



## **CITY OF OAKLAND**

HUMAN SERVICES DEPARTMENT

### **HEAD START PROGRAM**

## ***ADVISORY BOARD MEETING***

### **MEETING AGENDA – FINAL**

**Thursday, 3-12-26**

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

**In person Meeting Location:**

*Oakland City Hall*

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

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

*Thank you!!*

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

**ADVISORY BOARD MEETING**

**Day & Time:** Thursday, 3-12-26; 3:30-5:00pm

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

**AGENDA**

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

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

Molly Tafoya  
Dr. Javay Ross  
Kevin Bremond

Dr. Jei Watkins  
Gabriela Aranda  
To Niya Scott-Smith

**1. Call for Public Comment**

**II. APPROVAL OF AGENDA ITEMS: *Julia Forte Frudden, Chair***

- 1. Review and Approval of Advisory Board Meeting Agenda, March 12, 2026**
- 2. Review and Approval of Advisory Board Meeting Minutes, February 19, 2026**

**III. ACTION ITEMS:**

- 1. Leadership Transition Update:** *Sarah Trist, Operations Manager/Interim Co-Manager; HSD/Early Childhood & Family Services (ECFS) Division AND Krischa Esquivel, Education Manager/Interim Co-Manager, ECFS Division*
- 2. “Recognitions, Acknowledgements, and Welcome”:** *Outgoing, Re-appointed, and Newly Appointed Advisory Board Members for the term, March 12, 2026 – March 11, 2029; Sarah Trist, Krischa Esquivel & Program Staff.*
- 3. Proposed FY 26-27 Selection Criteria;** *Everado Mendoza, HSD.ECFS Head Start Supervisor*
- 4. Monthly Progress Report Update:** *Sarah Trist, Krischa Esquivel & Program Staff*
  - a.** *Monthly Enrollment and Content Area Monitoring Report – February 2026*
- 5. Monthly Financial Report:** *Maricela Avila, HSD/ECFS Budget & Fiscal Manager & Michael Fries, HSD/ECFS Fiscal Analyst*
  - a.** *Monthly Financial Report (Budget Expenditure Report; CACFP Reports – January - February 2026*
  - b.** *Purchase Card Report*
- 6. Final Risk Assessment Notification (RAN) Corrective Action Plan (CAP) Progress Update:** *Krischa Esquivel*
  - a.** *RAN-CAP Follow-Up Review (Virtual); March 18, 2026; 9:00-9:30am*
- 7. Policies & Procedures:** *Sarah Trish, Krischa Esquivel & Program Staff*  
*(None at this time.)*

**IV. PARENT POLICY COUNCIL UPDATES: *Sarah Trist, Krischa Esquivel, Parent Policy Council Chair, & Program Staff***

- a. Parent Policy Council Feedback**

V. **INFORMATION ITEMS:** *Sarah Trist, Krischa Esquivel & Program Staff*

**1. Current Program Updates:**

- MIG Consulting Firm, Advisory Board Discussion (April 16, 2026 – 4:00-5:00pm)
- FY25-26 CSPP Contract Monitoring Review (CMR) Corrective Action Plan (CAP)
- Governance Training with Breakwater Associates (Saturday in April 11, 2026)
- FY 25-26 Change in Scope Proposal – Pending Approval from OHS
- ECFS ECE Apprenticeship Program
- Agenda Reports/Resolutions (*Pending*)
  - Measure C – Emergency Early Education Fund Application
  - Cooperative Purchasing Agreement – US Foods
  - FY 26-27 Head Start Non-Competitive Baseline Grant Application
- Peers Envisioning & Engaging in Recovery Services (PEERS) – *Immigration Support Group* – Free, safe, Spanish-language community space. Mondays, 5:30-7:00pm, via Zoom. Registration - <https://tinyurl.com/lcwpsupport>

**2. Communication from Office of Head Start and/or City of Oakland Administration:**

- City of Oakland Administrative Instruction:
  - AI 6805 – US Immigration and Customs Enforcement (ICE)

VI. **OPEN FORUM**

VII. **ADJOURNMENT**

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

**Day & Time: Thursday, 02-19-2026; 3:30-5:00pm**

**In Person Location: Oakland City Hall.**

**1 Frank H. Ogawa Plaza; Council Chambers  
Zoom Meeting**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Julia Forte Frudden, *Chair*  
Molly Tafoya  
Dr. Jei Watkins  
Dr. Javay Ross

**Staff Present:**

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

**Advisory Board Members Excused:**

Christina Michaud, *Vice Chair*  
Kevin Bremond

**Guest**

Annie Banks  
To Niya Scott -Smith

**Parent Policy Council**

**I. ROLL CALL:**

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

**1. Public Comments:**

- No comments.

**II. APPROVAL OF AGENDA ITEMS:**

1. Review and Approval of **Advisory Board Meeting Agenda February 19, 2026.**

*Chair, Forte Frudden called for a motion to approve the Advisory Board Meeting Agenda February 19, 2026. Member Tafoya motion approved the motion, Member Jay Watkins seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response*

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

*A correction will be added to the meeting minutes stating that the Preliminary Injunction applies to both the DEI ban and the mass layoffs.*

Member Tafoya called for a motion to approve Advisory Board Agenda, January 18, 2025. *Chair, Forte Frudden, seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response*

### **III. ACTION ITEMS:**

#### **1. Proposed FY 26-27 Selection Criteria;** Everado Mendoza, HSD.ECFS Head Start Supervisor

Member Tafoya raised a discussion about how we avoid tracking legal status or identifying families affected by ICE deportation. She also asked how these situations are reflected in the Selection Criteria. Everardo clarified that they fall under the “etc.” portion of the “Family in Crisis” category. Staff are trained not to ask about legal status or sensitive questions and to let families share information in their own time.

Dr. Ross questioned whether “Family in Crisis” captures everything listed. She suggested terms like “Adverse Childhood Experiences” or “Toxic Stress,” and recommended keeping “Incarceration” as its own category. Another recommendation was to consider adding more points for the “Teen Parent” category. It was clarified that families only receive one set of points per category. A question was raised about how substance abuse is categorized in the point system.

Member Tafoya asked how the point system and methodology were chosen and how they compare to other programs. It was noted that each program and community is unique, and the Community Assessment guides the Selection Criteria.

Former Parent Policy Council Chair, To Niya Scott-Smith, provided a brief recap of the PPC discussion and shared that the PPC, while a vote was not taken due to lack of quorum, and the discussion was robust, the body did not recommend changes to the selection criteria points, beyond what was presented by Mr. Mendoza.

#### **2. Funding Requests & Opportunities:** Diveena Cooppan & Program Staff

- FY 26-27 Head Start Non-Competitive Baseline Grant Application

Regarding the Change in Scope proposal, there was a concern about having staffing flexibility to serve more children while maintaining appropriate ratios. Member Tafoya asked whether the 5-year baseline locks us into specific numbers. It was clarified that the application is now in its final review stage in Washington, D.C. Programs are allowed to make changes throughout the 5-year period, as long as the

total funding amount does not change. Adjustments can be made with each application cycle.

*Member Ross*, motioned to move the Funding Requests & Opportunities: *Chair, Forte Frudden* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. **Monthly Progress Report Update:** Diveena Cooppan & Program Monthly Progress Report Update: Diveena Cooppan & Program Staff
  - Monthly Enrollment and Content Area Monitoring Report – January 2026

It was clarified that reports on staff demographics were previously provided (in September). All Head Start programs are required to submit a Program Information Report, which includes staff and child demographic data and is publicly available. A recommendation was made to provide quarterly demographic reports.

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

4. **Leadership Transition Notice:** Diveena Cooppan, ECFS Manager/Head Start Director
  - FY 25-26 Head Start Advisory Board Bylaws

Council Member Carroll Fife, shared appreciation for Director Diveena Cooppan’s years of service.

*Member Tafoya* motioned to approve the Leadership Transition Notice: *Member Ross* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

5. **Monthly Financial Report:** Maricela Avila, HSD/ECFS Budget & Fiscal Manager & Michael Fries, HSD/ECFS Fiscal Analyst
  - Monthly Financial Report (Budget Expenditure Report; CACFP Reports – January 2026
  - Purchase Card Report

Please note that the financial report will be added to the March agenda due to timing.

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

6. **Policies & Procedures:**
  - None currently.

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

- The Parent Policy Chair was unable to attend due to an emergency.

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

1. **Current Program Updates:**

- Risk Assessment Notification (RAN) Corrective Action Plan (CAP) Update

Member Molly Tafoya asked about the training schedule and how staff who miss sessions receive the material. Sarah Trist explained that trainings are recorded, shared with staff, and tracked through JotForm. The re-review is on March 19, and the Advisory Board is invited from 9:00–9:30 a.m.

- FY25-26 CSPP Contract Monitoring Review (CMR) Corrective Action Plan (CAP) Update

Molly Tafoya raised concerns about not meeting certain CSPP requirements. The response clarified that this was our first audit of this type, and we still met all core requirements. The only areas not met were child files and attendance signatures. Even in the sections needing corrections, the core requirements were still met; only minor details need to be addressed.

- Governance Training with Breakwater Associates (Saturday in March or April 2026 – TBD)
- FY 25-26 Change in Scope Proposal – Pending Approval from OHS
- ECFS ECE Apprenticeship Program
- Agenda Reports/Resolutions (Pending)
  - Measure C – Emergency Early Education Fund Application
  - Cooperative Purchasing Agreement – US Foods
  - FY 26-27 Head Start Non-Competitive Grant Application
- Peers Envisioning & Engaging in Recovery Services (PEERS) – Immigration Support Group – Free, safe, Spanish-language community space. Mondays, 5:30-7:00pm, via Zoom. Registration - <https://tinyurl.com/lcwpsupport>

2. **Communication from Office of Head Start and/or City of Oakland Administration:**

- City of Oakland Administrative Instruction:
  - AI 6805 – US Immigration and Customs Enforcement (ICE)

**VI. OPEN FORUM**

**VII. ADJOURNMENT**

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

Meeting adjourned at 5:00 pm

Submitted by  
**Erica Mendoza**  
Administrative Assistant I

FILED - 3 JUL 27 11:00 AM 2011

  
CITY ATTORNEY'S OFFICE

**OAKLAND CITY COUNCIL**

**RESOLUTION NO. 91055 C.M.S.**

**INTRODUCED BY MAYOR BARBARA LEE**

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF GABRIELA ARANDA AND REVEREND TO NIYA SCOTT-SMITH AND REAPPOINTMENTS OF CHRISTINA MICHAUD, JULIA FORTE FRUDDEN, AND KEVIN BREMOND AS MEMBERS OF THE HEAD START ADVISORY BOARD**

**WHEREAS**, the City of Oakland has been a grantee of the Head Start Program since 1971 and is required to have an established policy council that shares responsibility with the governing body for overseeing the delivery of high quality services to children and families in accordance with Head Start Performance Standards; and

**WHEREAS**, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

**WHEREAS**, the City Council passed Ordinance No. 13230 C.M.S. establishing the creation of the Head Start Advisory Board (HSAB) to assist the Council in its role as the Head Start Governing Body by overseeing, monitoring and reporting on the implementation of the Oakland Head Start/Early Head Start programs; and

**WHEREAS**, the HSAB is comprised of nine members serving no more than four consecutive three-year terms; and

**WHEREAS**, the Honorable Mayor Barbara Lee has appointed Gabriela Aranda and Reverend To Niya Scott-Smith and reappointed Christina Michaud, Julia Forte Frudden, and Kevin Bremond to the HSAB subject to confirmation by the City Council; now, therefore, be it

**RESOLVED**, that the City Council hereby confirms the Mayor's reappointment of the following individuals to the Head Start Advisory Board as set forth below:

**Christina Michaud**, to serve a three-year term on the Head Start Advisory Board beginning March 12, 2026 and ending March 11, 2029, filling the seat previously held by herself; and

**Julia Forte Frudden**, to serve a three-year term on the Head Start Advisory Board beginning March 12, 2026 and ending March 11, 2029, filling the seat previously held by herself; and

**Kevin Bremond**, to serve a three-year term on the Head Start Advisory Board beginning March 12, 2026 and ending March 11, 2029, filling the seat previously held by himself; and be it

**FURTHER RESOLVED**, that the City Council hereby confirms the Mayor's appointment of the following individuals to the Head Start Advisory Board as set forth below:

**Gabriela Aranda**, to serve a three-year term on the Head Start Advisory Board beginning March 12, 2026 and ending March 11, 2029, filling the seat previously held by Molly Tafoya; and

**Reverend To Niya Scott-Smith**, to serve a three-year term on the Head Start Advisory Board beginning March 12, 2026 and ending March 11, 2029, filling the seat previously held by Dr. Javay Ross.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE: FEB 17 2026

AYES - BROWN, FIFE, GALLO, HOUSTON, RAMACHANDRAN, UNGER, WANG, AND PRESIDENT JENKINS - 8 Ayes

NOES - 0

ABSENT - 0

ABSTENTION - 0

Excused - 0

ATTEST: Asha Reed By Carol Paker  
ASHA REED  
City Clerk and Clerk of the Council of the  
City of Oakland, California



## Early Childhood and Family Services

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

TEL: (510) 238-3165 FAX: (510) 238-6784 [www.oaklandheadstart.com](http://www.oaklandheadstart.com)

### 2026 SELECTION CRITERIA

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

<b>Eligibility Criteria</b>	<b>Points</b>
Experiencing Homelessness	500
Children in Foster Care	500
Children from families receiving Public Assistance: TANF and/or Supplemental Security Income	150
Children from families receiving Public Assistance: Federal Supplemental Nutrition Assistance Program (SNAP) / CalFresh	100
Families with Incomes: 0 to 50% FPL	100
Families with Incomes: 51% to 75% FPL	50
Families with Incomes: 76% to 100% FPL	25
<b>Age Criteria – Head Start Preschool</b>	<b>Points</b>
<b>Transition from Early Head Start to Head Start Program</b>	<b>1000</b>
Class Age 3 years old	125
Class Age 4 years old (Including TK age eligible)	25
<b>Age Criteria – Early Head Start</b>	<b>Points</b>
Pregnant Women	150
Birth to 18 Months Old	100
18 months or older	25
<b>Child Disability</b>	<b>Points</b>
Diagnosed with current <i>IFSP</i> or <i>IEP</i> from RCEB or OUSD (eligible for services under IDEA)	75
<b>Parental Status/Other Situations:</b>	<b>Points</b>
Staff members' children	300
Informal kinship care arrangements (not supervised by the child welfare system)	150
Transfer from another Early Head Start/Head Start Program	50
Homeless families in imminent risk of unsheltered/unstable housing situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or <u>less</u> .	50
Child Protective Services (CPS) (At Risk for Abuse or Neglect) or Court Order	50
Family in Crisis (death of a family household member, exposed to violence, domestic violence, chronic/terminal illness, incarceration, mental health concerns, fire or another catastrophic event, etc	50
Teen parent(s) 19 years or younger.	25

**RATIONALE:**

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

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

**ELIGIBILITY CRITERIA:**

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

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

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

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

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

**2026 FEDERAL POVERTY GUIDELINES**

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

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

**Over-income families:**

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

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

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

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

**Preschool: 3 to 5 years old**

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

**DISABILITIES:**

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

**PARENTAL STATUS/OTHER SITUATIONS:**

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

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



*At Mommy & Me Spill the Tea on February 26, ECFS moms and their children have fun and build community at Pump It Up*

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

**AT-A-GLANCE: FEBRUARY 2026**

	<b>Preschool</b>	<b>Infant/Toddler</b>	<b>Current Total</b>
HS Enrolled/Funded	174/292	265/330	439/622
HS Enrolled/Funded (%)	60%	80%	71%
HS Actual Enrollment/Staff Capacity	173/183	241/259	427/448
HS Actual Enrollment/Staff Capacity (%)	95%	93%	95%
OCI Enrolled/Funded	29/40	8/12	37/52
OCI Enrolled/Funded (%)	73%	67%	71%
OCI Actual Enrollment/Staff Capacity	29/32	8/8	37/40
OCI Actual Enrollment/Staff Capacity (%)	91%	100%	93%
Program-wide Enrolled/Funded	203/332 (61%)	273/342 (80%)	476/674 (71%)
Program-wide Actual Enrollment/Staff Capacity	202/215 (94%)	249/267 (93%)	451/482 (94%)
Daily-attendance	80.4%	80.4%	80.4%
Medical Home	100%	99.1%	99.5%
Health Insurance	99.5%	98.7%	99%
Physical exam/Well-baby Check	96.5%	78.5%	86.5%
Updated Immunizations	99.5%	91.6%	95.1%
Hearing Screening	98.9%	88%	93.1%
Vision Screening	98.9%	88.5%	93.3%
Growth Screening	96.3%	94%	95.1%
Dental Home	99%	94.5%	86.2%
Dental Exam	93.3%	88.8%	91.2%
Nutrition Screening	99.5%	99.1%	99.3%
Health & Developmental History	99.5%	99.1%	99.3%
% 1st Family Outcomes Assessment (FOA)	95%	100%	98%
% 2nd Family Outcomes Assessment (FOA)	97%	92%	94%
Developmental Screening (ASQ)	97%	97%	97%
Behavioral Screening – (ASQ-SE)	91%	94%	92%
Referrals to RCEB or OUSD	10	2	21*
Children enrolled with IFSP or IEP	37	23	60
% of children enrolled with an IFSP or ISP	12.9% of actual enrollment		

*\*Includes 9 closed IFSPs pending transition to IEPs*

**PY 26-27 PARTICIPANT AND STAFF MIDYEAR DEMOGRAPHIC DATA**

<b>PY 26-27 PARTICIPANT AND STAFF RACE - 7/25-2/26</b>		
<b>RACE x ECFS GROUP</b>	<b>Participants</b>	<b>Staff*</b>
American Indian or Alaska Native	0%	1%
Asian	15%	38%
Black or African American	26%	26%
Hispanic/Latino	51%	26%
Multi-racial/Biracial	5%	2%
Native Hawaiian/Other Pacific Islander	0%	0%
Other	0%	1%
Unspecified	0%	2%
White	3%	2%
(blank)	1%	2%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>
<i>*Staff includes currently employed Teachers, Family Service Workers, Home Visitors, Center Directors, Family Child Care Providers.</i>		

<b>PY 26-27 RACIAL DEMOGRAPHICS ACROSS PROGRAM OPTIONS - 7/25-2/26</b>				
<b>PARTICIPANT RACE X PROGRAM OPTION</b>	<b>Center-Based</b>	<b>Family Child Care</b>	<b>Home-Based</b>	<b>Grand Total</b>
American Indian or Alaska Native	0%	0%	0%	0%
Asian	4%	0%	10%	15%
Black or African American	16%	4%	6%	26%
Hispanic/Latino	17%	6%	28%	51%
Multi-racial/Biracial	3%	1%	0%	5%
Native Hawaiian/Other Pacific Islander	0%	0%	0%	0%
Other	0%	0%	0%	0%
Unspecified	0%	0%	0%	0%
White	2%	0%	1%	3%
(blank)	0%	0%	0%	1%
<b>Grand Total</b>	<b>43%</b>	<b>12%</b>	<b>45%</b>	<b>100%</b>

**PY 26-27 PARTICIPANT AND STAFF MIDYEAR DEMOGRAPHIC DATA**

<b>PY 26-27 PARTICIPANT AND STAFF LANGUAGE - 7/25-2/26</b>		
<b>LANGUAGE X ECFS GROUP</b>	<b>Participants</b>	<b>Staff*</b>
Arabic	2%	1%
Cantonese	9%	15%
Chinese	-	2%
Ibo	-	1%
Mandarin	-	3%
Spanish	38%	27%
Tagalog/Pilipino(Primary)	-	0%
Tamil	-	2%
Vietnamese	-	12%
Yoruba (Nigerian)	-	1%
Mam	7%	-
Other	6%**	3%
English	38%	33%
<b>GRAND TOTAL</b>	<b>100%</b>	<b>100%</b>
<p><i>*Staff includes currently employed Teachers, Family Service Workers, Home Visitors, Center Directors, Family Child Care Providers. % reflects primary language only. Many staff are multilingual, so the actual percentage of languages spoken is higher.</i></p>		
<p><i>**6% participants speak at least one of 18 languages. Specific % not listed due to &lt; 2% per language. Languages include American Sign Language, Khmer, Tigrinya, Karen, Vietnamese, Berber, and more.</i></p>		

**INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS**

- [California Department of Education Management Bulletin 26-02 \(February 2026\)](#): Fiscal Year 2025–26 Program Self-Evaluation for California State Preschool Program (CSPP) Contractors

## **ATTENDANCE & ENROLLMENT**

- The Average Daily Attendance for February 2026 is programwide is 80.4%, which is slightly below the 85% threshold established by the Office of Head Start.
- The main reasons for children's absences were children's illnesses (52%), followed by transportation (schedule changes, drop-off/pick-up arrangements, car access, etc.)
- 50% of centers have reported 85% or better attendance this Program Year
- Over half (52%) of participants are eligible for the program through public assistance (SNAP, TANF, SSI). Nearly a third (29%) are eligible due to homelessness.

## **DISABILITIES & MENTAL HEALTH**

- 60 children have IFSPs or IEPs, a total of 12.9% of all enrolled children programwide.
  - 54 of those children are enrolled in Early Head Start or Head Start, which means that federally funded program options are 12.6% enrolled, 2.6% above the Head Start requirement to have 10% actual enrollment of children with disabilities.
- The children have the following diagnoses: Speech/language delay (27%); Developmental Delay (35%); Autism (School District) (35%)
- The Disability Coordinator reviewed individualization documentation for all Center-Based sites, Home-Based options, and Family Child Care.
- Mental Health Consultations have focused on emotional regulation, routines, parent education and engagement, trauma-informed practices, and teacher coaching and capacity building. 10 consultations took place:
  - 1 consultation through IECMHC Network
  - 9 consultations through Jewish Family and Children's Services
- Quality Counts virtual coaching sessions for the Pyramid Model began this month, marking the start of individualized implementation support for the 7 participating centers.

**BLACK JOY PARADE: FEBRUARY 22 @ DOWNTOWN OAKLAND**



*ECFS Families, Community, and Staff Participated in the 9<sup>th</sup> Annual Black Joy Parade, accompanied by the Mobile Classroom. The event was a beautiful day of celebration of community and an opportunity for outreach and recruitment of new families.*

## HEALTH & NUTRITION

- Child and Adult Care Food Program (CACFP) Administrative Review:
  - CA Dept of Social Services conducts a CACFP Administrative Review every 3 years, which includes on-site meal observations and document review
  - Sungate and Franklin were chosen for review in November 2025 – there were no findings from on-site visits. There were 2 findings cited in the review.
    - The first on the rate of spenddown of reimbursement received, which was resolved prior to the end of the review.
    - The second finding indicated a need to strengthen the addition of meal counts was resolved with an update to policies and staff training.
  - The program received a report indicating clearance of findings on March 4<sup>th</sup>.
- Office of Dental Health led educational workshops at parent meetings at 6 sites.
  - All sites, including Brighter Beginnings and Home-Based, received dental kits
- CA Dept Social Services Infant Feeding Training took place on February 13
- Nutrition Analyst co-led training on Safe Storage in Kitchen and Food Prep Areas as a new policy developed as part of the California State Preschool Program Contract Management Review Corrective Action Plan
- Preschoolers are at 99% completion rate or better for most health services.
- NEXT Health and Mental Health (HMH) Services Advisory Committee Meeting (in-person): Tuesday, May 12, 2026 - 9:00 AM - 12:00 PM, location TBD

**FEBRUARY FOOD ACTIVITY:  
DUMPLING & BOK CHOY  
FOR LUNAR NEW YEAR**



**RECIPE**  
**CABBAGE & GREEN  
ONION DUMPLINGS**



Makes about 24 dumplings

Ingredients:

- Cabbage filling (prepared in Central Kitchen)
- 1 package dumpling wrappers (Gyoza skins)
- approximately 2 Tablespoons cooking oil (blend canola and olive oil)

Equipment:

- Frying pan
- Cooktop
- Spatula
- Bowl
- Measuring spoons
- Cup for water

Dipping sauce:

Stir together in a small bowl and set aside

- 3 tablespoon unseasoned rice vinegar
- 1 tablespoon soy sauce -use Coconut Amino if soy allergy in classroom
- 1 teaspoon sesame oil- omit if sesame allergy in classroom

Directions:

- 1.To make dumplings: moisten edge of the wrapper with water using your finger dipped in cup of water. Place 1 teaspoon filling in center of wrapper. Fold the edge over to form a half circle. Pinch side to seal in filling. Make sure edges are pressed tight. You can also pull up the edges and squeeze together to make a round pouch.
- 2.To cook dumplings: generously cover the bottom of a non-stick pan with oil and heat over medium heat. Line the dumplings neatly in the heated pan with space in between, without touching each other, let them cook about 2 minutes. Add ¼ cup water to pan and immediately cover with lid and continue to cook about 4 more minutes. When water is gone, and the bottom of dumplings are golden brown, they are done.
3. Cool dumplings just a bit and serve with dipping sauce.



Check out video if you are uncertain about cooking the dumplings:  
<https://www.youtube.com/watch?v=NduF2RsGAVo>

Source: Kids Cooking for Life

*Children at San Antonio CDC explore dumplings and bok choy, lucky foods for celebrating*



## EDUCATION & SCHOOL READINESS

- West Grand Program Highlights:
  - Social-emotional growth and strengthening of classroom practices through responsive care, consistency, and building secure relationships.
  - Teachers are supporting toddlers in managing big emotions, trusting the environment, navigating transitions, and following a consistent routine, in collaboration with a child's family.
  - Teachers are updating classroom labels with multiple languages, organizing shelves, and creating a more predictable environment.
- Education Management is completing Infant/Toddler Environment Rating Scale (ITERS) and Early Childhood Environment Rating Scale (ECERS) assessments in all classrooms.
- Center Directors have reviewed a draft of new School Readiness Goals.
- Education staff will soon be trained the new 2025 Desired Results Developmental Profile (DRDP), a State child assessment.

## HOME-BASED PROGRAM

- Home-Based held 3 socializations in February
  - 2/6 – *Building Strengths-Based Cultural/Ethnic Relationship*, which 7 families attended
  - 2/18 – *Breastfeeding Workshop from Breast Friends*, which 6 moms attended
  - 2/20 – *Building Positive Relationships Across Ethnic Cultures and CPR for Young Children*, which 8 families attended
- Home-Based completed 276 Home Visits and 77 Parent Conferences in February

## HOME-BASED IMPACT STORY

*In February, a mother delivered her baby at 23 weeks gestation. The infant will remain in the NICU until the original due date to receive specialized medical care. The mother initially experienced shock due to the premature delivery but has expressed motivation to remain positive and engaged throughout this process.*

*The home visitor is providing ongoing support and care coordination to address the mother's physical, emotional, and practical needs. Support efforts include connecting the mother to Breast Friends to obtain a breast pump system so she can provide expressed breast milk for her infant during the NICU stay. The home visitor is also assisting with referrals for mental health services to ensure continued emotional support and monitoring for postpartum mood symptoms.*

*Additional support includes guidance around disability benefits, clarification of maternity leave options, and assistance with planning for a potential return to work. The home visitor continues to work closely with the family to ensure access to appropriate community resources and to promote maternal well-being during this critical period.*

## FAMILY SERVICES & COMMUNITY ENGAGEMENT

- 2/20 and 2/26 Mommy & Me Spill the Tea events at Pump It Up had a total of 48 mothers/mother-figures and City of Oakland staff out for two amazing days. In the evaluation, moms said they were interested in the following future activities:
  - Tea party, dressing up, picnic at the park, Oakland Zoo, movies, waterparks, Bay Area Discovery Museum, Mommy dinner dates, drawing, painting, and dancing.
- Based on slight increases from Family Outcomes Assessment data, more families have received stable housing and started new jobs.

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

*A couple of months ago, I was assigned to a new site. When I introduced myself to the caregiver as the new Family Services Specialist, we began talking, and I learned that one of the children had been experiencing frequent coughing at home, especially at night. The caregiver had taken the child to the doctor several times, but no cause had been identified. The doctor suggested trying an air purifier to improve air circulation, which might help reduce the child's coughing. The caregiver shared that purchasing an air purifier wasn't financially possible, but they were open to receiving a used one. We spread the word, and eventually someone was able to donate a gently used air purifier for the family.*

- By Michelle Luong



*Children at Broadway Celebrate Black History Month and Lunar New Year*

## **PREGNANT PARTICIPANTS**

Total expectant parents served this Program Year	38
City of Oakland to date	30
Brighter Beginnings to date	8
% of current Pregnant Participants with Medical Homes	100%
% of current Pregnant Participants with Dental Homes	100%
% of current Pregnant Participants with Medical Insurance	100%
% of current Pregnant Participants with documentation of a Physical Exam	82%
Number of babies born in February	2
Number of babies born in Program Year 25-26	30

- The Program is serving a current total of 15 pregnant participants
  - Home-Based: 10
  - Brighter Beginnings: 5
- 8 participants have remained enrolled and continue to receive services after giving birth.
- 2 new participants enrolled in February.

## **SAFETY AND FACILITIES**

- The facilities team conducted their quarterly safety monitoring visits.
- All sites were provided with leaf blowers and rakes to help ensure clean and safe outdoor spaces between landscaping services.
- The Program is starting a process to ensure equitable security systems are installed across all Head Start sites by securing a vendor and budget.

## **PROFESSIONAL DEVELOPMENT: Standards of Conduct Training**

- On February 10, all staff participated in a mandatory Standards of Conduct (SOC) training.
- On February 24, Brighter Beginnings and BANANAS Tiny Steps had a joint training on the SOC
- After these trainings, staff signed a SOC Agreement, affirming their commitment to support children's well-being and not engaging in any behavior that would harm children.
- Staff and partners sign the SOC upon joining the Program and at the start of every Program Year. This midyear training is part of the Program's Risk Assessment Notification Corrective Action Plan (RAN CAP) for the Office of Head Start.

## HUMAN RESOURCES

### HR STAFFING UPDATES

- In the month of February, the following staffing changes occurred:
  - We **gained** 2 Associate Teachers from promotion from Assistant Teachers
  - We **gained** a Permanent Head Start Education Coordinator, previously ELDE
  - We **gained** a Permanent Head Start Coach Coordinator, previously ELDE
  - We **gained** an HR Analyst and lost an Administrative Assistant II due to promotion.

### Job Postings:

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

FEBRUARY 2026 STAFFING	
Position	COO
HS Teachers	9
EHS Teachers	19
Associate Teachers	16
Assistant Teachers	3
Home Visitors	8
Family Advocates/Specialists	8
Center Directors	11
Other Staff *	63
Staff Separations	0

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

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

## PARTNERS

### Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	20/26 (77%)	24/33 (73%)	44/59 (75%)
Brighter Beginnings	87/120 (73%)	34/20 (170%)	121/140 (86%)

### Tiny Steps: Family Child Care

- Tiny Steps families have been invited to participate in BANANAS Graduation, which will take place during UnPeeled at Fairyland on April 25, 2026
- Tiny Steps is enrolling more children in March, as well as recruiting more providers to join the program.



*Children at Lakeisha Smith's Bizzy Beez Child Care participate in Black History Month and Valentine's Day Activities in February.*

## Brighter Beginnings

- Brighter Beginnings hosted Love and Gross Motor socializations in February.
- Enrollments have exceeded scope of work, with Head Start enrolled at 170%.
- Program Manager completed in-home visit observations of all Home Visitors.
- Brighter Beginnings completed 324 total Home Visits (EHS: 227; HS: 97).



*Children play with play blocks, hula hoops, and a bean bag toss at the Gross Motor Socialization*

## DATA & ONGOING MONITORING

- Conducted a focus group with Family Services Workers (FSWs) on serving families who have experienced incarceration. Highlights include a focus on trusting relationships, understanding the impact of trauma on families, and helping FSWs learn how to navigate conversations about incarceration with families.
- Completed the Community Assessment used for the Head Start Non-Competitive Baseline Grant Application.
- As part of Self-Assessment process, completed staff interviews and focus groups on new and recently improved program systems, workflows, and documentation processes.
  - The Self-Assessment shows that ongoing collaboration and alignment across content areas is key to maintaining strong systems.

**UPCOMING EVENTS: 4/17 FAMILY DAY @ CHILDREN'S FAIRYLAND**



City of Oakland  
Early Childhood & Family Services  
www.OaklandHeadStart.com  
(510) 238-3145

**DÍA FAMILIAR**  
SEMANA DEL NIÑO PEQUEÑO

FRIDAY, APRIL 17<sup>TH</sup>, 2026  
10:00AM - 2:30PM

**CHILDREN'S FAIRYLAND**

699 BELLEVUE AVE  
OAKLAND, CA. 94610

*POR FAVOR, INFORME AL PERSONAL SI VA A IR!*



City of Oakland  
Early Childhood & Family Services  
www.OaklandHeadStart.com  
(510) 238-3145

**家庭日**  
幼兒週

FRIDAY, APRIL 17<sup>TH</sup>, 2026  
10:00AM - 2:30PM

**CHILDREN'S FAIRYLAND**

699 BELLEVUE AVE  
OAKLAND, CA. 94610

如果你會去, 請讓工作人員知道



City of Oakland  
Early Childhood & Family Services  
www.OaklandHeadStart.com  
(510) 238-3145

**FAMILY DAY**  
WEEK OF THE YOUNG CHILD

FRIDAY, APRIL 17<sup>TH</sup>, 2026  
10:00AM - 2:30PM

**CHILDREN'S FAIRYLAND**

699 BELLEVUE AVE  
OAKLAND, CA. 94610

*PLEASE LET STAFF KNOW IF YOU'RE GOING!*

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

**Fiscal year budget spent 50%**

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

**Summary of Categories**

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

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

**Fiscal year budget spent 50%**

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

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

**Fiscal year budget spent 50%**

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

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

Fiscal year budget spent **50%**

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 66,752.00	\$ -	\$ 6,319.15	\$ 60,432.85	9%
<b>i. Total Direct Charges</b>	<b>\$ 66,752.00</b>	<b>\$ -</b>	<b>\$ 6,319.15</b>	<b>\$ 60,432.85</b>	<b>9%</b>
j. Indirect Charges	\$ -			\$ -	0%
<b>k. TOTALS</b>	<b>\$ 66,752.00</b>	<b>\$ -</b>	<b>\$ 6,319.15</b>	<b>\$ 60,432.85</b>	<b>9%</b>

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

Fiscal year budget spent **50%**

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual		\$ -		\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 118,878.00	\$ -	\$ 7,125.85	\$ 111,752.15	6%
<b>i. Total Direct Charges</b>	<b>\$ 118,878.00</b>	<b>\$ -</b>	<b>\$ 7,125.85</b>	<b>\$ 111,752.15</b>	<b>6%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
<b>k. TOTALS</b>	<b>\$ 118,878.00</b>	<b>\$ -</b>	<b>\$ 7,125.85</b>	<b>\$ 111,752.15</b>	<b>6%</b>

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

**Fiscal year budget spent 50%**

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

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

**Fiscal year budget spent 50%**

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

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

Fiscal year budget spent **50%**

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

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

Fiscal year budget spent **50%**

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

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

Fiscal year budget spent **50%**

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

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

Fiscal year budget spent **50%**

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

**Child and Adult Care Food Program FY2025-26**

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

Institution: CITY OF OAKLAND HEADSTART  
Month/ Year: December-25

Facility Number	Facility Name	Breakfast	Lunch	PM Snack	Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document	
													1 1
1 2	Full Day	85th Avenue II	66.00	88.00	77.00	18.00	entire site (50)	10.00	16.00	1.00	288.00	NO	NO
1 3	Full Day	85th Avenue III	60.00	68.00	57.00	19.00	entire site (50)	8.00	16.00	1.00	304.00	NO	NO
2 4	Full Day	Arroyo Viejo	65.00	69.00	59.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3 5	Full Day	BROADWAY/INFANT	49.00	60.00	49.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 6	Full Day	BROADWAY/RM 3 (TODDLER)	66.00	73.00	66.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
3 7	Full Day	BROADWAY/RM 4 (TODDLER)	43.00	101.00	80.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
4 8	Full Day	Brookfield 1	183.00	248.00	182.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	YES	NO
4 9	Full Day	Brookfield 2	-	-	-	-	entire site (48)	16.00	16.00	1.00	-	NO	NO
5 10	Full Day							-			-	NO	NO
6 11	Full Day							-			-	NO	NO
7 12	Full Day	Franklin	115.00	175.00	106.00	15.00	18	16.00	32.00	1.00	480.00	NO	NO
8 13	Full Day	Lion's Creek 1	120.00	171.00	169.00	15.00	18	16.00	16.00	1.00	240.00	NO	NO
8 14	Full Day	Lions Creek 2	79.00	96.00	85.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
9 15	Full Day	Manzanita	-	-	-	-	20	16.00	20.00	1.00	-	NO	NO
10 16	Full Day	San Antonio CDC 1	-	-	-	-	entire site (24)	24.00	24.00	1.00	-	NO	NO
11 17	Full Day	San Antonio Park I	55.00	59.00	54.00	15.00	8	8.00	9.00	1.00	135.00	NO	NO
11 18	Full Day	San Antonio Park II	59.00	76.00	64.00	19.00	8	10.00	9.00	1.00	171.00	NO	NO
12 19	Full Day	Sungate I	135.00	196.00	196.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
12 20	Full Day						0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day	Tassafaronga	136.00	136.00	129.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
14 22	Full Day	West Grand (Infant)	69.00	74.00	63.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 23	Full Day	West Grand (Older)	90.00	118.00	107.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 24	Full Day	West Grand (Young)	84.00	88.00	73.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
		<b>TOTAL</b>	<b>1,611.00</b>	<b>2,036.00</b>	<b>1,769.00</b>	<b>309.00</b>		<b>272.00</b>	<b>326.00</b>		<b>4,168.00</b>		
		<b>HS</b>	<b>983.00</b>	<b>1,289.00</b>	<b>1,083.00</b>	<b>187.00</b>							
		<b>EHS</b>	<b>628.00</b>	<b>747.00</b>	<b>686.00</b>	<b>122.00</b>							

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

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

**Emari Dimagiba**  
**Head Start Health Manager**

\* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

Prepared by: **Michael Fries**

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

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

Avg Daily Participation **101.80**

=(max meals)/(max days)

ADP ENTRY **102.00**

City of Oakland  
**PURCHASE CARD TRANSACTION LOG**

DATE: 02/12/26

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

**DECEMBER 2025**

TO

**DECEMBER 2025**

Transaction Period (Month / Year)

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:

 <small>Diveena Cooppan (Feb 17, 2026 08:52:50 PST)</small>	<b>510-238-3165</b> <small>PHONE NUMBER (REQUIRED)</small>	 <small>Annie Friberg (Feb 17, 2026 14:26:53 PST)</small>
<small>Date</small>		<small>Date</small>
<small>CARDHOLDER'S SIGNATURE AND DATE</small>		<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	12/09/25	AMAZON	SIGNS	167.53		
2			1.2128.78231.52921.1007666.YS13.24656			
3	12/09/25	AMAZON	HOLIDAY TOY GIVEAWAY EVENT	2,975.83		
4			1.2128.78362.52919.1006760.YS13.24336			
5	12/09/25	AMAZON	SIGNS	8.01		
6			1.2128.78231.52921.1007666.YS13.24656			
7	12/14/25	WALGREENS	STAFF WELLNESS	218.12		
8			47% 1.2128.78231.52911.1007666.YS13.24656 53% 1.2128.78231.52911.1007667.YS13.24656			
9	12/13/25	AMAZON	STAFF WELLNESS ITEMS	83.98		
10			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
11	12/13/25	AMAZON	STAFF WELLNESS ITEMS	714.70		
12			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
13	12/13/25	AMAZON	STAFF WELLNESS ITEMS	350.27		
14			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
15	12/15/25	SPROUTS	STAFF WELLNESS ITEMS	34.08		
16			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			36

17	12/19/25	LAKESHORE LEARNING	PITCHERS FOR SITES	398.60		
18			1.2102.78231.52915.1007670.YS13.24657			
19	12/27/25	AMAZON	STAFF WELLNESS ITEMS	(82.52)		
20			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
21	12/12/25	LITTLE CEASARS	FAMILY LITERACY EVENT	172.00		
22			47% 1.2128.78231.52911.1007666.YS13.24656 53% 1.2128.78231.52911.1007667.YS13.24656			
23						
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<b>Document Total</b>	<b>5,040.60</b>				
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DETAILED DESCRIPTION

*Maricela Avila*  
Maricela Avila (Feb 12, 2025 21:00:36 PST)

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

# RAN Corrective Action Plan (CAP)

March 2026

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

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

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

# RAN Corrective Action Plan (CAP)

March 2026

## Actions Taken to Strengthen Systems Program-wide

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

# RAN Corrective Action Plan (CAP)

March 2026

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

# RAN Corrective Action Plan (CAP)

March 2026

<p>Conduct for Grantee Staff</p> <ul style="list-style-type: none"> <li>February 24, 2026-Refresher training SOC for FCC's</li> <li>February 27, 2027- Refresher training SOC for Brighter Beginnings</li> </ul>				
<b>Mental Health</b>				
<ul style="list-style-type: none"> <li>In September 2025, program formalized our new partnership with Jewish Family Children Services to place and assign 3 mental health consultants/clinicians at various sites.</li> <li>In August 2025, Mental Health Coordinator connected with Infant Early Childhood Mental Health Network (IECMHC) to place consultants at our other 6 sites which was subsequently placed and assigned in October 2025.</li> <li>MH Coordinator developed and trained staff on a consultation jotform completed by the mental health consultants to retrieve consistent data on type of supports provided to teaching staff (Programmatic vs. Classroom level supports).</li> </ul>	<p>August 2025 – March 2026</p>	<ul style="list-style-type: none"> <li>Education Supervisor</li> <li>Education Manager</li> <li>Mental Health Coordinator</li> <li>Center Directors</li> <li>Education Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Agreements</li> <li>Mental Health Consultation Notes</li> </ul>	<p>Completed</p>
<b>Human Resources</b>				
<ul style="list-style-type: none"> <li>Center assessment conducted. Leadership changed at West Grand.</li> <li>Supervision and classroom observations used to prioritize coaching for staff to support skills.</li> <li>Determine classroom and site placements to ensure strong site and classroom leadership and to provide opportunities for mentorship of staff.</li> <li>Increased use of Skill Enhancement Plans to support staff who are identified as in need of skill development to meet expectations. <ul style="list-style-type: none"> <li>This process has been used to support the movement removal of teachers and center leadership</li> </ul> </li> <li>Revised interview process to select candidates who program philosophy <ul style="list-style-type: none"> <li>Includes visiting center and classroom</li> <li>Ability to see candidate interaction and comfortability</li> </ul> </li> </ul>	<p>August 2025-March 2026</p>	<ul style="list-style-type: none"> <li>Education Supervisor</li> <li>Education Manager</li> <li>Center Directors</li> <li>Education Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Supervision notes</li> <li>Interview panel questions</li> <li>Educator Selection Process Map</li> </ul>	<p>Completed</p>

# RAN Corrective Action Plan (CAP)

March 2026

with children and staff				
<ul style="list-style-type: none"> <li>Revised interview questions that are rooted in adult child interaction scenarios, parent/teacher relationship building, child discipline to gauge a candidate's philosophy</li> </ul>				
<b>Ongoing Monitoring</b>				
<ul style="list-style-type: none"> <li>August, September, October, November, December, January, February – Monthly Classroom Observation Tool completed and reviewed for trends in teacher-child interactions. No concerns flagged for teacher-child interactions.</li> <li>October and November 2025 - Curriculum Fidelity completed for all sites: focused on interactions and physical environment; Data on interactions analyzed January 13, 2026 to share with educators February 4<sup>th</sup> at the CD meeting.</li> <li>Starting the week of February 4, 2026 ITERS to monitor infant/toddler interactions; ECERS to preschool interactions</li> </ul>	August 2025-March 2026	<ul style="list-style-type: none"> <li>ChildPlus Specialist</li> <li>Education Supervisor</li> <li>Center Directors</li> <li>Data Planner</li> <li>HR Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>ChildPlus Module</li> <li>Acknowledgement Form</li> <li>Data analysis</li> <li>Updated Policy</li> </ul>	<ul style="list-style-type: none"> <li>MCOT – Completed / In Progress</li> <li>Curriculum Fidelity – In Progress</li> <li>ITERS – In Progress</li> </ul>
<b>Parent Policy Council and Advisory Board Participation and Communication</b>				
<ul style="list-style-type: none"> <li>PPC Chair Joined Initial RAN meeting</li> </ul>	August 2025	<ul style="list-style-type: none"> <li>Program Director</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Notes/ Calendar Invite</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Parent Policy Council</li> </ul>	September 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Information update on the Risk Assessment Notification provided for Advisory Board.</li> </ul>	September 2025	<ul style="list-style-type: none"> <li>Program Director</li> <li>Manager, Governance &amp; State Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda and Meeting Minutes</li> <li>Email correspondence to Parent Policy Council and Advisory Board with attachments: (1) Risk Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan</li> </ul>	Completed

# RAN Corrective Action Plan (CAP)

March 2026

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

# RAN Corrective Action Plan (CAP)

March 2026

			Assessment Notification (RAN) from Office of Head Start and (2) Corrective Action Plan (CAP)	
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## Summary of Findings Fiscal Year 2025-26

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

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

Date:

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

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

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

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

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

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

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

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

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

**Action Required:**

By the due date, the contractor must provide:

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

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

<b>CAP Item</b>	<b>Resolution Type</b>	<b>Actions Required</b>	<b>Status</b>
<b>EED02: Family Eligibility Requirements: 801A</b>	<i>Does Not Meet Requirements – Action Required</i>	Evidence of revised 801 A Reports for the 2025-26 fiscal year.	Completed
		Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance	Completed
<b>EED02: Family Eligibility Requirements: Parent Signatures</b>	<i>Does Not Meet Requirements – Action Required</i>	Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance.	Completed
<b>EED06: Recording/Reporting Attendance</b>	<i>Does Not Meet Requirements – Action Required</i>	Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff and parent training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance.	Completed
	<i>T/TA</i>	When recording excused absences, identify which individual is sick, ill, or has a doctor’s appointment. (T/TA)	Completed
<b>EED07: Parent Engagement and Strengthening (parent orientation and parent meetings; parent teacher conferences)</b>	<i>T/TA</i>	Ensure that the orientation for parents includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures	Completed
		On the parent conference sheets, there is disparity in the content, proficiency, and writing style amongst the teachers. The contractor is encouraged to provide greater support for teachers whose work is not aligned with the contractor’s program standards. Then, ensure quality is maintained through monitoring efforts	Completed
		Although the contractor may solicit targeted responses from parents, seek and document advice from parents regarding	Completed

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

# City of Oakland

Administrative Instruction #6805

US Immigration and Customs Enforcement



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

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

## **What you can do :**

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

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

**ACILEP (Alameda County Rapid Response)**

**510-241-4011**