

**HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**  
**Thursday, October 21, 2021**  
**3:36-5:02 pm**

**\*ADVISORY BOARD MEETING MINUTES**  
**\*(PENDING ADVISORY BOARD APPROVAL)**

**Advisory Board Members Present:**

Molly Tafoya, *Chairperson*  
Dr. Javay Ross, *Vice Chair*  
Priya Jagannathan  
Kevin Bremond

**Staff Present:**

Diveena Cooppan, *Program Director, HS/EHS*  
Tracey Black, *HHS Program Planner, HS/EHS*  
Jason Wang, *Administrative Analyst II, HS/EHS*  
Chris Gonzales, *Administrative Assistant I, HS/EHS*

**Parent Policy Council Members Present:**

Christina Michaud, *Chairperson & Parent Policy Council/Advisory Board Liaison*  
Bukola Ajana, *Vice Chair*  
To Niya Scott Smith

Lina Hancock, *Office of Councilmember Loren Taylor*  
Lisa Taylor, *Family Coordinator, HS/EHS*  
Sarah Chao, *Data Coordinator, HS/EHS*  
Laura Vasquez, *Program Analyst, HS/EHS*  
Sarah Trist, *HHS Program Planner, Health Services, HS/EHS*  
Martina Bouey, *Assistant to the Director, HSD*  
Everardo Mendoza, *ERSEA Coordinator, HS/EHS*  
Deborah Turner, *Project Manager, HS/EHS*  
Christin Rolan, *Budget & Fiscal Manager, HSD*

**Members of Public Present:**

Assata Olugbala, *Community Member*  
Clarissa Doutherd, *Parent Voices Oakland*  
Nora Martinez, *Parent Voices Oakland*

Sarah Bedford, *Director, Human Services Department*  
Cindy King, *HHS Program Planner, HSD/HS/EHS*  
Thao Ly, *Education Coordinator, HS/EHS*  
Shelley Taylor, *Supervisor, Business Services, HS/EHS*  
Michael Munson, *KTOP Cable & TV Operations*

**I. ROLL CALL:**

The Head Start Advisory Board meeting was called to order by Tracey Black at 3:31 PM, and roll was taken. Four (4) Board Members were present. Quorum established. Dr. Javay Ross joined at 3:38 pm.

Also, present at the meeting were three (3) Parent Policy Council Members.

**1. Public Comments:**

Ms. Olugbala, member of public, asked for clarification on whether she can comment on the items on the agenda and indicated that she will be taking notes. She expressed wanting to research the items on the agenda to have some background on the items, prior to the meeting.

Diveena Cooppan, Program Director, announced and welcomed Mr. Kevin Bremond, as a new member of the Advisory Board. Mr. Bremond an official voting member of the Advisory Board. Members of the Parent Policy Council, Ms. Christina Michaud, Ms. Bukola Ajana, and Ms. To Niya Scott Smith, were also introduced.

## II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of **October 21, 2021, Advisory Board Meeting Agenda**
  - Chair Tafoya, called for a motion to approve the **October 21, 2021, Advisory Board Meeting Agenda.**
  - ✓ Vice Chair, Dr. Ross, motioned to approve the **October 21, 2021, Advisory Board Meeting Agenda.**
  - ✓ Member, Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.
2. Review and Approval of **September 23, 2021, Advisory Board Meeting Minutes**
  - Chair Tafoya called for a motion to approve the **September 23, 2021 Advisory Board Meeting Minutes.**
  - ✓ Vice Chair, Dr. Ross motioned to approve the **Advisory Board Meeting Minutes from September 23, 2021.**
  - ✓ Member, Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

## III. ACTION ITEMS:

1. **Annual Election of Head Start Advisory Board Chair and Vice Chair:** *Diveena Cooppan*, Program Director
  - Tracey Black, HHS Program Planner, will be taking and tallying votes through Zoom Chat. All nominations and votes will be submitted, privately, to Tracey in the Zoom Cat. All members are asked to submit a nomination. Members can accept and decline nominations.
  - Presentation and explanation of duties of Advisory Board Chair and Vice Chair, as set forth in the Head Start Advisory Board Bylaws is provided.
  - Nominations for Advisory Board Chair were: Dr. Javay Ross, Priya Jagannathan, and Molly Tafoya. Nominations for Advisory Board Vice Chair were: Dr. Javay Ross, Molly Tafoya, Priya Jagannathan, and Kevin Bremond.
  - Priya Jagannathan declined the nomination for Vice Chair. Kevin Bremond declined the nomination for Vice Chair. Molly Tafoya accepted the nomination for Chair and Dr. Javay Ross accepted the nomination for Vice Chair.
  - Votes for Advisory Board Chair and Vice Chair: 3 votes for Molly Tafoya for Chair and 3 votes for Dr. Javay Ross as Chair. Molly Tafoya was elected as Chair and Dr. Javay Ross was elected as Vice Chair for FY 21-22.
2. **Annual Review, Discussion and Approval of Head Start Advisory Board Bylaws:** *Diveena Cooppan & Program Staff*
  - Presentation and explanation of current Head Start Advisory Board Bylaws FY 21-22. Chair, Molly Tafoya mentioned that she is quite familiar with the Bylaws and has been working with it for a while. She requested that if any Board members had questions, to please ask.
  - Chair Tafoya suggested that the Board members take a closer look at the Bylaws and recommend any possible edits at the Advisory Board Meeting in November.

Advisory Board Bylaws will be emailed to Advisory members by program staff, following the meeting. If there are any questions and suggestions for edits to the Advisory Board Bylaws, these will be discussed and voted upon at the November 2021 meeting.

- **Public Comment:** Ms. Olugbala, member of the public, commented that she has concerns about the ordinance that created the Bylaws. Ms. Olugbala also raised the question of why members of the Advisory Board do not have to live in Oakland, but do business in Oakland, as a criterion for being a Board member? She expressed concerns that the Advisory Board membership qualifications created a professional, managerial, “bourgeois” class of members, and that parents should be included on the Board. Ms. Olugbala also requested a copy of the Bylaws.
  
- **Staff Response:** Tracey Black responded to Ms. Olugbala, that the Advisory Board Bylaws would be made available. Diveena Cooppan also responded to Ms. Olugbala’s request to have a copy of the Bylaws, indicating that the program would add a link to Advisory Board Bylaws in the meeting minutes. **Note:** Link to Head Start Advisory Board Bylaws, FY 21-22. <https://tinyurl.com/dbxnz56b>
  
- **Staff Response:** Diveena Cooppan further responded to Ms. Olugbala comments about the inclusion of parents on the Advisory Board, explaining how the Head Start program works and that it is required to maintain a Parent Policy Council. Parent Policy Council meetings are held monthly, ahead of the Advisory Board meeting. The agendas of the Parent Policy Council meetings are a mirror of the Advisory Board meeting agendas, with few variations. The Parent Policy Council meets once a month, on Tuesdays. The Advisory Board meets once a month on Thursdays. There are 3 Parent Policy Council Members who are present in this Advisory Board meeting today, including the Parent Policy Council/Advisory Board Liaison. The Parent Policy Council members are parents of children who are enrolled in the Head Start and Early Head Start program. Members of the Parent Policy Council review and approve all action items, meeting agendas, minutes, grant-related requests, required reports, and policies and procedures, as mandated by the Head Start Performance Standards. The Advisory Board is then informed of the Parent Policy Council program recommendations and actions, for final Board review and approval.
  
- **Staff Response:** Diveena Cooppan explained that the Parent Policy Council is a federal stipulation and requirement of the Head Start program. The Parent Policy Council is an absolute governing body in Head Start and they can veto and disapprove action items, requests, and reports presented by the Head Start program. The Advisory Board cannot approve items on behalf of, or present any items to the City Council for consideration, without the Parent Policy Council having first approved the action. Diveena indicated that, for reference, the program will add the Head Start Performance Standards, which speak to Program Governance, in the meeting minutes. **Note:** Link to Head Start Performance Standards: [Part 1301—Program Governance | ECLKC \(hhs.gov\)](#). Diveena indicated further, that every member of the Parent Policy Council must be elected, annually, at the individual Head Start/Early Head Start site level by the individual site-based Parent Committees [as mandated by the Head Start Performance Standards].

- Chair Tafoya mentioned that the Advisory Board will not be voting on Annual Review, Discussion and Approval of Head Start Advisory Board Bylaws, because more time to review is needed by the Advisory Board, and that the FY 21-22 Advisory Board Bylaws will be voted on in the November 2021 Advisory Board meeting.
- Chair Tafoya called for a motion to postpone the **Annual Review, Discussion and Approval of FY 21-22 Head Start Advisory Board Bylaws.**
- ✓ Vice Chair, Dr. Ross motioned to postpone the approval of the **Annual Review, Discussion and approval of FY 21-22 Head Start Advisory Board Bylaws.**
- ✓ Member, Priya Jagannathan seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

### **3. Monthly Progress Report: Diveena Cooppan & Program Staff**

#### **a. Monthly Enrollment and Content Area Monitoring Update – September 2021**

- Nine (9) Head Start sites have been open and in full operation since the start of center-based services, on September 1, 2021. Home-Based services have been open since July 2021.
- One (1) Head Start site was closed due to flea infestation. The program followed health & safety protocols, temporarily closed and treated the site with environmentally safe pest control. And the site was deep cleaned prior to resuming full operations.
- The program applied for General Child Care (CCTR) sub-contract funding from Oakland Unified School District and was awarded \$200,000 - \$50,000 less than has been awarded in previous CCTR sub-contracts awarded by OUSD. Diveena expressed that the funding difference posed a setback for our budget and that, unfortunately, there was no appeal process to appeal the funding decision for the FY 21-22 CCTR Sub-contract award in place at this time.
- City Council authorized general purpose funds of \$1.8 million to restore and re-open HS/EHS sites, Arroyo, Tassafaronga & Franklin. It is anticipated that the sites will re-open in October [and/or November].
- Head Start Monthly Program Report for September 2021 was presented and explained. For Enrollment, we have a total of 109 HS students accepted, 211 Pending, 121 on the waitlist, and 7.4% of children enrolled with IFSP or IEP.
- Member, Priya Jagannathan asked about the impact that under enrollment at Saint Vincent’s Day Home (SVDH) (currently serving 30 slots instead of 46 slots, initially contracted for) would have on the program and expressed concern about having available slot for preschoolers in Oakland.
- Diveena Cooppan expressed understanding of Priya’s concern and shared that at the present time, under enrollment at SVDH is being temporarily allowed through December, based on their Board’s decision. The grantee has until the end of December [before the grantee’s enrollment status would be determined as “under-enrolled” by the Office of Head Start]. Diveena shared that in November, the grantee plans to revisit the current enrollment status at SVDH, with the new interim Executive Director, as the prospect of increasing the agency’s enrollment to serve the additional 16 slots in January, is very positive. If the SVDH Board determines that they will not be able to serve the additional 16 slots in January, then the grantee will then assess how it will fill the 16 slots, at that time.
- Member, Priya Jagannathan expressed the importance of the grantee tracking the enrollment at SVDH, as the priority, ensuring that there are enough slots for preschoolers in Oakland. Priya indicated that it will be good to return to review the status of enrollment at SVDH.

- Diveena shared that the grantee will have more specifics in November, after having spoken with the new interim Executive Director at SVDH.

**b. COVID 19 Response Update, Sarah Trist, Program Planner & Shelley Taylor, HS Supervisor**

- Sarah Trist reported that two (2) HS sites were closed due to Covid exposure. Health & safety protocols with regard to the Covid exposure, including closing the sites temporarily, deep cleaning, and the notification of parents and agencies, were followed.
- Vice Chair, Dr. Ross asked about what protocols and procedures the program follows when there is a site closure due to Covid and flea infestation.
- Sarah explained the process of closure due to Covid and would leave speaking to the Integrated Pest Management portion to Shelley Taylor [Program Supervisor, Business Services]. Sarah, however, added that the grantee was approached by the County of Alameda to conduct an environmental study to look at the use of Integrative Pest Management Education in our program and reducing the presence of toxins, such as pesticides, in the classroom. So, the program decided that the San Antonio CDC site, which was impacted by the flea infestation, would be the demonstration site to connect the environmental study to, because of the treatment for fleas.
- Shelley Taylor, Program Supervisor, Business Services, then, explained that the program is working very hard to solve the flea infestation issue at the San Antonio CDC site by hiring OMEGA Pest Control. Shelley not that OUSD also is having the same problems with fleas, and that the area is vulnerable to flea infestation due to feral cats and other local wildlife.

**Public Comment:** Ms. Olugbala asked a question if the Advisory Board oversees the Unity Council?

**Staff Response:** Diveena Cooppan explained that the Spanish Speaking Unity Council was welcomed to attend the Advisory Board meetings, but that the Spanish Speaking Unity Council now has their own grant and their own separate Board.

- Chair Tafoya called for a motion to approve the **Monthly Enrollment and Content Area Monitoring Update - September 2021**
- ✓ Member, Priya Jagannathan motioned to approve the **Monthly Enrollment and Content Area Monitoring Update - September 2021**
- ✓ Vice Chair, Dr. Ross seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0) - abstentions

**4. Monthly Financial Report: Jason Wang, Administrative Analyst II**

**a. Monthly Financial Report – September 2021**

- Head Start and Early Head Start Budget for September was presented and explained by Jason Wang. The report is through October 12, 2021. The program has only 6% of the overall budget as we are still in the 1<sup>st</sup> quarter of the fiscal year and began services at sites on September 1, 2021.
- Thus far, 5% has been spent on travel. Low travel is resulting from travel precautions taken by the program during the pandemic.

Contractual expenses are at 0%.

- The report resented and explained the Purchase Card Transaction Log and with only 2 expenses.
- The meal service report (aka Child & Adult Care Food Program (CACFP)), reflected serving 1,565 Breakfasts, 1,613 Lunches, and 1,475 Afternoon Snacks at HS/EHS sites. This report is for the month of September.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – September 2021**
- ✓ Vice Chair, Dr. Ross motioned to approve the **Monthly Financial Report – September 2021**.
- ✓ Member, Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

5. **Policies & Procedures:** *Thao Ly, Education Coordinator*

a. **Head Start & Early Head Start Center Based Home Visiting**

- Home visits are conducted to ensure staff and families engage in building collaborative partnerships, placing the child at the center of focus.
- Rationale for the Home Visit policy is to learn about the family’s needs and share information with the family regarding the child’s interest, needs, learning and development.
- Responsibilities for Home Visits are carried out by Teaching Staff, Family Advocate, School Readiness Coordinator, and Education Coordinator.
- All home visits need to be in a family’s home unless the family has requested it to be in another location. Home visits must be approved by Center Director, prior to the home visit.
- **Public Comment:** Ms. Olugbala asked a question regarding language translation services, if needed, during home visits.
- **Staff Response:** Thao Ly, responded that the program has staff who are certified bilingual, to provide language translation services. Or, if necessary, we ask if there is a family member present, who can translate.
- **Public Comment:** Nora Martinez asked a question about who the people are who provide translation services when they do home visits, cautioning to limit requests of children in the home.
- **Staff Response:** Thao responded that the relatives or other older siblings provide translation. Also, that translation services provided by family members are very general.
- **Public Comment:** Clarissa Doutherd asked if there is a public language translation request line for Translation Services.
- **Staff Response:** Thao responded that the City does have a language line translation service known as, Equal Access, that is also utilized for language translation.
- Chair Tafoya called for a motion to approve the **Policies & Procedures: Head Start & Early Head Start Center Based Home Visiting**

- ✓ Vice Chair, Dr. Ross motioned to approve the **Head Start & Early Head Start Center Based Home Visiting**
- ✓ Member, Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

**b. Curriculum Implementation – Center Based**

- City of Oakland Head Start has adopted research-based curricula, Creative Curriculum for Infants/Toddlers and Creative Curriculum for Preschoolers, to effectively support instructional staff and home visitors
- Rationale for this policy is to ensure curriculum implementation is occurring across all HS and EHS program options.
- Responsibilities for the Curriculum Implementation – Center Based, are carried out by Teacher Assistant, Teacher, Center Director, School Readiness Coordinator, and Education Coordinator.
- The *Teaching to Fidelity Checklist* must be completed and approved by the Center Director.
- Chair Tafoya called for a motion to approve the **Policies & Procedures: Curriculum Implementation – Center Based**
- ✓ Member, Priya Jagannathan motioned to approve the **Policies & Procedures: Curriculum Implementation – Center Based**
- ✓ Vice Chair, Dr. Ross seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

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

1. **FY 20-21 PIR Summary** (postponed until November)
2. **FY 21-22 New Grant Update** (postponed until November)
3. **FY 21-22 School Readiness Goals** (postponed until November)
4. **Information Memorandum to City Council, November 15, 2021**
5. **New Grant Cycle Requirements**
  - Office of Head Start – *Health & Safety Screener* – To be completed by all Head Start Program and partner sites, with *Certificate of Completion* to follow.

**V. OPEN FORUM:**

- **Public Comment:** Parent Policy Council Member, To Niya Scott Smith, commented if anyone knows of others living in their cars, families living in their car refer them to the Interfaith Council of Alameda County and this information will be shared with Tracey Black, to email out to all.

**VI. ADJOURNMENT**

- Chair Tafoya called for a motion to adjourn the meeting.
- ✓ Vice Chair, Dr. Ross motioned to adjourn the meeting.
- ✓ Member, Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:02 pm

Submitted and recorded by  
***Christopher Gonzales***  
 Administrative Assistant I