



HUMAN SERVICES DEPARTMENT
LIONEL J. WILSON BUILDING • 150 FRANK H. OGAWA PLAZA, SUITE 5352 • OAKLAND,
CALIFORNIA 94612

PH (510) 238-3165 FAX (510) 238-6784 TDD (510) 238-7416

HEAD START PROGRAM ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

PLEASE SEE THE AGENDA DETAILS TO PARTICIPATE IN THE MEETING

Day & Time: Thursday, 10-16-25 3:30-5:00pm

In Person Meeting Location:

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

Virtual Zoom Meeting Location for Public Participation Only

<https://us02web.zoom.us/j/82309589739>

Thank you!!

**HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 10-16-2025; 3:30-5:00pm

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

AGENDA

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

Molly Tafoya, *Chair*

Christina Michaud, *Vice Chair*

Dr. Javay Ross

Kevin Bremond

Dr. Jei Watkins

Julia Forte Frudden

(3 Vacant Seats)

1. Call for Public Comment

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

1. Review and Approval of **Advisory Board Meeting Agenda, October 16, 2025**

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

III. ACTION ITEMS:

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

- a. Monthly Enrollment and Content Area Monitoring Report – *September 2025*

2. **Monthly Financial Report:** *Annie Friberg, Budget & Grants Administrator, Human Services Department/Program Staff*

- a. Budget and Expenditures Reports, CACFP Report - *September 2025*

- b. Purchase Card Report – *August 2025*

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

- a. FY 25-26 Strategic Planning Policies & Procedures & Annual Program/
Program Governance Calendars

- b. FY 25-26 Head Start Advisory Board Bylaws

- c. Release of Information Policy

4. **Funding Requests & Opportunities:**

- a. None for October 2025

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

- a. **Parent Policy Council Feedback**

V. INFORMATION ITEMS: *Krischa Esquivel, Acting Division Manager/Head Start Program Director/Program Staff*

1. **Current Program Updates:**

- Government Shutdown
- Personnel – Human Services Department
- Policy & Procedure: Non-Contracted On-Site Services for Children
- RAN (Risk Assessment Notification)
- FY 25-25 Change in Scope Proposal – Re-submitted, September 29, 2025
- Head Start Family Engagement Conference, October 13 - 17, 2025
Strategic Planning Retreat, Saturday, November 1, 2025; 9am-2:00pm (Location TBA)
- Upcoming California Department of Education – California State Preschool Program Contract Monitoring Review (CMR), November 17-21, 2025 (see Program Monitoring Instrument in packet)
- ECE Apprenticeship Program
- Advisory Board Information Requests - City's Whistleblower Policy, Administrative Instruction 523 – Disciplinary Guidelines and Procedures, and Program's Standards of Conduct Policy (see handouts in packet)

- Advisory Board Information Share – Vice Chair Michaud - School for Creative Education (see flyer in packet)
- Discussion - Home-Based Programming & Mobile Classroom
- Agenda Reports/Resolutions (*in progress*)
 - FY 25-26 Head Start Continuation Funding Application – Life Enrichment Committee (LEC), 10/14/25
 - FY 25-26 Child Care Careers Contract Amendment – LEC, 10/14/25
 - FY 26-27 Multi-State Contract (CSPP, CCTR & CACFP) – LEC, 10/28/25
 - Annual Informational Report – LEC, 11/18/25

2. Communication from Office of Head Start:

- a. None at this time

VI. OPEN FORUM

VII. ADJOURNMENT

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

Day & Time: Thursday, 9-18-2025; 3:30-5:00pm

In Person Location: Oakland City Hall;

1 Frank H. Ogawa Plaza; Hearing Room 2

Zoom Meeting

*** MEETING MINUTES**

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

Advisory Board Members Present:

Christina Michaud, *Vice Chair*

Julia Forte Frudden

Dr. Jei Watkins

Dr. Javay Ross

Advisory Board Members Excused:

Dr. Mariamawit (Mari) Tamerat

Molly Tafoya, *Chair*

Kevin Bremond

Parent Policy Council

To Niya Scott -Smith, *Chair*

Staff Present:

Diveena Cooppan, *Manager/Program Director*

Tracey Black, *Governance & State Contracts Manager*

Scott Kim, *Programs Operations Manager*

Wenonah Elms, *Mental Health & Disabilities Coordinator*

Michael Fries, *Fiscal Analyst*

Brittany Pierce, *Administrative Assistant II*

Everardo Mendoza, *ERSEA and Data Program Coordinator*

Monique Young, *Head Start Supervisor*

Trisha Barua, *Head Start Program Planner*

Valeria Vallejo, *Office Assistant II*

Krischa Esquivel, *Education Manager*

Thao Ly, *Home Base Specialist*

Alisa Burton, *Head Start Supervisor*

Laura Vazquez, *Health Analyst*

Ajene Waters, *Office Assistant II*

Conterenia Farrish, *Family Services Specialist*

Equal Access - *International Contact Interpretation Team*

(4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:30 PM.

1. Public Comments: No comments

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of Advisory Board Meeting Agenda September 18, 2025.

Vice Chair, Michaud called for a motion to approve the Advisory Board Agenda, September 18, 2025.

Member, Dr. Ross motioned to approve the Advisory Board Agenda, September 18, 2025.

Member, Forte Frudden seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of Advisory Board Meeting Minutes August 21, 2025.

Vice Chair, Michaud called for a motion to approve the Advisory Board Meeting Minutes, August 21, 2025.

Member, Forte Frudden, motioned to approve the Advisory Board Meeting Minutes, August 21, 2025.

Member, Dr. Watkins seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. **Monthly Progress Report: *Trisha Barua* presented. Please refer to packet.**

a. Monthly Enrollment and Content Area Monitoring Report – July - August 2025

Member, Forte Frudden, motioned to approve the Monthly Progress Report July-August 2025

Member, Dr. Ross seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Member Forte Frudden asked if the program could add a category to primary language of participants of Black American English, to future program reporting. Program staff responded that the language categories come directly from the Office of Head Start and are already set. The Program Information Report (PIR) is used to collect and organize this data. Currently, our program paperwork does not provide the language option for families to select Black American English. The program will look into this request and bring it back with more information.

The revamp of the apprentice program will affect the most recent cohort and is scheduled to begin in the Spring semester of 2026, following the guidance and recommendations of ECEPTS.

Member Dr. Ross suggested adding a column to the at-a-glance chart in the monthly progress report, indicating staffing, or something similar that reflects the reason behind enrollment numbers. This would provide important context, as it can be difficult to see enrollment in the 60s without understanding that staffing plays a role. Those viewing the report online do not currently have that context.

Vice Chair, Michaud called for a motion to amend the agenda times moving #3 to #4 and #4 to #3 to allow for time needed for the presentation, discussion, and vote.

Member, Forte Frudden motioned to amend the agenda items moving #3 to #4 and #4 to #3 to allow for the time needed to for the presentation, discussion, and vote.

Member, Dr. Ross seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. **Monthly Financial Report- *Michael Fries* presented. Please refer to packet.**

a. Monthly Financial Report (End of Year FY 24-25 Expenditures, CACFP Report)

b. Purchase Card Report – April 2025

c. Fiscal Report Oakland Children’s Initiative FY 24-25

Vice Chair, Michaud called for a motion to approve the Monthly Financial Reports: End of Year FY 24-25 Expenditures, CACFP Report. moving #3 to #4 and #4 to #3 to allow for time needed for the presentation, discussion, and vote.

Member, Forte Frudden moved to approve of the Monthly Financial Reports: End of Year FY 24-25 Expenditures, CACFP Report:

Member, Dr. Watkins seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Vice Chair, Michaud called for a motion to approve the Purchase Card Report – April 2025

Member, Forte Frudden moved to approve the Purchase Card - April 2025

Member, Dr. Watkins seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Vice Chair, Michaud called for a motion to approve the Fiscal Report for the Oakland Children's Initiative FY 24-25

Member, Dr. Ross motioned to approve the Fiscal Report Oakland Children's Initiative FY 24-25

Member, Forte Frudden seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

[Meeting Pause]: The meeting proceedings were paused to allow Ms. Michell Phillips, the new Assistant City Administrator, the opportunity to introduce herself to the Advisory Board Members. Ms. Phillips shared her plans to support the Head Start Program and updated the board on the transition of Ms. Sofia Navarro, former interim Asst. City Administrator, to interim Director of the Human Services Department, while recruitment for a permanent Department Director continues, in the City's continued efforts to support the Head Start program and Department as a whole.

3. Policies & Procedures: Program Staff

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

Vice Chair Michaud called for a motion to bring the FY 25-26 Strategic Planning Policies & Procedures, Annual Program/Program Governance Calendars, and FY 25-26 Head Start Advisory Board Bylaws to next month's agenda so there is time to review and advise on any edits needed.

Member, Forte Frudden motioned to bring the FY 25-26 Strategic Planning Policies & Procedures & Annual Program/Program Governance Calendars and FY 25-26 Head Start Advisory Board Bylaws to next month's agenda so there may be proper time to review and advise of any edits needed.

Member, Dr. Ross seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

4. Funding Requests & Opportunities: Program Staff

- a. **Child Care Careers Contract Amendment**

Vice Chair, Michaud called for a motion to approve the Child Care Careers Contract Amendment

Member, Dr. Watkins motioned to approve the Child Care Careers Contract Amendment

Member, Dr. Ross seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

- b. **Multi-State Contracts for FY 26-27 (CSPP/CPKS; CCTR; CACFP)**

Vice Chair, Michaud called for a motion to FY 26-27 (CSPP/CPKS; CCTR; CACF)

Member, Forte Frudden motioned to approve the Multi-State Contracts for FY 26-27 (CSPP/CPKS; CCTR; CACFP)

Member, Dr. Ross seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

c. FY 25-26 Head Start Continuation Funding Application – Change in Scope

Vice Chair, Michaud called for a motion to FY 25-26 Head Start Continuation Funding Application – Change in Scope

Member, Dr. Watkins motioned to approve the FY 25-26 Head Start Continuation Funding Application – Change in Scope

Member, Dr. Ross seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

d. FY 25-26 Measure C Emergency Early Childhood Education Funding

Vice Chair, Michaud called for a motion to FY 25-26 Measure C Emergency Early Childhood Education Funding

Member, Dr. Ross motioned to approve the FY 25-26 Measure C Emergency Early Childhood Education Funding

Member, Forte Frudden seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

IV. PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan & Program Staff*

a. Parent Policy Council Feedback

Parent Policy Council, Vice Chair, Hidalgo provided the Parent Policy Council Feedback Report which described the current activities of Parent Policy Council Members and recommendations for continuous program improvement. Member Forte Frudden asked whether Mandated Reporter training is provided in multiple languages. Manager Esquivel responded that the training required is available by the state and is available in multiple languages. Member Forte Frudden also requested a copy of the City’s Whistleblower Policy. Member Dr. Watkins requested additional about the changes to the program’s Mental Health Services this program year, along with additional information on Social Emotional Learning, additional staff training that is being provided, and how SEL is incorporated into the program-wide curriculum. Manager Esquivel responded with details that described, both the changes to the program’s Mental Health service delivery model, that includes working with early childhood mental health resources provided by the state.

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

1. Current Program Updates:

- Office of Head Start Risk Assessment Notification (RAN) & Monitoring Review Results (See handout in packet)
- Court Issued Injunction Blocking PRWORA Re-Interpretation (Head Start California) (See handout in packet)
- FY 24-25 DRDP Parent Surveys Summary of Findings – Action Steps Proposed (See handout in packet)

- Agenda Reports/Resolutions (in progress)
 - FY 25-26 Head Start Continuation Funding Application – Life Enrichment Committee (LEC) 09/30/25
 - FY 25-26 Child Care Careers Contract Amendment – LEC, 10/14/25
 - Annual Informational Report – Salary – LEC, 10/28/25
 - FY 26-27 Multi-State Contract (CSPP, CCTR& CACFP) – LEC, 10/28/25
- Discussion of Potential FY 25-26 Joint Session of PPC/AB Meeting(s)
- Reminder: Annual Fatherhood Summit, September 27, 2025

VI. OPEN FORUM

VII. ADJOURNMENT

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

Meeting adjourned at 5:02 pm

Submitted by
Brittany Pierce
Administrative Assistant II



A child at 85th enjoys a paleta he made

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

AT-A-GLANCE: SEPTEMBER 2025

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	176/292	232/330	408/622
HS Enrolled/Funded (%)	60%	70%	66%
HS Actual Enrollment/Staff Capacity	172/180	224/230	396/410
HS Actual Enrollment/Staff Capacity (%)	96%	97%	97%
OCI Enrolled/Funded	18/40	6/12	24/52
OCI Enrolled/Funded (%)	45%	50%	46%
OCI Actual Enrollment/Staff Capacity	18/22	6/8	24/30
OCI Actual Enrollment/Staff Capacity (%)	82%	75%	80%
Program-wide Enrolled/Funded	194/332 (58%)	238/342 (70%)	432/674 (64%)
Program-wide Actual Enrollment/Staff Capacity	190/202 (94%)	230/238 (97%)	430/440 (95%)
Daily-attendance	89.9%	86.4%	88.4%
Medical Home (HS / OCI)	99.4% 100%	99.4% 100%	99.4%*
Health Insurance (HS / OCI)	99.4% 100%	98.9% 100%	99.2%*
Physical exam/Well-baby Check (HS / OCI)	94.8% 94.7%	75.2% 0.0%	83.5%*
Updated Immunizations (HS / OCI)	97.7% 84.2%	93.1% 83.3%	94.5%*
Hearing Screening (HS / OCI)	96.0% 91.7%	89.5% 100%	92.6%*
Vision Screening (HS / OCI)	96.6% 91.7%	100% 90.6%	93.5%*
Growth Screening (HS / OCI)	97.9% 95.7%	97.0% 100%	97.3%
Dental Home (HS / OCI)	98.9% 100%	93.3% 100%	96.4%*
Nutrition Screening (HS / OCI)	100% 100%	100% 100%	100%*
Health & Developmental History (HS /	98.8%	99.4%	99.2%*

OCI)	100%	100%	
% 1st Family Outcomes Assessment (FOA) (HS)	97%	99%	96%
% 1st Family Outcomes Assessment (FOA) (OCI)	57%		
Developmental Screening (ASQ)	99%	99%	99%
Behavioral Screening – (ASQ-SE)	98.6%	97.6%	98.1%
Referrals to RCEB or OUSD	6	5	18****
Children enrolled with IFSP or IEP	27	13	40
% of children enrolled with an IFSP or ISP	9.5% of actual enrollment		

*Total Health monitoring numbers program-wide

***Includes 7 closed IFSPs that are pending transitions to IEPs

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [Office of Head Start Information Memorandum ACF-OHS-IM-25-06 \(9/26/25\)](#): Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs
- [Office of Head Start Information Memorandum ACF-OHS-IM-25-05 \(9/25/25\)](#): Fiscal Year 2026 Monitoring Process for Head Start Recipients
- [California Department of Social Services PIN 25-10-CCP \(9/22/25\)](#): All Licensed Child Care Providers Displayed on MyChildCarePlan.org Website
- [California Department of Social Services PIN 25-09-CCP \(9/4/25\)](#): Child Care Licensing Webinars
- [California Department of Social Services PIN 25-16-CCLD \(9/2/25\)](#): Notification of United States Consumer Product Safety Commission of Above-Ground Pools Recall.
- [California Department of Social Services PIN 25-14-CCLD \(9/1/25\)](#): Community Care Licensing Division (CCLD) Community Communication Survey

ATTENDANCE & ENROLLMENT

- The Average Daily Attendance for September 2025 is 88.4%, which is above the 85% threshold established by the Office of Head Start.
- The main reasons for children's absences were children's illnesses and transportation (schedule changes, drop-off/pick-up arrangements, care access, etc.)
- The Program will share a First 60 Days Attendance Analysis at the November 2025 AB/PC Meetings.
- To help identify patterns of chronic absenteeism and better support families, the program installed computers and tablets at all center-based and family child care options. By recording children's attendance electronically, the program will enhance its monitoring practices. The Program will share a summary of the progress in the September 2025 report.
- Correction with August 2025 Enrollment Numbers in At-A-Glance Table
 - HS Enrolled/Funded Total: 407/622
 - Program-wide Enrolled/Funded Total: 429/674 (64%)

DISABILITIES & MENTAL HEALTH

- 40 children have IFSPs or IEPs, a total of 9.5% of all enrolled children, which is 0.5% below the Head Start requirement to have 10% actual enrollment of children with disabilities across all Head Start and Early Head Start program options.
- The children have the following diagnoses:
 - Speech/language delay (26%)
 - Developmental Delay (35%)
 - Autism (School District) (40%)
- The Program has partnered with the [Infant and Early Childhood Mental Health Consultation \(IECMHC\) Network](#) to receive mental health consultation at these priority sites: 85th Ave, Broadway, West Grand, SAP, and 1 Tiny Steps family child care provider.
- The Program started working on a Mental Health Consultation Needs Assessment Tool, in conjunction with site visits, to support centers to determine need across sites based on staff capacity, child/family needs, and training/resource needs.

HEALTH & NUTRITION

- 99% of children have confirmed access to a medical home and medical insurance within the first 30 days of enrollment.
- Health Team is partnering with Family Services Workers to address barriers in families receiving timely access to care. Health Team is working with some medical partners to help families schedule appointments.



All about PALETAS

History

Paletas, or popsicles, were first created in the 1940s in Tocuambo, a municipality in Mexico's state of Michoacán, when a community of local families led by villager Ignacio Alcazar started to make frozen ice cream treats using what they had on hand – a variety of fresh fruits, nuts and milk. The desserts were sold throughout the neighborhoods in Tocuambo via colorful ice cream carts, eventually being produced in what are now called 'paleterias', or colorful snack shops – the first one called La Michoacana.

(source: [The Emergence of Paletas - Edible San Luis Obispo](#))



Read

"What can you do with a paleta?" by Carmen Tafolla,
Magaly Morales (Illustrator)

Library books will be distributed to each center. Please
return to Elaine Olivares at Central Kitchen.



The Nutrition Team and Central Kitchen developed the "All About PALETAS" activity for centers, which included learning about the cultural significance of paletas, books, and making paletas, a healthy, sugar-free treat.

NATIONAL HISPANIC HERITAGE MONTH

Recipe

This activity will make paletas. Plan ahead so your paletas have time to freeze.

Ingredients

- Strawberries
- Blueberries
- Pineapple
- Mint
- Water
- Coconut milk

Equipment

- Knife
- Cutting board
- Paper cups
- Popsicle sticks

Instructions:

1. Wash strawberries, blueberries, and mint. Slice/chop strawberries and pineapple.
2. Put fruits and mint into separate cups/containers and display them on the table for the children to see.
3. Have children look at fruits and talk about each fruit, for example: its color, shape, taste, smell.
4. Pass out two cups for each child. Tip: label each child's cups.
5. Add fruit and liquid to cups:
 - a. For the Strawberry and blueberry paleta
 - i. Have each child place two blueberries and few strawberry pieces in each cup. Add a mint leaf if desired.
 - ii. Fill with plain water.
 - b. For the Pineapple and coconut milk paleta
 - i. Have each child place a spoonful of pineapple tidbits in each cup. Add a mint leaf if desired.
 - ii. Fill with coconut milk.
6. Place a stick in each cup.
7. Place cups in the freezer. Enjoy once frozen.

Adapted from: [Rev Your Bev Lesson Plan](#)

*Children at San Antonio
CDC make Strawberry
and Blueberry Paletas*



FAMILY SERVICES & COMMUNITY ENGAGEMENT

- 60 families have signed up for Oakland Promise's Brilliant Baby \$500 college savings fund and other college fund programs.
- All sites held a monthly Caregiver Meeting.
- FOA data demonstrates that Employment, Emergency Preparedness, and Financial Literacy are the top support needs for families program wide.
- Family Services Workers continue to support families experiencing homelessness through referrals to Family Front Doors, 211, and connection to open housing units in the East Bay.

HOME-BASED PROGRAM

- Socializations focused on acknowledging Hispanic/Latino History and similarities of family values across cultures (9/5 - 13 families participated) and Learning about Hispanic/Latino Artwork and History (9/19 - 8 families participated).
 - On September 5, caregivers and children practiced movement and singing in Spanish, English, and Cantonese.
 - On September 19, families learned the history of Piñata, as well as created and decorated one together.

HOME-BASED IMPACT STORY

This month, one home visitor shared how excited she is with both child's parents with supporting their child development. She has been working with a family whose toddler has been hesitant with self-feeding and relied heavily on the parent to spoon-feed. During their home visits, they discussed strategies to gradually encourage independence, such as offering a choice between two spoons, modeling scooping motions, and praising even small attempts. The parents embraced the idea and began setting up meals with a "practice plate" where the child could try on their own before being assisted.

Within 2-4 weeks, the parents shared that mealtime had shifted significantly: the child now eagerly grabs the spoon, attempts to scoop, and proudly feeds themselves a few bites each meal. The parents described feeling less stressed at mealtimes and more confident in allowing their child to take the lead, even if it gets messy. This success experience highlights not only the child's growing independence but also the parent's problem-solving and creativity in fostering self-care skills in a supportive, patient way. Now, parents are ready to engage in other strategies to support their child development as child continues to grow.

PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	25
City of Oakland to date	23
Brighter Beginnings to date	2
% of current Pregnant Participants with Medical Homes	100%
% of current Pregnant Participants with Dental Homes	89%
% of current Pregnant Participants with Medical Insurance	100%
% of current Pregnant Participants with Physical Exam	42%
Number of babies born in September	4
Number of babies born in Program Year 25-26	12

- The Program has served 25 Pregnant Participants in PY 25-26, with 22 participants currently enrolled.
- 16 Pregnant Participants joined in their 3rd trimester (64%).

EDUCATION & SCHOOL READINESS

- Center Directors completed the first month of center-level monthly reporting, which gives detailed insight on day-to-day activities at centers. For example, at Franklin, two dads clean and set up the yard every morning. This site-based reporting gives the Education leadership team information they may not have otherwise learned from Center Directors.
- The Program has identified training on curriculum individualization as a priority, so teaching staff have a uniform understanding of the process, its purpose, and the importance of consistent documentation.
- As of September 17, 54% of Head Start / OCI Preschool participants at 6 centers received their first Home Visit within 30 days of enrollment.
 - For the 20 participants who did not receive a visit within 30 days, the Program ensured the remaining visits were completed on 9/19, a class-free day for teachers.
 - All OCI participants met the 30-day requirements.
- As of September 19, all DRDP assessments at CCTR (infant/toddler) sites, for children who started on 7/7/25, have been completed at 5 out of 6 CCTR centers.

FEATURED LEADER

Rachelle Stephens, Head Start Driver Courier / Warehouse Manager

How long have you been with Head Start?

I am a Driver Courier for Head Start. I was initially hired on March 31, 1991, and I have a credit of 34 years because Head Start was only a 10-month program until recently. We were laid off in the summer, so I am a few months short of reaching my 35 years for retirement.

What do you enjoy most about your job?

I get gratification knowing that the program provides many services for the community – education, health exams, wholesome cooked meals, and a safe environment for our children to develop their motor skills. Head Start also helps parents and teachers pursue careers in early childhood education and attain higher education.

Years ago, when I first started, I was a Head Start mom and my daughter was a Head Start baby. I really love the fact that I did not miss a single PTA meeting because, as a Driver Courier, I could swing by whenever it was necessary to see her. I loved that flexibility. At this stage, I pretty much manage the Warehouse now. They call me Mama Rachelle. We're like family – we cook, we look out for each other. It's like a second home. I feel safe and comfortable here. Now I'm cruising to retirement. By the time I become a grandma, I'll be retired, and I'd love to come back here with my grandchild. I'd love to volunteer and have a third generation involved in the program.

What is a highlight from September?

For the first time ever, the Program has gone year-round. That means we don't have to worry about getting laid off, making car or mortgage payments, and for parents, what you're going to do with your child for two months. The fact that we were able to secure extra funding and provide more efficient services for our parents is a highlight. The day-to-day operation for me hasn't changed. But I know I won't worry about unemployment or having a separate savings account now, during the summer months.

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

Based on my present experience, PC and AB help keep the City government lines of communication open and transparent of Head Start policies, procedures, and operations. They help prevent the loss of program funding and have secured our program.



What does your typical day look like? (from Jason Sandoval, previous Featured Leader)

It starts with a group text to my team: a greeting/salutation, delegating tasks, the day's agenda. I check emails for new work order requests. I maintain the Warehouse for deliveries and inventory, and I try to provide everything anybody needs. I give people their daily assignments before I leave the house at 7:00 AM, and when the Warehouse opens at 8:30 AM, I have a cup of coffee with the crew and talk about how we can help each other and solve problems.

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

How does the Program support you in your personal interests?

SAFETY AND FACILITIES

- Upon receiving lead testing results, the Program is addressing concerns at the following sites
 - Broadway:
 - Second round of lead testing in the infant room and replaced faucets in crib room show that the presence of lead is under the action exceedance level.
 - Brookfield: Drinking fountain permanently removed from service. Kitchen faucet was replaced and was retested 10/3.
 - San Antonio CDC:
 - Three faucets were retested on 9/9 and have results above exceedance levels. The Program is developing a corrective action plan; the faucets are currently out of service.
 - Lead-based paint will need to be stabilized by CA Dept of Public Health-certified firm for paint on window frames and window sills in common area hallways and Center Director's office.
- San Antonio Park (SAP) resumed classes on-site on 9/15, after sink and plumbing repairs were completed.

WORKFORCE DEVELOPMENT

- The capacity and expertise of the Workforce Development team has increased now that it is part of the Education team.
- Many Apprentices and Aides are qualified to be promoted. The team is working to ensure all requirements and skill sets are met, so there will be aide positions available for Cohort 3, when they start the program.
- The Education Coordinator will be training Cohorts 1 and 2 on the steps required to apply for teaching permits, so the apprentices have the resources to advance in their career and education.

HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT

HR STAFFING UPDATES

- The Program gained a Head Start Fiscal Manager and FT Early Head Start Instructor
- The Program lost a HR/Facilities Manager

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 \(Continuous\)](#)

SEPTEMBER 2025 STAFFING

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

SEPTEMBER 2025 VACANCIES

Position	# Vacancies
Early Head Start Instructors	12
Head Start Instructors	11

PROFESSIONAL DEVELOPMENT

- On September 16, the Program held trainings for Tiny Steps providers on Emergency Preparedness: Fire, Earthquake, and Active Attacker.
- On September 19, 41 staff members who work with Early Head Start Children received a Safe Sleep Training from Stefanie Toro, SIDS Coordinator at Alameda County.
- On September 27, City of Oakland Head Start Family Services and Home-Based staff participated in the Alameda County Fatherhood Summit.

PARTNERS

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	20/26 (77%)	32/33 (97%)	52/59 (88.1%)
Brighter Beginnings	67/120 (56%)	34/20 (170%)	101/140 (72.1%)

Tiny Steps: Family Child Care

- 6 Tiny Steps fathers participated in the 9/27 Alameda County Fatherhood Summit.
- Tiny Steps families participated in a car seat check-up event on 9/13
- The Tiny Steps team received additional Ages and Stages Questionnaire (ASQ) training from the Program, and Tiny Steps providers are participating in the IEMHC mental health consultation partnership.
- The Tiny Steps team held a Health and Safety training for providers on universal precautions, blood borne pathogens, handwashing, food safety, family style eating, monthly, daily, and weekly logs, active supervision and pedestrian safety.

Brighter Beginnings

- Brighter Beginnings hosted a Day in the Park socialization, Celebrating Fall socialization, and a monthly Parent Committee meeting. Socializations had high turnout.
- The agency has been focusing on completing the 1st DRDP (parent conferences).
- Brighter Beginnings completed 316 total Home Visits
 - EHS: 202
 - HS: 114



Babies and Caregivers Socializing in the Park – two EHS participants crawl and explore colorful balls with their moms.



Celebrating Fall by decorating a tree with leaves in autumn colors.

DATA & ONGOING MONITORING

- FCC Curriculum Fidelity Module was added into ChildPlus to monitor curriculum fidelity for our Family Child Care programs.
- Safe and Sanitary Environment Checklists and Opening Checklists have been created for FCCs.
- The Program developed a new Release of Information policy and revised its ROI process for exchanging information with external providers.

UPCOMING EVENT: Fall Health and Mental Health Advisory Committee

What is the HMH?

Our Health and Mental Health Services Advisory Committee (HMH) supports our Head Start children's healthy development. The HMH is comprised of local health providers and representatives from a wide array of social services agencies. These strong and effective partnerships provide critical resources and guidance about our health services.

On October 29, we will celebrate our recent accomplishments, share recent program updates and feature a panel discussion on adaptive feeding to inform policy development for our program.



CITY OF
OAKLAND Early Childhood & Family Services | **Head Start**

Health and Mental Health Services Advisory Committee

2025 Fall Meeting

Please join us!
Wednesday, October 29, 2025
10:00 AM - 12:00 PM

ZOOM LINK is forthcoming



Contact: Emari Dimagiba, Health Manager, edimagiba@oaklandca.gov

Head Start & Early Head Start Budget Summary - All Federal Projects

Report as of 10/01/25 - Payroll from 07/01/2025 to 07/31/25

Fiscal year budget spent

8%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377.00	\$ -	\$ 339,781.42	\$ 5,736,595.58	6%
b. Fringe Benefits	\$ 2,776,926.00	\$ -	\$ 214,858.24	\$ 2,562,067.76	8%
c. Travel	\$ 42,735.00	\$ -	\$ -	\$ 42,735.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 104,740.00	\$ -	\$ -	\$ 104,740.00	0%
f. Contractual	\$ 3,155,056.00	\$ -	\$ -	\$ 3,155,056.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 811,668.00	\$ -	\$ 12,445.02	\$ 799,222.98	2%
i. Total Direct Charges	\$ 12,967,502.00	\$ -	\$ 567,084.68	\$ 12,400,417.32	4%
j. Indirect Charges	\$ 829,555.00	\$ -		\$ 829,555.00	0%
k. TOTALS	\$ 13,797,057.00	\$ -	\$ 567,084.68	\$ 13,229,972.32	4%

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 10/01/25 - Payroll from 07/01/25 to 07/31/25

Fiscal year budget spent

8%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 2,674,073.00	\$ -	\$ 111,115.40	\$ 2,562,957.60	4%
b. Fringe Benefits	\$ 1,382,040.00	\$ -	\$ 70,088.32	\$ 1,311,951.68	5%
c. Travel	\$ 11,386.00	\$ -	\$ -	\$ 11,386.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 24,626.00	\$ -	\$ -	\$ 24,626.00	0%
f. Contractual	\$ 1,186,053.00	\$ -	\$ -	\$ 1,186,053.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 187,644.00	\$ -	\$ 6,003.54	\$ 181,640.46	3%
i. Total Direct Charges	\$ 5,465,822.00	\$ -	\$ 187,207.26	\$ 5,278,614.74	3%
j. Indirect Charges	\$ 380,058.00	\$ -	\$ -	\$ 380,058.00	0%
k. TOTALS	\$ 5,845,880.00	\$ -	\$ 187,207.26	\$ 5,658,672.74	3%

Early Head Start Budget Summary - Federal Basic

Report as of //25 - Payroll //25 to //25

Fiscal year budget spent

8%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 3,402,304.00	\$ -	\$ 228,666.02	\$ 3,173,637.98	7%
b. Fringe Benefits	\$ 1,394,886.00	\$ -	\$ 144,769.92	\$ 1,250,116.08	10%
c. Travel	\$ 31,349.00	\$ -	\$ -	\$ 31,349.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 80,114.00	\$ -	\$ -	\$ 80,114.00	0%
f. Contractual	\$ 1,969,003.00	\$ -	\$ -	\$ 1,969,003.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 438,394.00	\$ -	\$ 6,441.48	\$ 431,952.52	1%
i. Total Direct Charges	\$ 7,316,050.00	\$ -	\$ 379,877.42	\$ 6,936,172.58	5%
j. Indirect Charges	\$ 449,497.00	\$ -	\$ -	\$ 449,497.00	0%
k. TOTALS	\$ 7,765,547.00	\$ -	\$ 379,877.42	\$ 7,385,669.58	5%

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

Fiscal year budget spent

8%

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

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

Fiscal year budget spent

8%

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

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

Fiscal year budget spent

8%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 544,293.00	\$ -	\$ 12,660.86	\$ 531,632.14	2%
b. Fringe Benefits	\$ 376,469.00	\$ -	\$ 8,427.67	\$ 368,041.33	2%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 26,215.00	\$ -	\$ -	\$ 26,215.00	0%
f. Contractual	\$ 184,040.00	\$ -	\$ -	\$ 184,040.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269.00	\$ -	\$ -	\$ 34,269.00	0%
i. Total Direct Charges	\$ 1,165,286.00	\$ -	\$ 21,088.53	\$ 1,144,197.47	2%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,165,286.00	\$ -	\$ 21,088.53	\$ 1,144,197.47	2%

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

Fiscal year budget spent

8%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,024,146.00	\$ -	\$ 9,219.11	\$ 1,014,926.89	1%
b. Fringe Benefits	\$ 718,849.00	\$ -	\$ 6,131.69	\$ 712,717.31	1%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903.00	\$ -	\$ -	\$ 33,903.00	0%
f. Contractual	\$ 184,041.00	\$ -	\$ -	\$ 184,041.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247.00	\$ -	\$ -	\$ 126,247.00	0%
i. Total Direct Charges	\$ 2,087,186.00	\$ -	\$ 15,350.80	\$ 2,071,835.20	1%
j. Indirect Charges	\$ 196,793.00	\$ -	\$ -	\$ 196,793.00	0%
k. TOTALS	\$ 2,283,979.00	\$ -	\$ 15,350.80	\$ 2,268,628.20	1%

Head Start CSPP Budget Summary - California State Preschool Program

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

Fiscal year budget spent

8%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,673,602.00	\$ -	\$ 86,938.25	\$ 1,586,663.75	5%
b. Fringe Benefits	\$ 1,113,462.00	\$ -	\$ 56,157.54	\$ 1,057,304.46	5%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 477,701.00	\$ -	\$ 868.44	\$ 476,832.56	0%
i. Total Direct Charges	\$ 3,364,765.00	\$ -	\$ 143,964.23	\$ 3,220,800.77	4%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,765.00	\$ -	\$ 143,964.23	\$ 3,220,800.77	4%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion

Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

0%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,877,170.00	\$ -	\$ 95,074.81	\$ 1,782,095.19	5%
b. Fringe Benefits	\$ 1,230,331.00	\$ -	\$ 60,481.01	\$ 1,169,849.99	5%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 234,018.00	\$ -	\$ -	\$ 234,018.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,341,519.00	\$ -	\$ 155,555.82	\$ 3,185,963.18	5%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,341,519.00	\$ -	\$ 155,555.82	\$ 3,185,963.18	5%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 10/01/25 - Payroll from 07/01/25 to 07/31/25
Fiscal year budget spent 8%

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

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 10/01/25 - Payroll from 07/01/25 to 07/31/25
Fiscal year budget spent 8%

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

Head Start & Early Head Start Budget Summary
Report as of 10/01/25 - Payroll from 07/01/2025 to 08/31/25
Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377.00	\$ -	\$ 697,493.18	\$ 5,378,883.82	11%
b. Fringe Benefits	\$ 2,776,926.00	\$ -	\$ 437,728.59	\$ 2,339,197.41	16%
c. Travel	\$ 42,735.00	\$ -	\$ 78.90	\$ 42,656.10	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 104,740.00	\$ 9,888.65	\$ 1,991.58	\$ 92,859.77	11%
f. Contractual	\$ 3,155,056.00	\$ 60,327.35	\$ 18,974.65	\$ 3,075,754.00	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 811,668.00	\$ 72,796.34	\$ 159,493.43	\$ 579,378.23	29%
i. Total Direct Charges	\$ 12,967,502.00	\$ 143,012.34	\$ 1,315,760.33	\$ 11,508,729.33	11%
j. Indirect Charges	\$ 829,555.00	\$ -		\$ 829,555.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 143,012.34	\$ 1,315,760.33	\$ 12,338,284.33	11%

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 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 2,674,073.00	\$ -	\$ 234,845.53	\$ 2,439,227.47	9%
b. Fringe Benefits	\$ 1,382,040.00	\$ -	\$ 147,076.32	\$ 1,234,963.68	11%
c. Travel	\$ 11,386.00	\$ -	\$ 37.08	\$ 11,348.92	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 24,626.00	\$ 4,975.11	\$ 980.59	\$ 18,670.30	24%
f. Contractual	\$ 1,186,053.00	\$ 28,353.85	\$ 8,918.09	\$ 1,148,781.06	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 187,644.00	\$ 34,214.26	\$ 60,804.59	\$ 92,625.15	51%
i. Total Direct Charges	\$ 5,465,822.00	\$ 67,543.22	\$ 452,662.20	\$ 4,945,616.58	10%
j. Indirect Charges	\$ 380,058.00	\$ -	\$ -	\$ 380,058.00	0%
k. TOTALS	\$ 5,845,880.00	\$ 67,543.22	\$ 452,662.20	\$ 5,325,674.58	9%

Early Head Start Budget Summary - Federal Basic
Report as of 10/01/25 - Payroll 07/01/25 to 08/31/25

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent%
a. Personnel	\$ 3,402,304.00	\$ -	\$ 462,647.65	\$ 2,939,656.35	14%
b. Fringe Benefits	\$ 1,394,886.00	\$ -	\$ 290,652.27	\$ 1,104,233.73	21%
c. Travel	\$ 31,349.00	\$ -	\$ 41.82	\$ 31,307.18	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 80,114.00	\$ 4,913.54	\$ 1,010.99	\$ 74,189.47	7%
f. Contractual	\$ 1,969,003.00	\$ 31,973.50	\$ 10,056.56	\$ 1,926,972.94	2%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 438,394.00	\$ 38,582.08	\$ 98,688.84	\$ 301,123.08	31%
i. Total Direct Charges	\$ 7,316,050.00	\$ 75,469.12	\$ 863,098.13	\$ 6,377,482.75	13%
j. Indirect Charges	\$ 449,497.00	\$ -	\$ -	\$ 449,497.00	0%
k. TOTALS	\$ 7,765,547.00	\$ 75,469.12	\$ 863,098.13	\$ 6,826,979.75	12%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

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

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

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

GPF Budget Summary - City General Purpose Fund Head Start

Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 544,293.00	\$ -	\$ 23,418.49	\$ 520,874.51	4%
b. Fringe Benefits	\$ 376,469.00	\$ -	\$ 15,597.20	\$ 360,871.80	4%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 26,215.00	\$ -	\$ -	\$ 26,215.00	0%
f. Contractual	\$ 184,040.00	\$ -	\$ -	\$ 184,040.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269.00	\$ -	\$ -	\$ 34,269.00	0%
i. Total Direct Charges	\$ 1,165,286.00	\$ -	\$ 39,015.69	\$ 1,126,270.31	3%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 1,165,286.00	\$ -	\$ 39,015.69	\$ 1,126,270.31	3%

GPF Budget Summary - City General Purpose Fund Early Head Start

Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,024,146.00	\$ -	\$ 17,491.07	\$ 1,006,654.93	2%
b. Fringe Benefits	\$ 718,849.00	\$ -	\$ 11,643.19	\$ 707,205.81	2%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903.00	\$ -	\$ -	\$ 33,903.00	0%
f. Contractual	\$ 184,041.00	\$ -	\$ -	\$ 184,041.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247.00	\$ -	\$ -	\$ 126,247.00	0%
i. Total Direct Charges	\$ 2,087,186.00	\$ -	\$ 29,134.26	\$ 2,058,051.74	1%
j. Indirect Charges	\$ 196,793.00	\$ -	\$ -	\$ 196,793.00	0%
k. TOTALS	\$ 2,283,979.00	\$ -	\$ 29,134.26	\$ 2,254,844.74	1%

CSPP Budget Summary - California State Preschool Program
Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,673,602.00	\$ -	\$ 199,511.85	\$ 1,474,090.15	12%
b. Fringe Benefits	\$ 1,113,462.00	\$ -	\$ 128,781.32	\$ 984,680.68	12%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 477,701.00	\$ -	\$ 21,265.52	\$ 456,435.48	4%
i. Total Direct Charges	\$ 3,364,765.00	\$ -	\$ 349,558.69	\$ 3,015,206.31	10%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,765.00	\$ -	\$ 349,558.69	\$ 3,015,206.31	10%

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

Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,877,170.00	\$ -	\$ 196,200.53	\$ 1,680,969.47	10%
b. Fringe Benefits	\$ 1,230,331.00	\$ -	\$ 124,256.36	\$ 1,106,074.64	10%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 234,018.00	\$ 16,872.25	\$ -	\$ 217,145.75	7%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,341,519.00	\$ 16,872.25	\$ 320,456.89	\$ 3,004,189.86	10%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,341,519.00	\$ 16,872.25	\$ 320,456.89	\$ 3,004,189.86	10%

**CCFP Budget Summary - Child and Adult Care Food Program Report as of 10/01/25 - Payroll
from 07/01/25 to 08/31/25**

Fiscal year budget spent

17%

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000.00	\$ 1,943.30	\$ 3,868.95	\$ 254,187.75	2%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 260,000.00	\$ 1,943.30	\$ 3,868.95	\$ 254,187.75	2%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 260,000.00	\$ 1,943.30	\$ 3,868.95	\$ 254,187.75	2%

**CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 10/01/25 - Payroll from 07/01/25 to 08/31/25**

Fiscal year budget spent

17%

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

City of Oakland PURCHASE CARD TRANSACTION LOG

DATE:

10/02/25

Cardholder Name: Diveena Cooppan

PRINT NAME

August 2025

Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

August 2025

Transaction Period (Month / Year)

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Diveena Diveena Cooppan (Oct 3, 2025 15:17:35 PDT) Date

CARDHOLDER'S SIGNATURE AND DATE

510-238-3165

PHONE NUMBER (REQUIRED)

Annie Friberg
Annie Friberg (Oct 3, 2025 15:22:02 PDT)

AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	8.22.25	AMAZON	WIPES OR SITES	360.72		
2			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
3	8.24.25	AMAZON	DIAPERS FOR SITES	423.81		
4			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
5	8.26.25	AMAZON	DIAPERS FOR SITES	518.74		
6			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
7	8.26.25	AMAZON	WIPES FOR SITES	394.03		
8			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
9						
10						
11						
12						
13						
14						
15						
16						
17						37
18						

19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					38
54					



City of Oakland

Head Start Advisory Board

FY 2024-25

BYLAWS

ARTICLE I

Name

The name shall be the Head Start Advisory Board of the City of Oakland, California, established by Motion of the City Council on November 28, 2000 and confirmed by Resolution No. 76996 C.M.S. passed on March 12, 2002; rescinded in May 20, 2014; and ordained by the Oakland City Council, by Resolution No. 13230, re-establishing the Head Start Advisory Board in Accordance with the City Charter Section 601.

ARTICLE II

Purpose

The Head Start Advisory Board (HSAB) is created to assist the Oakland City Council in its Governance role for the Head Start Program. The HSAB is involved in all of the “must approve” items in the Head Start Performance Standards that require the approval of the City Council except Human Resource Management, which is the authority of the City Administrator and the City Personnel Department.

ARTICLE III

Functions and Duties

- Section 1. The functions and duties of the Head Start Advisory Board shall include providing advice and recommendations to the City Council (Board) about the Head Start program in the following areas:
- a. The procedure for program planning, which describes how and when significant planning activities for the Head Start program occur.
 - b. The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.
 - c. The program’s philosophy and multi-year goals and annual objectives.

- d.** The selection of any new delegate agencies to operate part of the program.
- e.** All funding applications for the Head Start program.
- f.** The composition of the Head Start Parent Policy Council and the procedures by which policy group members are chosen.
- g.** Procedures for hearing and resolving community feedback about the Head Start program.
- h.** Procedures that describe how the Advisory Board, Parent Policy Council and City Council (Board) will implement those activities that are shared functions between the Governing Body and Parent Policy Council as required by Head Start Performance Standards.

Section 2.

In the performance of its duties, the Board shall:

- a.** participate in mandated planning activities in accord with the program calendar and planning procedure, Head Start funding guidance and regulations.
- b.** participate in the budget process for the Head Start program, including recommending the adoption of budgets that support the attainment of program goals and objectives, receiving regular reports on program expenditures and making recommendations for changes if appropriate.
- c.** work with staff to ensure that all activities are made publicly available and accessible.

Section 3.

In addition to the functions and duties described in Sections 1. and 2. above, the HSAB shall perform the following:

- a.** The HSAB shall, in consultation with the City Administrator, establish rules and procedures for the conduct of its business. Such procedures shall include those required to maintain the Head Start program in good standing.
- b.** The HSAB shall submit regular, publicly-available reports and information (orally and/or in writing) to the City Council's Life Enrichment Committee, or any other committee designated as the liaison to the Board. The Board shall report on their recommendations for planning, general procedures, and for other major programmatic decisions; and, on the progress of the Head Start Program in meeting its stated goals and objectives. The frequency of reporting shall be based on the decision-making requirements of the governing body as

outlined in the HSAB planning procedures. These reports shall occur no less than semi- annually. Each year, the Board shall review the goals and objectives of the City Council to better integrate the activities of the Board with those of the City’s overall activities.

- c. The HSAB shall submit its recommendations for action on those Head Start items that require Council approval with sufficient time for meeting the time frames mandated by the Federal Government.

ARTICLE IV

Membership

Section 1. Composition

The HSAB shall be composed of at least 9 members appointed by the Mayor. Members of the HSAB must reside or conduct business in the City of Oakland and be directly involved in at least one of the following interests:

- a. Public Education—knowledge of issues in early education and kindergarten-transition issues and services to children with disabilities.
- b. Public Health—knowledge of issues and services in health, including general health, nutrition, mental health, and dental health.
- c. Family Services—knowledge of issues relating to low-income families and general approaches to services for families.
- d. Childcare/Child Development—knowledge of issues related to early care and education and transitions to focus on families involved in Welfare Reform.
- e. Management and Administration—knowledge of business practices, budgeting and accountability systems.
- f. Human Resources—knowledge of training, organizational structure and design.
- g. State and Federal Government—knowledge of and relationship to State and Federal Officials representing the City of Oakland.
- h. Head Start parent or alum (parent or guardian)--knowledge of the direct impact of Head Start as a parent or guardian of a current or former student OR as alum themselves.

Additional members may be added to represent other interests, with the approval of the City Council and with appropriate changes to City documents required to create such Boards.

Section 2 Terms

- a.** Members of the HSAB shall serve for a term of at least three calendar years. Board members may serve a maximum of four consecutive three-year terms.
- b.** A currently seated member may continue to serve on the Board until the Mayor and Life Enrichment Committee name a replacement. But in no event shall the member serve more than one year beyond the end of the member's term.
- c.** The City Council may reconsider its decision to create and maintain a Head Start Advisory Board, as a means of carrying out its governance responsibilities for the Head Start program. In the event it is determined that the Head Start Advisory Board will be disbanded, the terms of all members shall cease on the date determined by the City Council.

Section 3. Removal

- a.** To ensure the City's full compliance with Head Start requirements, the participation of Head Start Advisory Board members in the designated activities is essential. Attendance at regularly scheduled and special meetings of the Board will provide the involvement and deliberations needed to make sound decisions and recommendations about the City's Head Start program.

Removal by the Head Start Advisory Board

- b.** A member may be removed pursuant to Section 601 of the City Charter, for, among other things, a conviction of a felony, misconduct, incompetence, or inattention to or inability to perform duties. Absence from three consecutive regular meetings shall constitute cause for removal.
- c.** A proposal to remove a member may be considered at a regular or special meeting of the Board. The reasons for the proposed removal shall be clearly stated for the consideration of the membership. The Board member being considered for removal may request an opportunity to respond to the concerns raised by the Board. If a majority of those present vote for removal, the Board's recommendation shall be forwarded to the Life Enrichment Committee of the City Council with a request for a replacement member in the same category as that represented by the member proposed for removal.

- d. The removal recommendation shall automatically take effect within 60 days from the date of the presentation to the Life Enrichment Committee, in the event that Committee takes no action on the proposal for removal.

Removal by the City Council

- e. The City Council's Life Enrichment Committee has the discretion, by majority vote, to remove a member from the Head Start Advisory Board.

ARTICLE V

Officers

Section 1.

- a. Each year at its first regular meeting in September the Board shall elect a chairperson and vice chairperson from among its members.
- b. The Chairperson shall
 - 1) preside at all meetings of the Board
 - 2) oversee the activities of the Board
 - 3) appoint all committee members to serve on standing and ad hoc committees
 - 4) represent (or designate an alternate) the Board at meetings, public gatherings and other functions related to the Board and the Head Start program.
 - 5) consult with staff in the preparation of meeting agenda
 - 6) receive and review correspondence on behalf of the Board
 - 7) serve as a liaison (Head Start/Early Head Start parent or guardian) with the Parent Policy Council
- c. The Vice Chairperson shall
 - 1) Serve as chair in the absence of the chairperson
 - 2) Succeed to the office of the chairperson in the event the chair is no longer able or willing to serve.
 - 3) Perform such duties as may be assigned by the chair or by the Board.

ARTICLE VI

Meetings

Section 1

- a. All regular and special meetings of the Board will comply with the requirements of the Sunshine Ordinance and Brown Act. Minutes shall be

taken and maintained in official files for review upon request by interested parties.

- b.** Regular meetings of the Advisory Board shall be held at the time and place designated by the Board each year at its first meeting in September. In FY 24-25, meetings are currently held from 3:30-5:00pm, unless otherwise agreed upon and deemed necessary by the Advisory Board.
- c.** At the Advisory Board Meeting, in June of each year, the board will vote , Y/N, on whether the body will Recess in August of each year, in alignment with the Oakland City Council.
- d.** Meetings called for special purposes to meet critical deadlines and scheduled at a time and/or place different from regular meetings shall be designated special meetings.
- e.** A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Advisory Board for the purpose of conducting business. In cases when an Advisory Board Member has notified the board in advance of the need to take a temporary leave, the quorum requirement will be temporarily adjusted, based on the active Advisory Board Members seated. In the absence of a quorum, no information may be presented, and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.
- f.** Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
- g.** The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:
 - 1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board's Bylaws and procedures;
 - 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
 - 3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

ARTICLE VII

Committees

Section 1.

- a. The Board may from time to time establish ad hoc committees.
- b. In order to expedite the work of the Board, the membership may agree to work jointly with Parent Policy Council (PC) committees in the mandated activities prescribed in the Head Start Performance Standards as described in Article III.
- c. Section 1. above.

ARTICLE VIII

Standards of Conduct

Section 1.

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

Failure to adhere to these Standards of Conduct may result in sanctions, including the recommendation for removal of any Board member.

ARTICLE IX

Governance Procedures

Section 1.

- a. The Head Start Advisory Board will adopt, and recommend to the City Council, procedures for implementing shared governance that include each of the enumerated responsibilities in Article III. Section 1 above. Those procedures shall be approved by the Head Start Parent Policy Council prior to being recommended to the City Council.
- b. The Advisory Board may prescribe and enforce such general and specific rules and regulations as deemed necessary to the general operations and conduct of the Advisory Board.
- c. Roberts Rules of Order shall be used as the guiding procedures for the conduct of Board activities.

ARTICLE X

Amendments

Section 1.

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


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

Chairperson Signature

11/18/24

Date

Program Management & Strategic Planning

HSPPS Subpart:	J: Program Management and Quality Improvement	Health Services Advisory Committee Review Date:	N/A
HSPPS and other regulations	§1302.101	Policy Council Approval Date:	07/16/24
State or Local Regulations:	N/A	Advisory Board Approval Date:	09/26/24
Effective Date:	07/16/24; 09/26/24	Revised Date:	07/16/24; 07/15/25
Policy Statement and Detailed Procedures			
Policy Statement:	The Head Start planning systems and related activities are an essential part of program operations. Thoughtful planning is critical to successful programming. However, it becomes even more important as programs shift from an indefinite grant period to a five-year project period. According to the Head Start planning requirements, the <i>Federal Oversight of Five-Year Head Start Grants (ACF-IM-HS-14- 02)</i> indicates that the five-year grant applications require programs to describe and define: • Long-term goals they will accomplish during the five-year period. • Short-term objectives • Expected outcomes that are aligned with the goals and objectives. • Data tools and methods for tracking progress toward their goals, objectives, and expected outcomes. Grantees report on this progress in their yearly continuation applications over the course of the five-year project period.		
Rationale:	The purpose of the planning process is to establish and maintain a systematic approach to decision-making about the direction and scope of programs and services offered by City of Oakland Head Start. The planning process provides overall direction for the City Council and/or its designee (the Head Start Advisory Board), Policy Council and staff. Main components of the planning process include Community Assessment, Self- Assessment, Long-range Goals and Short-term Objectives, Strategies, Expected Outcomes over 5-years; Criteria for Recruitment, Selection and Enrollment Priorities, and funding applications. Additional Head Start planning requirements include HEAD START ACT 641(A)(g)(2)(A): Standards: Monitoring of Head Start Agencies and Programs - Self-Assessments:		

Policy Statement and Detailed Procedures	
	(1) IN GENERAL- Not less frequently than once each program year, with the consultation and participation of Policy Councils and, as applicable, policy committees and, as appropriate, other community members and each Head Start agency, and each delegate agency, that receives financial assistance under this subchapter shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with standards described in subsection (a)(1). (2) GOALS, REPORTS, AND IMPROVEMENT PLANS- (A) GOALS - An agency conducting a self-assessment shall establish agency- determined program goals for improving the school readiness of children participating in a program under this subchapter, including school readiness goals that are aligned with the Head Start Child Outcomes Framework, State early learning standards as appropriate, and requirements and expectations of the schools the children will be attending. (B) IMPROVEMENT PLAN- The agency shall develop, and submit to the Secretary a report, to accompany its annual continuation funding grant application, an improvement plan approved by the governing body of the agency to strengthen any areas identified in the self-assessment as weaknesses or in need of improvement. (3) ONGOING MONITORING- Each Head Start agency (including each Early Head Start agency) and each delegate agency shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(1).¹ *FORMER HS PROGRAM PERFORMANCE STANDARD 1304.51 (a) (1) (2) *(Still relevant and will be utilized in FY 2024-25): Head Start Grantee and delegate agencies must develop and implement a systematic, ongoing program planning process, in collaboration with the program's governing body, policy groups, program staff, delegate agency and other community organizations, that includes but is not limited to: Community Assessment; Self-Assessment; Grant Application; Program Goals & Objectives; Child Outcomes; Training Plan; Ongoing Monitoring, Program Information Report (PIR).
Responsibility:	• HS Program Director • HS Program Planner • All Head Start Management Staff (Content, Human Resources, Facilities & Fiscal)

¹ <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-641a-standards-monitoring-head-start-agencies-programs>; 7/14/17

Policy Statement and Detailed Procedures

Procedure:

- The program school year begins in **July**. The Program will initiate its multi- year strategic planning process in July of each year. The planning process for all upcoming planning cycles, including **1)** an Annual Comprehensive Program Calendar; **2)** and a Program Governance Calendar, will be reviewed and approved annually by the Parent Policy Council (PC) and the City Council or its designee, the Head Start Advisory Board (AB) in **August** or **September** (if bodies opt for Recess in August), with existing Parent Policy Council members and again in **November** and **December**, with newly elected Parent Policy Council members for the current program year.
- Planning calendars for each content area will be developed by program content area coordinators and updated annually.
- A program operating budget will be presented to the Parent Policy Council's Finance Committee or Parent Council and Advisory Board for review and input at the beginning each program year, in **September or October**.
- When the budget is finalized in **October or November**, it will be forwarded to the Policy Committee or Parent Policy Council and Advisory Board for final approval.
- The operating budget will be analyzed at regular fiscal meetings to determine the need for improvement and adjustments.
- Monthly Program Reports will be forwarded to the Parent Policy Council and Advisory Board for input and approval. The Head Start Planner will assess community needs, resources, strengths and possible challenges every five years (Community Assessment), and will conduct updates annually, for the following four years. The planning for the Community Assessment (or Community Assessment Update) will begin in **September** of each year and will consist of 1-2 Community Assessment Planning Meetings in the months of **November** and **December**. Participants will include Parent Policy Council and Advisory Board members, as well as community stakeholders (i.e. local community agencies, delegate agency, partners, school district, parents and program staff). In **November**, the first planning meeting will include the review of data collected, and the opportunity for the Parent Policy Council and Advisory Board to contribute relevant information and feedback to the development of the Community Assessment and/or update(s).
- The Community Assessment and/or update(s) results will be shared and discussed with the Parent Policy Council, Advisory Board, and community

Policy Statement and Detailed Procedures	
	members between January-February. Staff will use this analysis, along with the findings of the program's Self-Assessment between January-March, to review, update, or revise long-term goals, short-term objectives, school readiness and parent, family & community engagement goals, to inform specific program direction for the existing and coming program year (i.e. priorities for selection, recruitment and enrollment, enhancements to collaboration activities with other community agencies). • Long-range goals, short-term objectives, expected outcomes and program impacts and financial goals and objectives, based on data from the Community Assessment/Update, Self-Assessment, Child Outcomes, latest PIR, Parent Survey, and Parent Policy Council and Advisory Board, program staff, and community input, will be presented to and approved by the Parent Policy Council and the City Council or its designee, the Advisory Board. Progress in meeting program goals and objectives will be tracked and reviewed regularly at Management Team and Coordinator's meetings. • In January-February, Community Assessment data will be used to inform recruitment, Selection and Enrollment Priorities, and any changes to program options, will be proposed by staff and approved by the Parent Policy Council and the City Council or its designee, the Advisory Board. • The joint Budget and Fiscal Committee (if available), along with Head Start Management staff, will review the budget for areas that may need changes, according to available resources. • In January - February, The Head Start Program Director, Program Planner, and designated management staff, will develop the draft of the federal Head Start and other relevant funding applications, based on the above planning procedures, including a review of budget changes. • In February-March, the Head Start Director will present the final application and summary to the Parent Policy Council, Advisory Board, and City Council for review and approval.
Monitoring:	• Annual Comprehensive & Program Calendars
Documentation:	• See procedures
Timeframe:	• See Annual Comprehensive & Program Governance Planning Calendar

ANNUAL COMPREHENSIVE PLANNING CALENDAR

July 2025			August 2025 (Re-Opening)			September 2025			October 2025		
Date: PPC: 7/15 AB: On Recess	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Strategic Planning - Planning Calendars Overall & Governance Review - Partner Onboarding & Review of Contracts and SOW - DA Final Expenditure Report - All staff Classroom Assignments - Professional Development Plans 5-yr Background Check Audit - Acceptance Letters - ERSEA File Audit - End-of-year CSPP/CDE Final Attendance Report - ChildPlus – FY 25-26 PIR Activated	Unit PM/PLN FSC PM/PLN PM/PLN FSC/PM C/PD ERSEA	Date: PPC: On Recess AB: 08/21	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Strategic Planning - Planning Calendars - Budget Presentation & Staff Training - Beginning of year budget presentation to Central Office - CACFP Application Due - Pre-Service - New Staff Orientation - Mandatory Child Abuse & Neglect Training - FY 24-25 PIR (Due 08/29) Start of HS/EHS Program Services (08/11)	Unit PM/PLN FSC PM/PLN ERSEA C/PD PLN	Date: PPC: 9/16 AB: 9/18	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Final Budget Spend-down from last Fiscal Year (FY 24-25) - Staff Qualifications & Professional Development Plan Audit - Planning for Community Assessment Update (development begins) - Annual Report to the Public for FY 24-25 (development begins)	Unit PM/PLN FSC C/PD	Date: PPC: 10/14 AB: 10/16	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Carryforward Request Process - Final Year Report from Last Fiscal Year - CLASS Audit - CDE/CSPP Audit - Quarterly Monitoring updates: - Quarterly Goal Review - Quarterly PIR Review - Ongoing Monitoring - Community Assessment Update (development continues) - Annual Report to the Public for FY 24-25 (development continues)	Unit PM/PLN FSC C/PD ERSEA PM/PLN

November 2025			December 2025			January 2026			February 2026		
Date: PPC: 11/18 AB: 11/20	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Staff Recruitment Off-site - CLASS Audit - CDE/CSPP & CDSS/CCTR Continuation Funding Applications for Head Start and CDE/CSPP - Community Assessment Update Planning & Data Review Meeting #1 (tentative) Annual Report to the Public for FY 24-25 (First draft due)	Unit PM/PLN FSC PM/PLN C/PD PM/PLN PM/ PLN	Date: PPC: 12/16 AB: 12/18	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Mid-Year Budget Review - Assignment/Selection - Mid-Year Performance Review - Self-Assessment begins - Community Assessment Update (Final draft completed) Annual Report to the Public for FY 24-25 (Final draft due)	Unit PM/ PLN FSC C/PD PM/ PLN HR/ PD PM/ PLN	Date: PPC: 1/13 AB: 1/15	Report or Task Name PPC/AB Meetings - Community Assessment Update (Final draft completed and presented to PPPC/AB) - Selection Criteria (First draft completed and presented to PPPC/AB) - Self-Assessment Completed - Monthly Program Progress Report - Monthly Program Financial Report - Evaluation of RFP/RFQs for Next Program Year - City Review of Mid-Year Budget - Selection Criteria Developed - Letter of Intent to Re-enroll - ERSEA File Audits - Practice-Based Coaching - CLASS Audit - Quarterly Monitoring Updates: - Quarterly Goals - PIR - Ongoing Mtg.	Unit PM/ PLN PM/ PLN FSC PM/ PLN FSC ERSEA C/PD PM/ PLN	Date: PPC: 2/17 AB: 2/19	Report or Task Name PPC/AB Meetings - Selection Criteria Approved - Monthly Program Progress Report - Monthly Program Financial Report - New Program Year Activated in Child Plus ❖ Site Selection, ❖ Opening Dates ❖ School Year Calendar, Hours of Operation	Unit PM/PLN ERSEA PM/PLN FSC PM/PLN

	March 2026			April 2026			May 2026			June 2026	
Date: PPC: 3/10 AB: 3/12	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - New Selection Criteria added to Child Plus	Unit PM/PLN FSC ERSEA	Date: PPC: 4/14 AB: 4/16	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Drafting of Partner Contracts for Next Program Year - Finalize Next Year's Budget - Annual Grant Application Due (Cont. Funding) - Child Selection Rosters for Newbies and Returnees - Performance Appraisals - Staff Recruitment Off-site Quarterly Monitoring updates: ❖ Quarterly Goal ❖ Quarterly PIR ❖ Ongoing Monitoring - HS FY 26-27 Non-competing (5-Year Cycle Grant Application) (Due: 4/1)	Unit PM/PLN FSC PM/PLN FSC PM/PLN ERSEA HR/PD PM/PLN	Date: PPC: 5/19 AB: 5/21	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - ERSEA File Audit - Initial Interviews for All New Families @ Sites - Full Enrollment for Coming Program Year	Unit PM/PLN FSC ERSEA	Date: PPC: 6/09 AB: 6/11	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Final Fund Obligation for Program Year - CSPP/CDE - CCTR/CDSS Program Self-Evaluation (PSE) - Final PIR Reconciliation - Joint PPPC/AB Meeting (tentative)	Unit PM/PLN FSC PM/PLN

Weekly, Monthly, Quarterly, and Annual Reporting

Weekly		Monthly	Quarterly	Annually
Content Unit Data Monitoring Reports to Diveena & Data Team		End of Month Enrollment (EOM) Reported on HSES CDE/CSPP 801-A Report Program Progress & Data Accountability Report	Goals & Objectives Progress Update: Ongoing Monitoring Progress Update: Program Information Report Update:	Annual Report Full Community Assessment, then Annual updates Self-Assessment Report CACFP Application CDE/CSPP/CCTR Program Self-Evaluation HS/EHS Continuation Funding Application CDE/CSPP/CCTR Continuation Funding Application
	Individual/Unit Responsible			Abbreviations Key: Projects/Agencies/Programs
PLN	Planning		PPC/AB	Policy Council/Advisory Board
CON	Content Collective		CDE/CSPP	California Department of Education/California State Preschool Program
FSC	Fiscal		CDE/PSE	California Department of Education/Program Self-Evaluation
C/PD	Coaching & Professional Development		CDSS/CCTR	California Department of Social Services/General Child Care Program (CCTR)
ERSEA	Eligibility, Recruitment, Selection, Attendance		CACFP	Child & Adult Care Food Program
PM	Program Management		SOW	Scope of Work
CD/ED	Child Development & Education		PIR	Program Information Report

PROGRAM GOVERNANCE

July 2025			August 2025 (Recess)			September 2025			October 2025		
Date: PPC: 7/15 AB: <i>On-Recess</i>	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Planning Calendars Review: Program & Governance - Strategic Planning Process - Policies & Procedures discussion	Unit PM. PLN PM/ PLN FSC PLN/ PM PM/ PLN	Date: PPC: <i>On Recess</i> AB: 08/21	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Program Infor. Report (PIR) (Due: 8/29) - Planning Calendars: Program & Governance - Strategic Planning Process - Annual CACFP Renewal Application (Due 8/15)	Unit PM. PLN PM/ PLN FSC PL PM/ PLN	Date: PPC: 9/16 AB: 9/18	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - PIR Summary (presented) - Community Assessment Update planning begins. - Annual Report to the Public for FY 24-25 (development begins)	Unit PM. PLN PM/ PLN FSC PLN PLN	Date: PPC: 10/14 AB: 10/16	Report or Task Name PPC/AB Meetings <u>PPC Member Elections at Site Level</u> (by 10/8) - Monthly Program Progress Report - Monthly Program Financial Report - Qtly. Monitoring updates presented: - Program Goals <i>PIR Summary</i> - OGM - Community Assessment Update work continues	Unit PM. PLN
November 2025			December 2025			January 2026			February 2026		
Date: PPC: 11/18 AB: 11/20	Report or Task Name PPC/AB Meetings - New & Returning PPC Members <u>Attend. New members seated at first formal PPC Meeting</u> - Monthly Program Progress Report - Monthly Program Financial Report - Community Assessment Planning & Data Meeting #1 <i>CDE/CSPP & CCTR</i> - Governance Training – Session I <i>*Continuation Funding Application for CDE/CSPP & CCTR (Due: 11/1)</i>	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PPC: 12/16 AB: 12/18	Report or Task Name PPC/AB Meetings - New PPC Officer Elections Process - Recognition of outgoing PPC Members & Officers - Monthly Program Progress Report - Monthly Program Financial Report - Self-Assessment begins (12/1-21) - Community Assessment Planning & Data Meeting #2 - Governance Training Session II <i>Annual Report to the Public for FY 24-25 (Final draft due)</i>	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PPC: 1/13 AB: 1/15	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Community Assessment Update (<i>results presented for review</i>) - Self-Assessment (<i>results presented</i>) - Qtly. Monitoring updates presented. - Selection Criteria discussed (presented for review) - Governance Training Session III	Unit PM/ PLN FSC PM/ PLN ERSEA	Date: PPC: 2/17 AB: 2/19	Report or Task Name PPC/AB Meetings - Monthly Program Progress Report - Monthly Program Financial Report - Governance Training Session IV - Selection Criteria (<i>presented for approval</i>) - Fall Child Outcomes Report	Unit PM/ PLN FSC ERSEA EDUC

March 2026			April 2026			May 2026			June 2026		
<u>Date:</u> PPC: 3/10 AB: 3/12	<u>Report or Task Name</u> PPC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report	<u>Unit</u> PM/ PLN FSC	<u>Date:</u> PPC: 4/14 AB: 4/16	<u>Report or Task Name</u> PPC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Qtly. Monitoring updates presented. • <i>HS FY 26-27 Non-competing (5-Year Cycle Grant Application) (Due: 4/1)</i>	<u>Unit</u> PM/ PLN PM/ PLN FSC PM/ PLN	<u>Date:</u> PPC: 5/19 AB: 5/21	<u>Report or Task Name</u> PPC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report	<u>Unit</u> PM/ PLN FSC	<u>Date:</u> PPC: 6/09 AB: 6/11	<u>Report or Task Name</u> PPC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • <i>CSPP/CDE Program Self-Evaluation (PSE) (Due: 6/1)</i> • <i>Joint PPPC/AB Meeting (Tentative)</i>	<u>Unit</u> PM/ PLN FSC PM/ PLN

Release of Information (ROI) Policy

HSPPS Subpart:	45 CFR §1303 Subpart C (Protections for the Privacy of Child Records)	Health Services Advisory Committee Review Date:	If applicable
HSPPS and other federal regulations:	FERPA, HIPAA	Policy Council Approval Date:	
State or Local Regulations:	Confidentiality of Medical Information Act (CMIA); California Civil Code §§ 56.10, 56.11; California Health & Safety Code § 123110 and § 123115	Advisory Board Approval Date:	
Effective Date:		Revised Date:	
Policy Statement and Detailed Procedures			
Policy Statement:	This policy establishes procedures for obtaining, documenting, and managing parental/guardian consent for the release of children's information to outside parties. • Information disclosures must be specific, informed, voluntary, and revocable. The program does not authorize blanket consent authorizations. • A separate Release of Information (ROI) must be used for each provider or agency to which information is to be disclosed. • Only the minimum necessary information for the purpose may be disclosed. • Parents/guardians (and minors when state law permits) have rights to access, review, and control (or limit) disclosure of records as per FERPA and applicable California laws (CMIA, Civil Code, etc.).		
Rationale:	City of Oakland Head Start protects the confidentiality of child and family records while reducing barriers to participation and coordinating care and services for children and families.		
Responsibility:	Applies to all persons employed by or contracted with the Head Start program in California who handle child or family records, including Family Service Workers (FSWs), Home Visitors, Health/Nutrition/Mental Health staff, and administrative personnel.		
Procedure:	Obtaining Release of Information (ROI)		

Policy Statement and Detailed Procedures	
	• Staff (Family Service Workers (FSWs) / Home Visitors) initiate ROI when a service or outside provider is involved. • Use the program's standard ROI form which must include: ◦ Name of the provider/agency to receive info ◦ Purpose of disclosure ◦ Specific categories of information to be released ◦ Duration (start and end date, not exceeding one program year unless renewed) ◦ Statement of rights to revoke, and that the consent is voluntary ◦ Signature and date from a parent/guardian or from a minor if allowed under California law (e.g. if the minor has the legal right to consent for that service) Distinguishing Serviced Under FERPA vs HIPAA/CMIA vs State Minor Consent Laws • If the information is part of an education record (i.e. maintained by the Head Start program / school-based component), FERPA governs. • If the information is from a healthcare provider outside the education record context, or services delivered outside the school / program's education record, HIPAA and California's CMIA may apply. Documentation & Recordkeeping • Completed ROI form must be signed and dated. • Copy given to parent/guardian or minor (when applicable). • Copy uploaded in child's confidential file in ChildPlus on the Family Services tab • Each disclosure must be logged in a "Record of Disclosures" per Head Start standards. • Staff must verify the capacity/authority of signer Communication with Parents / Families • Staff must clearly explain: • What information is to be shared, with whom, and why; • That signing is voluntary; • That they may revoke consent at any time; • Provide a plain-language handout. Revocation & Expiration • Parent/caregiver may revoke consent at any time in writing. • Authorizations expire on the date stated (maximum one program year unless renewed).

Policy Statement and Detailed Procedures	
	Staff Training - Annual training for staff on: federal laws (FERPA, HIPAA), California state laws (CMIA, Health & Safety Code, minor consent, etc.), how to determine which law applies in a given context. - Training on how to explain rights to families.
Monitoring:	Tier 1 Monitoring- Individual monitoring conducted by FSWs or HVs. FSWs/HVs are responsible for completing ROI forms with families, reviewing them for proper completion and uploading them to ChildPlus. Tier 2 Monitoring- Family Services and Community Engagement Coordinator, Home-Based Supervisor, Mental Health / Disabilities Coordinator, Health Analysts, and Health Manager ensure that properly completed ROIs are being shared with external service providers. Tier 3 Monitoring- Data/CQI Planner and Program Operations Manager coordinate periodic audits of ROI completion and use; issue corrective actions as needed.
Documentation:	Release of Information form ROI Parent/Caregiver Info Sheet
Timeframe:	Ongoing

Policy Title: Non-Contracted On-Site Services for Children

Purpose:

To ensure the safety, well-being, and appropriate supervision of children receiving services from providers who are not under contract with the center, and to clearly define the role of parents/guardians during these services.

Policy:

The center may allow non-contracted service providers (e.g., therapists, tutors, medical professionals) to provide services to children on site under the following conditions:

1. Parent/Guardian Presence Required:

- A parent or legal guardian **must be present** during all non-contracted services conducted outside the child's regular classroom.
- The service may not proceed without a parent/guardian on site.
- The child must be signed out when leaving the classroom for services.

2. Scheduling and Notification:

- Services must be scheduled in advance with the center director.
- Parents/guardians must provide all necessary information about the service provider, including name, professional credentials, and scope of service.
- The center must be informed of the exact time and location of the service.

3. Supervision and Safety:

- Children receiving non-contracted services may not be left unsupervised by center staff.
- The service provider may not take the child off-site or out of the parent's sight.
- All activities must comply with center safety policies and applicable regulations (e.g., Title 22).

4. Documentation:

- Parents/guardians must sign a consent form acknowledging that they are responsible for supervising their child during the non-contracted service
- Parent/caregiver must sign the child out if services take place out of the classroom
- Parent/caregiver will sign the child back into the care of teachers upon completion of services and reentry into the classroom
- Any observations or concerns about the service must be documented and reported to the parent and center director.

5. Restrictions:

- Non-contracted providers may not conduct services during group classroom activities unless pre-approved by the director.
- Providers may not use center equipment or materials without explicit permission.

Procedures:

- Parents/guardians request non-contracted services through the center director.
- Disability Coordinator reviews provider credentials and approves scheduling.
- Disability Coordinator collects required documentation as outlined in the volunteer policy

- Service occurs on-site with parent/guardian present.
- Services conducted outside of the classroom will ensure caregiver signs child out and signs them back in upon completion of services and reentry into the classroom

Compliance:

Failure to adhere to this policy may result in a pause of on-site services and/or restriction of the provider from the center premises.

Personnel Standards of Conduct

HSPPS Subpart	I: Human Resources Management	Health Services Advisory Committee Review Date	N/A
HSPPS and Other Regulations	§1302.90(c)(1); §1303(c); Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note)	Policy Council Approval Date	01/21/20
State/City Regulations	California Child Care Licensing Rules & Regulations 101223; City of Oakland AI 523: Disciplinary Action	Board of Directors Approval Date	01/23/20
Effective Date	10/21/2024	Revised Date	7/1/2024; 10/23/2024; 03/17/2025
Policy Statement and Detailed Procedures			
Policy Statement	All Head Start staff, consultants, contractors and volunteers must abide by the City of Oakland Head Start Program Standards of Conduct at all times when representing/working for Oakland Head Start/Early Head Start Program. The standards are based on the State of California Child Care Licensing regulations and Head Start Performance Standards (45 CFR §1302.90(c)). These standards ensure a safe, equitable, welcoming and positive experience for all. • Head Start staff will sign the Standards of Conduct as part of their pre-hire paperwork. • Head Start consultants will sign the Standards of Conduct as part of their contractual paperwork, including scope of work. • Contracted organizations' employees working with City of Oakland Head Start must also sign the Standards of Conduct prior to providing services to Head Start families as part of their scope of work. • Head Start volunteers will sign the Standards of Conduct prior to serving the Program, regardless of duration or type of service. By completing the Standards of Conduct as a condition of being hired, contracting, or volunteering with City of Oakland Head Start, the Program will ensure all people representing, working or volunteering for Oakland Head Start, in a capacity that may have direct contact with children, have committed to this requirement.		

	<i>The standards have been updated to reflect the updated Head Start Performance Standards, with the compliance date of October 21, 2024.</i>
Rationale	To ensure the dignity, respect and safety for staff, consultants, children and families in the program; to ensure ethical operations and adhere to State and federal regulations.
Responsibility	Assistant to the Director HR Supervisor Head Start Contract Lead All Head Start Managers, and supervisors All Head Start staff, consultants and volunteers Program Director
Procedures	Head Start staff, consultants, contractors and volunteers will implement and abide by the following: A. Positive Behavior Support Implement strategies that support children's well-being. Work to prevent and address challenging behaviors constructively. B. Child Supervision and Safety Ensure no child is left alone or unsupervised at any time. C. Confidentiality Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members. D. Prohibited Actions Corporal punishment, emotional or physical abuse, or humiliation. Isolation, denial of food, rest, or bathroom facilities Upon starting work with the program, all staff, consultants and volunteers will be given a copy of the Standards of Conduct to read through, discuss with their direct supervisor, and sign. For those who are in contact with children, a signed copy acknowledging they have received and understood the standards is placed in their contractor/volunteer/staff file.

Behaviors from Staff, Consultants and Volunteers that demonstrate disregard for the Standards of Conduct will be documented by the direct supervisor or program contact. Any potential violations will result in the direct supervisor emailing the City Human Services Department's Human Resources team to determine next steps.

Disciplinary action will be taken according to the steps outlined in the City of Oakland's Progressive Discipline Procedure (AI 523) which could result in disciplinary action up to and including termination for staff.

Consultants and volunteers who demonstrate failure to adhere to this policy could result in the removal and exclusion from the Head Start Program.

Code of Conduct with Adults

All individuals will be treated with dignity, respect and consideration at all times, regardless of gender, race, ethnicity, culture, religion, or disability and social, economic, educational or family background.

Verbal or physically abusive behaviors toward or by staff, parents, volunteers, consultants, and visitors is not acceptable.

Reporting Suspected Violations

- Suspected violations must be reported to a supervisor, or HR.
- Reports can be made without fear of retaliation.
- HR will investigate all reported incidents.
- Education will be made aware of all suspected violations and adhere to the unusual incident reporting process as needed.

Monitoring:	Tier 1: September: HR Supervisor must ensure staff have reviewed and signed the Standards of Conduct annually. Tier 2: Monthly: Human Resources staff will review completion of Standards of Conduct. • HR staff will ensure signatures and dates from staff are present. • Human Resource staff will monitor completion of the form for all staff from partner agencies. • If staff are missing a form, they will be emailed directly with their supervisor cc'd. Tier 3: January: During the annual file audit, Human Resource staff will audit completion of the form. Ongoing • Supervisors conduct regular observations to ensure adherence to conduct policies through the Monthly Classroom Observation Tool. • Incident reports must be submitted for any suspected violations. • Annual performance reviews assess compliance with professional conduct expectations.
Documentation	• Standards of Conduct: Knowledge Check and Agreement • Employee File Checklist • Oath of Confidentiality • Training Records • Performance Evaluations • Monthly Classroom Observation Tool
Timeframe	Upon hire and annually by September

Standards of Conduct

All City of Oakland staff, volunteers, consultants, and contractors must adhere to the following Head Start Performance Standard 1302.90(c) – Standards of Conduct.

All City of Oakland employees, volunteers, consultants, and contractors will:

- Implement positive strategies to support children's well-being and prevent and address behaviors.

No City of Oakland Employee, volunteer, consultant, or contractor will:

- Utilize corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury.
 - Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
- Exhibit sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation.
 - Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
- Exhibit emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being.
 - Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.
- Exhibit neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments.
 - Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.

Additionally, all City of Oakland employees, volunteers, consultants, and contractors must:

- Report reasonably suspected or known incidents of child abuse and neglect.
- Report all violations or suspected violations to the Standards of Conduct
- Respect and promote the unique identity of each individual and not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition
- Comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members
- Ensure no child is left alone or unsupervised.
- Sleep while working
- Use cell phone for personal use while supervising children

Oath of Confidentiality

City of Oakland Head Start Program requires staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families and other staff members in accordance with Head Start Performance Standards Subpart C of part 1303 and applicable federal, state, local and tribal laws.

Staff, volunteers, contractors and consultants will follow program confidentiality policies concerning information about children, families and other staff members. All information and records obtained from or regarding the program, staff, children and families shall be kept confidential.

The Oakland Head Start Program shall be responsible for safeguarding the confidentiality of record contents, except as authorized through the signing of a release of information by parent/legal guardian or by law.

Oakland Head Start Program employees, volunteers or consultants shall not reveal or make available any confidential information unless authorized by the parent/guardian, staff and approved by a program Manager or Director.

Example of not complying with the Oath of Confidentiality and violations include:

- Giving or passing on confidential information and/or material to an unauthorized person(s).
- Verbally expressing confidential information with an unauthorized person(s).
- Reporting false information.

In addition, as an employee, consultant or volunteer, you agree:

- That while performing work or services you may have access to private or confidential information which may be owned or controlled by the City, and that may contain proprietary or confidential details.
- That all information disclosed by the City shall be held in confidence.
- To exercise the same standard of care to protect proprietary data.
- To comply with all Federal and State laws with respect to confidentiality and the confidentiality of medical, health and personally identifiable information of all staff, children and families.
- That any violation will result in an investigation and potential removal from future work.

I have read the above Oakland Head Start Oath of Confidentiality Policy. I am aware of the responsibility involved in my position and that I am required to maintain confidentiality of all information regarding the program, staff, children, and families.

I understand that I cannot reveal any information about the program, staff, children, or families to any unauthorized person or persons. I understand that authorization to release

information can only be given by the parent/legal guardian, or by law and with knowledge and approval from a program Manager or Director.

**CITY OF OAKLAND
ADMINISTRATIVE INSTRUCTION**

Subject: Disciplinary Guidelines and
Procedures

Number: 523

Reference:

Effective: April 1, 2002

Supersede:

Responsible Office of
Department: Personnel

I. Policy

The City of Oakland is committed to a uniform system for the investigation, processing, approval, and imposition of associate discipline in order to ensure equitable and fair personnel practices.

II. Purpose

This Instruction provides City departments with procedures to follow in cases of associate discipline imposed for misconduct, incompetency, or failure to perform their duties in accordance with Ordinance No. 8979 C.M.S and the Personnel Manual of the City of Oakland. These guidelines are not intended to specifically address all disciplinary issues, but to act as a general outline of steps to follow on a department level. The Employee Relations Division of the Office of Personnel is always available to provide specific guidance and information to supervisors, managers, and department heads.

III. Definitions

Disciplinary Action:

Any action which reinforces or shapes associate behavior in the direction City management has determined is reasonable and necessary for actualizing the City's goals and mission.

Reasons for
Disciplinary Action:

Failure to perform duties of position in satisfactory manner, commitment of any act to the prejudice of the public service, failure to perform any assigned duties, services rendered below satisfactory standards, violation of City policies and/or work rules or any other reasons which have subjected the employee to disciplinary or other corrective measures.

Progressive Discipline: Disciplinary actions that are of increasing severity, ranging from informal conversation to discharge from service. City actions are normally progressive in nature to reinforce and encourage correct job behavior and performance.

**Levels of Formal
Employee Discipline:**

**Associate reprimand:
(Oral and Written)** Official notification to the associate that there is cause for dissatisfaction with the employee's services and that further disciplinary measures may be taken if said cause is not corrected. Oral reprimands are noted by department, but are not part of the associate's personnel file. Written reprimands shall be made a part of the associate's official personnel record.

Suspension Without Pay: A temporary separation from City service, normally ranging from one to thirty days in length.

**Demotion to a lower
Class of position** A reduction in classification to a classification having a lower maximum salary with reduction in salary. Demotion may be made to a classification previously held by the associate on a permanent basis, having a lower maximum rate of pay.

Fine: A sum of money imposed upon an associate as a disciplinary measure.

**Discharge from
Public Service** The termination of an associate from the City service.

IV. Procedures

Procedures to follow when a City associate commits a cause of action giving rise to the possibility of disciplinary action.

Step 1 – Investigation

Department

1. Reviews points of authority and supporting the charges, such as departmental rules, Memoranda of Understanding, Administrative Instructions, etc.
2. Investigates the facts of the incident, interviews witnesses, gathers documents and evidence.
3. Makes informal findings of investigation, confers with department head and finalizes investigation results.
4. Presents findings of investigation to Department Head.
5. Determines appropriate disciplinary action, normally progressive in nature, consulting with Employee Relations Division, Office of Personnel. (Note: For suspensions of longer than four days, fines, demotions, or discharges, review from the Office of Personnel and approval from the City Manager are required.)

Step 2 – Implementation of Discipline

In cases of Oral Reprimand:

1. Verbally admonishes associate that work performance or behavior must improve.

In case of Written Reprimand:

1. Issues formal notice to associate which includes details of incident, rule, policy violated, and direction for corrective behavior.
2. Copy of reprimand is placed in associate's official personnel file in Office of Personnel.

In cases of One Day Suspension:

Department

1. Follows due process procedure outlined in AI 521, entitled "Employee Discipline Due Process Requirements."
2. If, having followed due process requirements the department still wishes to proceed to implement the one day suspension, a certified letter should be prepared for Department Head signature outlining the basis for the disciplinary action, the outcome of the due process hearing, a statement approving the suspension and confirming the effective date of the suspension.
3. The letter should be mailed to the associate's address of record, with two copies sent to the Office of Personnel, one to the associate's personnel file and one to the Employee Relations Division.

In cases of Suspension five days or more in length, Fine, Demotion, or Discharge:

Department

1. Follows due process procedure outlined in AI 521, entitled "Employee Discipline Due Process Requirements."

2. If, having followed due process requirements, the department still wishes to proceed to implement the recommended action, the following packet of information should be prepared for approval by the Office of Personnel and the City Manager:

-a certified letter on City Manager letterhead which outlines the basis for the disciplinary action, the outcome of the due process hearing, a statement approving the action and confirming the effective dates and duration of the action.

-a memo from the department head to the City Manager, confirming agreement with recommended action.

3. Package forwarded to Employee Relations Division, Office of Personnel.

Office of Personnel

1. Reviews package for conformation with disciplinary policies and procedures.
2. Consults with the City Attorney's Office.
3. Prepares memo either affirming department's recommended action or a memo outlining reasons for disagreement with the department's proposed action to City Manager.
4. Forwards cover memo with the department's recommendation to the City Manager.
5. Forwards a copy of cover memo to the department.

Disciplinary Action
Guidelines and Procedures

-6-

AJ 523

City Manager

1. Reviews package.
2. Signifies approval of department's recommended action by signature on disciplinary letter; forwards package to Office of Personnel.

Or

2. If disagrees with proposed action; returns package to Office of Personnel with action steps.

Office of Personnel

If disciplinary action is approved by the City Manager:

1. Mails letter.
2. Distributes copies to associate's personnel file and department.

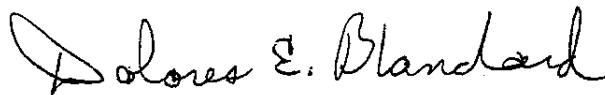
If disciplinary action is disapproved by City Manager:

1. Follows action step delineated by City Manager.

V. Distribution

In all cases of employee discipline, including written reprimand, copy Employee Relations Office and City Attorney's Office with written correspondence.

Please direct any questions, regarding these procedures to the Employee Relations Division, Office of Personnel, at extension 6475.



ROBERT C. BOBB
City Manager

In This Section

- Boards & Commissions
- City Council & Leadership
- Meetings & Agendas
- Codes & Ordinances
- Departments

Animal Services

City Administrator

City Attorney

City Auditor

Whistleblower Program

City Clerk

City Council

Community Police Review Agency

Economic & Workforce Development

Employment Investigations and Civil Rights Compliance

Finance

Housing & Community Development

Human Services

Human Resources Management

Information Technology

Inspector General

Library

Newsroom

Parks, Recreation & Youth Development

Planning & Building

Police

Public Ethics

Public Works

Fire Department

Transportation (OakDOT)

Race & Equity

Department of Violence Prevention

Workplace & Employment Standards

Elections

Finance & Budget

Oakland Improvement Projects

Capital Improvement Program

Digital Services

News & Updates

Public Records

Working for Oakland

Americans with Disabilities Act (ADA)

Planning & Building Staff Directories

Whistleblower Program



The Office of the City Auditor operates a confidential hotline to accept reports of fraud, waste, and abuse. The name and contact information of anyone filing a report will remain anonymous.

Submit a Complaint >

About

The Office of the City Auditor ensures transparency, accountability, and integrity in the City of Oakland. The Fraud, Waste + Abuse Prevention Program (FW&A) is one of the mechanisms to achieve these objectives.

The City has contracted Ethicspoint, whose trained intake specialists receive all reports.

Fraud

Fraud is the intentional misappropriation of City assets through theft, embezzlement, or misrepresentation. Fraud can be external or internal and can be perpetrated by City departments and employees, or contractors.

Examples of fraud include:

- Submitting fictitious invoices for personal goods and services
- Theft of City property, such as inventory or supplies
- Falsification of records, such as time cards, travel or other expense
- Falsely reporting expenses for reimbursement
- Stealing a check the City issued to another payee
- Taking or "skimming" cash paid for City services, such as parking, permits or fines
- Computer fraud or information theft;
- Utilizing City property for personal use;
- Accepting a bribe, kickback or illegal gratuity;
- Obtaining a benefit or service from the City for which a person, organization or department did not qualify for
- Bid-fixing
- Recording fictitious sales
- Auditing or accounting irregularities

Waste

Waste is needless, careless or extravagant spending of City funds or misuse of resources as a result of inefficient practices.

Abuse

Abuse is the use of employment of the City to obtain personal gain or benefit. Such actions constitute an abuse of position and abuse of the public trust.

Contact Us

Phone

(510) 238-3378

Fax

(510) 238-7640

TTY

(510) 839-6451

Email

cityauditor@oaklandca.gov

Contact Us

Oakland City Hall

1 Frank H. Ogawa Plaza

Oakland, CA 94612

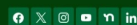
View on Map

Send website feedback

Quick Links

- Departments
- City Jobs
- Report a Crime
- City Services
- OakApps
- Open Data
- Oakland Maps

Share & Connect



Sign Up for Updates

NOW ENROLLING: WE OFFER TRANSITIONAL KINDERGARTEN (TK) FOR ALL CHILDREN WHO TURN 4 YEARS OLD BY SEPTEMBER 1. GIVE YOUR CHILD A STRONG START IN A NURTURING LEARNING ENVIRONMENT!

ENROLL TODAY!



Escuela Comunitaria de Educación Creativa
Trường Học Cộng Đồng Cho Sáng Kiến Học Tập
社羣創新學校

Community School for Creative Education

Community School for Creative Education is a multicultural, multilingual, tuition free Transitional Kindergarten - 8th grade Charter Waldorf School, an international education system that focuses on head (academic), heart (emotional, social) and hands (practical).

***Now Enrolling
TK-8th Grade***



Features of the School Include

- Free Extended Day Program Until 6pm, Monday - Friday.
- Free Early Drop off starting at 7:00am.
- A curriculum that is California standards, based on Waldorf inspired— balanced curriculum, teaching to the whole child.
- We focus on relationship: Aiming for teachers to stay with students 1st - 5th grade and advisors stay with students 6th-8th.
- Students will learn academic content through the arts (drama, movement, painting, drawing, music, modeling).
- Free summer school.
- In addition to core subjects (English, math, science, social studies), students will learn music (recorder), Arts, P.E. and Movement, Gardening and Handwork.
- Students will make their own portfolios.
- Students will be prepared for standardized tests, college, career and beyond, and have a life-long love of learning.



For information to apply and for a tour visit our website:
www.communityschoolforcreativeeducation.org or

Email: enrollment@communityschoolforcreativeeducation.org

2111 International Blvd. (between 21st and 22nd Ave), Oakland CA 94606
Office: (510)685-4131 Fax: (510)686-4130

INSCRIPCIÓN AHORA: OFRECEMOS JARDÍN DE INFANTES DE TRANSICIÓN (TK) PARA TODOS LOS NIÑOS QUE CUMPLAN 4 AÑOS ANTES DEL 1 DE SEPTIEMBRE. ¡DÉ A SU HIJO UN BUEN COMIENZO EN UN ENTORNO DE APRENDIZAJE ENRIQUECEDOR!

¡INSCRÍBETE HOY!



Escuela Comunitaria de Educación Creativa
Trường Học Cộng Đồng Cho Sáng Kiến Học Tập
社羣創新學校

Community School for Creative Education

Community School for Creative Education es una escuela Charter Waldorf multicultural, multilingüe y gratuita de kínder de transición - octavo grado, un sistema educativo internacional que se centra en la cabeza (académico), el corazón (emocional, social) y las manos (práctico).

*Ahora inscribiendo
TK-8vo grado*

Las características de la escuela incluyen

- Programa de jornada extendida gratuito hasta las 6 p. m., de lunes a viernes.
- Entrega temprana gratuita a partir de las 7:00 a. m.
- Un plan de estudios que sigue los estándares de California, basado en la inspiración Waldorf: un plan de estudios equilibrado que enseña al niño de forma integral.
- Nos enfocamos en la relación: Nuestro objetivo es que los maestros permanezcan con los estudiantes de 1.º a 5.º grado y los asesores se queden con los estudiantes de 6.º a 8.º.
- Los estudiantes aprenderán contenido académico a través de las artes (drama, movimiento, pintura, dibujo, música, modelado).
- Escuela de verano gratuita.
- Además de las materias básicas (inglés, matemáticas, ciencias, estudios sociales), los estudiantes aprenderán música (flauta dulce), artes, educación física. y Movimiento, Jardinería y Manualidades.
- Los estudiantes harán sus propios portafolios.
- Los estudiantes estarán preparados para los exámenes estandarizados, la universidad, la carrera y más allá, y tendrán un amor por el aprendizaje para toda la vida.



Para obtener información sobre la solicitud y para realizar un recorrido, visite nuestro sitio web: www.communityschoolforcreativeeducation.org.

Correo electrónico: enrollment@communityschoolforcreativeeducation.org

2111 International Blvd. (between 21st and 22nd Ave), Oakland CA 94606
Office: (510)685-4131 Fax: (510)686-4130

ĐANG TUYỂN SINH: CHÚNG TÔI CUNG CẤP CHƯƠNG TRÌNH MẪU GIÁO CHUYÊN TIẾP (TK) CHO TẤT CẢ TRẺ EM TRÊN 4 TUỔI VÀO NGÀY 1 THÁNG 9. HÃY CHO CON BẠN MỘT KHỞI ĐẦU VỮNG CHẮC TRONG MÔI TRƯỜNG HỌC TẬP NUÔI DƯỠNG!

ĐĂNG KÝ NGAY HÔM NAY!



Escuela Comunitaria de Educación Creativa
Trường Học Cộng Đồng Cho Sáng Kiến Học Tập
社羣創新學校

Community School for Creative Education

Trường cộng đồng giáo dục sáng tạo là trường mẫu giáo chuyên tiếp đa văn hóa, đa ngôn ngữ, miễn học phí cho học sinh từ lớp 8 đến lớp 10, một hệ thống giáo dục quốc tế tập trung vào trí óc (học thuật), trái tim (cảm xúc, xã hội) và đôi tay (thực hành).

**Đang tuyển
sinh lớp TK-8**



Các tính năng của trường bao gồm

- Chương trình mở rộng miễn phí kéo dài đến 6 giờ tối, từ thứ Hai đến thứ Sáu.
- Dịch vụ trả trẻ sớm miễn phí bắt đầu từ 7:00 sáng.
- Một chương trình giảng dạy theo tiêu chuẩn của California, dựa trên cảm hứng từ Waldorf - chương trình giảng dạy cân bằng, dạy cho trẻ toàn diện.
- Chúng tôi tập trung vào mối quan hệ: Mục tiêu là giáo viên sẽ đồng hành cùng học sinh từ lớp 1 đến lớp 5 và cố vấn sẽ đồng hành cùng học sinh từ lớp 6 đến lớp 8.
- Học sinh sẽ học nội dung học thuật thông qua nghệ thuật (kịch, chuyển động, hội họa, vẽ, âm nhạc, làm mẫu).
- Trường hè miễn phí.
- Ngoài các môn học chính (tiếng Anh, toán, khoa học, nghiên cứu xã hội), học sinh sẽ được học âm nhạc (sáo), nghệ thuật, thể dục và vận động, làm vườn và thủ công.
- Học sinh sẽ tự tạo danh mục đầu tư của mình.
- Học sinh sẽ được chuẩn bị cho các bài kiểm tra chuẩn hóa, đại học, nghề nghiệp và hơn thế nữa, và có tình yêu học tập suốt đời.



Để biết thông tin về cách nộp đơn và tham quan, hãy truy cập trang web của chúng tôi:

www.communityschoolforcreativeeducation.org

hoặc

Email: enrollment@communityschoolforcreativeeducation.org

2111 International Blvd. (giữa 21st và 22nd Ave), Oakland CA 94606
Văn phòng: (510)685-4131 Fax:(510)686-4130

现在开始招生：我们为所有 9 月 1 日满 4 岁的儿童提供过渡幼儿园 (TK)。让您的孩子在培育的学习环境中有一个良好的开端！

今天就报名！



Escuela Comunitaria de Educación Creativa
Trường Học Cộng Đồng Cho Sáng Kiến Học Tập
社羣創新學校

Community School for Creative Education

创意教育社区学校是一所多元文化、多语言、免学费的过渡幼儿园至八年级特许华德福学校，是一个注重头脑（学术）、心灵（情感、社交）和双手（实践）的国际教育体系。

现招收TK-8年
级学生



学校特色包括

- 免费延长日计划，周一至周五，延长至下午 6 点。
- 从早上 7:00 开始免费提前送达。
- 该课程符合加州标准，以华德福教育为基础，课程均衡，对孩子进行全人教育。
- 我们注重关系：目标是让老师陪伴 1 至 5 年级的学生，让顾问陪伴 6 至 8 年级的学生。
- 学生将通过艺术（戏剧、动作、绘画、素描、音乐、模特）学习学术内容。
- 免费暑期学校。
- 除了核心科目（英语、数学、科学、社会研究）外，学生还将学习音乐（录音机）、艺术、体育和运动、园艺和手工。
- 学生将制作自己的作品集。
- 学生将为标准化考试、大学、职业及以后的生活做好准备，并终身热爱学习。



如需了解申请信息和参观，请访问我们的网站：

www.communityschoolforcreativeeducation.org

或者

电子邮件：

enrollment@communityschoolforcreativeeducation.org

2111 International Blvd. (21 街和 22 街之间)，奥克兰 CA 94606

办公室: (510)685-4131 传真: (510)686-4130