



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING
MEETING AGENDA – FINAL

Thursday, 1-20-2022

3:30-5:00pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to California Government Code section 54953(e), Head Start Advisory Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

When: 1-20-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until 6-16-2022, 8 occurrence(s).

11-18-2021; 3:30 PM

12-16-2021; 3:30 PM

1-20-2022; 3:30 PM

2-17-2022; 3:30 PM

3-17-2022; 3:30 PM

4-21-2022; 3:30 PM

5-19-2022; 3:30 PM

6-16-2022; 3:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqipy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAIjCb-_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE

Please click the link below to join the webinar:

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Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 912 3351 9388

International numbers available: <https://us06web.zoom.us/u/kbQeNkOvL>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email **Tracey Black** at TBlack@oaklandca.gov



Human Services Department

ADVISORY BOARD MEETING

Thursday, 1-20-2022; 3:30-5:00pm

AGENDA

I. ROLL CALL: *Host/Program Staff*

Molly Tafoya, *Chair*

Priya Jagannathan

Dr. Javay Ross, *Vice Chair*

Kevin Bremond

1. Public Comment

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Molly Tafoya, Chair*

1. Review and Approval of **AB 361 Resolution No. 21-004**
2. Review and Approval of **January 20, 2022, Advisory Board Meeting Agenda**
3. Review and Approval of **December 16, 2021, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **FY 21-22 Head Start Advisory Board Bylaws – Review, Discussion, and/or Adoption;**
Tracey Black, Program Planner
2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *December 2021*
 - b. COVID 19 Response Update
 - c. Locally Designed Option: Class Size Waiver Request: Tassafaronga HS
3. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager;*
Jason Wang, Admin. Analyst II
 - a. Cost Allocation Plan
 - b. Monthly Financial Report – *December 2021*
4. **Policies & Procedures:** *Program Staff*

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

1. Parent Policy Council Feedback
2. FY 21-22 School Readiness Goals & Child Outcomes
3. Update on Information Memorandum: Head Start Advisory Board
Annual Progress Report to City Council, February 15, 2022
4. FY 21-22 Community Assessment Update Review (*Pending*)
5. FY 21-22 Governance Training (*Pending*)

V. OPEN FORUM

VI. ADJOURNMENT



LA CIUDAD DE OAKLAND

DEPARTAMENTO DE SERVICIOS HUMANOS

PROGRAMA HEAD START

REUNIÓN DEL CONSEJO ASESOR

AGENDA DEL DÍA DE LA REUNIÓN – FINAL

Jueves, 1-20-2022

3:30-5:00 p. m.

Consulte la agenda del día para participar en la reunión.

Conferencia por teléfono/video.

¡Gracias!

De conformidad con la sección 54953(e) del Código de Gobierno de California, los miembros/comisionados del Consejo de Políticas de Padres de *Head Start*, así como el personal de la Ciudad, participarán mediante conferencia por teléfono/video, y no se requieren ubicaciones físicas de teleconferencia.

PARTICIPACIÓN PÚBLICA

El público puede participar en esta reunión de muchas maneras.

Tema: *Reunión mensual del Consejo Asesor de Head Start de Oakland*

Cuándo: 1-20-2022, 3:30 p. m., hora del Pacífico (EE. UU. y Canadá)

El tercer jueves de cada mes, hasta el 6-16-2022; 8 ocurrencias.

11-18-2021; 3:30 p. m.

12-16-2021; 3:30 p. m.

1-20-2022; 3:30 p. m.

2-17-2022; 3:30 p. m.

3-17-2022; 3:30 p. m.

4-21-2022; 3:30 p. m.

5-19-2022; 3:30 p. m.

6-16-2022; 3:30 p. m.

Descargue e importe los siguientes archivos iCalendar (.ics) a su sistema de calendario.

Mensual:

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Haga clic en el siguiente enlace para unirse al seminario web:

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Teléfono:

Marcar (para mayor calidad, marque un número basado en su ubicación actual):

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Números internacionales disponibles: <https://us06web.zoom.us/u/kbQeNkOvL>

COMENTARIO:

DEBIDO A LA SUSPENSIÓN DE LA ORDENANZA SUNSHINE, TODOS LOS COMENTARIOS PÚBLICOS SOBRE LOS PUNTOS DE ACCIÓN SE TOMARÁN AL COMIENZO DE LA REUNIÓN BAJO EL PUNTO I. LOS COMENTARIOS SOBRE LOS PUNTOS QUE NO ESTÉN EN LA AGENDA DEL DÍA SE TOMARÁN BAJO FORO ABIERTO AL FINAL DE LA REUNIÓN.

Hay dos formas de enviar comentarios públicos.

• Para comentar por videoconferencia de Zoom, haga clic en el botón "Levantar la mano" para solicitar hablar cuando se toman comentarios públicos sobre un tema elegible de la agenda del día al comienzo de la reunión. Se le permitirá hablar durante su turno, se le permitirá comentar y, después del tiempo asignado, se volverá a silenciar el micrófono. Las instrucciones sobre cómo "Levantar la mano" están disponibles en: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

• Para comentar por teléfono, llame a uno de los números de teléfono mencionados anteriormente. Se le indicará que "Levante la mano" presionando "*9" para hablar cuando se tome el comentario público. Se le permitirá hablar durante su turno, se le permitirá comentar y, después del tiempo asignado, se volverá a silenciar el micrófono.

Active su propio micrófono presionando *6.

Si tiene alguna pregunta, envíe un email a **Tracey Black** a TBlack@oaklandca.gov



Departamento de Servicios Humanos

REUNIÓN DEL CONSEJO ASESOR

Jueves, 1-20-2022; 3:30-5:00 p. m.

AGENDA DEL DÍA

I. LISTA DE LOS PRESENTES: *Anfitrión/personal del programa*

Molly Tafoya, *presidenta*

Priya Jagannathan

Dr. Javay Ross, *vicepresidenta*

Kevin Bremond

1. Comentarios del público

II. APROBACIÓN DE LA RESOLUCIÓN AB 361 Y PUNTOS DE LA AGENDA DEL DÍA: *Molly Tafoya, presidenta*

1. Revisión y aprobación de la **Resolución AB 361 n.º 21-004**
2. Revisión y aprobación de la **agenda del día de la reunión del Consejo Asesor del 20 de enero de 2022**
3. Revisión y aprobación de las **actas de la reunión del Consejo Asesor del 16 de enero de 2021**

III. PUNTOS A SEGUIR:

1. **Estatutos del Consejo Asesor de *Head Start* para el AF 21-22: revisión, discusión y/o adopción;** *Tracey Black, planificadora de programas*
2. **Informe de progreso mensual:** *Diveena Cooppan y personal del programa*
 - a. Actualización mensual de monitoreo de áreas de contenido e inscripción - *Diciembre de 2021*
 - b. Actualización de respuesta al COVID 19
 - c. Opción de diseño local: Solicitud de exención de tamaño de clase: *Tassafaronga HS*
3. **Informe financiero mensual:** *Christine Rolan, gerente fiscal y de presupuesto de HSD; Jason Wang, analista administrativo II*
 - a. Plan de asignación de costos
 - b. Informe financiero mensual – *Diciembre de 2021*
4. **Políticas y procedimientos:** *Personal del programa*

IV. PUNTOS INFORMATIVOS: *Diveena Cooppan y personal del programa*

1. **Retroalimentación del Consejo de Políticas de Padres**
2. **Metas de preparación escolar y resultados de los niños para el AF 21-22**
3. **Actualización en memorándum de información: Consejo Asesor de *Head Start* de Oakland Informe de progreso anual para el Consejo de la Ciudad, 15 de febrero de 2022**
4. **Revisión de la actualización de la evaluación de la comunidad del AF 21-22 (*pendiente*)**
5. **Capacitación en gobernanza del AF 21-22 (*pendiente*)**

IV. FORO ABIERTO

V. CIERRE DE LA REUNIÓN



屋崙 (奧克蘭) 市

人民服務部

HEAD START 啟蒙計劃

諮詢委員會會議

會議議程 – 定案

2022 年 1 月 20 日 (星期四)

下午 3:30-5:00

請參閱議程以便參加會議

電話/視訊會議

謝謝！

根據《加州政府法典》第 54953(e) 節 (California Government Code section 54953(e))，Head Start 諮詢委員會成員/委員和市府工作人員，都將透過電話/視訊參加會議，且不需有實體遠距會議地點。

公眾參與

公眾可透過許多方式參加會議。

主題：屋崙(奧克蘭)市 *Head Start* 諮詢委員會每月會議

時間：2022 年 1 月 20 日，下午 3:30 (美加太平洋時間)

每月第三個星期四，至 2022 年 6 月 16 日為止共 8 場會議。

2021 年 11 月 18 日，下午 3:30

2021 年 12 月 16 日，下午 3:30

2022 年 1 月 20 日，下午 3:30

2022 年 2 月 17 日，下午 3:30

2022 年 3 月 17 日，下午 3:30

2022 年 4 月 21 日，下午 3:30

2022 年 5 月 19 日，下午 3:30

2022 年 6 月 16 日，下午 3:30

請下載以下 iCalendar (.ics) 檔案，並匯入至你的行事曆系統中。

每月會議：

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請點選以下連結加入網路研討會：

<https://us06web.zoom.us/j/91233519388>

或使用 One tap mobile 手機功能：

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或使用電話：

撥打 (為確保較好音質，請根據你所在地點撥號)：

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海外撥入號碼請見：<https://us06web.zoom.us/u/kbQeNkOvL>

提出意見：

由於《陽光條例》(SUNSHINE ORDINANCE) 暫停實施，根據第 I 項「針對所有未列入議程事項的意見，將在會議最後的開放議題討論中收集」，凡有關行動事項的公眾意見都應在會議一開始時收集。

有兩種方式可提出公眾意見。

• 透過 Zoom 視訊會議提出意見：當會議在一開始對某項合條件議程收集意見時，請點選「舉手」(Raise Your Hand) 要求發言。當輪到你時，你將可以發言並提出意見；發言時間結束後，請再次靜音。有關如何「舉手」的說明，請參閱：

<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>。

• 透過電話提出意見：請撥打上列一個電話號碼。如果你要在收集公眾意見時發言，請按 *9；你將聽見「舉手」(Raise Your Hand) 提示音。當輪到你時，你將可以發言並提出意見；發言時間結束後，請再次靜音。請按 *6 開啟靜音。

如有任何問題，請發電郵給 **Tracey Black**: TBlack@oaklandca.gov



人民服務部

諮詢委員會會議

2022年1月20日(星期四)下午3:30-5:00

議程

I. 點名：主持人/計劃工作人員

Molly Tafoya - 主席

Priya Jagannathan

Javay Ross 博士 - 副主席

Kevin Bremond

1. 公眾意見

II. 核准 AB 361 決議及議程事項：Molly Tafoya - 主席

1. 審查及核准 AB 361 決議 No.21-004
2. 審查及核准 2022年1月20日諮詢委員會會議議程
3. 審查及核准 2021年12月16日諮詢委員會會議紀錄

III. 行動事項：

1. 21-22 財年 Head Start 諮詢委員會管理規章 – 審查、討論及/或通過；
Tracey Black - 計劃規劃師
2. 每月進度報告：Diveena Cooppan 及計劃工作人員
 - a. 每月註冊及學科監控情況更新 – 2021年12月
 - b. COVID 19 因應情況更新
 - c. 本地設計選項：班級人數豁免請求：Tassafaronga HS
3. 每月財務報告：Christine Rolan - HSD 預算及財政經理；Jason Wang - 二級行政分析師
 - a. 成本分配計劃
 - b. 每月財務報告 – 2021年12月
4. 政策和程序：計劃工作人員

IV. 參考事項：Diveena Cooppan 及計劃工作人員

1. 家長政策委員會回應意見
2. 21-22 財年入學準備目標及學童成果
3. 資訊備忘錄更新：Head Start 諮詢委員會
向市議會提出的年度進度報告，2022年2月15日
4. 21-22 財年社區評估更新審查 (待定)
5. 21-22 財年治理培訓 (待定)

IV. 開放議題討論

V. 休會

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-004

ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE OAKLAND HEAD START ADVISORY BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. *See* <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. *See* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. *See* <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. *See* <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that do not ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on [January 20, 2022] the [Oakland Head Start Advisory Board] adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the [Oakland Head Start Advisory Board] finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the [Oakland Head Start Advisory Board] renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] firmly believes that the community's health and safety and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the [Oakland Head Start Advisory Board] finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.

OAKLAND HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, December 16, 2021

3:38-5:06 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

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

Staff Present:

Diveena Cooppan, *Program Director*
Tracey Black, *HHS Program Planner, Head Start*
Jason Wang, *Administrative Analyst II*
Christopher Gonzales, *Administrative Assistant I*

Parent Policy Council Members Present:

Christina Michaud, *Chair & Parent Policy Council/Advisory Board Liaison*
Quizhu (Jewel) Xiong, *Member*
Bukola Ajana, *Vice Chair & Member*

Lina Hancock, *Office of Councilmember Loren Taylor*
Wenonah Elms, *HS Program Coordinator*
Clara Sanchez Silva, *Administrative Assistant II*
Shelley Taylor, *HS Supervisor*

Sarah Trist, *HHS Program Planner & Health Manager*
Christine Rolan, *HSD Budget Manager*
Alisa Burton, *HS Supervisor*
Michael Munson, *KTOP Cable & TV Operations*
Everardo Mendoza, *ERSEA Coordinator*

Members of Public Present:

Assata Olugbala

I. ROLL CALL:

The Head Start Advisory Board meeting was called to order by Tracey Black at 3:38 PM, and roll was taken. Four (4) Board Members were present. Quorum was established. Dr. Javay Ross joined the meeting at 3:48 pm.

Also, present at the meeting were Parent Policy Council Members, Christina Michaud, *Chair, Outgoing Chair and Parent Policy Council/Advisory Board Liaison*, Thuy Do, *Member*, Bukola Ajana, *Outgoing Vice Chair/Member* and Quizhu (Jewel) Xiong, *Member*.

1. Public Comments:

Chair, Molly Tafoya mentioned that there is an addendum to the agenda to add an item, that will need to be voted on. Tracey Black acknowledged.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of AB 361 Resolution No. 21-003

- Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-003**
- ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-003**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions.

2. Review and Approval of **December 16, 2021 Advisory Board Meeting Agenda**
 - Chair Tafoya mentioned the addendum to the agenda. Tracey Black explained the addendum to the agenda is a request to the Advisory Board, to submit the request for a FY 21-22 CCTR Expansion Application, due on January 14, 2022. Tracey indicated that specific details on the application will be shared at the time the item is presented later in the meeting.
 - Chair Tafoya called for a motion to approve the **December 16, 2021 Advisory Board Meeting Agenda with the addition of the agenda item – FY 21-22 CCTR Request for Application CCTR, and that the item be added to the agenda as Action Item No. 2.**
 - ✓ Priya Jagannathan motioned to approve the **December 16, 2021 Advisory Board Meeting Agenda with the addition of the agenda item – FY 21-22 CCTR Request for Application CCTR, and that the item be added to the agenda as Action Item No. 2.**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
3. Review and Approval of **November 18, 2021, Advisory Board Meeting Minutes.**
 - Chair Tafoya, called for a motion to approve **the November 18, 2021 Advisory Board Meeting Minutes.**
 - ✓ Priya Jagannathan motioned to approve the **November 18, 2021 Advisory Board Meeting Minutes.**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

III. **ACTION ITEMS:**

1. **Review and Discussion of FY 21-22 Head Start Advisory Board Bylaws; Tracey Black, HHS Program Planner**
 - Chair Tafoya asked if the Parent Policy Council members had the chance to review The FY 21-22 Head Start Advisory Bylaws and asked for feedback.
 - Christina Michaud (Parent Policy Council Chair and Advisory Board Liaison) presented a report from the Parent Policy Council Meeting, November 16, 2021 and shared feedback on the Advisory Board Bylaws. The report stated that the Parent Policy Council members inducted 7 new members and one alternate member into the Parent Policy Council for FY 21-22. More members will be inducted during the January 2022 Parent Policy Council meeting. The report also indicated that staffing of the Parent Policy Council/Advisory Board Liaison between the Parent Policy Council and Advisory Board is being still discussed. Delivery of and safety of food by Oakland Head Start drivers, was also discussed in the report.
 - Diveena Cooppan, Program Director included that in the Parent Policy Council Meeting, discussion among members that the language in the Advisory Board Bylaws in specific areas should be more inclusive in reference to the titles of caretakers of children, such as those who are relatives, foster parents, guardians, etc.
 - Tracey Black explained that the Bylaws with the proposed changes had been submitted to the City Attorney's (CA) office for review and input and it is hoped that the CA's feedback will be received in time to add the CA-reviewed Bylaws to the Advisory Board Meeting for

January 20, 2022. The proposed edits to the Bylaws were made posted publicly, in the November 18, 2021 Advisory Board Packet.

- **Public Comment:** A. Olugbala, member of the public, commented about the importance of the inclusion of grandparents, relatives, etc., to the children attending Head Start, in the language of the Bylaws, where indicated. She also shared her concern regarding language services for the translation of the Bylaws, presented only English, now, and recommended the Bylaws be made available in other languages.
 - **Staff Response:** Diveena Cooppan explained that we can start language translation in regards to written materials, and we can start with the agenda, translated in different languages.
 - **Advisory Member Response:** Chair Tafoya explained that it would be better to utilize translation services for translation [such as Equal Access], as opposed on relying on bilingual City of Oakland employees for translation.
 - **Staff Response:** Diveena Cooppan explained that bilingual City of Oakland employees are certified bilingual translators. They undergo certification in Human Resources and receive a pay differential with this certification, before doing translation services.
 - **Staff Response:** Chair Tafoya discussed with Tracey Black and Diveena Cooppan the process of submission of edits to the Bylaws to the City Attorney's Office and possibly being able to approve in the January 2022 Advisory Board meeting. Chair Tafoya also mentioned the language in the Bylaws, relating to the Policy Council Parent Liaison, will also be worded more inclusively.
 - Chair Tafoya called for a motion to approve the **submittal of the changes to the Bylaws to the City Attorney's Office.**
 - ✓ Molly Tafoya motioned to approve to **submit the changes to the Bylaws to the City Attorney's Office.**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions
- 2. Request to Submit FY 22-23 CDE/State Preschool (CSPP) Annual Continuation Funding Application: Tracey Black, Program Planner**
- a. Request to Submit FY 22-23 CDE/State Preschool (CSPP) Annual Continuation Funding Application**
- Tracey Black explained the process of application for the submission of FY 22-23 CDE/State Preschool (CSPP) Annual Continuation Application. The Head Start Program is a program contractor for the State of California. This application is due on December 17, 2021. Once the application is approved by CDE, the program will submit a request to City Council to accept and appropriate the contract funding for FY 22-23.
 - Priya Jagannathan asked about the amount of money being requested in the application. Diveena Cooppan explained the amount of money of the annual CSPP contract is approximately, \$2 million, and outlined the process of requesting quarterly payment on ones' contract award, which is based on program enrollment and daily attendance.
 - **Public Comment:** A. Olugbala, member of the public, asked a question on how the allocation and prioritization of funds is achieved, and whether the process is fair and equitable.

- **Staff Response:** Diveena Cooppan commented that Christin Rolan, HSD Budget & Fiscal Manager would be able to answer and respond to this question.
- Chair Tafoya called for a motion to approve the **Request to Submit FY 22-23 CDE/State Preschool (CSPP) Annual Continuation Funding Application**
- ✓ Dr. Javay Ross motioned to approve the **Request to Submit FY 22-23 CDE/State Preschool (CSPP) Annual Continuation Funding Application**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-Abstentions,

b. Addendum to the CCTR mentioned by Molly Tafoya in the Approval of Agenda Items: California Department of Social Services Request for Application for General Childcare (CCTR)

- Chair Tafoya mentioned the addendum the agenda, in which she requested an approval Advisory Board approval to include the additional agenda item - California Department of Social Services (CDSS) Request for Application (RFA) for General Childcare (CCTR) Expansion Funding for FY 21-22.
- Tracey Black explained the FY 21-22 CDSS, RFA for General Childcare (CCTR) Expansion Funding opportunity. The deadline for this application is on January 14, 2022.
- Priya Jagannathan asked if it's better to be contractor or a subcontractor.
- Diveena Cooppan explained that the essential difference between a contractor and a subcontractor is reporting and additional administrative costs passed on to the sub-contractor. And that, if there is a program expansion opportunity, it is better to be a contractor than subcontractor. Christine Rolan also explained that it is better to be a contractor.
- Everardo Mendoza also commented that is better to be a contractor due to the process of contracts, reporting etc.
- Chair Tafoya called for a motion to approve the **California Department of Social Services FY 21-22 Request for Application for General Childcare (CCTR) Expansion Funding.**
- ✓ Kevin Bremond motioned to approve the **California Department of Social Services Request For Application for General Childcare (CCTR) Expansion Funding.**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

3. Monthly Progress Report: Diveena Cooppan & Sarah Trist HHS Program Planner

a. Monthly Enrollment and Content Area Monitoring Update – November 2021

- The service contract of our new HS Partner, Bananas, Inc. Family Child Care Program, has been approved we will now proceed with enrollment.
- HS Site Arroyo, Franklin & Tassafaronga are now open. We do have some staff shortages due to some staff on family and medical leave, along with some resignations. We hired 2 new staff members.
- We are 67% enrolled. We have flexibility in enrollment through the end of December 2021, since we are still in the Start-up period. Reasons for 67% enrollment include the staffing shortage, the class size (Class Size Waiver request was forwarded to Regional Office), and the addition of a new partner who will come online in January 2022.
- For attendance, we are at 77% overall. Office of Head Start wants us to be at 85% but they have given us flexibility. Due to Covid restrictions, enrollment might not be met until

February.

- We are on target with the Ages & Stages screener. Family assessment is also on target.
- Sarah Trist, Health Services Manager and Program Planner, reported that we did not have any COVID outbreaks in our HS Sites in November 2021, due to the strict Covid protocols we have. The federal Office of Head Start issued COVID protocols for Head Start/Early Head Start grantees COVID, which supersede local and state mandates, due to an abundance of caution.
- The Parent Policy Council members who attended the meeting, introduced themselves, namely: Bukola Ajana, Quizhu (Jewel) Xiong, and Christina Michaud.
- Christin Rolan responded to A. Olugbala's question regarding the CSPP, State funding and its process of prioritization of funds for more equitable distribution. Christine Rolan explained that funds are mainly spent in classrooms, and on supplies and operational costs in running a classroom.
- Chair Tafoya called for a motion to approve the **Monthly Progress Report – November 2021**
- ✓ Molly Tafoya motioned to approve the **Monthly Progress Report – November 2021**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

4. Monthly Financial Report; *Jason Wang, Admin. Analyst II*

a. Monthly Financial Report – November 2021

- Head Start/Early Head Start budget and monthly expenditures were presented and explained. The report is up to December 8, 2021. Payroll report is up to October 29, 2021. We started payroll for HS Site Staff on September 1, 2021 and we are now 40% through the Fiscal Year.
- Purchase Card Transaction log was presented and explained, with 2 expenses being Zoom expenses and the Serve Safe training for the Central Kitchen Staff.
- Travel is 0% for now for expenses because we are traveling less due to Covid. However, there are 2 Staff members who are currently in Ohio working on the mobile classroom. So, travel expenses will increase in next month per expenditures.
- Contractual expenses are 78%, encumbered \$2.4 million. This money is being set aside so that we can pay invoices from our HS partner sites and consultants throughout the course of the year.
- Child and Adult Care Food Program (CACFP) meal and expense report was presented and explained. 1752 Breakfasts, 1960 lunches, 1623 afternoon snacks had been served at HS/EHS Site for the month of November 2021.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – November 2021**
- ✓ P. Jagannathan motioned to approve the **Monthly Financial Report – November 2021**
- ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

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

a. Child Assessment

- The program must conduct standardized and structured child assessments, on a specific schedule, based on each child's program enrollment date.
- Rationale for this policy is that the (Desired Results Developmental Profile) DRDP

(2015) focuses on individual children's development, behavior, knowledge, and skills in order to be able to better support children's learning experiences, as they move through different developmental milestones.

- Responsibilities for Child Assessment are carried by Teacher's Assistant, Teacher, Home Visitor, Center Director, Home Based Supervisor, and School Readiness Coordinator.
- Chair Tafoya called for a motion to approve the Policies & Procedures: **Child Assessment**
- ✓ Priya Jagannathan motioned to approve the Policies & Procedures: **Child Assessment**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions.

b. Parent Conference

- Staff must conduct Parent-Teacher conferences, as needed, but no less than 2 times per program year, to enhance the knowledge and understanding of both parents and staff, in order to best support the child's growth, development, and educational progress.
- Rationale for policy is for parents and teachers to discuss development of the child.
- Responsibilities for Parent Conference are carried out by the Teacher Assistant, Teacher, Center Director, School Readiness Coordinator, and Education Coordinator.
- Kevin Bremond and Thao Ly discussed the involvement of fathers in the Parent conference.
- Chair Tafoya called for a motion to approve the Policies and Procedure: **Parent Conference**
- ✓ Kevin Bremond motioned to approve the Policies & Procedures: **Parent Conference**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

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

- 1. Parent Policy Council Feedback** (as requested by AB)
- 2. FY 21-22 School Readiness Goals**
- 3. FY 21-22 New Grant Update**
- 4. Debrief Special City Council Meeting, December 7, 2021**
- 5. FY 21-22 Community Assessment Review and Update Begins**
- 6. Upcoming FY 21-22 Governance Training** (Pending)

V. OPEN FORUM:

VI. ADJOURNMENT

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Chair Tafoya motioned to **Adjourn the meeting.**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:06 pm

Submitted and recorded by
Christopher Gonzales
Administrative Assistant I

City of Oakland

Fiscal Year

2021-2022

Head Start Advisory Board

BYLAWS

ARTICLE I

Name

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

ARTICLE II

Purpose

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

ARTICLE III

Functions and Duties

Section 1. The functions and duties of the Head Start Advisory Board shall include providing advice and recommendations to the City Council about the Head Start program in the following areas:

- (a) The procedure for program planning, which describes how and when

significant planning activities for the Head Start program occur.

- (b) The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.
- (c) The program's philosophy and multi-year goals and annual objectives.
- (d) The selection of any new delegate agencies to operate part of the program.
- (e) All funding applications for the Head Start program.
- (f) The composition of the Head Start Parent Policy Council and the procedures by which policy group members are chosen.
- (g) Procedures for hearing and resolving community ~~feedback~~complaints about the Head Start program.
- (h) Procedures that describe how the Board, Head Start Parent Policy Council and City Council will implement those activities that are shared functions between the Governing Body and Parent Policy Council as required by Head Start Performance Standards.

Section 2. In the performance of its duties, the Board shall:

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

Section 3. In addition to the functions and duties described in Sections 1. and 2. above, the HSAB shall perform the following:

- (a) The HSAB shall, in consultation with the City Administrator, establish rules and procedures for the conduct of its business. Such procedures shall include those required to maintain the Head Start program in good standing.
- (b) The HSAB shall submit regular, publicly-available reports and information (orally and/or in writing) to the City Council's Life Enrichment Committee, or any other committee designated as the

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liaison to the Board. The Board shall report on their recommendations for planning, general procedures, and for other major programmatic decisions; and, on the progress of the Head Start Program in meeting its stated goals and objectives. The frequency of reporting shall be based on the decision-making requirements of the governing body as outlined in the HSAB planning procedures. These reports shall occur no less than semi-annually. Each year, the Board shall review the goals and objectives of the City Council to better integrate the activities of the Board with those of the City's overall activities.

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

ARTICLE IV

Membership

Section 1. Composition

The HSAB shall be composed of at least 97 6 members appointed by the Mayor. Members of the HSAB must reside or conduct business in the City of Oakland and be directly involved in at least one of the following interests:

- (a) Public Education—knowledge of issues in early education and kindergarten-transition issues and services to children with disabilities.
- (b) Public Health—knowledge of issues and services in health, including general health, nutrition, mental health, and dental health.
- (c) Family Services—knowledge of issues relating to low-income families and general approaches to services for families.
- (d) Childcare/Child Development—knowledge of issues related to early care and education and transitions to focus on families involved in Welfare Reform.
- (e) Management and Administration—knowledge of business practices, budgeting and accountability systems.
- (f) Human Resources—knowledge of training, organizational structure and design.

(g) State and Federal Government—knowledge of and relationship to State and Federal Officials representing the City of Oakland.

~~(g)~~(a) Head Start parent or alum (parent or guardian)--knowledge

Commented [BM1]: Ordinance 13230 states 9 members, can someone please confirm if this was changed subsequently? Thanks

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of the direct impact of Head Start as a parent or guardian of a current or former student OR as alum themselves.

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

Section 2 Terms

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

Section 3. Removal

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

Removal by the Head Start Advisory Board

- b. ~~A member may be removed pursuant to Section 601 of the City Charter, for, among other things, a conviction of a felony, misconduct, incompetence, or inattention to or inability to perform duties. Absence from three consecutive regular meetings shall constitute cause for removal. member may be removed for failure to attend meetings without prior notice. Absence from three consecutive regular meetings (except for illness or when absent from the City with the prior knowledge of the Board) will constitute grounds for proposing removal. Conviction of a felony, misconduct, incompetence, and inattention or inability to perform duties shall constitute additional grounds for removal. Violation of the standards of conduct, (See Article VIII) where a member uses his or her position as a Board member for personal gain, shall also be grounds for removal or other sanctions.~~

Commented [BM2]: This is the language from the enabling ordinance.

- c. A proposal to remove a member may be considered at a regular or special meeting of the Board. The reasons for the proposed removal shall be clearly stated for the consideration of the membership. The Board member being considered for removal may request an opportunity to respond to the concerns raised by the Board. If a majority of those present vote for removal, the Board's recommendation shall be forwarded to the Life Enrichment Committee of the City Council with a request for a replacement member in the same category as that represented by the member proposed for removal.
- d. The removal recommendation shall automatically take effect within 60 days from the date of the presentation to the Life Enrichment Committee, in the event that Committee takes no action on the proposal for removal.

Removal by the City Council

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

ARTICLE V

Officers

Section 1.

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

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ARTICLE VI

Meetings

Section 1

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

- taken and maintained in official files for review upon request by interested parties.
- b. Regular meetings of the Board shall be held at the time and place designated by the Board each year at its first meeting in September.
 - c. Meetings called for special purposes to meet critical deadlines, and scheduled at a time and/or place different from regular meetings shall be designated special meetings.
 - d. A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Board for the purpose of conducting business. In the absence of a quorum, no information may be presented and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.
 - e. Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
 - f. The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:
 - 1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board's Bylaws and procedures;
 - 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
 - 3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

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ARTICLE VII

Committees

Section 1.

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

A

ARTICLE VIII

Standards of Conduct

Section 1.

- (a) Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:
- i. Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.
 - ii. Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.
 - ~~iii.~~ Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used

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iii. to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Parent Policy Council and other appropriate approving authorities of the City.

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iv. No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.

v. Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Parent Policy Council and the City Council Committee designated responsibility for the Board.

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

ARTICLE IX

Governance Procedures

Section 1.

(a) The Head Start Advisory Board will adopt, and recommend to the City Council, procedures for implementing shared governance that include each of the enumerated responsibilities in Article III. Section 1 above. Those procedures shall be approved by the Head Start Parent Policy Council prior to being recommended to the City Council.

(b) The Advisory Board may prescribe and enforce such general and specific rules and regulations as deemed necessary to the general operations and conduct of the Advisory Board.

(c) Roberts Rules of Order shall be used as the guiding procedures for the conduct of Board activities.

ARTICLE X

Amendments

Section 1

~~(a)~~ These Bylaws shall be reviewed by the Advisory Board annually, or more frequently if deemed necessary.

(a)

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(b) Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:

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(b)

- (1) The Advisory Board may adopt amendments to these Bylaws at any regular meeting of the Advisory Board, by a majority of those present, provided that such proposed amendments have been provided to all Advisory Board members at least ten (10) days prior to the meeting.
- (2) Adopted amendments shall be proposed to the City Council Life Enrichment Committee annually or as necessary.
- (3) City Council, on its own initiative, may propose amendments to these Bylaws.
- (4) City Council shall notify the Advisory Board in writing of the proposed amendments requested at least ten (10) working days before the date of first consideration of said amendments by the City Council. The Advisory Board shall have a right to appear before City Council or its relevant Committee(s) to comment upon the proposed amendments requested, prior to the vote on the proposed amendments by City Council.

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Chairperson Signature

Date

City of Oakland Head Start Program Cost Allocation Plan

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COST ALLOCATION PERCENTAGE TABLES..... 5

Purpose

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that City of Oakland Head Start will use to allocate costs to various programs, grants, contracts and agreements.

City of Oakland Head Start receives funds through grant and contractual agreements with:

- The Federal Government to provide Head Start (HS) and Early Head Start (EHS) services through the U.S. Department of Health and Human Services (DHHS).
- The City of Oakland general purpose funds to provide 52 additional children with Head Start (HS) and Early Head Start (EHS) services.
- There are additional funds from the State of California Department of Education (CDE) and City of Oakland that are used exclusively as federal match and therefore not included in the cost allocation plan.

45 CFR Part 75, the U.S. Department of Health and Human Services' (DHHS') adoption of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," establishes the principles for determining costs of grants and other agreements with the Federal Government.

DEFINITIONS, CONCEPTS AND GENERAL APPROACH

Allowable Costs are, as per 45 CFR Part 75.403, must meet the following criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- Be adequately documented.

Allocable costs are, as per 45 CFR Part 75.405, able to be allocated to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:

- Is incurred specifically for the Federal award;
- Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the Cost Principles.

General Statement

City of Oakland Head Start adheres to an approved cost allocation plan as set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirements (45 CFR Part 75). The purpose of this cost allocation plan is to summarize the methods and procedures the City of Oakland will use to allocate costs to the Head Start and Early Head Start programs. The City's cost allocation plan is based on the classification of costs as direct costs, shared costs, and indirect costs, as defined below.

Direct Costs are those that can be identified specifically with a particular final cost objective.

Shared Costs are those that benefit two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

Indirect Costs are administrative and general costs incurred for common or joint objectives that cannot be readily identified with a particular program or programs. The City has an indirect cost allocation method approved by its Federal cognizant agency, the Department of Housing and Urban Development (HUD). The Controller's Office annually updates the indirect cost rate, adhering the federally approved method. HUD does not require the City to submit its cost allocation plan annually for review, but only that the plan be prepared and updated annually and be available for review by the federal government.

In accordance with 45 CFR Part 75, the City of Oakland will not charge any unallowable costs to federal awards.

Allocation Methodology

City of Oakland Head Start consists of Head Start and Early Head Start programs. All children are enrolled as either Head Start or Early Head Start. The general approach in allocating costs to Head Start and Early Head Start is as follows:

- Direct costs benefiting one sole program are charged directly to that program.
- Shared costs that benefit more than one program are allocated to the programs benefitted as direct costs using an appropriate allocation method as outlined below.
- Indirect costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to all programs as indirect costs through use of an approved indirect cost rate.

The City of Oakland Head Start has established the following cost allocation methods that best represent the proportionate share to each program benefitting from a particular cost. The City of Oakland will be responsible for determining which cost allocation methodology is the most reasonable based on the cost benefit. Cost Allocation methods are outlined in the Allocation Method table. Example of methodologies include funded slots and number of classrooms.

When funded slots or number of classrooms are used as the cost allocation method, the City of Oakland has established allocation percentages based on whether the cost benefits children being directly served by City of Oakland as the recipient versus all children being served by the program (including delegates and partners). Cost allocation tables representing funded slot and classroom percentages are included below in the Cost Allocation Percentages Tables.

Cost Category	Allocation Method
Personnel Salaries, fringes, and personnel related costs.	Shared personnel costs will be allocated based on number of funded slots.
Supplies Office supplies, program and classroom supplies	Shared supplies will be allocated based on number of funded slots at a particular location. Shared supplies that benefit all children will be allocated based on total funded slots.
Contractual Contract and professional services	Contracted services are allocated based on the type of service performed. Services that directly benefit one program will be direct charged. Shared services will be allocated based on funded slots.
Mileage and Travel	Mileage costs that directly benefit one program will be direct charged. Mileage costs that benefit multiple programs will be allocated based on staff's personnel allocation. Travel expenditures related to program specific conferences will be allocated to the program benefitting from the training or conference.

Cost Category	Allocation Method
Other	-Occupancy-related shared costs such as rent, utilities, and maintenance will be allocated based on number of classrooms at a particular site. -Parent services costs are allocated based on funded slots. -Advertising, printing, and publication costs that benefit one program are direct charged. If they benefit more than one program, allocation is based on funded slots.
Indirect Costs	Indirect costs are based on approved fixed rate stipulated by City Administrative Instruction #1303 (calculated by the Controller's Bureau). Rate is applied to the base of the sum of actual Salaries plus accrued Paid Leave.

Cost Allocation Percentage Tables

Allocation Type A: Shared costs benefit all Grantee-only children									
Funded Slots					Number of Classrooms				
HS	EHS	COO HS	COO EHS	TOTAL	HS	EHS	COO HS	COO EHS	TOTAL
144	169	40	12	365	9	12	2	1	24
39.5%	46.3%	11.0%	3.3%	100%	37.5%	50.0%	8.3%	4.2%	100%

Allocation Type B: Shared costs benefit all children (Grantee and Partners)									
Funded Slots					Number of Classrooms				
HS	EHS	COO HS	COO EHS	TOTAL	HS	EHS	COO HS	COO EHS	TOTAL
292	330	40	12	674	17	19	2	1	39
43.3%	49.0%	5.9%	1.8%	100%	43.6%	48.7%	5.1%	2.6%	100%

Certificate of Cost Allocation Plan

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this plan [identify date] to establish cost allocations or billings for [identify period covered by plan] are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this plan are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.


Sara Bedford (Jan 11, 2022 16:44 PST)

Signature

Name of Official: Sara Bedford

Title: Director,
Human Services Department, City of Oakland

Date of Execution: Jan 11, 2022


Christine Rolan (Jan 12, 2022 11:16 PST)

Signature

Name of Official: Christine Rolan

Title: Budget & Fiscal Manager,
Human Services Department; City of Oakland

Date of Execution: Jan 12, 2022

City of Oakland cost allocation plan revised 12.15.21-FINAL - for SB and CR signature

Final Audit Report

2022-01-12

Created:	2022-01-12
By:	Tracey Black (tblack@oaklandca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9qWEplE5_6JbYHP0CmWWPCUNvdAwkd8

"City of Oakland cost allocation plan revised 12.15.21-FINAL - fo r SB and CR signature" History

-  Document created by Tracey Black (tblack@oaklandca.gov)
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**Statement of Interest to Volunteer as an Oakland Head Start
Parent Policy Council *Community Representative***

12/14/21

Dear Oakland Head Start Program and Parent Policy Council,

My name is Christina Michaud and I'm submitting a statement of interest to serve as a ***Community Representative***, on the Parent Policy Council for program year 21-22, per the Parent Policy Council Bylaws.

Over the past 20-21 program year, I served as a Community Representative and had the esteemed opportunity to also serve as the Parent Policy Council Chairperson.

I am a former Head Start parent with my child (daughter) attending Fannie Wall Head Start, in 2017-18, 2018-19 and 2019-20. Over the 2018-19 and 2019-20 program years, I also had the opportunity to also serve as your Parent Policy Council Chairperson.

At the end of the 2019-20 program year, my daughter graduated from Fannie Wall Head Start and is now a First-Grade student in the current 21-22 program year.

Given my past experience volunteering on the Oakland Head Start Parent Policy Council, I would like to continue to build on my leadership and parent engagement skills and support the Oakland Head Start program efforts to implement quality services for children and families in Oakland, by volunteering to serve on the Parent Policy Council, as a Community Representative, as set forth in the Parent Policy Council Bylaws.

Therefore, I'm submitting my statement of interest for consideration by the program and Parent Policy Council, to volunteer as a *Community Representative* in the current the 21-22 program year.

If approved and elected, the 21-22 program year will be my fifth and final term as an Oakland Head Start Parent Policy Council Member.

Thank you for your consideration.
Christina Michaud

GWENDOLYN ANNETTE HOWARD

LEADER | ORGANIZER | COMMUNITY ADVOCATE RECIPIENT

PARENT POLICY COUNCIL •

Dear Tracey Black,

My name is Rev. G. Annette Howard. My goal is to be considered as the Community Representative on the Parent Policy Council Board (program 21-22). I recently retired as a School Readiness Coordinator from the City of Oakland Head Start Program. My rich 40 year history with the Head Start Program began when my daughter first became a student.

As a new parent, I volunteered often and soon became a Center Chairperson and an elected Policy Council Representative, for three (3) years. I had a strong background in Early Childhood Education. I had obtained a B.A. in Early Childhood and a Teaching Credential. It wasn't long before I was employed as a Master Teacher with the Oakland Head Start program. I served in this role for five (5) years, before my promotion to the Management Team. I acted as "Parent Involvement/Social Services" Coordinator, as well as, a "Family and Community Partnership Service Area" Coordinator for over five (5) years on the Management Team. In addition, I have been a member of the Region 9 Board of Directors for over 10 years. As a board member I facilitated a variety of trainings and cluster meetings. I also assisted in strategizing with region 9 on the different political aspects that impacted Head Start Programs nationwide.

I know this program and the Oakland community firsthand. I live here, and I am a product of the Oakland school systems. Oakland is complex and interesting, it needs people who have a connection to the community and who understand how to best serve our vulnerable families. When I retired from Head Start last year, I continued working in the Oakland Community as a full-time pastor. As a pastor I continued working on the different obstacles that our City is faced with. One of them being the many homicides we have been impacted by, due to gun violence. This also has had a huge impact on the Head Start families and children. There are many factors leading to the violence, and I continue to advocate and provide leadership in the Oakland community. One way of doing this is by working closely with the City of Oakland Ceasefire program. A program I have been working with long before I retired.

Being a member of the Oakland Community has allowed me to work with the children, families, and the community at large, with compassion and a thorough understanding of the obstacles we face each day. I continue being committed and dedicated to my community.

Humbly submitted,
G. Annette Howard

REV.ANNETTE.HOWARD@GMAIL.COM

GWENDOLYN ANNETTE HOWARD
RESUME'

Objective:

To serve as the Community Representative for the Head Start Program and the Parent Policy Council. I bring over 10 years of experience on the Regional Board of Directors

Summary of Qualifications

- Outstanding advocacy and leadership skills
- Excellent time management and organizational skills
- Exceptional detail-oriented skills, conflict resolution, and de-escalation techniques
- Competent in Early Childhood Development and Family Services
- Experienced in establishing partnership and working in a diverse community
- Proficient in developing grants and proposals

Education

- **San Francisco State University – San Francisco, CA**
1973 Bachelor's Degree in English a Lifetime Teaching Pre-K - 12
- **San Francisco State University – San Francisco, CA**
1974 State of California Teaching Credential
- **Global University – Oakland, CA**
2017 Doctoral Degree in Theology

Certificates

- **Exploring Parent Training**
- **High Scope Early Childhood Curriculum**

Professional Experience

2009 – Present First Mount Sinai Missionary Baptist Church – Oakland, CA

Pastor

Responsible for all church operations. Including planning and facilitating church meetings, teaching classes on a weekly basis, managing finances, maintenance, and preparing and presenting bible-based sermon on a weekly basis.

1998 – 2020 City of Oakland Head Start Program – Oakland, CA

Service Area Coordinator

Responsible for planning and coordinating the integration of services, agency goals, and objectives at various Head Start Centers. Monitored the quality-of-service delivery, according to federal, state, and local guidelines. Monitored the service plans and activities of children and families enrolled in the Head Start Program. Responsible for the supervision of Center Directors, monitoring the program systems, and developing

progress reports. Assisted with Grant Writing and proposals, including research and development.

1991 – 2010 Home of Comfort Recovery Facility – Oakland, CA
Director

Responsible for directing the overall operations of the Home of Comfort Recovery Facility for women, including program development, maintenance, and operation of the Home of Comfort. Provided leadership and oversight for the operation and oversight for the operation of the facility, prepared and presented an annual budget to the Board of directors and ensured the Board received timely reports. In partnership with the Board of directors. In partnership with the Board of Directors established long and short range plans, policies, goals, and objectives, performing independently within the guidelines of the organization's bylaws.

1987-1988 City of Oakland Head Start Program – Oakland, CA
Family Services /Social Services Coordinator

Supervised Family Advocates and ensured services were provided to children and families within a timely matter. Provided training to Head Start staff. Assisted with conflict resolution, utilizing de-escalating techniques.

References available upon request