

OAKLAND HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, December 16, 2021

3:38-5:06 pm

MEETING MINUTES

(APPROVED BY THE HEAD START ADVISORY BOARD - 1/20/2022)

Advisory Board Members Present:

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

Staff Present:

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

Parent Policy Council Members Present:

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

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

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

Members of Public Present:

Assata Olugbala

I. ROLL CALL:

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

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

1. Public Comments:

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

II. APPROVAL OF AGENDA ITEMS:

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

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

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

III. **ACTION ITEMS:**

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

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

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

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

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

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

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

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

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

February.

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

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

a. Monthly Financial Report – November 2021

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

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

a. Child Assessment

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

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

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

b. Parent Conference

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

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

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

V. OPEN FORUM:

VI. ADJOURNMENT

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

Meeting adjourned at 5:06 pm

Submitted and recorded by
Christopher Gonzales
Administrative Assistant I