>	<b>41%</b>
j. Indirect Charges	\$ 829,555.00	\$ -		\$ 829,555.00	0%
<b>k. TOTALS</b>	<b>\$ 13,797,057.00</b>	<b>\$ 95,546.40</b>	<b>\$ 5,208,761.52</b>	<b>\$ 8,492,749.08</b>	<b>38%</b>

**Summary of Categories**

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

**Head Start Budget Summary - Federal Basic**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent%</b>
a. Personnel	\$ 2,856,951.00	\$ -	\$ 850,693.70	\$ 2,006,257.30	30%
b. Fringe Benefits	\$ 1,863,122.00	\$ -	\$ 527,938.53	\$ 1,335,183.47	28%
c. Travel	\$ 16,579.00	\$ -	\$ 9,746.19	\$ 6,832.81	59%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 108,503.25	\$ 18,783.28	\$ 32,454.46	\$ 57,265.51	47%
f. Contractual	\$ 173,989.75	\$ 18,211.06	\$ 53,405.07	\$ 102,373.62	41%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 446,677.00	\$ 7,557.13	\$ 372,432.11	\$ 66,687.76	85%
<b>i. Total Direct Charges</b>	<b>\$ 5,465,822.00</b>	<b>\$ 44,551.47</b>	<b>\$ 1,846,670.06</b>	<b>\$ 3,574,600.47</b>	<b>35%</b>
j. Indirect Charges	\$ 380,058.00	\$ -	\$ -	\$ 380,058.00	0%
<b>k. TOTALS</b>	<b>\$ 5,845,880.00</b>	<b>\$ 44,551.47</b>	<b>\$ 1,846,670.06</b>	<b>\$ 3,954,658.47</b>	<b>32%</b>

**Early Head Start Budget Summary - Federal Basic**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent%</b>
a. Personnel	\$ 3,495,578.00	\$ -	\$ 1,741,330.31	\$ 1,754,247.69	50%
b. Fringe Benefits	\$ 2,290,037.00	\$ -	\$ 1,106,180.30	\$ 1,183,856.70	48%
c. Travel	\$ 21,369.00	\$ -	\$ 10,990.41	\$ 10,378.59	51%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 158,989.75	\$ 21,847.06	\$ 51,721.15	\$ 85,421.54	46%
f. Contractual	\$ 911,682.25	\$ 20,625.99	\$ 60,132.63	\$ 830,923.63	9%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 438,394.00	\$ 8,521.88	\$ 378,291.66	\$ 51,580.46	88%
<b>i. Total Direct Charges</b>	<b>\$ 7,316,050.00</b>	<b>\$ 50,994.93</b>	<b>\$ 3,348,646.46</b>	<b>\$ 3,916,408.61</b>	<b>46%</b>
j. Indirect Charges	\$ 449,497.00	\$ -	\$ -	\$ 449,497.00	0%
<b>k. TOTALS</b>	<b>\$ 7,765,547.00</b>	<b>\$ 50,994.93</b>	<b>\$ 3,348,646.46</b>	<b>\$ 4,365,905.61</b>	<b>44%</b>

**Head Start T/TA Budget Summary - Training and Technical Assistance**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

Fiscal year budget spent **50%**

Category	Budget	Encumbrance	Expenditures	Available	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	\$ -	\$ 6,319.15	\$ 60,432.85	9%
<b>i. Total Direct Charges</b>	<b>\$ 66,752.00</b>	<b>\$ -</b>	<b>\$ 6,319.15</b>	<b>\$ 60,432.85</b>	<b>9%</b>
j. Indirect Charges	\$ -			\$ -	0%
<b>k. TOTALS</b>	<b>\$ 66,752.00</b>	<b>\$ -</b>	<b>\$ 6,319.15</b>	<b>\$ 60,432.85</b>	<b>9%</b>

**Early Head Start T/TA Budget Summary - Training and Technical Assistance**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

Fiscal year budget spent **50%**

Category	Budget	Encumbrance	Expenditures	Available	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	\$ -	\$ 7,125.85	\$ 111,752.15	6%
<b>i. Total Direct Charges</b>	<b>\$ 118,878.00</b>	<b>\$ -</b>	<b>\$ 7,125.85</b>	<b>\$ 111,752.15</b>	<b>6%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 118,878.00</b>	<b>\$ -</b>	<b>\$ 7,125.85</b>	<b>\$ 111,752.15</b>	<b>6%</b>

**GPF Budget Summary - City General Purpose Fund Head Start**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent %</b>
a. Personnel	\$ 544,293.00	\$ -	\$ 66,079.50	\$ 478,213.50	12%
b. Fringe Benefits	\$ 376,469.00	\$ -	\$ 44,665.59	\$ 331,803.41	12%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 26,215.00	\$ -	\$ 3,903.44	\$ 22,311.56	15%
f. Contractual	\$ 184,040.00	\$ -	\$ -	\$ 184,040.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269.00	\$ -	\$ 551.77	\$ 33,717.23	2%
<b>i. Total Direct Charges</b>	<b>\$ 1,165,286.00</b>	<b>\$ -</b>	<b>\$ 115,200.30</b>	<b>\$ 1,050,085.70</b>	<b>10%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 1,165,286.00</b>	<b>\$ -</b>	<b>\$ 115,200.30</b>	<b>\$ 1,050,085.70</b>	<b>10%</b>

**GPF Budget Summary - City General Purpose Fund Early Head Start**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent %</b>
a. Personnel	\$ 1,024,146.00	\$ -	\$ 46,575.48	\$ 977,570.52	5%
b. Fringe Benefits	\$ 718,849.00	\$ -	\$ 31,472.91	\$ 687,376.09	4%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903.00	\$ 12,244.62	\$ 7,253.15	\$ 14,405.23	58%
f. Contractual	\$ 184,041.00	\$ -	\$ -	\$ 184,041.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247.00	\$ -	\$ 622.21	\$ 125,624.79	0%
<b>i. Total Direct Charges</b>	<b>\$ 2,087,186.00</b>	<b>\$ 12,244.62</b>	<b>\$ 85,923.75</b>	<b>\$ 1,989,017.63</b>	<b>5%</b>
j. Indirect Charges	\$ 196,793.00	\$ -	\$ -	\$ 196,793.00	0%
<b>k. TOTALS</b>	<b>\$ 2,283,979.00</b>	<b>\$ 12,244.62</b>	<b>\$ 85,923.75</b>	<b>\$ 2,185,810.63</b>	<b>4%</b>

**CSPP Budget Summary - California State Preschool Program**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

Fiscal year budget spent **50%**

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,673,602.00	\$ -	\$ 806,788.09	\$ 866,813.91	48%
b. Fringe Benefits	\$ 1,113,462.00	\$ -	\$ 527,071.42	\$ 586,390.58	47%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 130,000.00	\$ 18,366.94	\$ 22,692.00	\$ 88,941.06	32%
f. Contractual	\$ 100,000.00	\$ -	\$ 12,373.47	\$ 87,626.53	12%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 347,701.00	\$ -	\$ 63,901.61	\$ 283,799.39	18%
<b>i. Total Direct Charges</b>	<b>\$ 3,364,765.00</b>	<b>\$ 18,366.94</b>	<b>\$ 1,432,826.59</b>	<b>\$ 1,913,571.47</b>	<b>43%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 3,364,765.00</b>	<b>\$ 18,366.94</b>	<b>\$ 1,432,826.59</b>	<b>\$ 1,913,571.47</b>	<b>43%</b>

**CCTR Budget Summary - General Child Care and Development Expansion (Infant/Toddler)**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

Fiscal year budget spent **50%**

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,877,170.00	\$ -	\$ 838,096.84	\$ 1,039,073.16	45%
b. Fringe Benefits	\$ 1,230,331.00	\$ -	\$ 550,560.65	\$ 679,770.35	45%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 219,018.00	\$ -	\$ 22,082.21	\$ 196,935.79	10%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 19,293.00	\$ -	\$ 4,387.50	\$ 14,905.50	23%
<b>i. Total Direct Charges</b>	<b>\$ 3,345,812.00</b>	<b>\$ -</b>	<b>\$ 1,415,127.20</b>	<b>\$ 1,930,684.80</b>	<b>42%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 3,345,812.00</b>	<b>\$ -</b>	<b>\$ 1,415,127.20</b>	<b>\$ 1,930,684.80</b>	<b>42%</b>

**CCFP Budget Summary - Child and Adult Care Food Program**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent %</b>
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000.00	\$ 7,907.89	\$ 50,537.98	\$ 201,554.13	22%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
<b>i. Total Direct Charges</b>	<b>\$ 260,000.00</b>	<b>\$ 7,907.89</b>	<b>\$ 50,537.98</b>	<b>\$ 201,554.13</b>	<b>22%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 260,000.00</b>	<b>\$ 7,907.89</b>	<b>\$ 50,537.98</b>	<b>\$ 201,554.13</b>	<b>22%</b>

**CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support**  
**Report as of 02/11/26 - Payroll from 07/01/2025 to 12/31/25**

**Fiscal year budget spent 50%**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Available</b>	<b>Budget Spent %</b>
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500.00	\$ -	\$ 32,500.00	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
<b>i. Total Direct Charges</b>	<b>\$ 32,500.00</b>	<b>\$ -</b>	<b>\$ 32,500.00</b>	<b>\$ -</b>	<b>100%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 32,500.00</b>	<b>\$ -</b>	<b>\$ 32,500.00</b>	<b>\$ -</b>	<b>100%</b>

**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: December-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	137.00	140.00	153.00	15.00	entire site (50)	16.00	16.00	1.00	240.00	NO	NO
1 2	Full Day 85th Avenue II	66.00	88.00	77.00	18.00	entire site (50)	10.00	16.00	1.00	288.00	NO	NO
1 3	Full Day 85th Avenue III	60.00	68.00	57.00	19.00	entire site (50)	8.00	16.00	1.00	304.00	NO	NO
2 4	Full Day Arroyo Viejo	65.00	69.00	59.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3 5	Full Day BROADWAY/INFANT	49.00	60.00	49.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	66.00	73.00	66.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	43.00	101.00	80.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
4 8	Full Day Brookfield 1	183.00	248.00	182.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	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	115.00	175.00	106.00	15.00	18	16.00	32.00	1.00	480.00	NO	NO
8 13	Full Day Lion's Creek 1	120.00	171.00	169.00	15.00	18	16.00	16.00	1.00	240.00	NO	NO
8 14	Full Day Lions Creek 2	79.00	96.00	85.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
9 15	Full Day Manzanita	-	-	-	-	20	16.00	20.00	1.00	-	NO	NO
10 16	Full Day San Antonio CDC 1	-	-	-	-	entire site (24)	24.00	24.00	1.00	-	NO	NO
11 17	Full Day San Antonio Park I	55.00	59.00	54.00	15.00	8	8.00	9.00	1.00	135.00	NO	NO
11 18	Full Day San Antonio Park II	59.00	76.00	64.00	19.00	8	10.00	9.00	1.00	171.00	NO	NO
12 19	Full Day Sungate I	135.00	196.00	196.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
12 20	Full Day					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	136.00	136.00	129.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
14 22	Full Day West Grand (Infant)	69.00	74.00	63.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 23	Full Day West Grand (Older)	90.00	118.00	107.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 24	Full Day West Grand (Young)	84.00	88.00	73.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
<b>TOTAL</b>		<b>1,611.00</b>	<b>2,036.00</b>	<b>1,769.00</b>	<b>309.00</b>		<b>272.00</b>	<b>326.00</b>		<b>4,168.00</b>		
<b>HS</b>		<b>983.00</b>	<b>1,289.00</b>	<b>1,083.00</b>	<b>187.00</b>							
<b>EHS</b>		<b>628.00</b>	<b>747.00</b>	<b>686.00</b>	<b>122.00</b>							

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

Certified by: *Emari Dimagiba*  
Emari Dimagiba (Feb 11, 2026 15:57:51 PST)

**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** **101.80**

=(max meals)/(max days)

**ADP ENTRY** **102.00**

Prepared by : **Michael Fries**

Fiscal Approval: *Annie Friberg*  
Annie Friberg (Feb 12, 2026 10:56:12 PST)

**Annie Friberg**  
**Human Services Fiscal Manager**

# RAN Corrective Action Plan (CAP)

February 2026

Grantee Name	City of Oakland Head Start	Plan Start Date	August 8, 2025
Grant Award Number	09CH012060	Plan End Date	March 12, 2026

**Area of Non-Compliance: Safety Practices 1302.90(c)(1)(ii)**

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken? What did we do that specifically addressed this incident?</i>
<p>The grant recipient did not ensure all staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children.</p> <ul style="list-style-type: none"> <li>• The grant recipient had an incident in which a staff member at the West Grand Center used inappropriate physical force with a 22-month-old child.</li> <li>• On August 8, 2025, a teacher saw two children having a disagreement and called out for assistance from the other teacher. While calling out for assistance, the teacher pulled a child by the hair to separate them from another child.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff member’s limited understanding of positive behavior strategies. Paradigm shift needed around adult-child interactions on safety practices.</li> <li>• Staff member’s lack of appropriate application of understanding of childhood development and Standards of Conduct, despite training and professional development on these topics.</li> </ul>	<p>The Program took the following immediate actions:</p> <ul style="list-style-type: none"> <li>• Parents were notified of incident and contacted by Education Program Supervisor and Center Director.</li> <li>• Community Care Licensing was notified by phone and in writing. Incident Report was shared with Office of Head Start.</li> <li>• The staff member who was responsible for the incident was permanently removed from the classroom. Child-teacher ratio was maintained.</li> </ul>

# RAN Corrective Action Plan (CAP)

February 2026

## Actions Taken to Strengthen Systems Program-wide

<b>Key Element:</b>	Policy and Procedures, Training, and Monitoring			
<b>Intended Outcome:</b>	Corporal punishment is not practiced at City of Oakland Head Start. To ensure staff fully understand and fully abide by the Head Start Standards of Conduct - 1302.90(c)(1)(i)(ii); and California Code of Regulations, Title 22 – Personal Rights			
Implementation Activities	Timeline	Staff responsible	Documentation of activities	Status of Activities
Standards of Conduct (SOC) and Personal Rights				
<ul style="list-style-type: none"> <li>• West Grand Trainings on SOC               <ul style="list-style-type: none"> <li>○ Staff member was instructed to watch Community Care Licensing Care &amp; Supervision video</li> <li>○ Staff member was instructed to watch the agency’s standards of conduct video and submit a written response outlining how this was a direct violation of SOC</li> <li>○ Staff member was instructed to create an account on Headstart.gov PD website and watch the following videos and submit reflection to education supervisor:                   <ul style="list-style-type: none"> <li>▪ Beginning Teacher Series (Infant &amp; Toddler): Being a Professional</li> <li>▪ Addressing Infant and Toddler Behaviors that Challenge Adults</li> <li>▪ Active Supervision in Early Childhood Programs</li> </ul> </li> </ul> </li> <li>• Center Director refresher on SOC w/ case study               <ul style="list-style-type: none"> <li>○ Guardians of Safety focused on how SOC are implemented. Focus on strategies and doing the</li> </ul> </li> </ul>	August 2025	<ul style="list-style-type: none"> <li>• Education Supervisor</li> <li>• Center Directors</li> <li>• Education Coordinator</li> <li>• Education Manager</li> </ul>	Meeting Notes	All activities completed

# RAN Corrective Action Plan (CAP)

February 2026

"how"				
<b>Trainings Conducted</b>				
<ul style="list-style-type: none"> <li>• CA Teaching Pyramid CSEFEL Training &amp; Coaching for Teachers to strengthen positive behavior responses building on the following modules:               <ul style="list-style-type: none"> <li>○ "Building Relationships" (October 25, November 1)</li> <li>○ "Creating Supportive Environments" (December 6, December 13)</li> <li>○ "Social Emotional Strategies" (January 24, January 31)</li> <li>○ "Determining the Meaning of Behavior" (March 14, March 21)</li> <li>○ "Creating a Plan" (April 18, April 25)</li> </ul> </li> <li>• October 2025-April 2026: CA Teaching Pyramid CSEFEL Training for Leadership &amp; Center Directors – training to support staff on implementation of CSEFEL.</li> <li>• November 26, 2025: "Preventing Emotional Harm" Training – training included case studies and discussion on the why of standards of conducts and the effects of emotional harm on children.</li> <li>• December 22, 2025: "Building Emotionally Safe Classrooms" Training – training included case studies and positive behavior strategies for the classroom.</li> <li>• December 29, 2025 "Health and Child Safety" - training included case study discussion on standards of conduct and child safety.</li> <li>• January 7<sup>th</sup>, 2026 - Refresher training of Monthly Classroom Observation tool with Center Directors. The tool includes teacher-child interactions observations.</li> <li>• January 28, 2026 – Overview for comprehensive staff on the teacher-child interactions; questions added to their monitoring tools.</li> <li>• February 10, 2026 – Refresher training on Standards of</li> </ul>	<p>August 2025 - February 2026</p>	<ul style="list-style-type: none"> <li>• Mental Health Coordinator</li> <li>• Disabilities Coordinator</li> <li>• Education Coordinator</li> <li>• Education Supervisor</li> <li>• Education Manager</li> <li>• Health Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance sheets</li> <li>• Agendas</li> <li>• Training Materials</li> <li>• Sign In Sheets</li> </ul>	<p>All activities completed</p>

# RAN Corrective Action Plan (CAP)

February 2026

<p>Conduct for Grantee Staff</p> <ul style="list-style-type: none"> <li>February 24, 2026-Refresher training SOC for FCC's</li> </ul>				
<b>Human Resources</b>				
<ul style="list-style-type: none"> <li>Center assessment conducted. Leadership changed at West Grand.</li> <li>Supervision and classroom observations used to prioritize coaching for staff to support skills and wellness.</li> <li>Determine classroom and site placements to ensure strong site and classroom leadership and to provide opportunities for mentorship of staff.</li> <li>Regular use of Skill Enhancement Plans to support staff who are identified as in need of skill development to meet expectations.</li> <li>Revised interview process to select candidates who share culture of child rights and on-site observations.</li> </ul>	August 2025-March 2026	<ul style="list-style-type: none"> <li>Education Supervisor</li> <li>Education Manager</li> <li>Center Directors</li> <li>Education Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Supervision notes</li> <li>Interview panel questions</li> <li>Educator Selection Process Map</li> </ul>	Completed
<b>Ongoing Monitoring</b>				
<ul style="list-style-type: none"> <li>August, September, October, November, December, January, February – Monthly Classroom Observation Tool completed and reviewed for trends in teacher-child interactions. No concerns flagged for teacher-child interactions.</li> <li>October and November 2025 - Curriculum Fidelity completed for all sites: focused on interactions and physical environment; Data on interactions analyzed January 13, 2026 to share with educators February 4<sup>th</sup> at the CD meeting.</li> <li>Starting the week of February 4, 2026 ITERS to monitor infant/toddler interactions; ECERS to preschool interactions</li> </ul>	August 2025-March 2026	<ul style="list-style-type: none"> <li>ChildPlus Specialist</li> <li>Education Supervisor</li> <li>Center Directors</li> <li>Data Planner</li> <li>HR Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>ChildPlus Module</li> <li>Acknowledgement Form</li> <li>Data analysis</li> <li>Updated Policy</li> </ul>	<ul style="list-style-type: none"> <li>MCOT – Completed / In Progress</li> <li>Curriculum Fidelity – In Progress</li> <li>ITERS – In Progress</li> </ul>
<b>Parent Policy Council and Advisory Board Participation and Communication</b>				
<ul style="list-style-type: none"> <li>PPC Chair Joined Initial RAN meeting</li> </ul>	August 2025	<ul style="list-style-type: none"> <li>Program Director</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Notes/ Calendar Invite</li> </ul>	Completed

# RAN Corrective Action Plan (CAP)

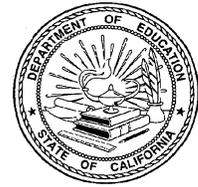
February 2026

<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Parent Policy Council</li> </ul>	September 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Advisory Board.</li> </ul>	September 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Advisory Board.</li> </ul>	October 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Advisory Board.</li> </ul>	November 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Parent Policy Council</li> </ul>	December 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	Completed

# RAN Corrective Action Plan (CAP)

February 2026

<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Advisory Board.</li> </ul>	<p>January 2025</p>	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	<p>Completed</p>
<ul style="list-style-type: none"> <li>AB/PPC Monthly Report includes comprehensive update on RAN</li> </ul>	<p>February 2026</p>	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>(anticipated) Meeting Agenda and Meeting Minutes</li> <li>(anticipated) Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	<p>In Progress</p>



## Summary of Findings Fiscal Year 2025-26

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

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

Date:

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

\*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.



**Summary of Findings  
 Fiscal Year 2025-26**

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

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



**Summary of Findings  
 Fiscal Year 2025-26**

Key Dimension Item	EED Review Item	Findings
I	EED2	<p><b>Family Eligibility Requirements</b></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"> <li>1. Evidence of revised 801 A Reports for the 2025-26 fiscal year.</li> <li>2. Written policies and procedures that will ensure the correction of this finding.</li> <li>3. Documentation of staff training.</li> <li>4. Written procedures of a quality control system that will ensure ongoing compliance.</li> </ol> <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"> <li>1. Written policies and procedures that will ensure the correction of this finding.</li> <li>2. Documentation of staff training.</li> <li>3. Written procedures of a quality control system that will ensure ongoing compliance.</li> </ol>



## Summary of Findings Fiscal Year 2025-26

I	<b>EED6</b>	<p><b>Recording/Reporting Attendance</b></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"><li>1. Written policies and procedures that will ensure the correction of this finding.</li><li>2. Documentation of staff and parent training.</li><li>3. Written procedures of a quality control system that will ensure ongoing compliance.</li></ol>
---	-------------	---



**Summary of Findings  
 Fiscal Year 2025-26**

**Contract Monitoring Review Record of Technical Assistance**

<b>Technical Assistance Areas EED 01 – EED 21</b>		<b>Technical Assistance Provided (Additional Consultant Notes)</b>
<b>EED 06</b>	<p><b><u>Recording and Reporting Attendance</u></b></p> <p><b>Select Area of T/TA Needed:</b></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>
<b>EED 07</b>	<p><b><u>Parent Engagement and Strengthening</u></b></p> <p><b>Select Area of T/TA Needed:</b></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"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
<b>EED 14</b>	<p><b><u>Additional Environment Requirements</u></b></p> <p><b>Select Area of T/TA Needed:</b></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><b>Action Required</b></p> <p>By the due date, submit:</p>



**Summary of Findings  
 Fiscal Year 2025-26**

	<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"> <li>1. Written procedures for consistent application of the 18" requirement.</li> <li>2. Evidence of staff training on napping procedures.</li> <li>3. A diagram for each classroom that illustrates mat/cot placement.</li> </ol>
<p><b>EED 15</b></p>	<p><b><u>Nutrition</u></b></p> <p><b>Select Area of T/TA Needed:</b></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><b>Action Required:</b></p> <p>By the due date, the contractor must provide:</p> <ol style="list-style-type: none"> <li>1. Evidence of staff training on written procedures to ensure correction of this item</li> <li>2. Written procedures of a quality control system that will ensure ongoing compliance</li> </ol>
<p><b>EED 16</b></p>	<p><b><u>Developmental Profile</u></b></p> <p><b>Select Area of T/TA Needed:</b></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>



**Summary of Findings  
 Fiscal Year 2025-26**

<p><b>EED 23</b></p>	<p><b><u>Written Information</u></b></p> <p><b>Select Area of T/TA Needed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Writing philosophical statement</li> <li><input checked="" type="checkbox"/> Providing families with written information regarding eligibility for services, and need verification for full-day CSPP programs</li> <li><input type="checkbox"/> Providing families with policies and procedures for collection of family fees</li> <li><input checked="" type="checkbox"/> Creating written policies for parents of their appeal rights and procedures for requesting appeal</li> <li><input type="checkbox"/> Writing attendance policies</li> <li><input type="checkbox"/> Writing policies/procedures for provision of meals/snacks</li> <li><input type="checkbox"/> Writing non-discrimination policies</li> <li><input type="checkbox"/> Writing policies or statement of Equal Access-Americans with Disabilities Act</li> <li><input type="checkbox"/> Writing policies for uniform complaint procedures</li> <li><input type="checkbox"/> Writing board approved policies</li> <li><input type="checkbox"/> Writing and providing family childcare providers with policies</li> <li><input checked="" type="checkbox"/> Written information to the parent on suspension, expulsion, and behavior policies</li> </ul>	<p>The contractor’s parent handbook was reviewed, and technical assistance was provided.</p>
----------------------	--	--

<p><b>Additional Notes</b></p>
<p><b>Health and Safety</b></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"> <li>1. Toxic substances and items labeled “keep out of children’s reach” are accessible to children.</li> <li>2. Small toys and materials that pose a choking hazard are accessible to children.</li> <li>3. Safe and clean water was not accessible to children outside.</li> <li>4. Toothbrushes are located directly across from toilets.</li> <li>5. Leaves and debris litter a play yard perimeter.</li> <li>6. Kitchen and laundry room are not closed and locked making hazardous materials accessible to children.</li> <li>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.</li> </ol>



## Summary of Findings Fiscal Year 2025-26

### 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.

**CSPP CMR Corrective Action Plan Status Update (2/13/26)**

<b>CAP Item</b>	<b>Resolution Type</b>	<b>Actions Required</b>	<b>Status</b>
<b>EED02: Family Eligibility Requirements: 801A</b>	<i>Does Not Meet Requirements – Action Required</i>	Evidence of revised 801 A Reports for the 2025-26 fiscal year.	Completed
		Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance	Completed
<b>EED02: Family Eligibility Requirements: Parent Signatures</b>	<i>Does Not Meet Requirements – Action Required</i>	Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance.	Completed
<b>EED06: Recording/Reporting Attendance</b>	<i>Does Not Meet Requirements – Action Required</i>	Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff and parent training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance.	Completed
	<i>T/TA</i>	When recording excused absences, identify which individual is sick, ill, or has a doctor's appointment. (T/TA)	Completed
<b>EED07: Parent Engagement and Strengthening (parent orientation and parent meetings; parent teacher conferences)</b>	<i>T/TA</i>	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	Completed
		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	Completed
		Although the contractor may solicit targeted responses from parents, seek and document advice from parents regarding	Completed

		services for children and families during local parent committee meetings	
<b>EED14: Environmental Requirements (Napping Provisions)</b>	<i>T/TA - Action Required</i>	Written procedures for consistent application of the 18” requirement.	Completed
		Evidence of staff training on napping procedures	Completed
		A diagram for each classroom that illustrates mat/cot placement.	Completed
<b>EED 15: Nutrition / Dry Goods</b>	<i>Action Required</i>	Evidence of staff training on written procedures to ensure correction of this item	Completed
		Written procedures of a quality control system that will ensure ongoing compliance	Completed
<b>EED16: Developmental Profile</b>	<i>T/TA</i>	The contractor is encouraged to plan and conduct activities that support children’s identified strengths and talents.	Ongoing
<b>EED23: Written Information / Parent Handbook</b>	<i>T/TA</i>	The contractor’s parent handbook was reviewed, and technical assistance was provided.	Completed
<b>Health and Safety</b>	<i>Action Required – Evidence of resolution and staff training</i>	Toxic substances and items labeled “keep out of children’s reach” are accessible to children	In progress
		Small toys and materials that pose a choking hazard are accessible to children	In progress
		Safe and clean water was not accessible to children outside	In progress
		Toothbrushes are located directly across from toilets	In progress
		Leaves and debris litter a play yard perimeter	In progress
		Kitchen and laundry room are not closed and locked making hazardous materials accessible to children	In progress
		A monitor to ensure site safety is not strategically placed for safe staff observation. Some sites do not have this safety equipment, though needed	In progress

# City of Oakland

Administrative Instruction #6805

US Immigration and Customs Enforcement



## **If ICE enters a City facility or approaches an employee.**

- Employees: Contact the Department Person in Charge
- If you are in the field: Contact your supervisor.
- Person in Charge: Contact the Department Director
- Director: Contact City Administrator through Employee Phone line - 510-929-5221
- City Administrator: Contact City Attorney's Office
- Department Rep: Contact ACILEP with information - Alameda County Immigration Legal Education Partnership (510) 241-4011

## **What you can do :**

- information is imperative observe and document what you see,
- Stay calm. Consider your personal safety and the safety of others.
- Do not impede in an investigation.
- Do not respond with physical contact, vulgar language, or false information.

**ICE Policy Employee Phone line - 510-929-5221**

**ACILEP (Alameda County Rapid Response)**

**510-241-4011**