



**CITY OF OAKLAND**  
HUMAN SERVICES DEPARTMENT  
**HEAD START PROGRAM**  
***ADVISORY BOARD MEETING***

**MEETING AGENDA – FINAL**

**Thursday, 11-17-2022**

**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:** 10-20-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thursday, until 12-15-2022, 5 occurrence(s).

- 7-21-2022; 3:30 PM
- 9-15-2022; 3:30 PM
- 10-20-2022; 3:30 PM
- **11-17-2022; 3:30 PM**
- 12-15-2022; 3:30 PM

### **How to Join the Webinar:**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84969798991>

### **Or One tap mobile :**

US: +16699006833,,84029615983# or +16694449171,,84029615983#

### **Or Telephone:**

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

US: +1 669 900 6833 or +1 669 444 9171 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592

**Webinar ID:** 849 6979 8991

International numbers available: <https://us02web.zoom.us/j/84969798991>

### **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](mailto:TBlack@oaklandca.gov)



**Human Services Department**  
**ADVISORY BOARD MEETING**  
**Thursday, 11/17, 2022; 3:30-5:00pm**

**AGENDA**

- I. **CALL TO ORDER / ROLL CALL:** *Host/Program Staff*  
Molly Tafoya, *Chair* Kevin Bremond Dr. Mariamawit (Mari) Tamerat  
Dr. Javay Ross, *Vice Chair* Alysoun (Aly) Bonde Reverend Annette Howard
1. Call for Public Comment
- II. **APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS:** *Molly Tafoya, Chair*
1. Review and Approval of **AB 361 Resolution No. 21-0013**
  2. Review and Approval of **November 17, 2022, Advisory Board Meeting Agenda**
  3. Review and Approval of **July 21, 2022, Advisory Board Meeting Minutes**
  4. Review and Approval of **September 15, 2022, Advisory Board Meeting Minutes**
  5. Review and Approval of **October 20, 2022, Advisory Board Meeting Minutes**
- 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. **Advisory Board Officer Elections;** *Diveena Cooppan & Program Staff*
  2. **Monthly Progress Report;** *Diveena Cooppan & Program Staff*
    - a. Monthly Enrollment and Content Area Monitoring Update – *October 2022*
    - b. COVID 19 Response Update
  3. **Monthly Financial Report;** *Annie Friberg, Acting HSD Budget & Fiscal Manager*
    - a. Monthly Financial Report – *October 2022*
    - b. \*CACFP Meal Count Report – *September 2022 (Pending)*
  4. **Policies & Procedures;** *Program Staff*
    - a. ERSEA – Enrollment - Child Assignment
    - b. FY 2022-23 Selection Criteria (*now includes SNAP/Cal-Fresh Eligibility*)
  5. **Continuation Funding Application;** *Program Staff*  
FY 23-24 California State Preschool Program (CSPP) Continuation Funding Application  
(due December 9, 2022)
- V. **INFORMATION ITEMS:** *Diveena Cooppan & Program Staff*
1. **General Program Updates**
    - a. Head Start, Region 9, Family Engagement Conference, October 18 – 21, 2022
    - b. Program Information Report FY 21-22 Infographic: Comparison of California and National Data
    - c. FY 22-23 Community Assessment Update Begins
- VI. **OPEN FORUM**
- VII. **ADJOURNMENT**

# OAKLAND HEAD START ADVISORY BOARD

## RESOLUTION NO. 21-0013

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**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 [November 17, 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, July 21, 2022**  
**3:36-5:01 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Dr. Javay Ross, *Vice Chair*  
Priya Jagannathan  
Dr. Mariamawit (Mari) Tamerat

**Advisory Board Members Excused:**

Dr. Javay Ross, *Vice Chair*  
(Excused)  
Aly Bonde (Excused)  
Reverend Annette Howard  
(Excused)

**Parent Policy Council Members Present:**

Christina Michaud (Community Rep.),  
*Chair*  
Bukola Ajana (San Antonio Park EHS),  
*Vice Chair*  
Quizhu (Jewel) Xiong  
(Home Based Program), *Treasurer*

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Clara Sanchez Silva, *Administrative Assistant II*  
Tracey Black, *HHS Planner, HS/EHS*  
Jason Wang, *Administrative Analyst II – Fiscal*  
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, *Health Manager & HHS Planner, HS/EHS*  
Helen Luong, *Family Advocate, HS/EHS*  
Conterenia Farrish, *Family Advocate, HS/EHS*  
Lina Hancock, *Office of Councilmember Loren Taylor*  
Michael Munson, *KTOP Cable & TV Ops.*  
Equal Access - *International Contact Interpretation Team*  
(5 members present)

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:36 PM, and roll was taken. Quorum was established with 4 members present.

**1. Public Comments:**

Assata Olugbala noted that in recent Council Meeting where the council was in the process of reviewing the budget, Council Member Kalb asked if any of the Measure AA funding would be going toward Head Start? Ms. Olugbala expressed her concern regarding whether Measure AA funding would go towards Head Start and encouraged the body to explore whether Head Start could receive any of the funding for its current programming.

Priya Jagannathan mentioned that Head Start is written into the legislation and funding will be distributed, Priya Jagannathan also requested for Measure AA to become a standing item in our agenda for updates.

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

**1. Review and Approval of AB 361 Resolution No. 21-0010**

- Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-0010**
  - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-0010**
  - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
2. Review and Approval of **July 21, 2022, Advisory Board Revised Meeting Agenda**
- Chair Molly Tafoya called for a motion to approve the **July 21, 2022, Advisory Board Revised Meeting Agenda**
  - ✓ Kevin Bremond to approve the **July 21, 2022, Advisory Board Revised Meeting Agenda**
  - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.
3. Review and Approval of **May 19, 2022, Advisory Board Meeting Minutes.**

Chair Molly Tafoya abstained from voting on the May 19, 2022, Advisory Board Meeting Minutes, as she was not in attendance. Quorum was no longer met therefore the May 19, 2022, Advisory Board Meeting Minutes have been postponed for approval until next meeting.

4. Review and Approval of **June 16, 2022, Advisory Board Meeting Minutes.**

Priya Jagannathan abstained from voting on the June 16, 2022, Advisory Board Meeting Minutes as she was not in attendance. Quorum was no longer met therefore the June 16, 2022, Advisory Board Meeting Minutes have been postponed for approval until the next meeting.

**III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair***

- The Parent Policy Council (PPC) agreed that a summer recess in August, in alignment with City Council Summer Recess calendar was a good idea and approved the proposal.
- The PPC followed their agenda and approved requested items.

**IV. ACTION ITEMS:**

**1. Proposal:** *Advisory Board Meeting Recess for August 2022*

- Tracey Black explained that Oakland City Council is on a Summer Recess until September. Therefore, a schedule change, to be in alignment with the City Council, was proposed for our *Parent Policy Council Meeting* and *Advisory Board Meeting*.
- Chair Molly Tafoya called for a motion to approve the **Proposal:** *Advisory Board Meeting Recess for August 2022*
- ✓ Chair Molly Tafoya motioned to approve to approve the **Proposal:** *Advisory Board Meeting Recess for August 2022*
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

**2. Monthly Progress Report:** *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*

**a. Monthly Enrollment and Content Area Monitoring Update – June 2022**

- We have two enrollment numbers which are funded enrollment and actual enrollment.
- By the end of the program year, we served 485 children which equated to about almost 80% of our funded slots.
- Over 90% of our children obtained access for health services.
- We are working on ways to intervene and ensure we can increase well baby checks, screenings, and exams.
- Our education events and requirements are at over 90%.
- The Program did not reach 10% of **funded** enrolled children having IFSPs or IEPs by June 30th. However, the Program had 50 children enrolled with IFSPs or IEPs, equating to 10.4% of **actual** enrollment. We currently have 21 referrals still pending evaluation with OUSD and with the Regional Center of the East Bay (RCEB).
- We noted a 75% Average Daily Attendance for June 2022. The decline in daily attendance compared to previous months, is most likely due to families leaving for vacation or keeping children home with other siblings who finished school earlier in the month of June.
- Six (6) children enrolled during June, were identified as *experiencing homelessness*, as defined by the McKinney Vento Act.
- We are working to hire a Family Advocate that will serve children enrolled in the Mobile Classroom and recruit families in partnership with local community organizations and homeless shelters.
- Program Operations and Facilities staff are obtaining all required registration, licensing, and insurance for our Mobile Classroom.
- Playground inspections and CACFP monitoring were completed in June.
- Family Services and Facilities staff distributed 27,840 diapers to Center-based Early Head Start families and 212,850 diapers to Home-Based Program Early Head Start families.
- Grantee Partner - Merritt College Children's Center, is scheduled to begin serving 8 children, ages 3-5, at the start of the 2022-23 program year. Once Merritt hires an additional teacher, they will expand to serving 16 children.
- In your packet, you will see the findings from the Staff Wellness Survey, to all staff.
- We have a Focus Area 1 (FA1) Review from the Office of Head Start coming up, which will investigate our administrative background documents which show how we operate and implement services, as a program.
- During June and into July, Data Management staff met with staff to review their ChildPlus skills assessment and identified training priorities for next year.
- In June, two members of our Teaching staff retired: Hilda Gallegos (Broadway EHS) and Tammy Trujillo (Franklin HS).
- On June 28th, 2022, a *Staff Wellness and End of Year Celebration*, was held for all City of Oakland Head Start staff. We had almost 100 staff in attendance.



- Maintenance team collected all summer repair requests from each site however they remain short-staffed.

**b. COVID 19 Response Update, presented by Sarah Trist, Health Manager & HHS Planner**

- June was a difficult month for our program, we had six site closures across five sites that interrupted services. We also experienced several cases in staff who are not site based.
- We continue our testing program with California Department of Public Health.
- We do not have many participants in our vaccine clinics and it may be due to our children receiving their vaccines with their primary health physician.
- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – June 2022**
- ✓ Priya Jagannathan motioned to approve to approve the **Monthly Progress Report – June 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

**3. Monthly Financial Report: Christine Rolan, HSD Budget & Fiscal Manager. Jason Wang, Admin. Analyst II**

**a. Monthly Financial Report – June 2022, presented by Jason Wang, Admin. Analyst II**

- Personnel - 102% spent,
- Fringe Benefits - 176%,
- New GPF line to reflect the amount spent,
- Travel is at – 8%,
- Equipment – 0 %,
- Supplies - currently at 37%,
- Contractual – we’re at 83%,
- Other - we have spent 83%,
- Total Direct Charges - 92%,
- Indirect Charges - 95%, and
- Total – 93%,
- Purchase Card (P-Card) – WIPFLI Training Conference flight and hotel stay – Total spent - \$5,241.76

**CACFP Meal Count Report – May 2022**

- Report includes 2,772 served breakfasts, 3,086 lunch, and 2,763 afternoon snacks.

Chair Molly Tafoya asked if “on track to spend down funds” meant we did not anticipate applying for any rollover. Jason Wang mentioned that we are contemplating applying for carryover.

Assata Olugbala asked if the Advisory Board would receive a report or presentation from the WIPFLI Training Conference. Jason Wang mentioned that a WIPFLI Agenda was emailed to the Parent Policy Council therefore the Advisory Board will receive the agenda as well.

- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – June 2022**
- ✓ Chair Molly Tafoya motioned to approve the **Monthly Financial Report – June 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

**4. Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**

- The Oakland Head Start Program applied for a General Childcare (CCTR) contract back in January 2022. We went through an extensive application review process with the California Department of Social Services and were selected to receive a contract award for General Childcare (CCTR) contract funding, beginning FY 22-23.
- We were awarded a \$3,315,326 contract. This funding will support and augment our current Early Head Start Program.
- We will be a direct CCTR contractor with the California Department of Social Services.
- Chair Molly Tafoya called for a motion to approve the **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
- ✓ Priya Jagannathan motioned to approve the **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

**5. FY 2022-23 Planning Calendars and Strategic Planning Process**

- Due to timing, Chair Molly Tafoya asked for Action Item 5 to be moved to September Meeting. Tracey Black asked for Advisory Board to review FY 2022-23 Planning Calendars and Strategic Planning Process for our September meeting.

**6. Policies & Procedures:**

- **Tuberculosis Screening of Children Policy & Procedures** (*Presented by Laura Zarate Vazquez, Health Analyst*): This new policy & procedure was developed to help Family Advocates identify any risk factors for tuberculosis (TB).

Dr. Mari Tamerat highlighted that neither homelessness nor foster care children are a risk factor to tuberculosis.

- Chair Molly Tafoya called for a motion to approve the **Tuberculosis Screening of Children Policy & Procedures**
- ✓ Kevin Bremond motioned to approve the **Tuberculosis Screening of Children Policy & Procedures**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes,

(0)-nays, (0)- abstentions

- **Diapering Policy & Procedures** (*Presented by Laura Zarate Vazquez, Health Analyst*): We accept all children regardless of where they are in their journey to toileting independence. We will also care for a child's diapering need immediately and appropriately every morning. Updated, step by step instructions to staff on diapering to reflect the latest guidance in caring for our children standards has been provided to staff.
- Chair Molly Tafoya called for a motion to approve the **Diapering Policy & Procedures**
- ✓ Chair Molly Tafoya motioned to approve the **Diapering Policy & Procedures**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Chair Molly Tafoya thanked the Head Start team for working on FY 2022-23 Planning Calendar as she understands the complexity of it. Chair Molly Tafoya wanted to highlight that moving forward, the Advisory Board Agenda will maintain a Measure AA standing item and that during out September meeting, there will be three Advisory Meeting Minutes to approve.

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

VI. **OPEN FORUM**

- No Comments.

VII. **ADJOURNMENT**

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

Meeting adjourned at 5:01 pm

Submitted and recorded by  
**Clara Sanchez Silva**  
Administrative Assistant II

**OAKLAND HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**  
**Thursday, September 15, 2022**  
**3:42-5:09 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Dr. Javay Ross, *Vice Chair*  
Alysoun (Aly) Bonde  
Dr. Mariamawit (Mari) Tamerat  
Reverend Annette Howard  
Kevin Bremond  
Priya Jagannathan

**Advisory Board Members Excused:**

Molly Tafoya, Chair  
Reverend Annette Howard

**Parent Policy Council Members Present:**

Christina Michaud (Community Rep.),  
*Chair*  
Bukola Ajana (San Antonio Park EHS),  
*Vice Chair*  
Quizhu (Jewel) Xiong (Home Based  
Program), *Treasurer*  
LaShawnda Hicks (San Antonio Park EHS)

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Clara Sanchez Silva, *Administrative Assistant II*  
Tracey Black, *HHS Planner, HS/EHS*  
Jason Wang, *Administrative Analyst II – Fiscal*  
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, *Health Manager & HHS Planner, HS/EHS*  
Conterenia Farrish, *Family Advocate, HS/EHS*  
Lina Hancock, *Office of Councilmember Loren Taylor*  
Michael Munson, *KTOP Cable & TV Ops.*  
Equal Access - *International Contact Interpretation Team*  
(5 members present)

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:42 PM, and roll was taken. Quorum was established with 6 members present. Reverend Howard joined the meeting at 3:50pm. Aly Bonde was excused from the meeting at 4:25pm. Quorum was maintained with 4 members present.

**II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS:** *Vice Chair, Dr. Javay Ross*

1. Review and Approval of **AB 361 Resolution No. 21-0011**
  - Vice Chair Dr. Javay Ross, called for a motion to approve the **AB 361 Resolution No. 21-0011**
  - ✓ Kevin Bremond, motioned to approve the **AB 361 Resolution No. 21-0011**
  - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response
2. Review and Approval of **Revised September 15, 2022, Advisory Board Revised Meeting Agenda** – Program staff requested to add two items to the agenda for review and approval: (1) Low Cost Extension Request HS/EHS Start-up Funding and (2) Carryover

of Basic HS and EHS funding from FY 21-22.

**3.**

- Vice Chair Dr. Javay Ross called for a motion to approve the **Revised September 15, 2022, Advisory Board Revised Meeting Agenda**
- ✓ Priya Jagannathan to approve the **Revised September 15, 2022, Advisory Board Revised Meeting Agenda**
- ✓ Dr. Mariamawit seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response.

**4. Review and Approval of May 19, 2022, Advisory Board Meeting Minutes.**

- Vice Chair Dr. Javay Ross called for a motion to approve the **May 19, 2022, Advisory Board Meeting Minutes**
- ✓ Kevin Bremond to approve the **May 19, 2022, Advisory Board Meeting Minutes**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response.

**5. Review and Approval of June 16, 2022, Advisory Board Meeting Minutes.**

- Vice Chair Dr. Javay Ross called for a motion to approve the **June 16, 2022, Advisory Board Meeting Minutes**
- ✓ Dr. Mariamawit to approve the **June 16, 2022, Advisory Board Meeting Minutes**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response.

**6. Review and Approval of July 21, 2022, Advisory Board Meeting Minutes.**

The Advisory Board members abstained from voting on the June 16, 2022, Advisory Board Meeting Minutes, therefore the July 21, 2022, Advisory Board Meeting Minutes have been postponed for approval until next month.

**III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair***

- The Parent Policy Council (PPC) discussed the monthly progress the program made over the months of July and August.
- Multiple discussions regarding SNAP eligibility and Covid-19 response.
- The PPC followed their agenda and approved requested items.

**IV. ACTION ITEMS:**

**1. Monthly Progress Report:** *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*

**a. Monthly Enrollment and Content Area Monitoring Update – July & August 2022**

- Home Based program started on July 18th for and our Center Based program on August 17<sup>th</sup>.
- Pre-Service made sure all of our staff were prepared with the required trainings on all topics.
- We are now moving into completing these first 30- and 45-day education and health requirements.
- We submitted our program information report which is the annual report describing the program services delivered annually. This is a requirement from the office of Head Start and it was successfully submitted in August.
- Children enrolled in IFSP or IEP are now 4.5% of funded enrollment or 30 individuals in our program overall. We have additional children are in the evaluation and referral process at the moment.
- Children's attendance has increased, and we continue to expect an increase as families are adjusting to their new routines.
- Home Based program is focused on making sure they are meeting all of their hearing and vision screenings to comply with 45-day mandate.
- Families who are currently receiving SNAP are categorically eligible for Head Start. SNAP is considered one of the forms of public assistance for which families don't need to verify their income level to document proof of eligibility.
- Families who were originally on our wait list or not eligible because they were over-income as of Head Start standards (making over 130% of the Federal poverty line) are now eligible for Head Start because they are CalFresh recipients.

Multiple discussions and questions were raised between the Advisory Board members regarding the new SNAP eligibility and enrollment.

Diveena mentioned that a policy is currently being developed which will be presented to the Parent Policy Council and Advisory Board on what next steps will be taken to make sure we are continuing to serve low-income families. Diveena explained that our current enrollment numbers are doing well compared to others and that there will be a 77% enrollment increase as well as a 7% decrease due to Saint Vincent no longer working with us very last minute. Diveena clarified that the new eligibility change regarding the SNAP program comes from the Office of Head Start.

**b. COVID 19 Response Update, *presented by Sarah Trist, Health Manager & HHS Planner***

- Many of our COVID-19 policies and procedures remain the same.
- We continue to use layered mitigation to keep our centers safe places and our home visits safe for the families that we serve.
- Masking is still required, and we continue our program with California Department of Public Health for our staff to continue practicing surveillance testing on themselves.
- We are using rapid tests with both staff and children in ways that are following the evidence such as at the end of isolation after a case (which continues to be 10 days) we're asking for a negative test to return to work to the classroom.
- We continue to use rapid tests to help keep children in the classroom when they have

minor symptoms but repeat the test to make sure we have true negatives and we're following the best way to use those tests.

- We held vaccine clinics over the summer however we noticed that parents prefer to vaccinate their children with their pediatrician.
- There are currently no plans to make vaccination a requirement for our children.
- We had two cases during our new program year, and we continue to work with families for support.
- Vice Chair Dr. Javay Ross called for a motion to approve the **Monthly Progress Report – July & August 2022**
- ✓ Kevin Bremond motioned to approve to approve the **Monthly Progress Report – July and August 2022**
- ✓ Dr. Mariamawit seconded the motion; Motion carried. **Vote:** (6) ayes, (0)-nays, (0)-abstentions, (0) no response

**2. Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager.*  
*Jason Wang, Admin. Analyst II*

**a. Monthly Financial Report – July & August 2022,** *presented by Jason Wang,*  
*Admin. Analyst II*

- Two months have passed in the new fiscal year, as of August 5<sup>th</sup>:
- Personnel - 5% spent,
- Fringe Benefits - 10%
- Travel is at – 0%,
- Equipment – 0 %,
- Supplies - currently at 11%,
- Contractual – we're at 0%,
- Other - we have spent 11%,
- Total Direct Charges - 5%
- Indirect Charges - 5%, and
- Total – 5%
- Purchase Card (P-Card) –Lead Testing, training, and electric skillet for a site - Total spent - \$570.97

**CACFP Meal Count Report – June 2022**

- Report includes 1,573 served breakfasts, 1,740 lunch, and 1,486 afternoon snacks.
- Vice Chair Dr. Javay Ross called for a motion to approve the **Monthly Financial Report – July & August 2022**
- ✓ Kevin Bremond motioned to approve the **Monthly Financial Report – July & August 2022**
- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

**c. Low-Cost Extension Request:** *Christine Rolan, HSD Budget & Fiscal Manager*

- Head Start Startup amount of \$108,100 and Early Head Start Startup amount of \$121,900.

- We are requesting low-cost extension for one HR personnel, supplies (laptops, hotspots and tech support for parents and children), contractual costs and renovations for children with disabilities.
- The total amount request is \$230,000 across both grants.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **Low-Cost Extension Request**
- ✓ Reverend Annette Howard motioned to approve the **Low-Cost Extension Request**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

**d. Base Grant Carryover FY 22: *Christine Rolan, HSD Budget & Fiscal Manager***

- Head Start Basic amount of \$293,851 and Early Head Start Basic amount of \$376,149.
- We are requesting a carryover for the funds we did not utilize during the fiscal year for personnel, temp services for maintenance and safety, supplies, consultant costs, playground specialist assessment, safety training, security for sites, air quality assessor, outdoor play area improvements, playground structure and turf for site.
- The total amount request is \$670,000 across both grants.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **Base Grant Carryover**
- ✓ Reverend Annette Howard motioned to approve the **Base Grant Carryover**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

**3. FY 2022-23 Planning Calendars**

- Tracey Black clarified that the Planning Calendars and Bylaws were provided back in July to the Advisory Board for review.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **FY 2022-23 Planning Calendars**
- ✓ Alysoun (Aly) Bonde motioned to approve the **FY 2022-23 Planning Calendars**
- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

**4. FY 2022-23 Advisory Board Bylaws**

- Tracey Black clarified that the Planning Calendars and Advisory Board Bylaws were provided back in July to the Advisory Board for review.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **FY 2022-23 Advisory Board Bylaws**
- ✓ Alysoun (Aly) Bonde motioned to approve the **FY 2022-23 Advisory Board Bylaws**



- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:**  
(6)-ayes, (0)-nays, (0)- abstentions, (0) no response

**5. Policies & Procedures:**

- **Child Assignment Policy & Procedures**  
Moved to our next Advisory Board Meeting
- **Enrollment by Eligibility Type**  
Moved to our next Advisory Board Meeting

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

- a. School Readiness Presentation
  - Deborah Turner and Thao Ly presented their School Readiness Goals PY 21-22 Data Analysis and action plan.

**VI. OPEN FORUM**

- Priya Jagannathan asked for the Saint Vincent Information Item to be brought back next month as it is very important.

**VII. ADJOURNMENT**

- Vice Chair Dr. Javay Ross **Adjourned the meeting.**

Meeting adjourned at 5:09 pm

Submitted and recorded by  
**Clara Sanchez Silva**  
Administrative Assistant II

**OAKLAND HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**  
**Thursday, October 20, 2022**  
**3:43-5:01 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Priya Jagannathan  
Alysoun (Aly) Bonde  
Dr. Mariamawit (Mari) Tamerat  
Reverend Annette Howard

**Advisory Board Members Excused:**

Dr. Javay Ross, *Vice Chair*  
Kevin Bremond

**Staff Present:**

Sarah Trist, *Health Manager & HHS Planner, HS/EHS*  
Clara Sanchez Silva, *Administrative Assistant II*  
Tracey Black, *HHS Planner, HS/EHS*  
Robyn Levinson, *HHS Planner, HS/EHS*  
Sarah Chao, *Data Coordinator, HS/EHS*  
Shelley Taylor, *Supervisor – HR & Business Services*  
Lina Hancock, *Office of Councilmember Loren Taylor*  
Michael Munson, *KTOP Cable & TV Ops.*  
Equal Access - *International Contact Interpretation Team*  
(5 members present)

**Parent Policy Council Members Present:**

Christina Michaud (Community Rep.), *Chair*

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:43 PM, and roll was taken. Quorum was established with 5 members present.

**1. Public Comments:**

No Comments.

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

- 1. Review and Approval of AB 361 Resolution No. 21-0012**
  - Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-0012**
  - ✓ Dr. Mariamawit (Mari) Tamerat, motioned to approve the **AB 361 Resolution No. 21-0012**
  - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (0) no response
- 2. Review and Approval of October 20, 2022, Advisory Board Revised Meeting Agenda**
  - Chair Molly Tafoya called for a motion to approve the **October 20, 2022, Advisory Board Revised Meeting Agenda**
  - ✓ Alysoun (Aly) Bonde to approve the **October 20, 2022, Advisory Board Revised Meeting Agenda**
- 3. Review and Approval of July 21, 2022, Advisory Board Meeting Minutes.**

Moved to November Advisory Board Meeting.

  - Review and Approval of **September 15, 2022, Advisory Board Meeting Minutes.**

Moved to November Advisory Board Meeting.

- Program staff requested for the Policies & Procedures be moved to the November Meeting.
- ✓ Dr. Mariamawit (Mari) Tamerat seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (0) no response.

**III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair***

- The Parent Policy Council followed their agenda and approved requested items.
- Two PPC members are currently attending the Family Engagement Conference.
- The Workforce Development Plan/Program was presented.

**IV. ACTION ITEMS:**

**1. Advisory Board Officer Elections;** *Diveena Cooppan & Program Staff*

- This is a practice for every program year. The Advisory Board elected to go through the process in November, when all active board members are present. We will elect officers for the roles of Chair and Vice Chair, at that time.
- Advisory Board member, Priya Jagannathan, announced her resignation from the Head Start Advisory Board due to her appointment to the Measure AA Commission.

**2. Monthly Progress Report:** *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*

**a. Monthly Enrollment and Content Area Monitoring Update – September 2022**

- Head Start staff, Parent Policy Council and Advisory Board members walked together in the Oakland Pride Parade.
- Tiny Steps Program held their parent orientation which was attended by 15 families.
- Home Based Program held their first socialization event and had 13 families in attendance.
- Family Services department program helped orchestrate the first diaper and food distribution which was held and attended by 60 families.
- We held a support group for expectant parents.
- We had our first half day for professional development where staff went through the review and training for the classroom assessment scoring system.
- Our enrollment is at 68%, we anticipate our number to increase in October.
- 37 Children are enrolled with either IFSP or IEP.
- City Council approved the acceptance of our General Childcare Program CCTR Contract.
- We have multiple job openings and are actively hiring.

**b. COVID 19 Response Update, presented by Sarah Trist, Health Manager & HHS**

*Planner*

- We had one Covid-19 case in one of our centers and one in our Home-Based Program.
- We continue to test at sites.
- Covid-19 booster is available now for people ages 5 & up.
- Novavax new Covid-19 vaccine is now available for people ages 18 & up.
- California Department of Public Health has a contract with Sesame which offers free virtual Covid-19 visit for Californians to provide treatment and medication for Covid-19.
  
- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – September 2022**
- ✓ Chair Molly Tafoya motioned to approve to approve the **Monthly Progress Report – September 2022**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5) ayes, (0)-nays, (0)- abstentions

**3. Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager*

**a. \*Returning Item – P-Card Purchases – July/August 2022**

- Full Purchase Card report, which includes July and August, was presented: Charges for lead testing, refunds for flights for staff who attended the WIPFLI conference, food safety training, skillet for hot breakfast.
- September Purchase Card report includes banners for Oakland Pride event, formula, Calendly yearly subscription, Region 9 Conference travel and accommodation.

**b. Monthly Financial Report – September 2022, Christine Rolan, HSD Budget & Fiscal Manager**

- Head Start Budget Summary Total: 21%
- No changes to categories
- Head Start Budget Project Total: 19%
- Early Head Start Budget Summary Total: 33%
- Head Start T/TA Budget Summary Total: 26%
- Early Head Start T/TA Budget Summary Total: 17.2%
- Head Start ARP Budget Summary Total: 38.6%
- Early Head Start ARP Budget Summary Total: 41.9%

**CACFP Meal Count Report**

- Report includes 2,772 served breakfasts, 3,086 lunch, and 2,763 afternoon snacks.
  
- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – September 2022**
- ✓ Reverend Annette Howard motioned to approve the **Monthly Financial Report – September 2022**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)- ayes, (0)-nays, (0)- abstentions

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

- a. **FY 2022-23 Selection Criteria (now includes SNAP/Cal-Fresh Eligibility)**
- Moved to November Advisory Board Meeting

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

1. **General Program Updates** *(presented by Tracey Black, Education Manager)*
- Saint Vincent’s Day Home Grantee-Partner Contract.
    - i. City Administrator’s Information Memo
      - City Administrator Website has issued a public memo with details regarding what happened with the Saint Vincent’s Day Home Partner and the next steps the program will take.

Advisory Board members offered to help prevent any other partner contract issues/challenges and requested for any guidance on how they can do so.

- FY 21-22 Program Information Report
  - On August 31<sup>st</sup>, we completed the Program Year 21-22 Program Information Report (PIR). This annual report is a requirement by the Office of Head Start and it provides comprehensive data.
  - Sarah Chao presented the PIR Comparison Highlights between PY 20-21 vs PY 21-22
- Head Start, Region 9, Family Engagement Conference, October 18 – 21, 2022
  - We have a total of 9 staff and Parent Policy Council members currently attending the Family Engagement Conference.
- Workforce Development Efforts – Early Care & Education Pathways to Success
  - Alisa Burton will provide a presentation in November.
- Site-based Parent Policy Council Elections during month of October
  - The elections for new Parent Policy Council for the 22-23 program year are happening this month.
  - We should have our new members joining us next month – November 2022.

2. **Strengthened communication protocols with families**
- Tracey Black discussed the strengthened communication protocols in being practiced in the Oakland Head Start/Early Head Start Program. We are strengthening our system to better respond to family concerns promptly and readily, as well as program complaints or community complaints.

VI. **OPEN FORUM**

- Assata Olugbala mentioned that she noticed three Head Start reports on the City of Oakland “Informational memo” where it stated that Measure KK funds for Head Start would be going to the Department of Transportation. Assata Olugbala requested for more information regarding the similarities of OUSD Creative Curriculum vs Head Start.

- Tracey Black reassured Head Start will look into the Informational Memos moving forward. Tracey Black confirmed that Oakland Head Start is using Creative Curriculum for Infants & Toddlers in our Early Head Start Program and Creative Curriculum for Preschoolers in our Head Start program.

**VII.**

**ADJOURNMENT**

- Chair Molly Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Priya Jagannathan motioned to **Adjourn the meeting.**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 5:01 pm

Submitted and recorded by  
**Clara Sanchez Silva**  
Administrative Assistant II



# OCTOBER 2022

Monthly Report

## ABSTRACT

This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to review progress towards goals, discuss challenges and solutions, and share updates for key program areas.

## AT-A-GLANCE

	Head Start	Early Head Start	Current Total
Enrollment/Funded (No.)	202/332	261/342	463/674
Enrollment/Funded (%)	61%	76%	69%
Daily attendance	81%	76%	79%
Medical Home	93%	98%	96%
Health Insurance	93%	97%	95%
Current Physical exam/Well-baby check	70%	60%	65%
Updated immunizations	98%	85%	91%
Hearing Screening	82%	87%	85%
Vision Screening	81%	88%	85%
Growth Screening	80%	91%	86%
Dental Home	81%	93%	88%
Current Dental Exam	80%	61%	64%
Nutrition Screening	96%	86%	90%
Developmental Screening (ASQ)	91%	94%	93%
<i>Concerns Identified following ASQ Screening</i>	48%	33%	41%
Behavioral Screening – (ASQ-SE)	89%	94%	91%
<i>Concern Identified following ASQ-SE Screening</i>	27%	21%	24%
1 <sup>st</sup> Individualized Curriculum (DRDP)	84%	86%	85%
Initial Home Visit	92%	90%	91%
Preliminary Family Outcomes Assessment	94% completed as required, 0 past due		
Referrals to Regional Center of the East Bay	N/A	7	7
Referrals to OUSD	13	N/A	13
Individualized family service plan (IFSP)	9	13	22
Individualized education plan (IEP)	21	0	21
Children enrolled with IFSP or IEP	30	13	43 (6.9% OHS funded enrollment)



## NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- ACF-IM-HS-22-08 (October 21, 2022): *Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-08>

### DENTAL & PHYSICAL HEALTH

The program is thrilled to welcome dental screenings back to sites and home base socialization locations. Asian Health Services is providing dental exams to program children and will continue to do so in November. Samuel Merritt Nursing students completed sensory screenings at all sites and conducted an education session for children at 85th and Lion Creek on Oral Health. The students will hold three more sessions on various health-related topics through November. Families continue to struggle to make and keep well baby and physical exam visits. Staff will assess during the upcoming Program audit to learn more about the different barriers that can be mitigated to help families make these appointments as scheduled.

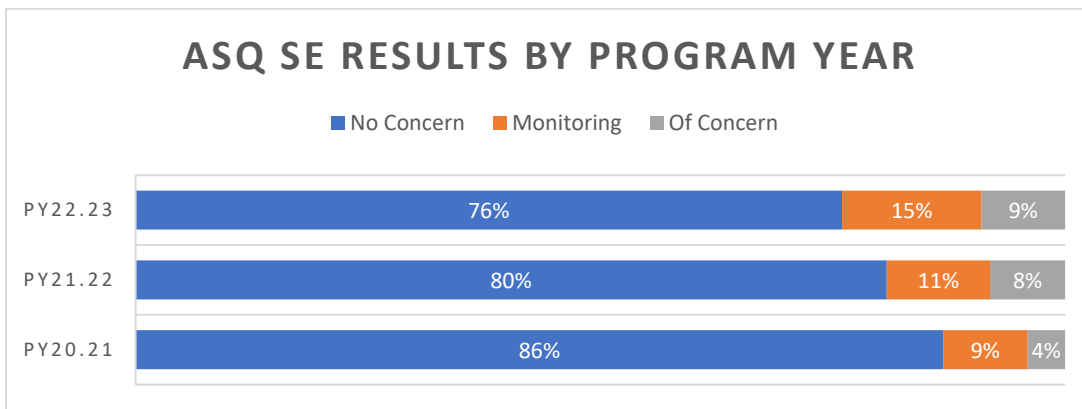
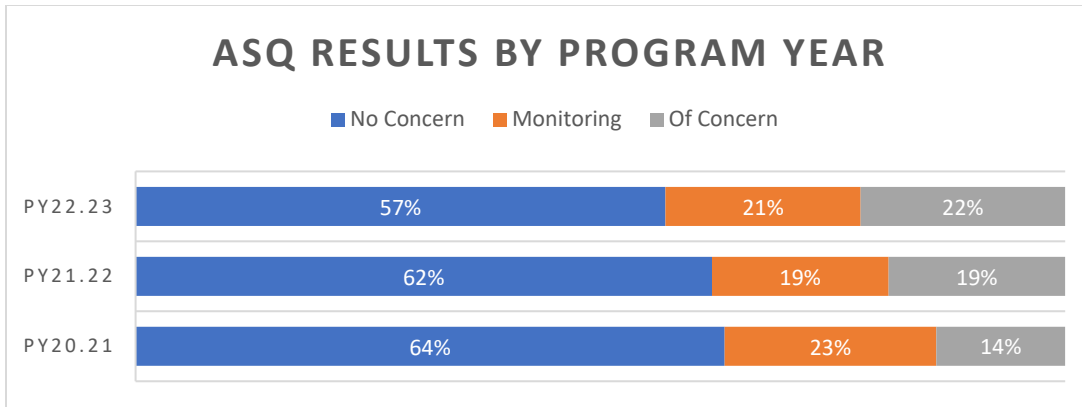
### CHILD NUTRITION

In addition to completing Child and Adult Care Food Program (CACFP) monitoring for all grantee sites, Nutrition staff participated in trainings on the CalFRESH program and food preparation for children with allergies. Team members also attended the annual CACFP conference and the Head Start Health Institute conference, where staff learned about best practices related to nutrition and meal service. These trainings will help the program prepare for the CACFP Administrative Review, which is tentatively scheduled for December, and occurs every two years. Lastly, at the Alameda County Community Food Bank performed a site visit during the monthly Home Base food distribution. The visit was successful and, as a result, the Program received a recommendation to create our own account with the Food Bank to support food needs for Head Start families.

### DISABILITIES & MENTAL HEALTH

There are seven children who have been referred for evaluation to determine IDEA eligibility to Regional Center of the East Bay and 13 children who have been referred for evaluation to determine IDEA eligibility to Oakland Unified School District (OUSD). Eleven of the referrals to OUSD are from this program year, but two are from the previous school year. Some children have turned three with IFSPs have not yet received evaluations for IEPs by OUSD. OUSD reports that the district is still addressing referrals that were delayed due to COVID-19.

The Program is finding that more children are showing developmental and behavioral concerns from the ASQ and ASQ-SE this program year compared to previous years. This aligns with national trends that reflect an increase in the number of children showing developmental and behavioral concerns.



Once the DRDP data are also analyzed, the program plans to explore if this increase is a result of better identification practices, a result of more children actually having concerns, or if this increase is due to another reason. Children enrolled in the grantee programs are showing fewer concerns than children enrolled in partner programs.

## FAMILY SERVICES & COMMUNITY ENGAGEMENT

In October, two Parent Policy Council members joined the Program Director, one Center Director, and staff from the Family Advocate, ERSEA, and Home-Based teams at the Region IX Family Engagement Conference. The participation of the Parent Policy Council members was exceptional; the parents were recognized in 1<sup>st</sup> and 3<sup>rd</sup> place in the conference for most participation. At Parent meetings conducted in October, Policy Council members were elected for the current program year. Through a partnership with the Veterans of Foreign War (VFW) organization, 300 backpacks were donated to families who attended Back-to-School Day. The Veterans of Foreign War were excited to partner with Head Start and are eager to volunteer again. In addition to backpacks, diapers, PPE and books were also distributed to families at the Back-to-School Day.

The Family Services team held the first Family Experiencing Homelessness meeting in October, which included reviewing the process of connecting families with Family Front Door. Additionally, Family Services staff worked with the Data Management and ERSEA staff to develop a better data collection process so the Program can better monitor how many families are experiencing homelessness and how many are receiving housing through Family Front Door.

## EDUCATION & SCHOOL READINESS

During October, sites welcomed the Fall season by hosting Harvest Day Celebrations, which included making art related to autumn and collecting various colored fallen leaves.



The Program continues to navigate staffing shortages. Substitutes from Child Care Career have been utilized as a short-term solution as the program recruits new staff.

Head Staff start received CLASS observations by external reviewers who provided feedback to teaching staff directly following the observations. Teaching staff used the October 10<sup>th</sup> Professional Development day to complete Desired Results Developmental Profiles (DRDPs) and home visits. Education and School Readiness staff are working hard to complete the 16% of DRDPs for Head Start and 13% of DRDPs for Early Head Start that are past due. Efforts are primarily focused on supporting our partner sites, who have slightly lower completion numbers than grantee sites.

## HOME-BASED PROGRAM

	<b>Enrollment</b>	<b>Home Visits Completed</b>	<b>Family Cancellations</b>	<b>Staff Cancellations</b>	<b>Family No Show</b>
City of Oakland Home-Based	58/59 (98%)	259 (90%)	15 (5%)	10 (3%)	1 (0%)
City of Oakland Mobile Classroom	4/24 (17%)	7 (50%)	4 (29%)	3 (21%)	0 (0%)
Brighter Beginnings EHS	78/100 (78%)	232 (80%)	42 (14%)	26 (3%)	2 (3%)
Brighter Beginnings HS	19/20 (95%)	61 (85%)	8 (11%)	3 (4%)	0 (0%)

The Program is currently awaiting final approval for the Local Design Option of the Mobile Classroom. Across home-based program options, most of the visits cancelled by families and staff were for health-related reasons.

In October, the Home-Based program had two socialization sessions, one of which was attended by the Region IX Head Start Specialist, Laura Candelero, as part of the Office of Head Start Ann Linehan Day of Service. The Region IX Specialist read stories, sang songs, and participated in activities with the children

and families at the socialization event. Home-Based program families also voted for their Policy Council Representative in October and attended the monthly diaper distribution and food pantry pick up.

## EXPECTANT FAMILIES PROGRAM

19 expectant parents were served in October	
City of Oakland Enrollment	10/10
Brighter Beginnings Enrollment	9/20
Pre-Natal Depression screenings conducted	16
Post-partum Depression screenings conducted	6
Post-partum 2-week visits conducted	8
How many babies born	2
Children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	3
Medical Insurance	100%
Medical Home	100%
Dental Home	100%
Physical Exam	77%
Health and Nutrition Screening	93%

The Program held its second monthly Family Peer Cafe for expectant and new mothers. The Family Peer Cafe promotes peer connection, support, and relationship building to help expectant and new mothers reduce stress and practice self-care.

## PARTNER & FAMILY CHILD CARE

### Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	27/41 (66%)	15/18 (83%)	42/59 (69%)
Brighter Beginnings	86/100 (86%)	19/20 (95%)	105/120(89%)
Laney		41/48 (85%)	41/48 (85%)
Merritt		5/16 (31%)	5/16 (31%)

The decrease in enrollment at Merritt is due to three recent drops. It is expected that the program will have eight children by November, which is the maximum number of children they can currently enroll due to staffing capacity.

### Family Child Care

BANANAS has hired a new staff member dedicated to enrollment, and the program is already seeing the positive impact from staff dedicated to ensuring families can enroll quickly. Currently, Tiny Steps Enrollment staff are contacting families from the Eligibility list to fill the remaining 14 Early Head Start slots and collecting all required health documentation for three children to fill the remaining open Head Start slots.

The Tiny Steps program completed all ASQ and ASQ-SE assessments and met with the Disabilities Coordinator to address developmental and behavioral needs of children. There will also be a new monthly Mental Health meeting for FCC's with the intention to create a safe space where FCC providers

can share strategies to support their own mental health as caregivers and educators. Tiny Steps is also working more closely with the Inclusion Navigator at BANANAS to offer additional support for providers and families.

## DATA MANAGEMENT & ONGOING MONITORING

The Data Management team coordinated the virtual training with the Program’s ChildPlus Consultant the first week of October and attended the ChildPlus annual Training Scramble conference. The Program’s Data Coordinator also held additional ChildPlus trainings for staff on inputting Health and Safety checklists and using the Personnel module.

Building off the year-by-year data Program Information Report (PIR) comparison completed in September, the Data Management team analyzed the Program’s PIR data against state and federal PIR data to understand where the program was comparable, better, or worse across different metrics. The infographic highlighting some of the key differences is attached to this report. Staff also began creating the Community Needs Assessment update to help inform adjustments made to the selection criteria for Program Year 2023-2024 and strategic planning for the remainder of the program year. An overview of findings will be provided at an upcoming meeting.

## HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

### Coaching and Professional Development

In addition to CLASS observations, twelve staff members from six different sites started the Community of Practice sponsored by Oakland Starting Smart and Strong and OUSD on the 10 Promising Practices Equity Toolkit to Support Black boys. The Community of Practice will take place of the course of the year, and all participants will get stipends, professional development credits, and materials.

The first Professional Development Day was held on October 10<sup>th</sup> where family advocates, teaching staff and home visitors reviewed the School Readiness. Staff learned how to use Learning Genie reports to support children’s development, discussed how to observe specific School Readiness Goals/DRDP domains and set up activities in the classroom, and shared how to provide resources to parents on supporting relevant school readiness goals.

As mentioned in the sections above, staff also participated in the following professional development opportunities: Head Start California Health Institute, CACFP conference, ChildPlus Training Scramble, the Region IX Family Engagement Conference, and Region IX Equity Cohort.

### City of Oakland Staff Recruitments

<b>Position</b>	<b># Vacancies</b>	<b>Status</b>
Early Head Start Instructors	2	In recruitment
Maintenance Mechanic, PPT	1	Recruitment estimated December 2022
Head Start Driver Courier	1	Interviewing candidates
Home Visitor	1	In recruitment
Head Start/Early Head Start Associate Instructor	Up to 5	Ongoing open recruitment
Head Start/Early Head Start Assistant Instructor	Up to 7	Ongoing open recruitment
Program Analyst I	1	Interviewing candidates

Admin Analyst II	1	Interviewing candidates
Family Support Specialist	3	Reviewing applications.
Education Coach	-	Reviewing Job specification with HR.

### Retirements and Separations

In October, the program said farewell to two long-term Head Start teachers. Linda Martin-Evans, a Head Start Teacher at Tassafaronga, had worked with the program for 20 years, retired. Lily Sien, a Head Start Teacher at Manzanita resigned and, is now working with OUSD after 24 years with the City of Oakland Head Start program. We thank both Linda and Lily for their work and dedication to our families!

## FACILITIES & MAINTENANCE

The Program is gearing up to renovate the playgrounds at Franklin and Tassafaronga using Inclusive Early Education Expansion Program (IEEEP) funding from the California Department of Education. Using Office of Head Start funding, the program is also planning to replace the Sungate playground and assessing the outdoor space at San Antonio Park for maintenance or renovation needs.

## SITE SPOTLIGHT: LION CREEK

The Lion Creek Crossings Center is located within the Lion Creek public housing complex in East Oakland. Ten of the current families enrolled live in the Lion Creek housing community. The environment is beautiful, clean and community oriented, and within the housing complex there is another Child Care Center and a play group provided by BANANAS that also supports children and surrounding neighborhood. Parents have shared that they don't care about the distance they have to travel to bring their child to Lion Creek because they love the way their children are excited to go to school and can feel the care, support, and the love from staff.



Darlene Bacon is the Center Director at Lion Creek. Darlene started working with the City of Oakland Head Start Program in December 1990 and relocated from the Seminary Head Start site to the Lion Creek Crossing site around 16 years ago. Three of the teachers who relocated with Darlene still teach with her at Lion Creek today, demonstrating the close-knit team built at this site. Darlene says that the “staff come to work every day and feel like they are a family that supports each other.”

The Lion Creek staff often encourage interested parents to take classes in Child Development. Since Darlene has been Director, three former Head Start parents have become teachers, and there is one current parent who is also interested in this career path.



## UPCOMING

- Monday, November 21st 10am - 12pm: Thanksgiving Food Bag giveaway at Shiloh Church (3295 School Street). [Register here](#)
- Monday, November 21st-Wednesday, November 23rd: Diaper Distribution at centers
- Tuesday, November 22nd 11am-1pm: City of Oakland's Human Services Department and Jeweled Legacy Group 31st Annual Thanksgiving Dinner
- Tuesday, November 28<sup>th</sup>: CACFP Monitoring at Laney
- November 11<sup>th</sup>: Program and all sites closed
- November 21<sup>st</sup>- November 25<sup>th</sup>: Program and all sites closed

**Head Start & Early Head Start Budget Summary - All projects**  
**Report as of 11/10/22 - Payroll to 10/14/22**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	\$ 5,329,540.00	\$ -	\$ 1,107,218.77	\$ 4,222,321.23	21%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 863,945.34	\$ 1,269,711.66	40%
c. Travel	\$ 4,800.00	\$ -	\$ 19,286.45	\$ (14,486.45)	402%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 315,126.00	\$ 55,353.50	\$ 29,840.48	\$ 229,932.02	27%
f. Contractual	\$ 3,345,963.00	\$ 2,067,669.21	\$ 377,444.79	\$ 900,849.00	73%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 750,540.00	\$ 1,566.63	\$ 291,104.28	\$ 457,869.09	39%
i. Total Direct Charges	\$ 11,879,626.00	\$ 2,124,589.34	\$ 2,688,840.11	\$ 7,066,196.55	41%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 76,599.65	\$ 296,468.35	21%
<b>k. TOTALS</b>	<b>\$ 12,252,694.00</b>	<b>\$ 2,124,589.34</b>	<b>\$ 2,765,439.76</b>	<b>\$ 7,362,664.90</b>	<b>40%</b>

**Summary of Categories**

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



**Head Start Budget Summary - Project 1005580**  
**Report as of 11/10/22 - Payroll to 10/14/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,268,328	-	459,555	1,808,773	20%
b. Fringe Benefits	1,009,275	-	362,564	646,711	36%
c. Travel	2,256	0	-	2,256	0%
d. Equipment	-	-	-	-	-
e. Supplies	137,015	23,518	11,299	102,198	25%
f. Contractual	1,428,367	708,865	106,956	612,546	57%
g. Construction	-	-	-	-	-
h. Other	192,797	722	120,479	71,596	63%
i. Total Direct Charges	5,038,038	733,105	1,060,854	3,244,080	36%
j. Indirect Charges	158,783	-	32,195	126,588	20%
<b>k. TOTALS</b>	<b>5,196,821</b>	<b>733,105</b>	<b>1,093,048</b>	<b>3,370,668</b>	<b>35%</b>

**Early Head Start Budget Summary - Project 1005586**  
**Report as of 11/10/22 - Payroll to 10/14/22**

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,061,212	-	647,664	2,413,548	21%
b. Fringe Benefits	1,124,382	-	501,381	623,001	45%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	-	-
e. Supplies	178,111	31,836	18,541	127,734	28%
f. Contractual	1,917,596	1,358,804	270,489	288,303	85%
g. Construction	-	-	-	-	-
h. Other	372,113	845	132,688	238,581	36%
i. Total Direct Charges	6,655,958	1,391,485	1,570,763	3,693,710	45%
j. Indirect Charges	214,285	-	44,405	169,880	21%
<b>k. TOTALS</b>	<b>6,870,243</b>	<b>1,391,485</b>	<b>1,615,168</b>	<b>3,863,590</b>	<b>44%</b>

**Head Start T/TA Budget Summary - Project 1005581**  
**Report as of 11/10/22 - Payroll to 10/14/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	8,889	(8,889)	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	66,752	-	17,486	49,266	26.19%
<b>i. Total Direct Charges</b>	<b>66,752</b>	<b>-</b>	<b>26,375</b>	<b>40,377</b>	<b>39.51%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>66,752</b>	<b>-</b>	<b>26,375</b>	<b>40,377</b>	<b>39.51%</b>

**Early Head Start T/TA Budget Summary - Project 1005587**  
**Report as of 11/10/22 - Payroll to 10/14/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	10,397	(10,397)	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	118,878	-	20,451	98,427	17.20%
<b>i. Total Direct Charges</b>	<b>118,878</b>	<b>-</b>	<b>30,849</b>	<b>88,029</b>	<b>25.95%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>118,878</b>	<b>-</b>	<b>30,849</b>	<b>88,029</b>	<b>25.95%</b>

**Head Start ARP Budget Summary - Project 1006194**  
**Report as of 11/10/22 - Payroll to 10/14/22**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	139,453	1,179	25,417	112,857	19.07%
f. Contractual	311,083	79,905	83,224	147,954	52.44%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>450,536</b>	<b>81,084</b>	<b>108,641</b>	<b>260,811</b>	<b>42.11%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>450,536</b>	<b>81,084</b>	<b>108,641</b>	<b>260,811</b>	<b>42.11%</b>

**Early Head Start ARP Budget Summary - Project 1006197**  
**Report as of 11/10/22 - Payroll to 10/14/22**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	157,257	1,330	28,658	127,268	19.07%
f. Contractual	392,100	93,673	136,369	162,057	58.67%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>549,357</b>	<b>95,004</b>	<b>165,027</b>	<b>289,326</b>	<b>47.33%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>549,357</b>	<b>95,004</b>	<b>165,027</b>	<b>289,326</b>	<b>47.33%</b>

# PURCHASE CARD TRANSACTION LOG

DATE: 10/27/22

Cardholder Name: **Diveena Cooppan** Agency / Department: **DHS - Head Start**

PRINT NAME: **Diveena Cooppan** (Month / Year) **September 2022** TO **September 2022** (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 (Oct 28, 2022 10:26 PDT) Date **Oct 28, 2022**

 Christine Rolan (Oct 27, 2022 15:31 PDT) Date **Oct 27, 2022**

CARDHOLDER'S SIGNATURE AND DATE		AUTHORIZATION SIGNATURE AND DATE			
Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
8/31/22	COPYWORLD	Oakland Pride Banners	419.50		
		1005580 78232 1DEFAULT 24157 39.50% 54721			
		1005586 78232 1DEFAULT 24157 46.20% 54721			
		1006228 78232 1DEFAULT 23369 11.00% 54721			
		1006229 78232 1DEFAULT 23369 3.30% 54721			
8/31/22	COPYWORLD	Oakland Pride Banners	419.50		
		1005580 78232 1DEFAULT 24157 39.50% 54721			
		1005586 78232 1DEFAULT 24157 46.20% 54721			
		1006228 78232 1DEFAULT 23369 11.00% 54721			
		1006229 78232 1DEFAULT 23369 3.30% 54721			
9/1/22	WALGREENS	Formula/Medical Supplies	71.07		
		1005580 78232 1DEFAULT 24157 39.50% 52920			
		1005586 78232 1DEFAULT 24157 46.20% 52920			
		1006228 78232 1DEFAULT 23369 11.00% 52920			
		1006229 78232 1DEFAULT 23369 3.30% 52920			
9/6/22	WALGREENS	Formula/Medical Supplies	42.09		
		1005580 78232 1DEFAULT 24157 39.50% 52920			
		1005586 78232 1DEFAULT 24157 46.20% 52920			
		1006228 78232 1DEFAULT 23369 11.00% 52920			
		1006229 78232 1DEFAULT 23369 3.30% 52920			
9/8/22	WALGREENS	Formula/Medical Supplies	13.09		
		1005580 78232 1DEFAULT 24157 39.50% 52920			
		1005586 78232 1DEFAULT 24157 46.20% 52920			
		1006228 78232 1DEFAULT 23369 11.00% 52920			
		1006229 78232 1DEFAULT 23369 3.30% 52920			
9/8/22	CALENDLY	Yearly Subscription	103.20		

12				1005580 78232 1DEFAULT 24157 39.50% 52913 1005586 78232 1DEFAULT 24157 46.20% 52913 1006228 78232 1DEFAULT 23369 11.00% 52913 1006229 78232 1DEFAULT 23369 3.30% 52913		
13	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,645.00		
14			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
15	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,645.00		
16			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
17	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,809.28		
18			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
19	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,809.28		
20			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
21	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	586.08		
22			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
23	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	586.08		
24			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
25	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
26			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
27	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
28			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
29	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		

30			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112		
31	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56	
32			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112		
33	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99	
34			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114		
35	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99	
36			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114		
37	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	794.61	
38			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112		
39	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	794.61	
39			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112		
39	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	677.11	
39			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112		
<b>Document Total</b>				<b>21,448.61</b>	

DETAILED DESCRIPTION

Audited By:  
(Finance and Management Agency)

## ENROLLMENT POLICIES & PROCEDURES

Subject	Enrollment Process	Policy	Child Assignments
HSPPS Subpart	Subpart A — ERSEA		
HSPPS and Other Regulations	§1302.15 Head Start Act – 645A(1) B(v)	Policy Council Approval Date	N/A
State/City Regulations	CDE Title 5	Board of Directors Approval Date	N/A
Effective Date		Revised Date	
<b>Policy Statement and Detailed Procedures</b>			
Policy Statement	<p>City of Oakland (COO) will provide services to 100 percent of the children it is funded to serve and fill any vacancy within 30 days in accordance to the HS Performance Standards and Head Start Act.</p> <p>COO will make accommodations for children with special needs without discrimination.</p>		
Responsibility	<p>ERSEA Coordinator COO Head Start Management Team</p>		
Rationale	<p>This policy’s focus is on ensuring the ability of the staff person to perform their job responsibilities. While it may be preferable for a child, especially a very young child, to be near their parent/relative especially while breast feeding, it can also pose challenges for both child and family member by creating situations where a parent/family member will need to act in a dual role, as parent/family member and employee. The primary goal of this policy is to avoid Head Start staff having this dual role within the classroom which may interfere with their responsibilities and/or provide the appearance of favoritism or conflict of interest.</p> <p>Any exception to this policy must be approved by the program director and demonstrate clear need on the part of the program, the child and/or the staff person involved. The request for exception must describe the need and how employment responsibilities will be managed.</p>		
Child Assignments	<p>Children should not be assigned to a site and/or classroom where a relative is a paid staff member. Paid staff members include Center Directors, teachers, substitutes, and Family Advocates.</p> <p>For the purpose of this policy, relatives include, but not limited to, a child’s parent, grandparent, aunt or uncle. If an adult has a caretaking/guardianship relationship with the child, and/or lives with that child, that person is considered to be a relative.</p> <p>If a child is assigned to a site and/or classroom, and a caretaking relationship between that child and a staff person is identified, action will be taken to</p>		



Policy Statement and Detailed Procedures	
	<p>separate the staff person and child by moving either the staff person or the child depending on program or child needs.</p> <p>This policy applies to City of Oakland Grantee-operated program options.</p> <p>Any exceptions to this policy must be approved by the program director. Exceptions may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Breastfeeding infants</li> <li>• Transportation needs</li> <li>• Schedule needs</li> <li>• Program staffing issues</li> </ul>
Procedures	<p><b>Eligibility Interview</b></p> <ol style="list-style-type: none"> <li>1. Eligibility staff will review and confirm information with parents/caregivers during eligibility interview.</li> <li>2. If a child/staff relationship is identified, eligibility staff will note it in ChildPlus; <i>Enrollment Tab &gt; Enrollment Notes</i></li> </ol> <p><b>Family Services Interview</b></p> <ol style="list-style-type: none"> <li>1. Family Advocates will review and confirm information with parents/caregivers during Family Services interview prior to confirming child's enrollment.</li> <li>2. If a child/staff relationship is identified, the Family Advocate, in coordination with the Center Director, will hold enrollment process and inform the School Readiness and ERSEA staff.</li> <li>3. A Multi-Disciplinary Team Meeting will be scheduled to discuss staff and child assignments.</li> </ol> <p><b>After Enrollment</b></p> <ol style="list-style-type: none"> <li>1. If a child/staff relationship is identified after enrollment, the Family Advocate, in coordination with the Center Director, will inform the School Readiness and ERSEA staff.</li> <li>2. A Multi-Disciplinary Team Meeting will be scheduled to discuss staff and child assignments.</li> </ol>
Documentation	<p>Enrollment Application  ChildPlus Enrollment Notes  ChildPlus Family Services Event</p>
Timeframe	Throughout the school year
Monitoring	<ol style="list-style-type: none"> <li>1. Eligibility staff will ask parents/caregivers during the eligibility process.</li> <li>2. Family Advocates &amp; Center Directors will ask parents/caregivers before confirming child's enrollment.</li> </ol>

## City of Oakland Head Start/Early Head Start Eligibility Information Worksheet

	Federal Poverty Level	SNAP/CalFRESH	TANF/CalWORKS	SSI- income only	SSI- disability
Family size	monthly gross income	monthly gross income	monthly gross income	monthly estimated income limit	monthly income limit
<b>1</b>	<b>\$1,132.50</b>	\$2,266.00	\$807.00	\$1,767.00	\$2,000.00
<b>2</b>	<b>\$1,525.83</b>	\$3,052.00	\$1,324.00	\$2,607.00	\$3,000.00
<b>3</b>	<b>\$1,919.17</b>	\$3,840.00	\$1,641.00	no information	no information
<b>4</b>	<b>\$2,312.50</b>	\$4,626.00	\$1,947.00	no information	no information
<b>5</b>	<b>\$2,705.83</b>	\$5,412.00	\$2,221.00	no information	no information
<b>6</b>	<b>\$3,099.17</b>	\$6,200.00	\$2,499.00	no information	no information
<b>7</b>	<b>\$3,492.50</b>	\$6,986.00	\$2,746.00	no information	no information

Zip code	% Children under 18 below Federal Poverty Line <sup>6</sup>
94601	32.2%
94603	24.7%
94605	24.4%
94606	18.1%
94607	20.9%
94621	35.1%

Zip code	Number of households receiving CalFRESH
94601	2,507
94603	1,382
94605	1,500
94606	1,556
94607	1,642
94621	1,774

Zip code	# Children 0-5 in Families receiving CalWORKS
94601	313
94603	317
94605	564
94606	122
94607	159
94621	450

## City of Oakland Head Start/Early Head Start Eligibility Information Worksheet

		Living Wage	Federal Poverty Line Wage	Minimum Wage
<b>1 ADULT</b>	<b>0 Children</b>	\$25.55	\$6.19	\$15.00
	<b>1 Child</b>	\$51.91	\$8.38	\$15.00
	<b>2 Children</b>	\$64.98	\$10.56	\$15.00
<b>2 ADULTS (1 WORKING)</b>	<b>0 Children</b>	\$38.35	\$8.38	\$15.00
	<b>1 Child</b>	\$46.21	\$10.56	\$15.00
	<b>2 Children</b>	\$52.17	\$12.74	\$15.00
<b>2 ADULTS (BOTH WORKING)</b>	<b>0 Children</b>	\$17.54	\$4.19	\$15.00
	<b>1 Child</b>	\$27.84	\$5.28	\$15.00
	<b>2 Children</b>	\$35.56	\$6.37	\$15.00



### FY 2022 SELECTION CRITERIA

The following selection criteria will be used to formally select children and families for participation in the Oakland Head Start and Early Head Start (HS/EHS) Program. Oakland HS/EHS has developed a point system that is designed using the Child Plus database software. The computer software program generates a waiting list of eligible families based on this point system. The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins. Program applications received are then ranked and placed on a priority list, according to this system and participants are selected from the list as vacancies occur.

Eligibility Criteria	Points
Homeless	200
Foster	200
Public Assistance: TANF and/or Supplemental Security Income	125
<b>Public Assistance: Federal Supplemental Nutrition Assistance Program (SNAP) / CalFresh</b>	<b>20</b>
Income: 0 to 25% FPL	20
Income: 26% to 50% FPL	15
Income: 51% to 75% FPL	10
Income: 76% to 100% FPL	5
Age Criteria – Head Start	Points
Head Start - Transition from Early Head Start to Head Start Program	50
Head Start – Class Age 4 years old (does not apply to TK-Eligible children)	25
Head Start – Class Age 3 years old	10
Age Criteria – Early Head Start	Points
Early Head Start - Pregnant Women - 18 Months Old	25
Early Head Start – 18 months or older	10
Child Disability	Points
Diagnosed with current <i>IFSP</i> or <i>IEP</i> from RCEB or OUSD (eligible for services under IDEA)	50
Parental Status/Other Situations:	Points
Transfer from another Early Head Start/Head Start Program	50
Homeless families in imminent risk of unsheltered/unstable housing situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or <u>less</u> .	50
Family in Crisis (death of a family household member, exposed to violence, domestic violence, chronic/terminal illness, incarceration, mental health concerns, fire or another catastrophic event, etc.)	20
Child Protective Services (CPS) (At Risk for Abuse or Neglect) or Court Order	20
COVID 19 Pandemic – Family has lost or is at risk of losing employment/housing, due to COVID 19	20
Teen parent(s) 19 years or younger.	20
Referral from Homeless Shelter, Health or Social Services Agency	10

**RATIONALE:**

Oakland HS/EHS Program is required to complete an annual community needs assessment that is used to inform and amend (when necessary) the Selection Criteria. Guided by the 2020-21 Oakland Head Start Community Needs Assessment, along with family needs data, the program will target the following three populations, while conducting program recruitment and outreach: 1) hard to reach homeless families with children who do not reside in shelters and may be living in cars, abandoned buildings, and other uninhabitable places, 2) birth to 4–years; 4-year-old children, whose next stop is Transitional Kindergarten (TK) or Kindergarten; and 3) 3-year-old children transitioning from Early Head Start to Head Start, to provide continuity of care in the receipt of program services, as well as meet the need for comprehensive, subsidized early care and education services for 3-year-old children in Oakland.

## **ELIGIBILITY CRITERIA:**

**Categorically Eligible:** Each of these categories must be verified, however income information is not required.

- Homeless Family, including families housed with other families with no abode of their own, families in a shelter program and families that are unsheltered.
- Public Assistance– Includes TANF/CalWORKs, Supplemental Security Income (SSI), and **SNAP/CalFresh**.
- Foster Child who receives aid through Foster Care payments.

**Income Category:** Federal Poverty Level that changes annually

- Family Federal Poverty Level: Zero to 25%, 26% to 50%, 51% to 75%, and 76% to 100%

**AGE:** Age, in addition to other criteria, determines which families receive priority in the HS and EHS program.

### **Early Head Start**

- Pregnant women & children under 18 months: Whenever enrolled pregnant women deliver their babies, the infants will subsequently be enrolled in the Early Head Start Program, to promote continuity of care.
- 18 months or older (Early Head Start): A child who is 18 months or older on December 2<sup>nd</sup>.

### **Head Start**

- Transition from Early Head Start: A child who has been enrolled in the EHS program, and is now age-eligible to transition to the HS program, receives priority to support development and promote continuity of care, provided the child is income eligible. PS. 1302.12 (j)(4)
- Three (3) year-olds: A child who turns three on or before December 2<sup>nd</sup> of the of the enrollment year
- Four (4) -year-olds: A child who turns four on or before September 1st.
- TK-Eligible children: A child whose 5th birthday falls between September 2<sup>nd</sup> and December 2<sup>nd</sup> of the enrollment year. TK-eligible children are eligible for Head Start services, but do not receive additional points in the age category due to Oakland's ongoing expansion of Transitional Kindergarten options. However, if a TK option is not available near the family's home, or the family is not able to secure a slot in a TK option, the child will receive priority points in the age category.

### **DISABILITIES:**

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

### **PARENTAL STATUS/OTHER SITUATIONS:**

- Transfer from other HS/EHS programs - providing continuity of care to HS/EHS children moving to Oakland.
- Referral from Homeless Shelter, Social Service Agency/Health Agency.
- Family in Crisis – families who volunteer or self-disclose this information at time of application.
- Child Protective Services (child at risk for abuse or neglect) or a court order.
- Teen parent(s) 19 years or younger.
- COVID 19 – Family has lost or is at risk of losing employment/housing due to COVID 19.
- Homeless families in imminent risk of unsheltered/unstable situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.

### **1302.14 SELECTION PROCESS - SELECTION CRITERIA**

A program must annually establish selection criteria that weigh and rank the prioritization of selection of participants, based on community needs identified in the community needs assessment, as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) and, other relevant family or child risk factors.



## 2022 FEDERAL POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

The 2022 poverty guidelines are in effect as of January 12, 2022

Household / Family Size	100% or Below	101% to 130%
<b>1</b>	<b>\$13,590</b>	<b>\$17,667.00</b>
<b>2</b>	<b>\$18,310</b>	<b>\$23,803.00</b>
<b>3</b>	<b>\$23,030</b>	<b>\$29,939.00</b>
<b>4</b>	<b>\$27,750</b>	<b>\$36,075.00</b>
<b>5</b>	<b>\$32,470</b>	<b>\$42,211.00</b>
<b>6</b>	<b>\$37,190</b>	<b>\$48,347.00</b>
<b>7</b>	<b>\$41,910</b>	<b>\$54,483.00</b>
<b>8</b>	<b>\$46,630</b>	<b>\$60,619.00</b>
<b>9</b>	<b>\$51,350</b>	<b>\$66,755.00</b>
For families/households with more than 9 persons, add \$4,480 for each additional person.		

### **OVER-INCOME FAMILIES**

Families that are over-income (above 130% based on poverty guideline chart above) are welcome to apply for Head Start/Early Head Start services. Over-Income families will be considered for enrollment if City of Oakland Head Start program determines the need based off the Head Start Performance Standards and City of Oakland Head Start Policies & Procedures.

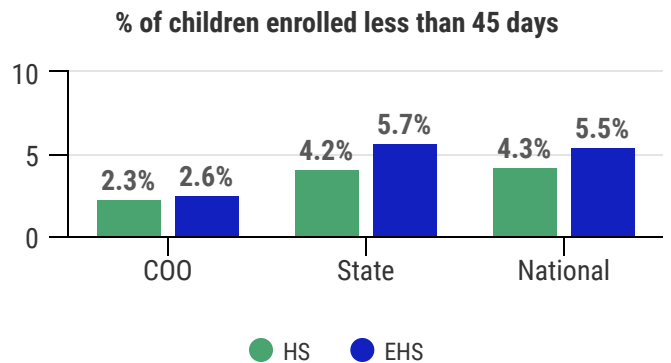
Families with a child(ren) with an IEP/IFSP and are over-income will receive priority over other over-income eligible families.



# PIR COMPARISON PY 21-22

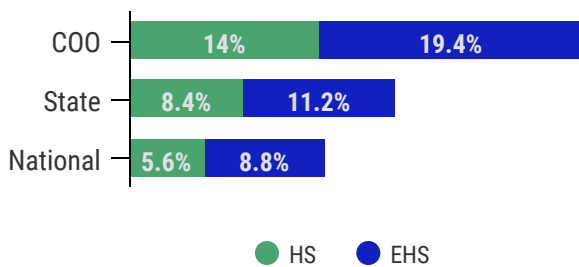
## City of Oakland (COO) vs. State & National Data

State and National participants are about **twice as likely** to be **enrolled less than 45 days** when compared to COO participants



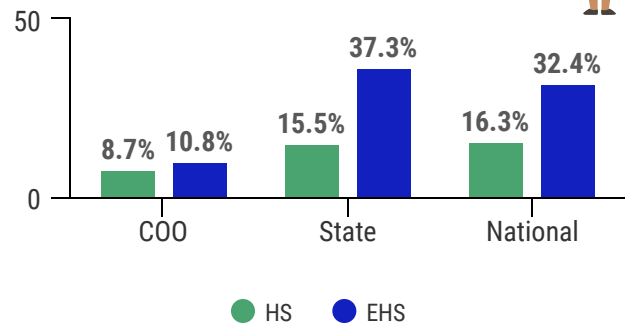
COO families are **more likely** than State and National families to be **experiencing homelessness**

**% of families experiencing homeless served during PY 21-22**



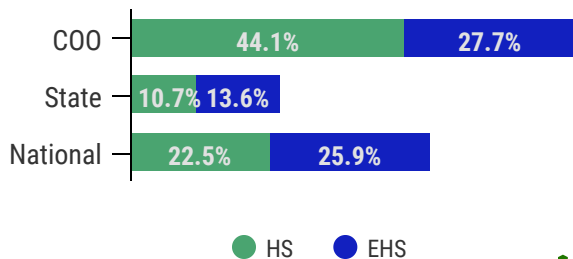
State and National Early Head Start children and pregnant moms and children are **more than 3 times as likely** than COO children and pregnant moms **to leave the program and not re-enroll.**

**% of children and pregnant moms who leave program and do not re-enroll**



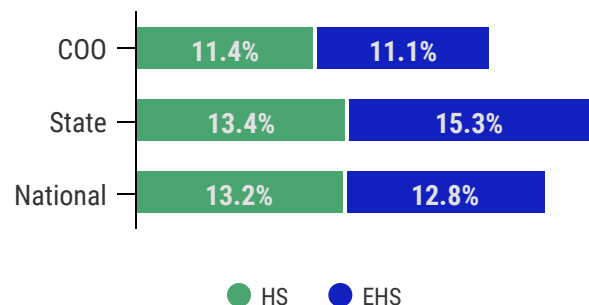
Of the families experiencing homelessness, COO families are **more likely** to **acquire housing during the enrollment year**

**% of families experiencing homeless that acquired housing during PY 21-22**



COO has a **lower percentage of participants** with an **IEP/IFSPs** when compared to State and National participants

**% of children with an IEP or IFSP**



[www.oaklandheadstart.com](http://www.oaklandheadstart.com)

Sources: <https://hses.ohs.acf.hhs.gov/>  
<https://eclkc.ohs.acf.hhs.gov/data-ongoing-monitoring/article/program-information-report-pir>