



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

MEETING AGENDA – FINAL

Thursday, 4-18-24

3:30-5:00pm

In person Meeting Location:

*Oakland City Hall
1 Frank H. Ogawa Plaza, Hearing Room 2*

Virtual Zoom Meeting Location for Public Participation Only

<https://us02web.zoom.us/j/89261122838>

Please See the Agenda to Participate in The Meeting

Thank you!!

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM**

ADVISORY BOARD MEETING

Day & Time: Thursday, 4-18-24; 3:30-5:00pm

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

AGENDA

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

Molly Tafoya, *Chair*

Alysoun (Aly) Bonde, *Vice Chair*

Dr. Javay Ross

Kevin Bremond

Dr. Mariamawit (Mari) Tamerat

Dr. Jei Watkins

Christina Michaud

Julia Forte Frudden

(Vacant Member Seat)

1. Public Comment

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

1. Review and Approval of **April 18, 2024, Advisory Board Meeting Agenda**

2. Review and Approval of **March 14, 2024, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

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

- a. Monthly Enrollment and Content Area Monitoring Update – *March 2024*

2. Monthly Financial Report: *Kurry Foley, HSD Budget & Fiscal Manager*

- a. Monthly Financial Report – *March 2024*

- b. CACFP Report – *February 2024*

- c. Purchase Card Report – *March 2024*

3. Head Start/Early Head Start Expansion Application Authorization

- HHS-2024-ACF-OHS-HP-0157

4. Oakland Children’s Initiative (OCI) Contract Amendment

IV. PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan, Program Director/Manager;*

Parent Policy Council Chair & Program Staff

- a. **Parent Policy Council Feedback**

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

- a. General Program Updates:

- Budget Revision Update (Fiscal)
- Under-enrollment Plan Update
- FY 22-23 COO Head Start Program Annual Report to the Public
- Data Sharing and the Oakland Children’s Initiative (OCI)
- FY 24-25 Continuation Funding Application – Submitted to Regional Office
- FY 22-23 Revised Carryover Request - Submitted to Regional Office
- *Week of the Young Child* Events – Children’s Fairyland and Frank Ogawa Plz.
- *Governance Training with Lucia Palacios Breakwater Associates (In-person & Virtual):* Saturday, April 20, 2024; 9:30am-1:00pm. Meeting location details were provided in the “Reminder - Save the Date: Head Start Governance Training” Outlook Calendar email invite that you received.

VI. OPEN FORUM

VII. ADJOURNMENT

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 3-14-2024; 3:30-5:00pm

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

*** MEETING MINUTES**

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

Advisory Board Members Present:

Alysoun Bonde, *Vice Chair*
Dr. Javay Ross
Christina Michaud
Kevin Bremond
Dr. Mariamawit (Mari) Tamerat
Julia Forte Frudden

Advisory Board Members Excused:

Molly Tafoya, *Chair*
Dr. Jei Watkins

Parent Policy Council Members Present:

To Niya Scott-Smith, *Chair*

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Tracey Black, *Education Manager*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Annie Frieberg, *Budgets and Grants Administrator*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Brittany Pierce, *Administrative Assistant II*
Clara Sanchez, *Administrative Assistant II*
Valeria Vallejo, *Office Assistant I*
Michael Fries, *Program Analyst I*
Cynthia Pollock, *Case Manager*
Equal Access - *International Contact Interpretation Team* (4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:39 PM.

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of March 14,2024 Meeting Agenda

*Member Julia Forte Frudden, called for a motion to approve the March 14th,2024 AB Meeting Agenda.
Member Dr. Mariamawit Tamerat seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-
abstentions, (0) no response*

2. Review and Approval of February 15, 2024, Advisory Board Minutes

Member Kevin Bremond motioned to approve the AB February 15, 2024, Meeting Minutes. *Member Julia Forte Frudden* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. FY 23-24 Playground Materials Purchase Request

Member Julia Forte Frudden motioned to approve the FY23-24 Playground Materials Purchase Request. *Member Dr. Mariamawit Tamerat* seconded the motion. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Supervisor- HR & Business Services, Shelley Taylor- We're seeking approval to allocate existing funds for playground replacements at three of our locations: Sungate Head Start, 85th Avenue Early Head Start, and Brookfield. At Sungate, the current playground is showing signs of wear and tear, with flooring tiles deteriorating and the need for shade extension. Meanwhile, at 85th Avenue, we've recognized the need to update the playground to accommodate both Head Start and Early Head Start cohorts effectively. As for Brookfield, safety concerns have prompted us to propose removing the existing monkey bars and replacing them with equipment better suited to the children's age group.

Vice Chair, Alysoun Bonde- Through the safety assessment, were there other playgrounds that were flagged and will have to be approved on for updating in the future?

Supervisor HR & Business Services, Shelley Taylor- We considered the playground at San Antonio Park not because it had issues, but rather to explore opportunities for expansion.

Director and Program Manager, Diveena Cooppan - Additionally, a concern was raised by one of the Parent Policy Council members to assess the Lion Creek site. While safety measures have been implemented, the site has been in existence for a considerable period and could benefit from upgrades.

These proposed expenses are within the existing budget, and we have anticipated these costs. However, we must still obtain approval from Region 9 for expenses exceeding \$5,000. This will entail submitting a quote for their approval.

2. Monthly Progress Report: *Robyn Levinson Presented, please refer to packet for details.*

a. Monthly Enrollment and Content Area Monitoring Update – January 2024

Member Dr. Javay Ross motioned to approve the Monthly Progress Report: *Member Kevin Bremond* seconded the motion. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Member, Julia Forte Frudden- With regards to the Oakland Private Industry Council event where 120 people were interested and only 2 were qualified, what generally held people back from being qualified.

Supervisor- HR & Business Services, Shelley Taylor – When attending job fairs, our primary focus is on identifying qualified candidates, particularly those with early childhood education or child development units. Individuals who already hold permits are highly desirable. However, we've observed a growing interest in our apprenticeship program from candidates with experience in afterschool programs or daycare, as well as recent high school graduates who enjoy working with children but lack formal educational qualifications. Despite the limited number of candidates with the required educational background at these job fairs, the influx of individuals into our apprenticeship program will help us bolster our workforce significantly.

Member, Julia Forte Frudden- With the apprenticeship program, of the people who have been helping in classrooms as assistance, how many total is that and is it paid or unpaid?

Supervisor- HR & Business Services, Shelley Taylor- We currently have 14 apprentices, some of whom are undergoing volunteer on-the-job training without pay but receiving valuable experience. Additionally, 6 apprentices have applied for and are working as early learning aides. They receive payment for their part-time positions, which include tasks such as setting up environments, sanitizing, and meal preparation. Moreover, these apprentices receive on-the-job training, and the hours worked count towards obtaining their permits.

Member, Javay Ross- Is childcare support something that would ever be considered? I think that it would be challenging for the participant to fully participate if they didn't have that support to assist with decreasing barriers to be able to access the program.

Supervisor- HR & Business Services, Shelley Taylor- Childcare assistance was considered primarily to accommodate the night courses and ensure apprentices have the necessary support to complete their training. Many apprentices have children enrolled in our program, underscoring the importance of addressing childcare needs. It's crucial for applicants to know about our Head Start program, which could help alleviate some of these childcare barriers.

Member, Kevin Bremond – Does this mirror the Y's apprenticeship program?

Supervisor- HR & Business Services, Shelley Taylor- Yes, it exactly mirrors the program, and we are working with them closely.

3. Monthly Financial Report: Annie Frieberg, Budgets and Grants Administrator- Presented, please refer to packet for details.

- a. Monthly Financial Report – February 2024
 - Expenditure Reports
 - CACFP Reports
 - Purchase Card Reports
 - Carryforward FY 22-23 Revised Submission

Member Dr. Javay Ross motioned to approve the Monthly Financial Report excluding the Carryforward:
Member Dr. Mariamawit Tamerat seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Member Julia Forte Frudden motioned to approve the Carryforward FY 22-23 Revised Submission: *Member Dr. Mariamawit Tamerat* seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Member, Dr. Mariamawit Tamerat- I am not familiar with the term carryforward, does this mean that you are carrying over amounts from last years budget into this year?

Budgets and Grants Administrator, Annie Frieberg- Yes, that is correct, which is the unspent fund from FY 22-23 and are carrying forward to the current fiscal year.

IV. PARENT POLICY COUNCIL UPDATES:

a. Parent Policy Council Feedback – *Chair, To Niya- Scott Smith Presented*

Parent Policy Chair, To Niya Scott-Smith- We recently had a productive phone meeting with Tonya Love from Council Member Fife's office and our Vice Chair, Alysoun Bonde, where we discussed ongoing issues. We identified a lack of communication among different parties as a key challenge. Following up on this conversation, I reached out to Scott Means regarding the housing initiative and received an invitation to join a meeting with him and Michael Ford, representing our parking vendors. I plan to discuss this further with Ms. Bonde and Ms. Love.

Additionally, the Interface Council of Alameda County has approached us to collaborate on their Community Connect project. They are interested in inviting our mobile classroom to facilitate sign-ups and exploring the possibility of conducting sign-ups at safe car parks around the city.

Furthermore, Bed Rock, an organization building a low-income housing project in West Oakland, has expressed interest in including a Head Start location in their model design. Pastor Chambers, the founder, requested to be included on the agendas for both the Parent Policy Council and the Advisory Board meetings in April to discuss this further.

Moreover, Ayesha Wilson, the foster parent community advocate at Family Paths, has invited me to speak about how Head Start supports neurodivergent students and their families. Additionally, Nae Alton from Breast Friends at West Oakland Health Center has invited us to discuss the Early Head Start and Homebased Program at Breast Friends next month.

Member, Kevin Bremond- What does it take to start a Head Start siter, other than just the space.

Director and Program Manager, Diveena Cooppan - The process of establishing a Head Start facility begins with a comprehensive assessment conducted by our licensing team. This evaluation involves inspecting existing facilities to determine if they meet the necessary educational standards and can be licensed for childcare services. The team assesses various factors such as the layout, safety features, and suitability for educational purposes. If renovations are needed to bring the facility up to standards, the team estimates the scope of work and the timeline required for completion.

Once the assessment is complete and the facility is deemed suitable, the next step involves negotiations with real estate. This negotiation process includes discussions on rental fees, legal agreements, and how

the contract will incorporate elements of childcare licensing that must be met on an ongoing basis. This phase requires careful consideration to ensure that all legal and regulatory requirements are met and that the terms of the agreement align with the goals of the Head Start program.

Following successful negotiations and agreement on the rental terms, the focus shifts to staffing, which presents one of the most significant challenges in the establishment process. From start to finish, this process typically takes between 6 months to 1 year, depending on various factors such as the extent of renovations needed and the availability of suitable staff members.

Vice Chair, Alysoun Bonde- I would like clarification around the issue that is around approval for Parent Policy Council Members to travel. I see that some were able to make it Long Beach, but for future travel regarding policy and procedure.

Director and Program Manager, Diveena Cooppan - Navigating the process of professional development and conference attendance within the City's 60-day policy presents several challenges for us as a Head Start program. Unlike other city departments, professional development, including travel to conferences, is not a luxury but a core requirement for us. Ensuring that both management staff, board members, and all levels of staffing can attend is essential, including parents and family members.

The COVID-19 pandemic posed significant disruptions to our travel plans, and upon resuming travel, we encountered challenges in relearning the process and establishing a new rhythm. One current challenge we face is delays in providing per diem stipends. Many staff members are unable to attend conferences without upfront per diem assistance. Our process involves assessing seniority and priority lists, identifying attendees, and waiting for responses, which contributes to delays.

Furthermore, a new policy states that per diems will not be provided in advance, requiring staff, family members, and board members to incur expenses and await reimbursement. However, there's no guarantee of reimbursement timing, and expenses incurred on credit cards may not be reimbursed, assuming individuals have access to credit cards—a challenge for many.

V. INFORMATION ITEMS

a. General Program Updates:

- City Council Meeting: FY 24-25 Head Start CFA: Tuesday, March 12, 2024
Director and Program Manager, Diveena Cooppan provided update
- FY 23-24 Self-Assessment Overview. **Robyn Levinson provided update**
- California Head Start Annual Family Engagement and Education Conference, Long Beach, Ca; February 27 – March 1, 2024. **Robyn Levinson provided update**
- FY 22-23 COO Head Start Program Annual Report to the Public. **Director and Program Manager, Diveena Cooppan provided update**
- Advisory Board Membership Vacancy and Recruitment. **Education Manager, Tracey Black provided update**
- Governance Training – Tentatively scheduled for 20th of April, 2024. **Director and Program Manager, Diveena Cooppan provided update**

- Form 700 Filing (due April 2, 2024) **Education Manager, Tracey Black provided update**

Director and Program Manager, Diveena Cooppan – Wanted to add one additional information item that we received important news during today's monthly Region 9 call regarding a newly released opportunity for federal grant expansion. This opportunity is particularly significant as Head Start hasn't seen such a release in the past 10 years. The grant may also encompass early childhood and potentially family childcare components. We are committed to thoroughly exploring this opportunity and determining if it aligns with our goals. We will bring it to your attention for review and consideration. Please note that the application deadline is May 14th, which provides a short turnaround for a comprehensive application review.

V. OPEN FORUM

ADJOURNMENT

- Vice Chair Bonde called for a motion to **Adjourn the Advisory Board Meeting.**
- Member Dr. Javay Ross, seconded the motion to **Adjourn the Advisory Board Meeting.**
 - Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II



MARCH 2024

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Total
OHS Enrollment/Funded	206/292	259/330	465/622
OCI Enrolled/Funded	16/40	3/12	19/52
Program-Wide Enrollment/Funded	222/332	262/342	484/674
Daily attendance	83.7%	81.3%	82.8%
Medical Home	98.6%	99.6%	99.1%
Health Insurance	98.1%	98%	98%
Physical exam/Well-baby Check	96.4%	73.5%	84.2%
Updated Immunizations	100%	93.8%	96.7%
Hearing Screening	95.1%	98.6%	96.7%
Vision Screening	100%	95.1%	97.4%
Growth Screening	99.5%	98.4%	98.9%
Dental Home	97.6%	93.4%	95.7%
Current Dental Exam	97%	88.3%	92.3%
Nutrition Screening	99.5%	99.6%	97.5%
Developmental Screening (ASQ)	98%	99%	99.6%
Concern Identified- ASQ Screening	58%	38%	48%
Behavioral Screening – (ASQ-SE)	98%	99%	99%
Concern Identified- ASQ-SE Screening	30%	22%	26%
1st Individualized Curriculum (DRDP)	97%	97%	97%
2nd Individualized Curriculum (DRDP)	98%	99%	99%
Initial Parent/Teacher Conference	99%	100%	99%
Initial Home Visit	97%	100%	98.5%
Second Home Visit	91%	97%	94%
Initial Family Outcomes Assessment	100%	100%	100%
Midyear Family Outcomes Assessment	92.8%	94.7%	93.8%
Referrals to RCEB or OUSD	17	5	22
Children enrolled with IFSP or IEP	34	33	67
% of children enrolled with an IFSP or ISP	13.8% actual, 10.3% OHS funded enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- Child Care Bulletin (CCB) 24-03: *Program Self-Evaluation for Fiscal Year 2023-2024*
- Management Bulletin (MB) 24-02: *Fiscal Year 2023-24 Program Self-Evaluation for California State Preschool Program Contractors*
- Management Bulletin (MB) 24-03: *Request for Applications, California State Preschool Program Expansion Funds*. Allows Local Education Agencies to apply for Proposition 98 funds appropriated by the 2021-22 Budget Act to expand serves through the California State Preschool Program.

ATTENDANCE & ENROLLMENT

While on the last day of March there were fewer children enrolled in program services than at the end of February, a total of 484 children were served during the month. The Program anticipates reporting an increase in enrollment in April as our staff work across teams to enroll new families. To date, 576 children have been served during Program Year 2023-24.

18% of families are enrolled in the Program through the Homelessness categorical eligibility criteria, including 30% of families enrolled in the BANANAS Tiny Steps Family Child Care option. While the percentage of program participants under the category of Homelessness has increased slightly since last year, Public Assistance continues to be the primary eligibility criteria used by families. 53% of families Program-wide are enrolled through the Public Assistance categorical eligibility category.



Like many programs across the country, many families are struggling with chronic absenteeism. 30% of all center-based and Family Child Care program participants are considered severely chronically absent, defined as missing more than 20% of days of operation. The primary reasons for absenteeism is family illness (52%) and Family issues and emergencies (23%).

DENTAL/PHYSICAL HEALTH & NUTRITION

In March we celebrated National Nutrition Month. The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Alameda County Community Food Bank spoke at parent meetings. The Program distributed educational materials from the US Department of Agriculture and Food Bank. In response to findings from the second round of CACFP on-site monitoring, the Nutrition Analyst hosted a training for center-based staff on the CACFP program requirements and expectations. The Program has welcomed a new dietetic intern from UC Berkeley who will be doing a food service rotation with the Program for the seven weeks.

The majority of children are up to date with all health requirements, and dental exams increased from 89% in February to 92% by the end of March and are expected to increase. Compared to March 2023, Medical exams for head start children increased by 8%, in March 2023, medical exams for HS children were at 88% and this March 2024 we are at 96%. Dr. Premilla Banwait of the UC Berkeley School of Optometry Pediatric and Binocular Vision Clinic has invited families with children who have vision concerns to participate in a focus group to discuss the barriers

they face when seeking follow up or treatment. Several families expressed interest and will be meeting with her team soon to provide valuable insight to inform vision service design and delivery.

DISABILITIES & MENTAL HEALTH

Almost 14% of actual enrollment and 10.3% of funded enrollment are children with an IEP or IFSP. The 10% requirement has been met, and at this time the Program will not be required to submit a waiver to the Office of Head Start. These children are primarily enrolled in the center-based options (both grantee and partner sites). 19 children are awaiting evaluations to determine IDEA eligibility; three with the Regional Center of the East Bay and 16 with Oakland Unified School District. Two children who have aged out of their IFSPs are awaiting final IEP evaluations.

In March, Family Resource Navigators met with the Family Services Team to share information on the referral process with families. The Mental Health Consultant at Manzanita site has begun a monthly series of parent education meetings based on topics of interest presented by parents. DB Bedford, a Consultant with the Program, rolled out the Emotional Wellness Program in March.

The Program added a Mental Health Case Manager to the Disabilities and Mental Health Team. Staff presented a training “Trauma Responsive and Resilience Building Practices for Professionals Working Infants and Toddlers” at the California First Five Summit in Oakland and a two-part training on “Strengthening Self-Awareness and Self-Care to Reduce Burnout in Times of Stress” in collaboration with Infant Development Association of California.

EDUCATION & SCHOOL READINESS



Tassafaronga received a 4-star rating from Quality Counts, the Quality Rating Improvement System in California. This rating is good for five years and demonstrates a center’s quality across six elements: Child Assessment, Developmental and Health Screenings, Teacher Qualifications, Effective Teacher and Child Interactions (CLASS), Ratios and Group Size, and Director Qualifications.

The Program’s Race & Equity Fellow is gathering Center Directors’ perspectives to learn about the various factors that enable them to provide equitable learning experiences for all children. A total of 10 Center Directors and Acting Center Directors have participated in surveys and interviews to share their insights. Using these

findings, best practices from the field, and data from interviews with subject matter experts across California, the forthcoming report will equip the program with strategies to ensure equity is centered in program continuous quality improvement (CQI) efforts.

EXPECTANT FAMILIES & HOME-BASED PROGRAM

There were six Pregnant Participants enrolled in March, and one successfully completed the Program. At the end of March, 20 Pregnant Participants had been enrolled in the Program over

the course of the Program Year. Seven participants have dropped and 13 participants have successfully completed and transferred into Early Head Start services with their child.

The Mobile Classroom Early Head Start slots are fully enrolled, but the Program continues to recruit families experiencing homelessness to fill eleven more Head Start slots. The Program has requested flexibility from the Office of Head Start Region 9 to shift slots to Early Head Start because there are families experiencing homelessness with children under the age of three on the Program waitlist.

To celebrate National Nutrition Month, during the March home-based socialization session families made smoothies and fruit salad together. They also participated in a health fair to learn more about WIC, SNAP, dental care and vision care.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

On March 16th, 59 children and father figures attending the Daddy & Me Bowling event hosted at Plank in partnership with the Alameda County FatherCorps. This was the first of 3 scheduled events. The second event took place on Saturday, March 31st when families went to watch Kung Fu Panda 4 in theaters. The final event is scheduled for April 27th at the Museum of Children's Art (MOCHA).



In comparing Family Outcome Assessment data from assessment 1 to assessment 2, the Program saw overall scores for Housing, Employment, and Leadership and Advocacy increase. The most significant increase was Leadership and Advocacy, which went from an average score of 2.7 to 3.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

While there were no new full-time Head Start or Early Head Start Instructors added in March, the Program welcomed 1 new Part-time Associate Instructor. The Program participated in the City's first annual career and resource expo on March 22nd at 150 Frank H Ogawa and attended a job and resource fair at the Berkeley Adult School on March 12th. March 17th was the last day with Head Start for the Program's Facilities Coordinator, Thea Hernandez. Thank you, Thea for her contributions to Head Start and dedication to Oakland children and families!

Position	# Vacancies
Early Head Start Instructor	10
Head Start Instructor	6
Family Services Specialist	2
Head Start/Early Head Start Associate Instructor	6
Head Start/Early Head Start Assistant Instructor	7

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	25/26 (100%)	25/33 (75.8%)	50/59 (84.7%)
Brighter Beginnings	83/100 (83%)	19/20 (95%)	102/120 (85%)
Laney	N/A	48/48 (100%)	60/64 (93.8%)
Merritt	N/A	12/16 (75%)	

Brighter Beginnings

Brighter Beginnings had one Home Visitor resign in March, increasing their total Home Visitor staff vacancies to four. This is the primary reason they do not have all Pregnant Parent slots or Early Head Start slots filled. 35 children from the Early Head Start Home-based program will transition to Head Start next year, and seven children will transition from Head Start home-based to Kindergarten.

Family Child Care

The Tiny Steps team met with Brighter Beginnings to create the process for children and families to transition from the home-based program to an FCC sites.

BANANAS successfully hired a new Education Coach, who will begin in April. Working with Grantee Health and Safety staff, the BANANAS team developed a process to review, address, and resolve all health and safety concerns identified in the mock Focus Area 2. This process was then written into the monitoring procedures document for the Tiny Steps Program. The Tiny Steps team is currently seeking a new Family Child Care Parent representative for the Parent Policy Council.

Peralta

To help families prepare for kindergarten, the Oakland Unified School District registration process and deadlines for acceptance of school placements were discussed at the March parent meeting. Parents also received information from the Alameda County Public Health Immunization Clinic on how to identify signs of lead exposure and what preventative health measures can be taken at home.

CLASS observations were conducted at Merritt at the beginning of March by newly certified Partner and grantee staff to help inform opportunities for improvement for teacher and child interactions.

HEALTH AND SAFETY

During March, there was one Type A Child Care Licensing violation (child's rights) and one Type B Child Care Licensing violation (care and supervision) at Laney Children's Center. To address the violations, staff must develop and submit a plan to Community Care Licensing Division detailing how personal rights will not be violated in the future and additional supports will be provided to all children to ensure their needs are being met.

OAKLAND CHILDREN'S INITIATIVE (MEASURE AA)

Program staff completed the initial budget and contract proposal for Fiscal Year 2024-25 during March, which must be approved by First 5, the Oakland Children's Initiative (OCI) Accountability

Officer, and then City Council. The proposed budget included adding positions to support the expansion of program services funded by OCI, including expanding services and adding more slots of children. One of the expansion sights is Martin Luther King, Jr. Elementary school, where the Program intends to open an inclusion classroom serving 16 children in FY 2024-25.

Program staff are working with the City Attorney's Office, the Office of Head Start Region 9, and First 5 OCI leadership to define the data sharing agreement for children enrolled in Head Start. To date, de-identified data has been shared with First 5 for three City of Oakland Head Start sites: Tassaforanga, Franklin, and Arroyo. First 5 is now requesting access to de-identified child data from all COOHS sites to evaluate service delivery and educational outcomes. First 5 would like data on all sites, as OCI funds positions, materials, and services that impact the children at all sites.

UPCOMING

- April 20th 9am-1pm: Program Governance Training at City Hall
- April 24th-25th: Head Start Region 9 Training and Technical Assistance Visit
- April 27th 10am-1pm: MOCHA Male and Father Figure event
- April 27th: 10am-2pm: Banana's Fairyland Unpeeled event at Fairyland
- April 29th – May 1st: CLASS Observations
- May 7th 9:30am-12:00pm: Health Services Advisory Committee at Joaquin Miller Community Center.

Head Start & Early Head Start Budget Summary - All Projects
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,458,846.00	\$ -	\$ 3,431,002.48	\$ 2,027,843.52	63%
b. Fringe Benefits	\$ 2,200,083.00	\$ -	\$ 2,613,192.21	\$ (413,109.21)	119%
c. Travel	\$ 36,800.00	\$ -	\$ 22,477.35	\$ 14,322.65	61%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 326,126.00	\$ 30,040.89	\$ 248,787.22	\$ 47,297.89	85%
f. Contractual	\$ 3,375,931.00	\$ 18,662.56	\$ 680,476.51	\$ 2,676,791.93	21%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 788,617.00	\$ 51,450.65	\$ 745,389.09	\$ (8,222.74)	101%
i. Total Direct Charges	\$ 12,186,403.00	\$ 100,154.10	\$ 7,741,324.86	\$ 4,344,924.04	64%
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 296,276.97	\$ 86,580.03	77%
k. TOTALS	\$ 12,569,260.00	\$ 100,154.10	\$ 8,037,601.83	\$ 4,431,504.07	65%

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 - Federal Basic
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 1,295,144.25	\$ 1,017,071.75	56%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 993,322.21	\$ 56,378.79	95%
c. Travel	\$ 18,256.00	\$ -	\$ 814.00	\$ 17,442.00	4%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 13,166.04	\$ 104,066.76	\$ 20,782.20	85%
f. Contractual	\$ 1,440,656.00	\$ 10,253.82	\$ 586,146.84	\$ 844,255.34	41%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 10,249.43	\$ 313,350.21	\$ (114,805.64)	155%
i. Total Direct Charges	\$ 5,167,638.00	\$ 33,669.29	\$ 3,292,844.27	\$ 1,841,124.44	64%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 113,635.64	\$ 49,232.36	70%
k. TOTALS	\$ 5,330,506.00	\$ 33,669.29	\$ 3,406,479.91	\$ 1,890,356.80	65%

Early Head Start Budget Summary - Federal Basic
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 2,135,858.23	\$ 1,010,771.77	68%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 1,619,870.00	\$ (469,488.00)	141%
c. Travel	\$ 18,544.00	\$ -	\$ 814.00	\$ 17,730.00	4%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 16,874.85	\$ 144,720.46	\$ 26,515.69	86%
f. Contractual	\$ 1,935,275.00	\$ 4,903.74	\$ 86,428.42	\$ 1,843,942.84	5%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 41,201.22	\$ 407,537.80	\$ (54,546.02)	114%
i. Total Direct Charges	\$ 6,833,135.00	\$ 62,979.81	\$ 4,395,228.91	\$ 2,374,926.28	65%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 182,641.33	\$ 37,347.67	83%
k. TOTALS	\$ 7,053,124.00	\$ 62,979.81	\$ 4,577,870.24	\$ 2,412,273.95	66%

Head Start T/TA Budget Summary - Training and Techinal Assistance
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 29,689.00	\$ -	\$ 10,224.25	\$ 19,464.75	34%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -			\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 37,063.00	\$ -	\$ 10,221.04	\$ 26,841.96	28%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 20,445.29	\$ 46,306.71	31%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 20,445.29	\$ 46,306.71	31%

Early Head Start T/TA Budget Summary - Training and Techinal Assistance
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 33,322.00	\$ -	\$ 10,625.10	\$ 22,696.90	32%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 34,078.00	\$ 3,505.00	\$ 7,901.25	\$ 22,671.75	33%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 51,478.00	\$ -	\$ 14,280.04	\$ 37,197.96	28%
i. Total Direct Charges	\$ 118,878.00	\$ 3,505.00	\$ 32,806.39	\$ 82,566.61	31%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ 3,505.00	\$ 32,806.39	\$ 82,566.61	31%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 955,035.00	\$ -	\$ 98,376.05	\$ 856,658.95	10%
b. Fringe Benefits	\$ 736,236.00	\$ -	\$ 71,375.35	\$ 664,860.65	10%
c. Travel	\$ -	\$ -	\$ 950.71	\$ (950.71)	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 191,659.54	\$ 66,180.49	\$ 15,753.40	\$ 109,725.65	43%
f. Contractual	\$ 94,107.58	\$ 12,195.70	\$ 6,201.62	\$ 75,710.26	20%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 211,382.57	\$ 10,297.38	\$ 24,868.87	\$ 176,216.32	17%
i. Total Direct Charges	\$ 2,188,420.69	\$ 88,673.57	\$ 217,526.00	\$ 1,882,221.12	14%
j. Indirect Charges	\$ 88,268.00		\$ 8,605.37	\$ 79,662.63	10%
k. TOTALS	\$ 2,276,688.69	\$ 88,673.57	\$ 226,131.37	\$ 1,961,883.75	14%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 865,091.00	\$ -	\$ 94,766.33	\$ 770,324.67	11%
b. Fringe Benefits	\$ 657,701.00	\$ -	\$ 67,838.69	\$ 589,862.31	10%
c. Travel	\$ -	\$ -	\$ 285.23	\$ (285.23)	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 47,087.35	\$ 4,513.84	\$ 2,504.54	\$ 40,068.97	15%
f. Contractual	\$ 25,414.46	\$ 2,001.19	\$ 1,543.38	\$ 21,869.89	14%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 52,879.34	\$ 1,837.83	\$ 7,264.54	\$ 43,776.97	17%
i. Total Direct Charges	\$ 1,648,173.15	\$ 8,352.86	\$ 174,202.71	\$ 1,465,617.58	11%
j. Indirect Charges	\$ 80,303.00	\$ -	\$ 8,321.52	\$ 71,981.48	10%
k. TOTALS	\$ 1,728,476.15	\$ 8,352.86	\$ 182,524.23	\$ 1,537,599.06	11%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 827,600.00	\$ -	\$ 316,871.05	\$ 510,728.95	38%
b. Fringe Benefits	\$ 681,170.00	\$ -	\$ 247,878.56	\$ 433,291.44	36%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 962,411.00	\$ 248.89	\$ 8,815.06	\$ 953,347.05	1%
f. Contractual	\$ (695,612.00)	\$ -	\$ -	\$ (695,612.00)	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 780,000.00	\$ -	\$ 102,201.49	\$ 677,798.51	13%
i. Total Direct Charges	\$ 2,555,569.00	\$ 248.89	\$ 675,766.16	\$ 1,879,553.95	26%
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 27,524.83	\$ 49,367.17	36%
k. TOTALS	\$ 2,632,461.00	\$ 248.89	\$ 703,290.99	\$ 1,928,921.12	27%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,213.79	\$ 2,252.32	\$ 4,372.49	\$ 25,588.98	21%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,213.79	\$ 2,252.32	\$ 4,372.49	\$ 25,588.98	21%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,213.79	\$ 2,252.32	\$ 4,372.49	\$ 25,588.98	21%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 210,631.16	\$ 8,160.01	\$ 121,861.34	\$ 80,609.81	62%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 14,500.00	\$ -	\$ 8,150.82	\$ 6,349.18	56%
i. Total Direct Charges	\$ 225,131.16	\$ 8,160.01	\$ 130,012.16	\$ 86,958.99	61%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 225,131.16	\$ 8,160.01	\$ 130,012.16	\$ 86,958.99	61%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 04/08/24 - Payroll to 02/16/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,658,435.00	\$ -	\$ 313,980.07	\$ 1,344,454.93	19%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 223,081.78	\$ 1,145,879.22	16%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 87,930.00	\$ -	\$ -	\$ 87,930.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,115,326.00	\$ -	\$ 537,061.85	\$ 2,578,264.15	17%
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 27,583.37	\$ 127,476.63	18%
k. TOTALS	\$ 3,270,386.00	\$ -	\$ 564,645.22	\$ 2,705,740.78	17%

Child and Adult Care Food Program FY2023-24

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: February-24

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
1 1	Full Day 85th Avenue I	74.00	84.00	67.00	20.00	entire site (50)	16.00	16.00	1.00	320.00	NO	NO
1 2	Full Day 85th Avenue II	119.00	131.00	117.00	20.00	entire site (50)	10.00	16.00	1.00	320.00	NO	NO
1 3	Full Day 85th Avenue III	218.00	234.00	224.00	20.00	entire site (50)	8.00	16.00	1.00	320.00	NO	NO
2 4	Full Day Arroyo Viejo	47.00	51.00	40.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3 5	Full Day BROADWAY/INFANT	31.00	36.00	32.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	97.00	146.00	107.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	82.00	98.00	78.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
4 8	Full Day Brookfield 1	204.00	216.00	192.00	20.00	entire site (48)	16.00	16.00	1.00	320.00	NO	NO
4 9	Full Day Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	NO	NO
5 10	Full Day Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	91.00	120.00	61.00	20.00	18	16.00	32.00	1.00	640.00	NO	NO
8 13	Full Day Lion's Creek 1	109.00	109.00	90.00	19.00	18	16.00	16.00	1.00	304.00	NO	NO
8 14	Full Day Lions Creek 2	93.00	91.00	86.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
9 15	Full Day Manzanita / Brookfield	125.00	211.00	208.00	20.00	20	16.00	20.00	1.00	400.00	NO	NO
10 16	Full Day San Antonio CDC 1	185.00	199.00	162.00	15.00	entire site (24)	24.00	24.00	1.00	360.00	NO	NO
11 17	Full Day San Antonio Park I	107.00	115.00	112.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
11 18	Full Day San Antonio Park II	87.00	102.00	86.00	20.00	8	10.00	9.00	1.00	180.00	NO	NO
12 19	Full Day Sungate I	279.00	320.00	288.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	117.00	100.00	90.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
14 22	Full Day West Grand (Infant)	65.00	65.00	62.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 23	Full Day West Grand (Older)	124.00	128.00	122.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
14 24	Full Day West Grand (Young)	96.00	100.00	92.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
	TOTAL	2,350.00	2,656.00	2,316.00	390.00		272.00	366.00		5,763.00		
	HS	1,290.00	1,527.00	1,302.00	237.00							
	EHS	1,060.00	1,129.00	1,014.00	153.00							

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by: Sarah Trist
Sarah Trist (Mar 19, 2024 11:59 PDT)

Sarah Trist
Health & Human Services Program Planner

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

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

Avg Daily Participation 132.80

=(max meals)/(max days)

ADP ENTRY 133.00

Prepared by : **Michael Fries**

Fiscal Approval: Kurry Foley

Kurry Foley
Human Services Fiscal Manager

**City of Oakland
PURCHASE CARD TRANSACTION LOG**

DATE: 04/10/24

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

March 2024

TO

March 2024

Transaction Period (Month / Year)

Transaction Period (Month / Year)

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:


Diveena Cooppan (Apr 12, 2024 10:38 PDT) Date Apr 12, 2024

510-238-3165


Korry Foley (Apr 11, 2024 12:09 PDT) Date Apr 11, 2024

CARDHOLDER'S SIGNATURE AND DATE

PHONE NUMBER (REQUIRED)

AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	3/4/24	WALGREENS	Formula	41.98		
2			1.2102.78231.52911.1006657.YS13 24277			
3	3/4/24	AMAZON	REFUND	(153.22)		
4	3/6/24	AMAZON	Replacement skillet and toaster oven	150.93		
5			1.2102.78231.52915.1006657.YS13 24277			
6	3/6/24	WALGREENS	Formula	50.09		
7			1.2102.78231.52911.1006657.YS13 24277			
8	3/16/24	TARGET	Outreach and Recruitment for families and children	30.81		
9			11.00% 1.1010.78231.52921.1006228.YS13 23369 3.30% 1.1010.78231.52921.1006229.YS13 23369 39.5% 1.2128.78231.52919.1006667.YS13 24286 46.2% 1.2128.78231.52919.1006678.YS13 24286			
10	3/15/24	ALLSCAN	Applicant's Fingerprints	93.00		
11			1.2128.78231.52211.1006678.YS13 award 24286			
12	3/18/24	TARGET	Outreach and Recruitment for families and children	44.08		
13			11.00% 1.1010.78231.52921.1006228.YS13 23369 3.30% 1.1010.78231.52921.1006229.YS13 23369 39.5% 1.2128.78231.52919.1006667.YS13 24286 46.2% 1.2128.78231.52919.1006678.YS13 24286			
14	3/18/24	TARGET	Outreach and Recruitment for families and children	57.89		
15			11.00% 1.1010.78231.52921.1006228.YS13 23369 3.30% 1.1010.78231.52921.1006229.YS13 23369 39.5% 1.2128.78231.52919.1006667.YS13 24286 46.2% 1.2128.78231.52919.1006678.YS13 24286			

16	3/19/24	TARGET	Outreach and Recruitment for families and children	241.84		
17			11.00% 1.1010.78231.52921.1006228.YS13 23369 3.30% 1.1010.78231.52921.1006229.YS13 23369 39.5% 1.2128.78231.52919.1006667.YS13 24286 46.2% 1.2128.78231.52919.1006678.YS13 24286			
18	3/18/24	ALLSCAN	Applicant's Fingerprints	93.00		
19			1.2128.78231.52211.1006678.YS13 award 24286			
20	3/21/24	AMAZON	REFUND	(14.32)		
21	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
22			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			
23	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
24			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			
25	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
26			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			
27	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
28			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			
29	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
30			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			
31	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
32			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			
33	3/1/24	DOUBLETREE HOTEL	Head Start California Conference Hotel	603.36		
34			50% 1006669 782321 55212 1 Default 24286 50% 1006688 782321 55212 1 Default 24286			

Document Total	4,859.60
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DETAILED DESCRIPTION

Audited By: (Finance and Management Agency)	
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