



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 7-20-2023

3:30-5:00pm

In person Meeting Location:

Oakland City Hall

1 Frank H. Ogawa Plaza, Hearing Room 2

Virtual Zoom Meeting Location for Public Participation Only

<https://us02web.zoom.us/j/89648890000>

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, 7-20-2023; 3:30-5:00pm

In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza; Hearing Room #2

AGENDA

- I. CALL TO ORDER / ROLL CALL:** *Host/Program Staff*
- | | | |
|----------------------------|-------------------------------|---------------------|
| Molly Tafoya, <i>Chair</i> | Kevin Bremond | Dr. Jei Watkins |
| Alysoun (Aly) Bonde, | Dr. Mariamawit (Mari) Tamerat | Christina Michaud |
| <i>Vice Chair</i> | Reverend Annette Howard | Julia Forte Frudden |
| Dr. Javay Ross | | |
1. Public Comment
- II. APPROVAL OF AGENDA ITEMS:** *Molly Tafoya, Chair*
1. Review and Approval of **July 20, 2023, Advisory Board Meeting Agenda**
 2. Review and Approval of **June 15, 2023, Advisory Board Meeting Minutes**
 3. *Review and Approval of **April 20, 2023, Advisory Board Meeting Minutes**
*(Postponed until July 2023 AB Meeting)
- III. PARENT POLICY COUNCIL UPDATES:** *Diveena Cooppan, Program Director/Manager; Parent Policy Council Member & Program Staff*
1. Parent Policy Council Feedback
- IV. ACTION ITEMS:**
1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. **Monthly Enrollment and Content Area Monitoring Update** – June 2023
 - b. **Monthly Financial Report:** *Annie Friberg, Interim HSD Budget Monthly Financial Report – June 2023*
 - Expenditures, CACFP Report, and Purchase Card Report
 2. **FY 2023-24 Comprehensive & Program Governance Planning Calendars and Strategic Planning Process**
 3. **Policies & Procedures**
- V. INFORMATION ITEMS:** *Diveena Cooppan & Program Staff*
- a. Advisory Board on recess for month of August 2023, and will return from recess for Advisory Board Meeting, Thursday, September 20, 2023
 - b. FY 2023-24 Advisory Board Bylaws for approval, September 2023
 - c. General program updates:
 - Program Enrollment
 - School Calendar FY23-24
 - Measure AA – Oakland Children’s Initiative
 - Region 9 T& TA (Training & Technical Assistance) visit July 26th and 27th
 - Program Information Report (PIR) FY 22-23, due August 31, 2023
- VI. OPEN FORUM**
- V. ADJOURNMENT**

OAKLAND HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, June 15, 2023

3:37 -5:03 pm

*** MEETING MINUTES**

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

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Alysoun (Aly) Bonde,
Vice Chair
Dr Mariamawit (Mari)
Tamerat;
Dr. Javay Ross,
Julia Forte Frudden

Advisory Board Members Excused:

Kevin Bremond
Reverend Annette Howard
Dr. Jei Watkins
Christina Michaud

Parent Policy Council Members Present:

To Niya Scott Smith, *Chair*

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *Education Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program
Coordinator*
Sarah Trist, *Operations Manager*
Helen Luong, *Family Advocate, HS/EHS*
Tonya Love, *Office of Councilmember Caroll Fife*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact Interpretation Team*
(5 members present)

1. Public Comments:

No Comments

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

1. Review and Approval of **June 15, 2023, Advisory Board Meeting Revised Agenda**

- Chair Molly Tafoya, called for a motion to approve the **June 15, 2023, Advisory Board Meeting Revised Agenda**
- ✓ Chair Molly Tafoya motioned to approve the June 15, 2023, Advisory Board Meeting Revised Agenda.
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of **May 25, 2023, Advisory Board Meeting Minutes.**

- Chair Molly Tafoya, called for a motion to approve the **May 25, 2023, Advisory Board Meeting Minutes**
- ✓ Chair Molly Tafoya motioned to approve the May 25, 2023, Advisory Board

Meeting Minutes

- ✓ Julia Forte Frudden seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. Review and Approval of April 20, 2023, Advisory Board Meeting Minutes.

- Moved to June Advisory Board Meeting for approval.

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

- Chair To Niya Scott-Smith presented the Parent Policy Council Feedback

IV. ACTION ITEMS:

1. Advisory Board Recess, August 2023 Proposed

- The Oakland City Council takes a recess in August therefore we would like to align our calendar with City Council's. We would have no meeting for August, no PPC or AB meeting and resume meeting in September. We will also be bringing staff back from summer. We will be doing our pre-service during the month of August and we would like for Parent Policy Council members to welcome the start of the new site and families.
- Chair Molly Tafoya, called for a motion to approve **Advisory Board Recess, August 2023 Proposed**
- ✓ Chair Molly Tafoya motioned to approve the Advisory Board Recess, August 2023 Proposed
- ✓ Chair Molly Tafoya seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Monthly Progress Report: *Diveena Cooppan & Program Staff*

a. *Monthly Enrollment and Content Are Monitoring Update – May 2023*

- By the end of May, we had 511 children enrolled.
- 81% in our Early Head Start program and 70% in our Head Start program.
- The Office of Head Start has announced that they will be implementing under enrollment plans for programs not meeting the full enrollment expectation of 97%
- 183 children will be transitioning from Early Head Start to Head Start. 92 children will be transitioning to kindergarten. 44 children are eligible for transitional kindergarten.
- The Alameda Eviction moratorium lifted on April 29th; we noticed a significant 35% increase in eviction cases filed. The Eviction Moratorium in the City of Oakland expires on July 15th. We will be working to provide eviction support for our families.
- In May we celebrated National Teacher Appreciation Week
- We continue to have significant vacancies across teaching and direct service

positions. There are six Early Head Start and Head Start Instructor positions, five Head Start/Early Head Start Assistant Instructor positions, and one Head Start/Early Head Start Associate Instructor position currently vacant. Additionally, the Program has one part-time Maintenance Mechanic position, one Program Analyst position, and one Head Start Driver position unfilled.

- Four members of the Head Start management team attended the second Annual Early Care and Education Pathways to Success (ECEPTS) National Conference on Early Childhood Educator Apprenticeship programs.
- By the end of May, the Workforce Apprenticeship Program had received 46 applications across all three partner agencies (the City of Oakland, YMCA of the East Bay, and Merritt College) to enroll in the apprenticeship program.
- Site Spotlight: The Head Start Central Kitchen!

b. Father Involvement

- We are very interested on having male parents engaged in the program.
- Chair Molly Tafoya, called for a motion to approve **Monthly Progress Report**
- ✓ Chair Molly Tafoya motioned to approve the Monthly Progress Report
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. Disability Waiver Submission Approval

- The performance standards states that if you do not meet the 10%. You can submit a waiver to Head Start, we drafted the waiver, and we are holding it until June 29th as there is one OUSD IEP meeting coming up. We did submit a waiver last program year and discussed the community assessments and what barriers were contributing to us not meeting the 10%.
- Chair Molly Tafoya, called for a motion to approve **the Disability Waiver Submission Approval**
- ✓ Chair Molly Tafoya motioned to approve the Disability Waiver Submission Approval
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

4. Monthly Financial Report: Annie Friberg, Acting HSD Budget & Fiscal Manager; Tony Daquipa, Budget & Fiscal Admin Analyst II

- Head Start and Early Head Start Budget Summary totals \$12,799,260.00.
- Encumbrance is at \$1,502,641.69
- Expenditures is at \$9,195,959.1
- Avail is at \$2,100,659.17
- Percent of Budget Spent is at 84%

Head Start Budget Summaries are all broken down in your packet.

Meal Count:

- Breakfast: 2,154.00
- Lunch: 2,441.00
- Afternoon Snack: 2,190.00

- PCard Log for April: \$133.98
- PCard Log for May: \$ 4,034.96 (Travel purchases)

- Chair Molly Tafoya, called for a motion to approve **Monthly Financial Report**
- ✓ Chair Molly Tafoya motioned to approve the Monthly Financial Report
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

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

Program Updates

a. **Summary FY 22-23 California Department of Education/State Preschool Program & California Department of Social Services General Child Care Contracts Program SelfEvaluations**

Each year we have to submit Program Self-Evaluations to continue to receive additional funding to our program.

b. **Office of Head Start Focus Area 2 (FA2) Protocol (See copy attached)**

The program is in the process of preparing for the FA2. We have provided the Office of Head Start with our dates of availability. We may receive an FA2 review or a CLASS review. FA2 review covers every aspect of our content areas. A Focus Area 2 Monitoring Protocol has been attached to your agenda, for reference.

c. **Facilities: Tassafaronga**

Facilities project at Tassafaronga has been finalized.

d. **End of Program Year**

Our celebrations will happen outside to close out the sites. Next Friday, June 23, 2023, is our last day of service.

VI. **OPEN FORUM**

No Comments

VII. **ADJOURNMENT**

- Chair Molly Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Chair Molly Tafoya motioned to approve the Adjournment of the Advisory Board Meeting
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:03 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, April 20, 2023
3:47 -5:06 pm

*** MEETING MINUTES**

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

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Alysoun (Aly) Bonde,
Vice Chair
Kevin Bremond
Reverend Annette Howard
Dr. Jei Watkins (non-voting)
Julia Forte-Frudden (non-voting - remote)

Advisory Board Members Excused:

Dr Javay Ross
Dr. Mariamawit (Mari) Tamerat
Christina Michaud (non-voting)

Parent Policy Council Members Present:

To Niya Scott Smith, *Chair*

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *Education Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Lamisa Mustafa, *Race & Equity Fellow*
Shelley Taylor, *Supervisor – HR & Business Services*
Alisa Burton, *Supervisor - Workforce*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program Coordinator*
Sarah Trist, *Operations Manager*
Tonya Love, *Office of Councilmember Carroll Fife*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact Interpretation Team* (5 members present)

1. Public Comments:

Marilyn Reynolds, Oakland resident of 48 years and former employee of Head Start for shared personal stories and thanked the Oakland Head Start Program for their work.

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

- 1. Review and Approval of April 20, 2023, Advisory Board Meeting Agenda**
 - Chair Molly Tafoya, called for a motion to approve the **April 20, 2023, Advisory Board Meeting Agenda**
 - ✓ Reverend Annette Howard motioned to approve the April 20, 2023, Advisory Board Meeting Agenda.
 - ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
- 2. Review and Approval of February 23, 2023, Advisory Board Meeting Minutes.**
 - Moved to May Advisory Board Meeting for approval.
- 3. Review and Approval of January 19, 2023, Advisory Board Meeting Minutes.**
 - Moved to May Advisory Board Meeting for approval.

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

- Chair To Niya Scott-Smith presented the Parent Policy Council Feedback

IV.

ACTION ITEMS:

1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*

- During March, our program had 520 children enrolled.
- We served 27 expecting parents.
- Our partner Bananas childcare is at 83% of full enrollment, Brighter Beginnings is at 83% enrollment, and our Peralta Partner is at 95% enrollment.
- By the end of March, we had 49 children and enrolled in the program with either an IEP or an IFSP
- During March 13 staff members across our program were able to attend the San Jose STEM Conference (Science, Technology, Engineering and Mathematics). Our Family Advocate Staff, ERSEA Staff and Parent Policy Council Chair were all able to attend training related to families experiencing homelessness and best practices for supporting them.
- Franklin and Tassafaronga outdoor playground structures were finalized.
- We conducted our self-assessment which is a program requirement of Head Start and we will be providing an update on the self-assessment next month.
- Fidelia Onyejekwe retired after 26 years with the program.
- We recently hired a Head Start Race and Equity Fellow, Lamisa Mustafa. We also hired another Early Learning Specialist, Carmen Smith Right.
- Site Spotlights for this month are San Antonio Park and San Antonio CDC

a. COVID 19 Mitigation Policy and Procedure Update

- We currently update our Policy at least once a year because we want to make sure we are responding to the latest evidence.
- Our masking policy remains the same.
- Our test surveillance continues.
- When there is a positive case in a classroom, we require a 7-day isolation.
- Chair Tafoya, called for a motion to approve **Monthly Progress Report**
- ✓ Vice Chair Bonde motioned to approve the Monthly Progress Report
- ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. **Monthly Financial Report:** *Annie Friberg, Acting HSD Budget & Fiscal Manager; Tony Daquipa, Budget & Fiscal Admin Analyst II*

- Annie Friberg presented the February and March Fiscal report which are attached to your packet.
- Fiscal is currently catching up on invoices due to the cyberattack experienced.
- Chair Tafoya, called for a motion to approve **Monthly Financial Report**
- ✓ Reverend Annette Howard motioned to approve the Monthly Financial Report
- ✓ Vice Chair Bonde seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
-

3. FY23-24 Funding Applications: *Diveena Cooppan & Program Staff*

a. Head Start Continuation

- We had a deadline of April 1st for the application, however due to the cyberattack, we have put in a request for an extension until April 21st.
- You have the layout of the application in your packet which also provides updates.

- Chair Tafoya, called for a motion to approve **Head Start Continuation**
- ✓ Chair Tafoya motioned to approve the Head Start Continuation
- ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-eyes, (0)-nays, (0)-abstentions, (0) no response

b. Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)

- Application was due on April 1st however they have allowed us to submit the application on April 21st.
- This grant is a Cost-of-Living adjustment which supports a 5.60% increase.

Discussion of teacher salaries and OUSD salaries comparison happened between Head Start Program Director and Advisory Board members.

- Chair Tafoya, called for a motion to approve **Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)**
- ✓ Chair Tafoya motioned to approve the Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)
- ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (4)-eyes, (0)-nays, (0)-abstentions, (0) no response

1.

ADJOURNMENT

- Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Chair Molly Tafoya motioned to approve the Adjournment of the Advisory Board Meeting
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. Vote: (4)-eyes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:06 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II



JUNE 2023

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
Enrollment/Funded (No.)	235/332	282/342	517/674
Enrollment/Funded (%)	70.1%	82.3%	76.7%
Daily attendance	80.3%	84.6%	82.09%
Medical Home	99.6%	98.9%	99.2%
Health Insurance	98.3%	98.2%	98.2%
Current Physical exam/Well-baby check	96.2%	76.8%	85.7%
Updated immunizations	98.7%	95.3%	96.9%
Hearing Screening	97%	92.6%	94.6%
Vision Screening	96.5%	91.8%	94.2%
Growth Screening	97.8%	98.5%	98.2%
Dental Home	99.1%	96.7%	97.9%
Current Dental Exam	97.3%	84.1%	87.4%
Nutrition Screening	97.9%	97.4%	97.6%
Developmental Screening (ASQ)	98%	99%	99%
<i>Concerns Identified following ASQ Screening</i>	53%	35%	44%
Behavioral Screening – (ASQ-SE)	98%	100%	99%
<i>Concern Identified following ASQ-SE Screening</i>	29%	20%	24.5%
1 st Individualized Curriculum (DRDP)	97%	99%	98%
2 nd Individualized Curriculum (DRDP)	97%	97%	97%
3 rd Individualized Curriculum (DRDP)	98%	99%	99%
Initial Parent/Teacher Conference (IDP)	97%	99%	98%
Second Parent/Teacher Conference (IDP)	95%	94%	95%
Initial Home Visit	97%	100%	98%
Second Home Visit	96%	97%	97%
Agency Transition Plans	99%	96%	97%
Initial Family Outcomes Assessment	100%		
Final Family Outcomes Assessment	95%		
Referrals to RCEB	N/A	3	3
Referrals to OUSD	10	0	10

Closed IFSPs, awaiting IEP determination	0	5	5
Children enrolled with IFSP or IEP	34	30	64
% Children enrolled with IFSP or ISP	10.2%	8.8%	(9.5% <i>funded</i> enrollment)

INFORMATION MEMORANDUM AND PROGRAM INSTRUCTIONS

- June 26, 2023, Office of Head Start (OHS), Administration for Children and Families (ACF), Department of Health and Human Services (HHS) Final Rule: *Removal of the Vaccine Requirements for Head Start Programs*. Available here: <https://www.govinfo.gov/content/pkg/FR-2023-06-26/pdf/2023-13423.pdf>
- California Department of Social Services Child Care Bulletin (CCB No. 23-25): *Fiscal Year 2023-24 Direct Service Child Care and Development Initial Contract Award Allocations*. Available here: https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/CCBs/2023/CCB_23-15.pdf?ver=2023-05-31-145903-740
- June 19, 2023, California Department of Social Services Child Care Bulletin (CCB No. 23-25): *Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2023-24*. Available here: https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/CCBs/2023/CCB_23-16.pdf?ver=2023-06-23-093040-630
- July 10, 2023, Office of Head Start (OHS) Administration of Children and Families (ACF), Department of Health and Human Services (HHS) Information Memorandum (ACF-IM-HS-23-03): *Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings*. Available here: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-23-03>
- July 11, 2023, Office of Head Start (OHS) Administration of Children and Families (ACF), Department of Health and Human Services (HHS) Information Memorandum (ACF-IM-HS-22-06): *Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients*. Available here: <https://eclkc.ohs.acf.hhs.gov/policy/im>

THE CHILDREN'S INITIATIVE (MEASURE AA)

The Fiscal Year 2022-23 funding allocation proposed by Head Start for the Children's Initiative was approved at the June 13th City Council Meeting. The Program submitted reports to the implementation partner, First 5 Alameda County, related to program services administered at 85th, Arroyo, Brookfield, Franklin, Lion Creek, San Antonio Community Development Center, San Antonio Park, Tassafaronga, West Grand and through the direct-operated home-based program option. The application to First 5 Alameda County for funding for the 2023-24 fiscal year has not yet been released.

ATTENDANCE & ENROLLMENT

Partner Organization	Early Head Start	Head Start	Total
BANANAS	14/18	34/41	48/59 (81.4%)
Brighter Beginnings	80/100	20/20	100/120 (83.3%)
Laney	N/A	44/48	58/64 (91%)
Merritt	N/A	14/16	

The primary project for the Program's Race and Equity Fellow, Lamisa Mustafa, is conducting a landscape and best practices analysis to develop recommendations for expanding access to the program. She is interviewing early childhood education experts and Head Start grantees across the country to learn about various approaches to prioritizing equity in ERSEA policies and procedures. She is also conducting a Diversity, Equity, Inclusion, and Belonging (DEIB) evaluation of the program's waitlist, selection criteria, and prioritization process for enrollment. Some of Lamisa's research questions include: "How do different programs determine which children and families in their communities have the most need or would benefit the most from their services? What are strategies to reduce access barriers experienced by these groups? How can programs leverage community strengths and assets to expand access?"

This summer project is the first of three stages of the Race and Equity Fellow's program wide DEIB assessment. The second phase will focus on experiences within the program, and the final phase will focus on outcomes. This three-part framework will help us assess DEIB throughout all aspects of children's and families' time with our program: from before they apply to after they have transitioned out.

DENTAL/PHYSICAL HEALTH & NUTRITION

The Program has identified additional community partners to support health service delivery for Program Year 2023-24, including the University of California Berkeley School of Optometry for vision clinics, the Alameda County Office of Dental Health for Pregnancy Oral Health Services, La Clínica for improving the completion of Well Child Checks, and Samuel Merritt University for health screenings. Altogether, the Health, Dental, and Nutrition staff members updated over 20 policies in preparation for the upcoming program year.

During June, Child and Adult Care Food Program (CACFP) monitoring reports were completed and subsequent Corrective Action Plans were developed. These monitoring reports help identify strengths and challenges of the nutrition program and shape training plans for the upcoming program year. To prepare for the Summer Play Groups, Health, Nutrition and Central Kitchen staff identified which children needed food modifications and medication on site and trained the Through the Looking Glass staff on reporting for CACFP compliance. In partnership with the Alameda County Food Bank,

the team continued the food box distribution in June and are still working on expanding the service to other program options.

EXPECTANT FAMILIES PROGRAM

The Program did not meet its funded enrollment number of 30 pregnant parent slots, mostly due to the limited staffing capacity of Brighter Beginnings. However, 28 parents were served, and 23 of the 26 children born to parents enrolled in the Pregnant Parent program are now enrolled in Early Head Start.

This Program Year, 28 expectant parents have been served through our Expectant Parent program. One child was born in late May, and one child is due in August!	
Total expectant parents served this Program Year	28
City of Oakland to date	18
Brighter Beginnings to date	10
Previous Month	
Expectant parents served	2
Number of babies born	2
Number of Pre-Natal Depression screenings conducted	2/2 (100%)
Number of Post-partum Depression screenings conducted	2/2 (100%)
Number of Post-partum 2-week visits conducted	2/2 (100%)
Percentage with Medical Insurance	2/2 (100%)
Percentage with Medical Home	2/2 (100%)
Percentage with Dental Home	2/2 (100%)
Percentage with Prenatal Dental Exam	0/2 (0%)
Percentage with Physical Exam	2/2 (100%)
Percentage with Immunizations	1/2 (50%)
Percentage with Health and Nutrition Screening	2/2 (100%)

PARTNER & FAMILY CHILD CARE

Brighter Beginnings Home-Based Program

Brighter Beginnings welcomed three additional staff members in June to their Home Visiting team. They continue to recruit and interview for additional staff and are one staff member away from meeting their goal for a full team. In June, socialization events celebrated the theme of Father/Paternal figures, and all fathers were invited to celebrate Father's Day. To prepare for the upcoming program year launch on July 17th, Brighter Beginnings completed over 18 new Early Head Start applications during June. These applications were submitted to the City of Oakland ERSEA team for review and processing.

Brighter Beginnings staff have identified an increased need for services with providers and teachers who speak Mam. Families have shared that there are few Mam-speaking teachers for kindergarten or Transitional kindergarten in the Oakland Unified School District.

BANANAS Tiny Steps Family Child Care Program

In accordance with the Program's scope of work and Head Start monitoring requirements, site visits were conducted at all Family Child Care (FCC) Home partners in June. The BANANAS Tiny Steps team is also collaborating with the City of Oakland team to develop the budget, scope of work, pre-service calendar, and enrollment plan for the 2023-24 program year. With support from the Program's Health Team, the Tiny Steps FCC providers are now connected with the Samuel Merritt University nursing program for vision and hearing screenings scheduled in July and August.

BANANAS Tiny Steps Education staff worked with each Family Child Care Center to create beautiful outdoor play spaces for children to learn, discover and play. The Tiny Steps team successfully held its first in-person parent engagement event at the Tiny Steps Promotion on Saturday, June 24th. Families gathered to recognize the students transitioning to kindergarten, share appreciation for the FCC Providers and Staff, and enjoy lunch together.

DISABILITIES & MENTAL HEALTH

As of June 30, 2023, the program 9.7% of total Office of Head Start funded enrollment slots were filled with children with disabilities. In compliance with the Head Start Program Performance Standard, a request for a waiver of the 10% requirement was submitted to the Office of Head Start on July 1, 2023.

Currently, over 10% of our actual enrollment slots are filled with children who have disabilities. If pregnant participants are excluded, then the Program would have 60 children out of 592 eligible slots, which equates to 10.1% of funded enrollment. The Program also has at least one child who is receiving services through their medical provider, instead of through Individuals with Disabilities Education Act (IDEA), which is also not counted in the number above. Of the 64 children with IFSPs/IEPS, 48% have a speech/language delay diagnosis, 31% have a non-categorical developmental delay diagnosis, and 19% of children have an Autism diagnosis.

	Grantee	Partners	Total	% Current	% Funded	% without pregnant participants
EHS Children with IFSPs/IEPS	20	9	29	10.8%	8.7%	9.6%
HS Children with IFSPs/IEPs	21	10	31	14.9%	10.6%	10.6%
Totals	41	19	60	12.5%	9.6%	10.1%

The program submitted the required Inclusive Early Education Expansion Program (IEEEP) report to the Oakland Unified School District for the \$160,000 award that funded the renovations at Franklin and Tassafaronga completed earlier in the program year.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

In honor of Father's Day, members of the Family Services team created PowerPoint slideshows highlighting children and their father figures. Diapers and wipes were provided to 360 center-based families and all home-based families.

The Program is hosting a Summer Intern through the Urban Leaders Fellowship to evaluate the program's current Family Outcomes Assessment tool. Working with parents, other external Head Start agencies, and the Program's Family Services and Data Management teams, the Fellow is evaluating if the tool helps generate data that are consistent with the community's actual experiences. The Program's Family Services team has voiced that the current tool is particularly weak at evaluating a family's perception of adequate access to safety, transportation, food, and a family's engagement in volunteer, leadership development, and advocacy.

EDUCATION AND SCHOOL READINESS

The Program held End of Year celebrations at each site in June. All sites celebrated differently, from organizing a graduation-style event to hosting a carnival for children and families. All sites closed out the Program year on June 23rd. Center Directors came together with Education and School Readiness staff to reflect on the previous year, acknowledge each other, share highlights, and discuss opportunities for improvement for next year. Highlights included the robust mental health network of providers and the services delivered to families through these partnerships, as well as the relationships developed among staff and families, and the dedication of staff to provide quality services amidst challenging conditions. The staff will continue to meet in July to discuss program improvements and plan for the upcoming year.

DATA MANAGEMENT & ONGOING MONITORING

In addition to her primary project, Lamisa has also examined data collection practices around language and homelessness, presented the City of Oakland's new Environmental Justice Element to Head Start staff, supported the Head Start Region IX Leading with Equity Community of Practice members to develop equity goals for their respective content areas, and networked with early childhood education leaders and stakeholders at various community events.

In partnership with the Disabilities and Mental Health Coordinator, the program is tracking and monitoring referral timelines more specifically. For example, the program is now tracking how long children are waiting to receive their evaluation from the date the evaluation is requested and how the program's IEP and IFSP enrollment numbers compare to local programs, the state of California, and Region 9. Below are data from the 2021-2022 program year:

	City of Oakland	Unity Council	YMCA of the East Bay	CA	Region 9
Funded Enrollment	622	739	546	87,159	108,759
Actual Enrollment	559 (90% FE)	644 (87% FE)	447 (82% FE)	78,994 (91% FE)	99,329 (91% FE)
Total IEP and IFSP Percentage of funded enrollment	60/622 9.6%	73/739 9.7%	58/546 10.6%	11081/87159 2.7%	13163/108759 12.1%
Total IEP and IFSP Percentage of actual enrollment	10.7%	11.3%	13.0%	14.0%	13.3%
# children enrolled who had an Individualized Education Program (IEP), at any time during the program year*	30	38	38	7,073	8,644
# children who had an Individualized Family Service Plan (IFSP), at any time during the program year*	30	35	20	4,008	4,519
# children referred for an evaluation to determine eligibility under IDEA	35 (5.6% FE)	55 (7.3% FE)	26 (4.8% FE)	5,837 (6.7% FE)	6,810 (6.3% FE)
Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	10	34	13	3,290	3,865
Percentage of children who received IEP or IFSP from referral for evaluation	10/35 28.6%	34/55 61.8%	13/26 50.0%	3,290/5,837 56.4%	3,865/6,810 56.8%

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

The Program hosted its annual Staff Wellness Day on June 26th, which included meditation, massages, and an Emotional Intelligence workshop and training led by DB Bedford. This workshop was attended by around 60 staff members and very well received.

In June, the Program welcomed one new staff member, Norma Nino. Norma is a Program Analyst II for the Health Team. Despite continued efforts, vacancies across teaching and direct service positions continue to impact the Program. At the end of June, there were six Early Head Start and Head Start Instructor positions, five Head Start/Early Head Start Assistant Instructor positions, and one Head Start/Early Head Start Associate Instructor position currently vacant. Additionally, the Program has one part-time Maintenance Mechanic position, one Program Analyst position, and one Head Start Driver position unfilled. To recruit staff, the Program has the positions open for recruitment through the City's job website and continues to also advertise through Head Start Jobs, LinkedIn, and social media.

UPCOMING

All questions or requests related to the following events can be emailed to Robyn Levinson at RLevinson@oaklandca.gov.

- July 11th: Peralta Community College Pre-Service training begins
- July 17th: Home-based program services begin
- July 26th-27th: Tiny Steps Pre-Service training begins
- August 12th and 19th 10am-1pm: One-stop Saturday Events at Laney College. Everything you need to start classes for the Fall 2023 Semester. 900 Fallon Street
- Saturday, July 29th: In-person Parent Orientation for the Bananas Tiny Steps Program
- Save the Date: A's Games with Head Start! Tickets requested for following days: Sunday, July 23rd, Friday, August 18th, Saturday, September 2nd and Sunday, September 24th. *200 tickets for each game.*



Head Start June 2023

Head Start & Early Head Start Budget Summary - All projects
Report as of 07/13/23 - Payroll to 05/26/23

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,369,540.00	\$ -	\$ 5,168,573.45	\$ 200,966.55	96%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 2,061,937.43	\$ 71,719.57	97%
c. Travel	\$ 36,583.22	\$ -	\$ 36,583.22	\$ -	100%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 567,702.78	\$ 94,650.24	\$ 316,669.94	\$ 156,382.60	72%
f. Contractual	\$ 3,418,169.00	\$ 1,213,277.91	\$ 1,535,480.95	\$ 669,410.14	80%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 900,540.00	\$ 80,972.31	\$ 773,181.37	\$ 46,386.32	95%
i. Total Direct Charges	\$ 12,426,192.00	\$ 1,388,900.46	\$ 9,892,426.36	\$ 1,144,865.18	91%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 354,682.64	\$ 18,385.36	95%
k. TOTALS	\$ 12,799,260.00	\$ 1,388,900.46	\$ 10,247,109.00	\$ 1,163,250.54	91%

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 - Project 1005580
Report as of 07/13/23 - Payroll to 05/26/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,268,328.00	\$ -	\$ 2,135,426.60	\$ 132,901.40	94%
b. Fringe Benefits	\$ 1,009,275.00	\$ -	\$ 948,799.25	\$ 60,475.75	94%
c. Travel	\$ 2,256.00	\$ -	\$ 2,256.00	\$ -	100%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 137,015.00	\$ 39,448.87	\$ 96,255.67	\$ 1,310.46	99%
f. Contractual	\$ 1,368,367.00	\$ 395,405.75	\$ 821,793.90	\$ 151,167.35	89%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 386,482.00	\$ 43,923.86	\$ 342,558.14	\$ -	100%
i. Total Direct Charges	\$ 5,171,723.00	\$ 478,778.48	\$ 4,347,089.56	\$ 345,854.96	93%
j. Indirect Charges	\$ 158,783.00	\$ -	\$ 148,029.53	\$ 10,753.47	93%
k. TOTALS	\$ 5,330,506.00	\$ 478,778.48	\$ 4,495,119.09	\$ 356,608.43	93%

Early Head Start Budget Summary - Project 1005586
Report as of 07/13/23 - Payroll to 05/26/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,061,212.00	\$ -	\$ 3,033,146.85	\$ 28,065.15	99%
b. Fringe Benefits	\$ 1,124,382.00	\$ -	\$ 1,113,138.18	\$ 11,243.82	99%
c. Travel	\$ 2,544.00	\$ -	\$ -	\$ 2,544.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 189,661.00	\$ 55,201.37	\$ 118,184.45	\$ 16,275.18	91%
f. Contractual	\$ 1,917,596.00	\$ 817,872.16	\$ 697,294.81	\$ 402,429.03	79%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 543,444.00	\$ 37,048.45	\$ 496,652.24	\$ 9,743.31	98%
i. Total Direct Charges	\$ 6,838,839.00	\$ 910,121.98	\$ 5,458,416.53	\$ 470,300.49	93%
j. Indirect Charges	\$ 214,285.00	\$ -	\$ 206,653.11	\$ 7,631.89	96%
k. TOTALS	\$ 7,053,124.00	\$ 910,121.98	\$ 5,665,069.64	\$ 477,932.38	93%

Head Start T/TA Budget Summary - Project 1005581
Report as of 07/13/23 - Payroll to 05/26/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 29,689.00	\$ -	\$ 20,149.43	\$ 9,539.57	67.87%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 37,063.00	\$ -	\$ 16,814.23	\$ 20,248.77	45.37%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 36,963.66	\$ 29,788.34	55.37%
j. Indirect Charges	\$ -			\$ -	0.00%
k. TOTALS	\$ 66,752.00	\$ -	\$ 36,963.66	\$ 29,788.34	55.37%

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 07/13/23 - Payroll to 05/26/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 33,322.18	\$ -	\$ 16,407.61	\$ 16,914.57	49.24%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ 34,078.00	\$ -	\$ -	\$ 34,078.00	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 51,478.00	\$ -	\$ 33,549.00	\$ 17,929.00	65.17%
i. Total Direct Charges	\$ 118,878.18	\$ -	\$ 49,956.61	\$ 68,921.57	42.02%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
k. TOTALS	\$ 118,878.18	\$ -	\$ 49,956.61	\$ 68,921.57	42.02%

Head Start ARP Budget Summary - Project 1006194
Report as of 07/13/23 - Payroll to 05/26/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 139,453.00	\$ 1,179.23	\$ 138,273.77	\$ -	100.00%
f. Contractual	\$ 311,083.00	\$ 53,657.02	\$ 257,425.98	\$ -	100.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other		\$ -	\$ -	\$ -	0.00%
i. Total Direct Charges	\$ 450,536.00	\$ 54,836.25	\$ 395,699.75	\$ -	100.00%
j. Indirect Charges	\$ -			\$ -	0.00%
k. TOTALS	\$ 450,536.00	\$ 54,836.25	\$ 395,699.75	\$ -	100.00%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 07/13/23 - Payroll to 05/26/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 89,067.49	\$ 1,330.39	\$ 87,737.10	\$ -	100.00%
f. Contractual	\$ 460,289.51	\$ 85,607.95	\$ 374,681.56	\$ -	100.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ -	\$ -		\$ -	0.00%
i. Total Direct Charges	\$ 549,357.00	\$ 86,938.34	\$ 462,418.66	\$ -	100.00%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
k. TOTALS	\$ 549,357.00	\$ 86,938.34	\$ 462,418.66	\$ -	100.00%

Child and Adult Care Food Program FY2022-23

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: May-23

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
1 1	Full Day 85th Avenue I	86.00	90.00	76.00	22.00	entire site (50)	16.00	16.00	1.00	352.00	NO	NO
1 2	Full Day 85th Avenue II	128.00	143.00	135.00	22.00	entire site (50)	10.00	16.00	1.00	352.00	NO	NO
1 3	Full Day 85th Avenue III	205.00	212.00	185.00	22.00	entire site (50)	8.00	16.00	1.00	352.00	NO	NO
2 4	Full Day Arroyo Viejo	93.00	111.00	91.00	20.00	16	12.00	12.00	1.00	240.00	NO	NO
3 5	Full Day BROADWAY/INFANT	46.00	111.00	96.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	60.00	117.00	103.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	59.00	88.00	83.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
4 8	Full Day Brookfield 1	196.00	248.00	189.00	22.00	entire site (48)	16.00	16.00	1.00	352.00	NO	NO
4 9	Full Day Brookfield 2	178.00	207.00	132.00	22.00	entire site (48)	16.00	16.00	1.00	352.00	NO	NO
5 10	Full Day Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	123.00	189.00	126.00	22.00	18	16.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	179.00	212.00	158.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	96.00	98.00	89.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
9 15	Full Day Manzanita / Brookfield	155.00	221.00	163.00	22.00	20	16.00	20.00	1.00	440.00	NO	NO
10 16	Full Day San Antonio CDC 1	283.00	331.00	267.00	22.00	entire site (24)	24.00	24.00	1.00	528.00	NO	NO
11 17	Full Day San Antonio Park I	131.00	155.00	140.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
11 18	Full Day San Antonio Park II	107.00	126.00	124.00	22.00	8	10.00	9.00	1.00	198.00	NO	NO
12 19	Full Day Sungate I	320.00	336.00	341.00	22.00	24	24.00	24.00	1.00	528.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	54.00	62.00	57.00	12.00	24	24.00	24.00	1.00	288.00	NO	NO
14 22	Full Day West Grand (Infant)	81.00	81.00	80.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 23	Full Day West Grand (Older)	114.00	114.00	106.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 24	Full Day West Grand (Young)	146.00	147.00	139.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
TOTAL		2,840.00	3,399.00	2,880.00	448.00		272.00	366.00		6,596.00		
HS		1,604.00	2,047.00	1,626.00	282.00							
EHS		1,236.00	1,352.00	1,254.00	166.00							

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:

Sarah Trist

Sarah Trist
Health & Human Services Program Planner

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

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

Avg Daily Participation 154.50

=(max meals)/(max days)

ADP ENTRY 155.00

Prepared by : Tony Daquipa

Fiscal Approval: Annie Friberg
Annie Friberg Jul 16, 2022 14:49 PDT

Annie Friberg
Human Service Fiscal Manager

**City of Oakland
PURCHASE CARD TRANSACTION LOG**

DATE: 07/14/23

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

June 2023


TO

June 2023

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:

 Diveena Cooppan (Jul 14, 2023 14:34 PDT)	Date Jul 14, 2023 510-238-3165	Annie Friberg Date Jul 14, 2023
<small>CARDHOLDER'S SIGNATURE AND DATE</small>	<small>PHONE NUMBER (REQUIRED)</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	05/31/23	PRESTO	Electric Skillet for SAP	87.59		
2	06/01/23	PRESTO	Electric Skillet for SAP REFUND	(87.59)		
3	06/07/23	PRESTO	Electric Skillet for SAP	87.59		
4			1.2102.78231.52915.1005579.YS131 DEFAULT 24161			
5	06/13/23	WHOLEFOODS	Gift Card for Kitchen to Purchase Speciality Foods	500.00		
6			50% 1.2128.78231.54931.1005580.YS13 1 DEFAULT 24157 50% 1.2128.78231.54931.1005586.YS13 1 DEFAULT 24157			
7	06/15/23	UCLA	Coursework for Completion of Supervisor's Permit	1,427.00		
8			50% 1.1010.78231.55219.1006228.YS13 1 DEFAULT 23369 50% 1.1010.78231.55219.1006229.YS13 1 DEFAULT 23369			
9	06/23/23	TARGET	Staff Wellness Event Table Covers, Item Hoders, and Décor	117.72		
10			1.1010.78231.52921.1006228.YS13, 1 DEFAULT, 23369			
11	06/23/23	WALMART.COM	Staff Wellness Event Games and Activities Purchases	482.27		
12			1.1010.78231.52921.1006228.YS13, 1 DEFAULT, 23369			

Document Total	2,614.58
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DETAILED DESCRIPTION

Audited By: (Finance and Management Agency)	
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PROGRAM MANAGEMENT – Strategic Planning Process

Subject	Management System: Program Planning/Strategic Planning	Policy #	
HSPPS Subpart	J: Program Management and Quality Improvement	Policy Council Approval Date	07/21/20
HSPPS and other regulations	§1302.101	Advisory Board Approval Date	07/23/20
State Regulations		Board of Directors Approval Date	
Effective Date		Revised Date	
Policy Statement and Detailed Procedures			
Policy Statement	<p>The Head Start planning systems and related activities are an essential part of program operations. Thoughtful planning is critical to successful programming. However, it becomes even more important as programs shift from an indefinite grant period to a five-year project period. According to the Head Start planning requirements, the <i>Federal Oversight of Five-Year Head Start Grants (ACF-IM-HS-14-02)</i> indicates that the five-year grant applications require programs to describe and define:</p> <ul style="list-style-type: none"> • Long-term goals they will accomplish during the five-year period • Short-term objectives • Expected outcomes that are aligned with the goals and objectives • Data tools and methods for tracking progress toward their goals, objectives, and expected outcomes <p>Grantees report on this progress in their yearly continuation applications over the course of the five-year project period.</p>		
Rationale	<p>The purpose of the planning process is to establish and maintain a systematic approach to decision-making about the direction and scope of programs and services offered by City of Oakland Head Start. The planning process provides overall direction for the City Council and/or its designee (the Head Start Advisory Board), Policy Council and staff.</p> <p>Main components of the planning process include: Community Assessment, Self-Assessment, Long-range Goals and Short-term Objectives, Strategies, Expected Outcomes over 5-years; Criteria for Recruitment, Selection and Enrollment Priorities, and funding applications.</p> <p>Additional Head Start planning requirements include: HEAD START ACT 641(A)(g)(2)(A): Standards: Monitoring of Head Start Agencies and Programs - Self-Assessments:</p>		



Policy Statement and Detailed Procedures	
	<p>(1) IN GENERAL- Not less frequently than once each program year, with the consultation and participation of policy councils and, as applicable, policy committees and, as appropriate, other community members and each Head Start agency that receives financial assistance under this subchapter shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with standards described in subsection (a)(1).</p> <p>(2) GOALS, REPORTS, AND IMPROVEMENT PLANS-</p> <p>(A) GOALS - An agency conducting a self-assessment shall establish agency-determined program goals for improving the school readiness of children participating in a program under this subchapter, including school readiness goals that are aligned with the Head Start Child Outcomes Framework, State early learning standards as appropriate, and requirements and expectations of the schools the children will be attending.</p> <p>(B) IMPROVEMENT PLAN- The agency shall develop, and submit to the Secretary a report, to accompany its annual continuation funding grant application, an improvement plan approved by the governing body of the agency to strengthen any areas identified in the self-assessment as weaknesses or in need of improvement.</p> <p>(3) ONGOING MONITORING- Each Head Start agency (including each Early Head Start agency) shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(1). ¹</p> <p>*FORMER HS PERFORMANCE STANDARD 1304.51 (a) (1) (2) *(Still relevant and will be utilized in FY 23-24): Head Start Grantee must develop and implement a systematic, ongoing program planning process, in collaboration with the program’s governing body, policy groups, program staff, partners, and other community organizations, that includes but is not limited to: Community Assessment; Self-Assessment; Grant Application; Program Goals & Objectives; Child Outcomes; Training Plan; Ongoing Monitoring; Program Information Report (PIR).</p>
Responsibility	<ul style="list-style-type: none"> • HS Program Director • HS Program Planner • All Head Start Management Staff (Content, Human Resource, Facilities & Fiscal)
Monitoring	See annual program governance and individual content area planning calendars
Procedures	<ul style="list-style-type: none"> • The program school year begins in August. The Program will <u>initiate its multi-year strategic planning process</u> in July of each year. The planning process for all upcoming planning cycles, including 1) an Annual Overall Program Calendar; 2) a Program Governance Calendar; and 3) individual content area planning

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



Policy Statement and Detailed Procedures

calendars for each program content area, will be reviewed and approved annually by the Parent Policy Council (PPC) and the City Council or its designee, the Head Start Advisory Board (AB) in **August** (or **September, if governing body is on Recess**), with existing Parent Policy Council members and again in **November**, with newly elected Parent Policy Council members for the current program year.

- Written work plans to accompany content area planning calendars will then be developed by program content area coordinators, and updated annually, and reviewed and approved annually by the PPC and AB in **August** (or **September, if governing body is on Recess**) and **November**, with newly elected PC Members.
- Draft work plans and a program operating budget will then be presented to the Parent Policy Council and Advisory Board for review and input at the beginning each program year, in **July-August** (or **September if governing body is on Recess**).
- When the written plans and budget are finalized in **August-September**, they will be forwarded to the Parent Policy Council and Advisory Board for final approval.
- Written plans will be monitored quarterly and budgets will be analyzed at management meetings to determine the need for improvement and adjustments.
- Reports will then be forwarded to the Parent Policy Council and Advisory Board for input and approval. Written plans will be revised and budget modifications will be made, as required/needed.
- The Head Start Planner will assess community needs, resources, strengths and possible challenges every five years (Community Assessment), and will conduct updates annually, for the following four years. The planning for the Community Assessment will begin in **September** of each year and will consist of 1-2 Community Assessment Planning Meetings in the months of **November** and **December**. Attendees will include PPC and AB members, as well as community stakeholders (i.e. local community agencies, partners, school district, parents and program staff). In **November**, the first planning meeting will include the review of data collected, and the opportunity for the PPC, AB to contribute relevant information and feedback to the development of the Community Assessment and/or update(s).
- The Community Assessment and/or update(s) results will be shared and discussed with the PC, AB, and community members between **January-February**. Staff will use this analysis, along with the findings of the program's Self-Assessment between **January- February**, to review, update, or revise long-term goals, short-term objectives, school readiness and parent, family & community engagement goals, to inform specific program direction for the



Policy Statement and Detailed Procedures	
	<p>existing and coming program year (i.e. priorities for selection, recruitment and enrollment, enhancements to collaboration activities with other community agencies).</p> <ul style="list-style-type: none"> • Long-range goals, short-term objectives, expected outcomes and program impacts and financial goals and objectives, based on data from the Community Assessment/Update, Self-Assessment, Child Outcomes, latest PIR, Parent Survey, and PC and AB, program staff, and community input, will be presented to and approved by the PPC and the City Council or its designee, the AB. Progress in meeting program goals and objectives will be tracked and reviewed regularly at Management Team and Coordinator’s meetings. • In January-February, Community Assessment data will be used to inform recruitment, Selection and Enrollment Priorities, and any changes to program options, will be proposed by staff and approved by the PPC and the City Council or its designee, the AB. • The joint Budget and Fiscal Committee, along with Head Start Management staff, will review the budget for areas that may need changes, according to available resources. • In January - February, The Head Start Planner will develop the draft of the federal Head Start and other relevant funding applications, based on the above planning procedures, including a review of budget changes. • In February-March, the Head Start Director will present the final application and summary to the PPC, AB, and City Council for review and approval.
Documentation	<ul style="list-style-type: none"> • See procedures
Timeframe	<ul style="list-style-type: none"> • See Overall Program Planning Calendar

**City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars**

ANNUAL COMPREHENSIVE PLANNING CALENDAR

July 2023			August 2023 (Re-Opening)			September 2023			October 2023		
<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>
PC: 7/18 AB: 7/20	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Strategic Planning - Planning Calendars Overall & Governance Review Partner Onboarding & Review of Contracts and SOW DA Final Expenditure Report All staff Classroom Assignments Professional Development Plans 5-yr Background Check Audit Acceptance Letters ERSEA File Audit End-of-year CSPP/CDE Final Attendance Report 	PM/PLN FSC PM/PLN PM/PLN FSC/PM C/PD ERSEA	PC: On Recess AB: On Recess	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Strategic Planning - Planning Calendars Budget Presentation & Staff Training Beginning of year budget presentation to Central Office CACFP Application Due PIR Activated in Child Plus (if not 7/1) Pre-Service New Staff Orientation Mandatory Child Abuse & Neglect Training Program Information Report (PIR) Start of Program Services 	PM/PLN FSC PM/PLN ERSEA C/PD PLN	PC: 9/19 AB: 9/21	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Final Budget Spend-down from Last Fiscal Year Staff Qualifications & Professional Development Plan Audit Planning for Community Assessment Update: Work Begins 	PM/ PLN FSC C/PD	PC: 10/17 AB: 10/19	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Carryforward Request Process Final Year Report from Last Fiscal Year CLASS Audit CDE/CSPP Audit Quarterly Monitoring updates: <ul style="list-style-type: none"> ❖ Quarterly Goal Review ❖ Quarterly PIR Review ❖ Ongoing Monitoring Community Assessment Work (continues) 	PM/PLN FSC C/PD ERSEA PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars**

November 2023			December 2023			January 2024			February 2024		
Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit
PC: 11/14 AB: 11/16	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars: Program & Program Governance Staff Recruitment Off-site CLASS Audit CDE/CSPP & CDSS/CCTR Continuation Funding Applications for Head Start and CDE/CSPP Community Assessment Planning & Data Meeting #1 (tentative) 	PM/PLN FSC PM/PLN C/PD PM/PLN PM/ PLN	PC: 12/19 AB: 12/21	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Mid-Year Budget Review Coach Assignment/Selection Mid-Year Performance Review Self-Assessment begins Community Assessment Planning & Data Meeting #2 (tentative) Annual Report for Head Start, due <i>Joint PPC/AB Meeting (tentative)</i> 	PM/ PLN FSC C/PD PM/ PLN HR/ PD PM/ PLN	PC: 1/16 AB: 1/18	PC/AB Meetings <ul style="list-style-type: none"> Community Assessment Completed Self-Assessment Completed Monthly Program Progress Report Monthly Program Financial Report Evaluation of RFP/RFQs for Next Program Year City Review of Mid-Year Budget Selection Criteria Developed Letter of Intent to Re-enroll ERSEA File Audits Practice-Based Coaching CLASS Audit Quarterly Monitoring Updates: <ul style="list-style-type: none"> Quarterly Goals PIR Ongoing Mtg. Annual Report for Head Start, due 	PM/ PLN PM/ PLN FSC PM/ PLN FSC ERSEA C/PD PM/ PLN	PC: 2/13 AB: 2/15	PC/AB Meetings <ul style="list-style-type: none"> Selection Criteria Approved Monthly Program Progress Report Monthly Program Financial Report New Program Year Activated in Child Plus ❖ Site Selection, ❖ Opening Dates ❖ School Year Calendar, Hours of Operation 	PM/PLN ERSEA PM/PLN FSC PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars**

March 2024			April 2024			May 2024			June 2024		
Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit
PC: 3/12 AB: 3/14	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report New Selection Criteria added to Child Plus 	PM/PLN FSC ERSEA	PC: 4/16 AB: 4/18	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Drafting of Partner Contracts for Next Program Year Finalize Next Year's Budget Annual Grant Application Due (Cont. Funding) Child Selection Rosters for Newbies and Returnees Performance Appraisals Staff Recruitment Off-site Quarterly Monitoring updates: <ul style="list-style-type: none"> ❖ Quarterly Goal ❖ Quarterly PIR ❖ Ongoing Monitoring 	PM/PLN FSC PM/PLN FSC PM/PLN ERSEA HR/PD PM/PLN	PC: 5/14 AB: 5/16	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report ERSEA File Audit Initial Interviews for All New Families @ Sites Full Enrollment for Coming Program Year 	PM/PLN FSC ERSEA	PC: 6/11 AB: 6/13	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Final Fund Obligation for Program Year CSPP/CDE CCTR/CDSS Program Self-Evaluation (PSE) Final PIR Reconciliation <i>Joint PPC/AB Meeting (tentative)</i> 	PM/PLN FSC PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars**

Weekly, Monthly, Quarterly, and Annual Reporting

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

**City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars**

PROGRAM GOVERNANCE

July 2023			August 2023 (Recess)			September 2023			October 2023 (ERSEA)		
Date: PC: 7/18 AB: 7/20	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars Review: Program & Governance Strategic Planning Process Policies & Procedures discussion 	Unit PM. PLN PM/ PLN FSC PLN/ PM PM/ PLN	Date: PC: On Recess AB: On Recess	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Program Infor. Report (PIR) (Due: 8/31) Planning Calendars: Program & Governance Strategic Planning Process Annual CACFP Renewal Application (Due 8/15) 	Unit PM. PLN PM/ PLN FSC PL PM/ PLN	Date: PC: 9/19 AB: 9/21	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report PIR Summary (presented) Community Assessment planning begins 	Unit PM. PLN PM/ PLN FSC PLN PLN	Date: PC: 10/17 AB: 10/19	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> <u>PC Member Elections at Site Level</u> (by 10/9) Monthly Program Progress Report Monthly Program Financial Report Qtly. Monitoring updates presented: Program Goals PIR Summary OGM Community Assessment work continues 	Unit PM. PLN
November 2023 (Disabilities & MH)			December 2023 (Health & Nutrition)			January 2024 (Self-Assessment)			February 2024 (Education)		
Date: PC: 11/14 AB: 11/16	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> New & Returning PC Members <u>Attend. New members seated at first formal PC Meeting</u> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars: Program & Governance Community Assessment Planning & Data Meeting #1 CDE/CSPP & CCTR Governance Training – Session I <i>*Continuation Funding Application for CDE/CSPP & CCTR (Due: 11/1)</i> 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 12/12 AB: 12/14	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> New PC Officer Elections Process Recognition of outgoing PC Members & Officers Monthly Program Progress Report Monthly Program Financial Report Self-Assessment begins (12/1-21) Community Assessment Planning & Data Meeting #2 Governance Training Session II Annual Report Due Joint PPC/AB Meeting (Tentative) 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 1/16 AB: 1/18	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Community Assessment (results presented) Self-Assessment (results presented) Qtly. Monitoring updates presented Selection Criteria discussed Governance Training Session III Annual Report Due 	Unit PM/ PLN FSC PM/ PLN ERSEA	Date: PC: 2/13 AB: 2/15	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Governance Training Session IV Selection Criteria (presented for approval) Fall Child Outcomes Report 	Unit PM/ PLN FSC ERSEA EDUC

**City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars**

March 2024 (Facilities)			April 2024 (Coaching)			May 2024 (School Readiness)			June 2024		
Date: PC: 3/12 AB: 3/14	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report 	Unit PM/ PLN FSC	Date: PC: 4/16 AB: 4/18	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Qtly. Monitoring updates presented Annual HS Continuation Funding Grant Application (Due: 4/1) 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 5/14 AB: 5/16	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report 	Unit PM/ PLN FSC	Date: PC: 6/11 AB: 6/13	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report CSPP/CDE Program Self-Evaluation (PSE) (Due: 6/1) Joint PPC/AB Meeting (Tentative) 	Unit PM/ PLN FSC PM/ PLN



MANDATED REPORTING OF CHILD ABUSE AND NEGLECT

Subject:	Mandated Reporting of Child Abuse and Neglect	Policy #:	
HSPPS Subpart:	Subpart D	Health Services Advisory Committee Review Date:	
HSPPS and other regulations:	1303.22(b); 1303.22(c)(8); 1302.47(K); 1302.47(b)(5)(i); 1302.92(b)(2)	Policy Council Approval Date:	
State Regulations:	Title 22: 101212, 101226	Board of Directors Approval Date:	
Effective Date:	09/01/2022	Revised Date:	6/27/2023
Policy Statement and Detailed Procedures			
Policy Statement:	All Head Start (HS) Birth to Five are mandated reporters and must complete the California Department of Public Social Services (CA DPSS) Community Care Licensing (CCL) on-line Mandated Reporter training every 2 years.		
Rationale:	City of Oakland Head Start/Early Head Start staff will follow appropriate processes to report suspected abuse or neglect to protect a child from possible unsafe circumstances.		
Responsibility:	Center Director Education Manager School Readiness Supervisor/Compliance Supervisor School Readiness Coordinator Family Services Coordinator Family Advocates Teachers Any volunteer, staff member or Consultant with the Head Start Program		
Procedure:	<ol style="list-style-type: none"> 1. In accordance with the California Child Day Care Facilities Act (Assembly Bill 1207), training will be provided to all new Head Start Program staff within the first 90 days of hire. The Head Start Human Resources Staff and an employee's supervisor are responsible for ensuring this training takes place. Please refer to the New Hire Orientation and Onboarding Policy for more detail. 2. Additionally, training on the child abuse reporting process will be provided to all direct-service staff during Pre-Service on an annual basis 3. Once staff have reasonable suspicion of an incident of child abuse or neglect or disclosure of suspected child abuse or neglect, the mandated reporter on site, with the support of other program staff, will gather the relevant information and notify a supervisor as soon as possible and within 30 minutes of the incident or disclosure. 4. The staff member will initiate a call to Alameda County's Children and Family Services (ACFS) at (510)-259-1800. This must be completed within 24 hours of the suspected abuse or neglect or disclosure. The following information must be shared if you suspect child abuse: <ul style="list-style-type: none"> o The child's name and address o The name of the parent/guardian(s) 		



Policy Statement and Detailed Procedures

- The present location of the child
 - Details of the incident or disclosure
5. Before ending the call, the staff member will collect the following information from the Social Worker or ACFS representative. The information will be used to complete the Unusual Incident Report.
 - The 19-digit reference number (If reportable only)
 - Name and title of the Social Worker/ DCFS representative
 - Type of suspected abuse/neglect (If reportable only)
 - If it will be an immediate response (within 24 hours) or a 1-to-5-day response (If reportable only)
 6. Upon completion of the call to Alameda County's Children and Family Services, the staff member will notify their immediate supervisor, the Family Services Coordinator, and the Program Director of the incident or any suspected incident of child abuse (if they have not done so already) immediately.
 7. If the incident is reportable, the staff member must then file a CPS report within 36 hours.
 8. If reportable, CCL must be called within 24 hours
 9. If the incident is not reportable, the staff member should call their supervisor for guidance.
 10. Staff will document the facts of the suspected abuse on a Family Contact Form saved in the Mandated Report Module in ChildPlus. This is monitored by the Education Manager on a quarterly basis in the process of monitoring Unusual Incident reports.
 11. An Unusual Incident Report must be completed by the Head Start staff member that observed the incident or made the CPS report within 5 days. Per the Unusual Incident Policy, the Education Manager or designated staff member must complete the Unusual Incident Reporting form LIC 624B, have it signed by the Program Director, and formally submit it to the CCL Analyst within 7 days of the incident or disclosure. The Program Director must be cc'd to correspondence.
 12. The Office of Head Start Regional Program Manager must be reported within seven days of the incident occurring.
 13. Copies of the following documents must be sent to the Education Manager within 24 hours of making the CPS report:
 - Completed Suspected Child Abuse Form
 - Police Report # (if applicable)
 - Staff/Parent statements (if applicable)
 - Family Contact forms within ChildPlus
 - Any supporting documentation
 14. If an ACFS worker comes to the site for an investigation, the Center Director should follow the licensing visit procedure, call it into CCL within 24 hours and update the unusual incident
 15. After a report has been made and the immediate investigation has been completed, staff should ensure families are supported within the program. This can include a multi-disciplinary team.



Policy Statement and Detailed Procedures

Family Child Care

If a Family Child Care provider suspects child abuse or neglect, they will follow their agency's mandated reporting protocol and notify their primary City of Oakland staff contact. At a minimum, City of Oakland staff will be made aware of the incident as soon as possible and within 24 hours from the initial discloser/incident. Additionally, the Family Child Care provider shall provide the City of Oakland a completed copy of the Unusual Incident Report immediately after the report is submitted to the state (in accordance with the Community Care licensing requirement of completion within seven days of the incident).

The Office of Head Start requires that any incident involving a Head Start contractor or volunteer, including for children in blended classrooms not directly funded by the Office of Head Start, must be reported to the Office of Head Start within seven days.

Partner Agencies and External Staff Members

When an external agency service provider hears or witnesses a disclosure/incident, they will follow their agency's mandating reporting protocol and notify their primary City of Oakland staff contact.

The Partner Agency is responsible for completing the child abuse reporting process. At a minimum, City of Oakland staff will be made aware of the incident as soon as possible and within 24 hours from the initial discloser/incident. The Partner Agency will then forward all relevant documentation to the City of Oakland as needed.

When an external service provider AND a City of Oakland staff member hear a disclosure simultaneously, the City of Oakland staff member must complete the reporting process. The partner agency staff member may also complete a report, and it is encouraged that the two agencies share copies of submitted documentation with each other.

NOTE: Once closure notice is received from ACFS, the external service provider will keep a copy. However, the original closure along with the envelope should be sent to Central Office and scanned into ChildPlus to be saved in the child's file.

Communication and Confidentiality

- Staff will share with parents that a report was made only when a specific situation deems it appropriate. Factors to take into consideration to determine if it is appropriate include:
 - The benefit the disclosure will bring to the child



Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> ○ The relationship between the mandated reporter and the family ○ The safety of the staff, child, and parent ○ If the disclosure to the parent will hamper the investigation in any way. ● All efforts will be taken to support the child and family and maintain a professional and trusting relationship with child and family. ● Staff will not disclose information pertaining to the child abuse report to other staff. Information will only be disclosed or discussed with Supervisors and other observers as needed. ● If and when an outside representative (example; ACFS or Oakland Police Department representative) calls or arrives at the location to collect further information regarding a suspected child abuse report, staff must obtain identification before releasing any information regarding a child or family (this is required for a phone call and in person visits). Forms of identification for representatives may include photo I.D., badge numbers, business cards, letters that are addressed from the office or faxed information of these items.
Monitoring:	<p>All suspected child abuse reports on children in the Head Start Program made at partner agencies should be reported to the City of Oakland, and the City of Oakland Head Start Program should have a copy of each partner agency's mandated reporter policy.</p> <p>The Human Resources and Professional Development team monitor staff compliance with up to date mandated reporter training monthly through the Professional Development ChildPlus Module.</p>
Documentation:	<ul style="list-style-type: none"> ● Unusual Incident Report and Unusual Incident Reporting form LIC 624B ● Police Report (if applicable) ● Suspected Child Abuse Report (SCAR) Form
Timeframe:	<ul style="list-style-type: none"> ● As necessary ● Internal process training annually ● CCL mandated reporter training every 2 years (biennially)

City of Oakland

Head Start Advisory Board FY 2023-24

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 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.
- c. work with staff to ensure that all activities are made publicly available and accessible.

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

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

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

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

ARTICLE IV

Membership

Section 1. Composition

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

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

Additional members may be added to represent other interests, with the

approval of the City Council and with appropriate changes to City documents required to create such Boards.

Section 2 Terms

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

Section 3. Removal

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

Removal by the Head Start Advisory Board

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

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

Removal by the City Council

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

ARTICLE V

Officers

Section 1.

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

ARTICLE VI

Meetings

Section 1

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

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

- b.** Regular meetings of the 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.

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.

ARTICLE VIII

Standards of Conduct

Section 1.

- a.** Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:
 - i.** Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.
 - ii.** Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.
 - iii.** Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Parent Policy Council and other appropriate approving authorities of the City.
 - iv.** No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.
 - v.** Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Parent Policy Council and the City Council Committee designated responsibility for the Board.
- 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.
- b. Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:
 - (1) The Advisory Board may adopt amendments to these Bylaws at any regular meeting of the Advisory Board, by a majority of those present, provided that such proposed amendments have been provided to all Advisory Board members at least ten (10) days prior to the meeting.
 - (2) Adopted amendments shall be proposed to the City Council Life Enrichment Committee annually or as necessary.
 - (3) City Council, on its own initiative, may propose amendments to these Bylaws.



Chairperson Signature

February 17, 2022

Date