



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 6-13-24

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, 6-13-24; 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 **June 13, 2024, Advisory Board Meeting Agenda**
2. Review and Approval of **March 14, 2024, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Advisory Board Recess Proposed, August 2024**
2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *April-May 2024*
3. **Monthly Financial Report:** *Kurry Foley, HSD Budget & Fiscal Manager*
 - a. Monthly Financial Report – *May 2024*
 - b. CACFP Report – *April 2024*
 - c. Purchase Card Report – *April-May 2024*
4. **Oakland Children's Initiative (OCI) Contract Amendment**
5. **FY 24-25 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase;**
Diveena Cooppan, Kurry Foley
6. **Policies & Procedures**
 - a. Program Governance & Impasse Procedure

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:
 - Personnel
 - Office of Head Start Risk Assessment Notification (RAN)
 - Summary FY 22-23 California Department of Education/State Preschool & California Department of Social Services General Childcare Contracts Program Self-Evaluations
 - Planning for Office of Head Start Focus Area 2 (FA2) Monitoring Visit (TBD)
 - Mock FA2 Review Findings
 - FA2 Prep Program Governance Data Tour – (July 2024 – Dates TBD)
 - Family Outcomes Assessment Tool PY 24-25
 - End of Program Year Celebrations, June 18 – 21, 2024
 - *Staff Wellness Day!*; June 28, 2024
 - The Oakland Children's Initiative (Measure AA)
 - Children's Health and Child Care Initiative for Alameda County (Measure C)

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 site, 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



MAY 2024

City of Oakland Head Start Monthly Report

AT-A-GLANCE

The following monthly report is a summary of program services in anticipation of the more comprehensive monthly report submitted in July with data reflecting program year-end totals.

	Preschool	Infant/Toddler	Total
OHS Enrollment/Funded	211/292 (72%)	269/330 (82%)	480/622 (77%)
OCI Enrolled/Funded	16/40 (40%)	4/12 (33%)	20/52 (39%)
BANANAS	27/33 (82%)	26/26 (100%)	53/59 (90%)
Brighter Beginnings	78/100 (78%)	20/20 (100%)	98/120 (82%)
Laney	N/A	48/48 (100%)	59/64 (92%)
Merritt	N/A	11/16 (69%)	
Program-Wide Enrollment/Funded	227/332 (68%)	273/342 (80%)	500/674 (74%)
Children enrolled with IFSP or IEP	39	30	69
% of children enrolled with an IFSP or ISP	14.4% actual, 10.6% OHS funded enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- May 9, 2024: ACF-OHS-IM-24-01: *Strategies and Recommendations for Supporting Mental Health*. Highlights the Head Start Program Performance Standards for integrating mental health services into programs and provides strategies to support Mental Health.
- May 13, 2024: ACF-OHS-PI-24-03: *New Eligibility Provisions for American Indian and Alaska Native programs*. Beginning in FY 2024 and for every year after, American Indian and Alaskan Native programs have the discretion to consider eligibility for Head Start services regardless of income.
- May 13, 2024: ACF-OHS-PI-24-04: *New Eligibility Provisions for Migrant and Seasonal Head Start programs*. Expands opportunities for Migrant and Seasonal Head Start programs to more effectively serve the families.

ENROLLMENT

The following City of Oakland directly operated sites are fully enrolled: Broadway, Manzanita, and Sungate. The following sites are at or above 75% fully enrolled: 85th Avenue, Lion Creek Crossing, San Antonio CDC, San Antonio Park, and West Grand. Arroyo Viejo, Brookfield, Franklin and Tassafaronga remain significantly under-enrolled due to staffing shortages. Additional children will enroll at Lion Creek Crossing and West Grand in June.

DENTAL/PHYSICAL HEALTH & NUTRITION

The Health and Nutrition team worked on updating policies, forms, and monitoring plans in preparation for the 2024-25 program year. The Health Services Advisory Board meeting was held on Tuesday, May 7th. The agenda included updates from the Unity Council, Through the Looking Glass, and City of Oakland Head Start Programs and presentations from the Seneca Center WRAP Program and the California Abundant Birth Project.



The Program's Dietetics Intern finished her internship during May. During her time with the Program, she identified new menu items and led activities for kids. A highlight was a project she led demonstrating how sun butter, an alternative to peanut butter, is made. Children learned about the sunflower and seed life cycle and how the seeds from sunflowers can be mixed together to create the smooth, sweet, spread that they enjoy often as part of snack. Children were then provided the recipes to take home to be able to make sun butter with their families.

The Program is eager to continue this partnership with the UC Berkeley in the future after such a successful first experience.

DISABILITIES & MENTAL HEALTH

May is national Mental Health Awareness Month. The Office of Head Start and City of Oakland Resiliency in Communities After Stress and Trauma (ReCAST) Program provided information, webinars, and resources to highlight the importance of destigmatizing mental health issues, normalizing support for mental health needs, and raising awareness about community services available.

The Oakland Unified School District (OUSD) has revised their referral process this year. Family Service workers and Disability staff report the new survey process is lengthy and posing challenges. The Program currently has 21 children awaiting evaluation by OUSD. To address this concern, the Program Disabilities Coordinator has scheduled a meeting with OUSD to discuss these pending evaluations and the Education Team will review the referral and tracking process prior to the new program year.

EDUCATION & SCHOOL READINESS

The Alameda County Board of Supervisors (BOS) and the Alameda County Social Services Agency (SSA) has released a grant opportunity to family child care and center-based operators in Alameda County. The grants provide unrestricted funding to support the vital work of licensed child care providers in Alameda County. A total of \$7.2 million has been allocated toward child care grants.

Last month, Measure C was upheld by the California Supreme Court. This allows the Alameda County Board of Supervisors to impose a 0.5% sales tax to fund access to subsidized child care and pediatric health care for families with lower-income and raise wages for child care providers.

During the last week of May, the Program welcomed a new Education Manager, Krischa Esquivel. Krischa has worked in early education for 23 years across program management, training, and consultation positions. She has experience working with non-profit agencies, school districts, colleges, and universities and has experience managing Head Start, California

State Preschool Program (CSPP), and California General Child Care (CCTR) Program grants. The Program has also welcomed a second Coach to the Education team to support the professional development and continuous improvement efforts for instructors and apprentices working in the classroom.

EXPECTANT FAMILIES & HOME-BASED PROGRAM

In the mock Focus Area 2 review, the Mobile Classroom was celebrated as a strength of the Program. Further, on May 24th, Daisy Nguyen, a reporter from KQED, attended the home-based socialization to learn more about how our home-based program and mobile classroom serve families experiencing homelessness.



By the end of May, 27 Pregnant participants were served during this Program Year. Home Visitors, Data Management, and Health team members met to update Pregnant Participant policies and to ensure the Program effectively follows up on post-partum services for the new program year.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

The Family Services team helped coordinate tours of the Head Start centers for families currently enrolled in Early Head Start programming who will be transitioning to preschool in the fall. The tours generated excitement, helped families prepare for the transition, and offered an opportunity for them to meet staff and learn about the site.

As diaper prices rise, families across the Program have been impacted by the reduction in funds for Help a Mother Out. The Program's Home-Based partner, Brighter Beginnings, joined around 40 other organizations in the Bay Area to sign a letter on behalf of Help a Mother Out to the Bay Area State Delegation in Sacramento asking for the legislature to include funding for diapers in the state's 2024-2025 fiscal year budget.

As part of the required Program Self Evaluations for CSPP and CCTR, the Family Service team helped collect feedback from 142 caregivers across all 12 sites. Questions asked caregivers to evaluate various aspects of the Program, including site hours of operation, site location, staff background and qualifications, the ratio of staff to children, nutrition services, and family resources.

140 out of 142 respondents stated they received information on their child's developmental progress. 100% of respondents stated they felt their child was safe and happy in the Program. The lowest satisfaction scores were child/teacher ratios and parent involvement opportunities (both with 5 respondents selecting "not satisfied," equaling 3.5% of total respondents). Families very satisfied with teacher/child interactions and staff communication. Further, 111 respondents said that the Program enabled them to accept a job, 107 respondents said the Program enabled them to keep a job, 75 respondents stated the Program helped them accept a better job, and 58 respondents stated the Program enabled them to obtain education and/or training.

ONGOING MONITORING & CONTINUOUS QUALITY IMPROVEMENT

The Program received the results of the mock Focus Area 2 Review conducted in April by Breakwaters Associates. The mock Focus Area 2 Review focused on: safe and sanitary environments at the Tiny Steps Family Child Care providers, family services, home visiting, and education. A brief summary of findings is listed below:

Key strengths identified included:

- Each classroom teaching staff represented the demographics of the children they served- both linguistically and culturally.
- Sites were welcoming to children and families, as seen by bulletin boards throughout the hallways with posted resources and school news.
- Outdoor areas were age and developmentally appropriate for infants/toddlers and preschoolers.
- Family Service and Home Visitor files were well organized, and all forms regarding family services were completed. 100% of families had a needs assessment completed.
- Family Service Specialists/Advocates knew their families and could articulate each family's 'story.'
- There are many opportunities for families to be engaged in meetings, as volunteers, family events, and in leadership roles. This aligns with Family Outcomes Assessment data, which shows an increase in volunteering this year compared to last Program year.
- Father figure/male engagement is a significant strength. The partnership with First 5 Alameda County FatherCorps has helped this aspect of family services and community engagement truly shine.
- Family child care providers have connected with specific community resources to provide additional support to their families.
- Developmental and social-emotional screenings are conducted on all children consistently to identify children who would benefit from a referral for services or internal specialized services.

Areas of improvement identified included:

- Post open-ended questions in each interest area of all classrooms to facilitate conversation and learning expansion opportunities
- Coach staff on how the environment and materials in interest areas supports the current theme and planned activities identified on lesson plans.
- Let children know they will transition to another activity within a time frame rather than abruptly.
- Better document services provided by Family Service and Home Visitor staff to accurately reflect the support provided to families.
- Safety training catered specifically to the monitoring tool for Family Childcare providers would increase their ability to complete effective, accurate safety monitoring of the Child care homes.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

The Program hosted a second all-staff Sexual Orientation, Gender Identity and Expression (SOGIE) training conducted by the Rainbow Center. Management staff also attended an additional SOGIE training catered toward creating gender inclusive classrooms and environments for all staff and families. Supervisors prioritized completing staff performance appraisals throughout May, and staff applied for professional development/tuition reimbursements available for all full-time permanent staff.

HEALTH AND SAFETY

On May 24th, a representative from Child Care Licensing visited the 85th Avenue site to discuss the self-reported Unusual Incident that occurred on May 6th, 2024, when a child pushed the inner gate open while out on the playground. The child was redirected back to the play area. Following the incident, the facility has installed an extra latch on top of the inner doors on both sides of the yard for reinforcement and has developed a plan to have 1 staff positioned at each door and 1 staff in the middle of the playground while children are at play for extra support. There were no deficiencies cited by Community Care Licensing.

OAKLAND CHILDREN'S INITIATIVE (MEASURE AA)

The Program's proposal for expansion in Fiscal Year 2024-25 is still awaiting approval from the Oakland Children's Initiative Chief Accountability Officer. The Program successfully submitted Fiscal Year 2023-2024 Quarter 3 data to First 5 on May 23rd.



Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,458,846.00	\$ -	4,201,536.47	\$ 1,257,309.53	77%
b. Fringe Benefits	\$ 2,200,083.00	\$ -	3,199,140.39	\$ (999,057.39)	145%
c. Travel	\$ 36,800.00	\$ -	24,397.30	\$ 12,402.70	66%
d. Equipment	\$ -	\$ -	-	\$ -	0%
e. Supplies	\$ 326,126.00	\$ 90,195.52	301,348.04	\$ (65,417.56)	120%
f. Contractual	\$ 3,375,931.00	\$ 51,399.49	1,251,945.16	\$ 2,072,586.35	39%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 788,617.00	\$ 21,244.41	\$ 947,937.95	\$ (180,565.36)	123%
i. Total Direct Charges	\$ 12,186,403.00	\$ 162,839.42	\$ 9,926,305.31	\$ 2,097,258.27	83%
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 363,436.55	\$ 19,420.45	95%
k. TOTALS	\$ 12,569,260.00	\$ 162,839.42	\$ 10,289,741.86	\$ 2,116,678.72	83%

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 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 1,614,233.76	\$ 697,982.24	70%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 1,233,402.46	\$ (183,701.46)	118%
c. Travel	\$ 18,256.00	\$ -	\$ 1,411.80	\$ 16,844.20	8%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 40,404.99	\$ 128,807.39	\$ (31,197.38)	123%
f. Contractual	\$ 1,440,656.00	\$ 28,121.51	\$ 948,050.47	\$ 464,484.02	68%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 10,406.64	\$ 389,406.34	\$ (191,018.98)	191%
i. Total Direct Charges	\$ 5,167,638.00	\$ 78,933.14	\$ 4,315,312.22	\$ 773,392.64	85%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 141,668.75	\$ 21,199.25	87%
k. TOTALS	\$ 5,330,506.00	\$ 78,933.14	\$ 4,456,980.97	\$ 794,591.89	85%

Early Head Start Budget Summary - Federal Basic
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 2,587,302.71	\$ 559,327.29	82%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 1,965,737.93	\$ (815,355.93)	171%
c. Travel	\$ 18,544.00	\$ -	\$ 1,411.80	\$ 17,132.20	8%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 49,790.53	\$ 172,540.65	\$ (34,220.18)	118%
f. Contractual	\$ 1,935,275.00	\$ 22,212.98	\$ 289,300.94	\$ 1,623,761.08	16%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 10,837.77	\$ 523,680.77	\$ (140,325.54)	136%
i. Total Direct Charges	\$ 6,833,135.00	\$ 82,841.28	\$ 5,539,974.80	\$ 1,210,318.92	82%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 221,767.80	\$ (1,778.80)	101%
k. TOTALS	\$ 7,053,124.00	\$ 82,841.28	\$ 5,761,742.60	\$ 1,208,540.12	83%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 29,689.00	\$ -	\$ 10,586.42	\$ 19,102.58	36%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -			\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 37,063.00	\$ -	\$ 15,395.92	\$ 21,667.08	42%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 25,982.34	\$ 40,769.66	39%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 25,982.34	\$ 40,769.66	39%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 33,322.00	\$ -	\$ 10,987.28	\$ 22,334.72	33%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 34,078.00	\$ 1,065.00	\$ 14,593.75	\$ 18,419.25	46%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 51,478.00	\$ -	\$ 19,454.92	\$ 32,023.08	38%
i. Total Direct Charges	\$ 118,878.00	\$ 1,065.00	\$ 45,035.95	\$ 72,777.05	39%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ 1,065.00	\$ 45,035.95	\$ 72,777.05	39%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 955,035.00	\$ -	\$ (36,474.68)	\$ 991,509.68	#N/A
b. Fringe Benefits	\$ 736,236.00	\$ -	\$ (239,911.34)	\$ 976,147.34	#N/A
c. Travel	\$ -	\$ -	\$ 950.71	\$ (950.71)	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 191,659.54	\$ 63,796.78	\$ 12,509.17	\$ 115,353.59	40%
f. Contractual	\$ 94,107.58	\$ 10,317.91	\$ 9,668.63	\$ 74,121.04	21%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 211,382.57	\$ 9,646.73	\$ 5,224.92	\$ 196,510.92	7%
i. Total Direct Charges	\$ 2,188,420.69	\$ 83,761.42	\$ (248,032.59)	\$ 2,352,691.86	#N/A
j. Indirect Charges	\$ 88,268.00		\$ (28,581.47)	\$ 116,849.47	#N/A
k. TOTALS	\$ 2,276,688.69	\$ 83,761.42	\$ (276,614.06)	\$ 2,469,541.33	-8%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 865,091.00	\$ -	\$ (38,026.35)	\$ 903,117.35	0%
b. Fringe Benefits	\$ 657,701.00	\$ -	\$ (225,164.06)	\$ 882,865.06	0%
c. Travel	\$ -	\$ -	\$ 285.23	\$ (285.23)	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 47,087.35	\$ 3,800.11	\$ 1,491.18	\$ 41,796.06	11%
f. Contractual	\$ 25,414.46	\$ 1,437.85	\$ 2,690.74	\$ 21,285.87	16%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 52,879.34	\$ 1,822.63	\$ 2,373.74	\$ 48,682.97	8%
i. Total Direct Charges	\$ 1,648,173.15	\$ 7,060.59	\$ (256,349.52)	\$ 1,897,462.08	0%
j. Indirect Charges	\$ 80,303.00	\$ -	\$ (27,210.88)	\$ 107,513.88	0%
k. TOTALS	\$ 1,728,476.15	\$ 7,060.59	\$ (283,560.40)	\$ 2,004,975.96	-16%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 06/06/24 - Payroll to 03/29/24

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	\$ 9,052.38	\$ 158,880.80	\$ 42,697.98	80%
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	\$ 9,052.38	\$ 167,031.62	\$ 49,047.16	78%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 225,131.16	\$ 9,052.38	\$ 167,031.62	\$ 49,047.16	78%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,658,435.00	\$ -	\$ 409,481.05	\$ 1,248,953.95	25%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 279,220.65	\$ 1,089,740.35	20%
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	\$ -	\$ 688,701.70	\$ 2,426,624.30	22%
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 35,947.29	\$ 119,112.71	23%
k. TOTALS	\$ 3,270,386.00	\$ -	\$ 724,648.99	\$ 2,545,737.01	22%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 06/06/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 827,600.00	\$ -	\$ 381,994.35	\$ 445,605.65	46%
b. Fringe Benefits	\$ 681,170.00	\$ -	\$ 299,688.36	\$ 381,481.64	44%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 962,411.00	\$ 17,955.10	\$ 8,815.06	\$ 935,640.84	3%
f. Contractual	\$ (695,612.00)	\$ -	\$ -	\$ (695,612.00)	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 780,000.00	\$ -	\$ 120,549.93	\$ 659,450.07	15%
i. Total Direct Charges	\$ 2,555,569.00	\$ 17,955.10	\$ 811,047.70	\$ 1,726,566.20	32%
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 33,301.65	\$ 43,590.35	43%
k. TOTALS	\$ 2,632,461.00	\$ 17,955.10	\$ 844,349.35	\$ 1,770,156.55	33%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 06/06/24 - Payroll to 03/29/24

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	\$ 5,076.58	\$ 4,372.49	\$ 22,764.72	29%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,213.79	\$ 5,076.58	\$ 4,372.49	\$ 22,764.72	29%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,213.79	\$ 5,076.58	\$ 4,372.49	\$ 22,764.72	29%

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: April-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	206.00	219.00	203.00	16.00	entire site (50)	16.00	16.00	1.00	256.00	NO	NO
1 2	Full Day 85th Avenue II	86.00	98.00	82.00	16.00	entire site (50)	10.00	16.00	1.00	256.00	NO	NO
1 3	Full Day 85th Avenue III	64.00	68.00	51.00	16.00	entire site (50)	8.00	16.00	1.00	256.00	NO	NO
2 4	Full Day Arroyo Viejo	52.00	55.00	44.00	16.00	16	12.00	12.00	1.00	192.00	NO	NO
3 5	Full Day BROADWAY/INFANT	37.00	55.00	52.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	85.00	114.00	86.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	82.00	94.00	72.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
4 8	Full Day Brookfield 1	187.00	195.00	169.00	16.00	entire site (48)	16.00	16.00	1.00	256.00	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	70.00	109.00	67.00	16.00	18	16.00	32.00	1.00	512.00	NO	NO
8 13	Full Day Lion's Creek 1	96.00	97.00	88.00	16.00	18	16.00	16.00	1.00	256.00	NO	NO
8 14	Full Day Lions Creek 2	87.00	92.00	87.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
9 15	Full Day Manzanita / Brookfield	141.00	180.00	186.00	16.00	20	16.00	20.00	1.00	320.00	NO	NO
10 16	Full Day San Antonio CDC 1	205.00	226.00	216.00	16.00	entire site (24)	24.00	24.00	1.00	384.00	NO	NO
11 17	Full Day San Antonio Park I	112.00	145.00	140.00	16.00	8	8.00	9.00	1.00	144.00	YES	NO
11 18	Full Day San Antonio Park II	-	-	-	16.00	8	10.00	9.00	1.00	144.00	NO	NO
12 19	Full Day Sungate I	277.00	319.00	289.00	16.00	24	24.00	24.00	1.00	384.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	101.00	89.00	86.00	16.00	24	24.00	24.00	1.00	384.00	NO	NO
14 22	Full Day West Grand (Infant)	56.00	62.00	55.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
14 23	Full Day West Grand (Older)	109.00	116.00	112.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
14 24	Full Day West Grand (Young)	81.00	85.00	78.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
	TOTAL	2,134.00	2,418.00	2,163.00	320.00		272.00	366.00		4,776.00		
	HS	1,193.00	1,376.00	1,187.00	192.00							
	EHS	941.00	1,042.00	976.00	128.00							

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 (May 17, 2024 09:48 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 **151.13**

=(max meals)/(max days)

ADP ENTRY **152.00**

Prepared by : Michael Fries

Fiscal Approval: Kerry FoleyKerry Foley
Human Services Fiscal Manager

City of Oakland

PURCHASE CARD TRANSACTION LOG

DATE: 05/14/24

Cardholder Name: Diveena Cooppan

PRINT NAME

April 2024

Transaction Period (Month / Year)



TO

Agency / Department: DHS - Head Start

April 2024

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 (May 28, 2024 16:33 PDT)	Date May 28, 2024	510-238-3165	 Korry Foley (May 28, 2024 15:44 PDT)	Date May 28, 2024
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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	4/3/24	Amazon	WOTYC Children Activity Items	70.24		
2			50% 1.2128.52919.1006667.YS13 24286 50% 1.2128.52919.1006678.YS13 24286			
3	4/3/24	Amazon	WOTYC Children Activity Items	142.57		
4			50% 1.2128.52919.1006667.YS13 24286 50% 1.2128.52919.1006678.YS13 24286			
5	4/4/24	Walgreens	Formula	38.08		
6			1.2102.78231.52911.1006657.YS13 24277			
7	4/4/24	CopyWorld	Vinyl Banners for WOTYC	111.63		
8			50% 1.2128.52919.1006667.YS13 24286 50% 1.2128.52919.1006678.YS13 24286			
9	4/8/24	Target	REFUNDED	46.90		
10						
11	4/9/24	Walmart	Water for Children and Families, WOTYC	146.41		
12			50% 1.2128.52919.1006667.YS13 24286 50% 1.2128.52919.1006678.YS13 24286			
13	4/10/24	Amazon	Formula and Bottle Nipples	98.22		
14			1.2102.78231.52911.1006657.YS13 24277			
15	4/11/24	Fairyland	Children's Fairyland Key Pass WOTYC	600.00		
16			50% 1.2128.52919.1006667.YS13 24286 50% 1.2128.52919.1006678.YS13 24286			
17	4/12/24	Target	REFUND	(46.90)		
18	4/20/24	Office Depot	Paper and Color Paper for Sites	1,673.08		

19			50% 1.2128.52211.1006667.YS13 24286 50% 1.2128.52211.1006678.YS13 24286			
20	4/24/24	ALLSCAN	Applicant's Fingerprints	93.00		
21			1.2128.78231.52211.1006678.YS13 award 24286			
22	3/29/24	Smart Care Equipment	Emergency repair services to the Kitchen	621.28		
23			1.2102.78231.53720.1006657.YS13 24277			
24	3/29/24	Smart Care Equipment	Emergency repair services to the Kitchen	1,687.33		
25			1.2102.78231.53720.1006657.YS13 24277			
26	3/29/24	Smart Care Equipment	Emergency repair services to the Kitchen	793.78		
27			1.2102.78231.53720.1006657.YS13 24277			
28						
29						
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31						
32						
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34						

Document Total	6,075.62
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE:

06/06/24

Cardholder Name: **Diveena Cooppan**

PRINT NAME

May 2024

Transaction Period (Month / Year)

TO

Agency / Department: **DHS - Head Start**

May 2024

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 (Jun 7, 2024 13:05 PDT) Date Jun 7, 2024

510-238-3165


Kurry Foley (Jun 7, 2024 12:01 PDT) Date Jun 7, 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	4/30/24	Walgreens	Teacher Appreciation Week Cards	130.58		
2			50% 1.2128.78231.54711.1006667.YS13 24286 50% 1.2128.78231.54711.1006678.YS13 24286			
3	5/1/24	Walgreens	Infant Formula	38.08		
4			1.2102.78231.52911.1006657.YS13 24277			
5	5/13/24	SAFE KIDS	National Child Passenger Safety Certification	55.00		
6			50% 1.2128.78231.55212.1006667.YS13 24286 50% 1.2128.78231.55212.1006678.YS13 24286			
7	5/13/24	SAFE KIDS	National Child Passenger Safety Certification	55.00		
8			50% 1.2128.78231.55212.1006667.YS13 24286 50% 1.2128.78231.55212.1006678.YS13 24286			
9	5/9/24	DOUBLE TREE SACRAMENTO	ECEPTS Conference Hotel	537.54		
10			50% 1.2128.78231.55114.1006669.YS13 24286 50% 1.2128.78231.55114.1006688.YS13 24286			
11	5/9/24	DOUBLE TREE SACRAMENTO	ECEPTS Conference Hotel	537.54		
12			50% 1.2128.78231.55114.1006669.YS13 24286 50% 1.2128.78231.55114.1006688.YS13 24286			
13	5/9/24	DOUBLE TREE SACRAMENTO	ECEPTS Conference Hotel	537.54		
14			50% 1.2128.78231.55114.1006669.YS13 24286 50% 1.2128.78231.55114.1006688.YS13 24286			
15	5/9/24	DOUBLE TREE SACRAMENTO	ECEPTS Conference Hotel	537.54		
16			50% 1.2128.78231.55114.1006669.YS13 24286 50% 1.2128.78231.55114.1006688.YS13 24286			
17	5/9/24	DOUBLE TREE SACRAMENTO	ECEPTS Conference Hotel	537.54		

18			50% 1.2128.78231.55114.1006669.YS13 24286 50% 1.2128.78231.55114.1006688.YS13 24286			
19						
20						

Document Total	2,966.36
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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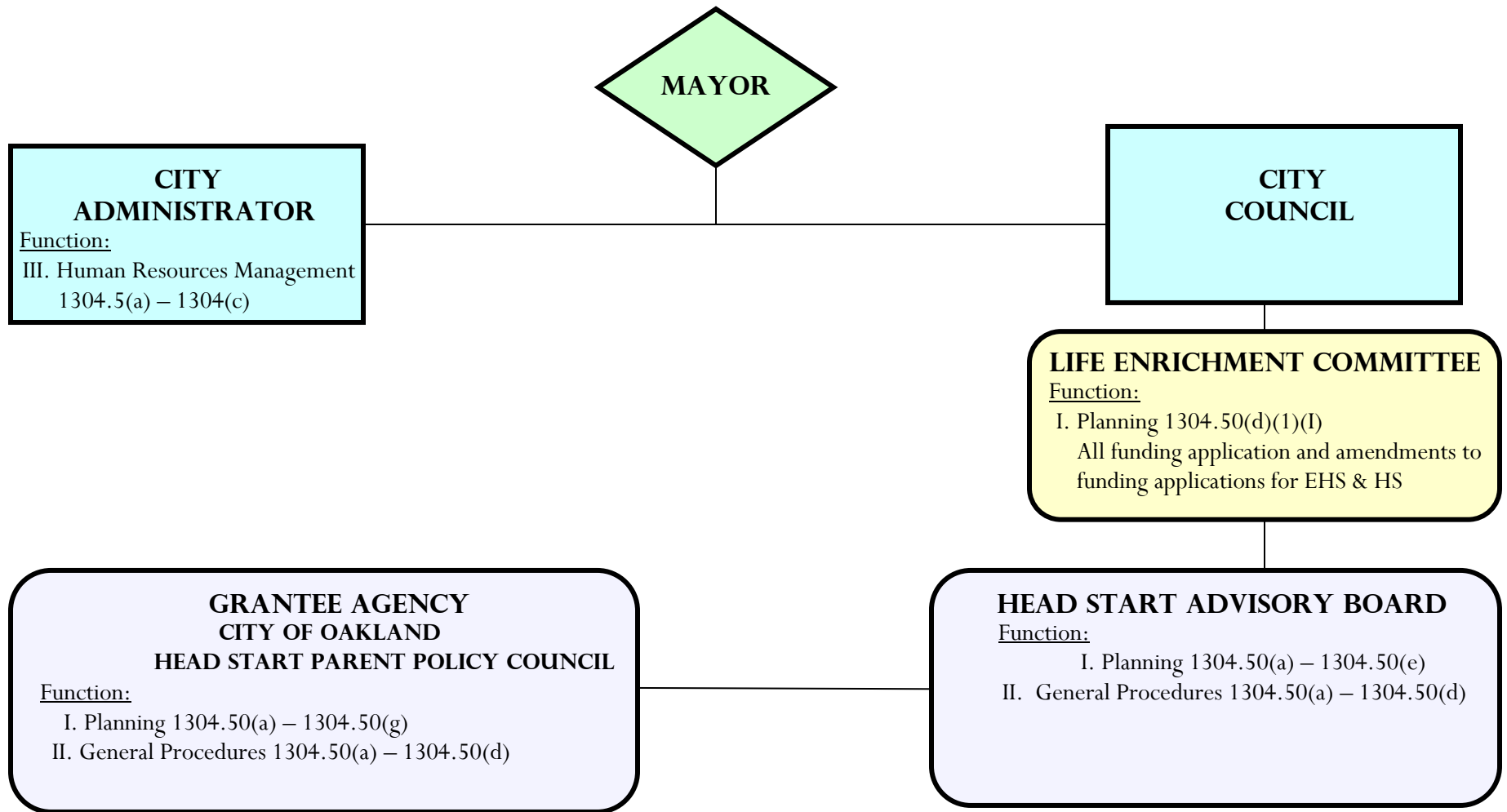
Program Governance (Parent Policy Council and Advisory Board) & Impasse Procedures (2-parts)

Subject:	Program Governance (Parent Policy Council & Advisory Board)	Policy #:	(if applicable)
HSPPS Subpart:	Program Governance		
HSPPS and other regulations:	<p>Performance Standard: 1301.2 - Governing Body Responsibilities; Sec. 642 (E) - Powers and Functions of Head Start Agencies</p> <p>(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high-quality program.</p> <p>(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 C1301.13.</p>	Parent Policy Council Approval Date:	N/A
State Regulations:	NA	Advisory Board Approval Date:	N/A
Effective Date:	July 1, 2021	Revised Date:	August 1, 2023
Policy Statement and Detailed Procedures			
Policy Statement:	The City of Oakland Head Start Parent Policy Council and Advisory Board (the designee of the Oakland City Council), in a shared governance structure, will be knowledgeable about their roles and responsibilities, as the Head Start Grantee, to implement a high-quality program, as well as their role in resolving possible program disputes that may arise.		
Rationale:	Partnering with parents (Parent Policy Council) and the governing body (Advisory Board), to share the responsibility of making decisions for the program.		



Policy Statement and Detailed Procedures	
Responsibility:	Program Director, Program Management, Program Supervisors, and Program Coordinators
Monitoring:	<ul style="list-style-type: none"> Monthly monitoring that Advisory Board Meeting agendas and materials (aka Meeting Agenda Packets) are shared with the City of Oakland Records Office, (for public posting), Center Directors, and Family Advocates, so that parents at each site, can receive individual copies of meeting agenda packets, with support from the Center Director, Family Services & Engagement Coordinator, School Readiness Coordinator, and Early Learning Specialist.
Procedure:	<ol style="list-style-type: none"> The Head Start Parent Policy Council and Advisory Board will ensure compliance with Federal laws and regulations, including the Head Start Program Performance Standards, as well as applicable State and local laws and regulations. The Head Start Parent Policy Council and Advisory Board will receive annual orientation and Governance training regarding the structure of shared governance, including the need for both the Parent Policy Council and Advisory Board approve policies and procedures. Each new Parent Policy Council and Advisory Board member will receive an orientation, that includes Bylaws which set forth the roles of each body, to assure understanding of the Head Start Philosophy, role of parents, the Parent Policy Council, and the Advisory Board, in a shared governance structure, including the need for both, the Parent Policy Council and Advisory Board. The Advisory Board (on behalf of the Oakland City Council) is fiscally and legally accountable for overseeing the Head Start program, including taking general responsibility for guiding and supporting the planning, general procedures, ongoing monitoring, and budget and fiscal management. The Parent Policy Council works with the Advisory Board to ensure that there is an internal control structure to a) safeguard Federal funds, with an Approved Cost Allocation Plan, b) comply with laws and regulations that have an impact on financial statements, c) detect or prevent non-compliance, and d) receive monthly fiscal reports (including budget expenditure reports, Child & Adult Care Food Program Reports, Purchase Card Reports) and monitor staff implementation of program corrective actions. Members of the Parent Policy Council and Advisory Board support the program by: <ol style="list-style-type: none"> Identifying and developing resources to augment Federal funds; Visiting or volunteering in classrooms and with other program activities;

Policy Statement and Detailed Procedures	
	<p>c. Becoming involved in the Self-Assessment process;</p> <p>d. Participating in joint training opportunities.</p> <p>e. Obtaining feedback from parents and community members about the quality of services being delivered; and</p> <p>f. Participating as a Community Representative on the Parent Policy Council (optional) and/or participating on the Advisory Board as a Parent Policy Council Liaison (optional).</p> <p>6. The Head Start Program Director and Parent Policy Council Chair, provides a monthly report to the Advisory Board that comprises grant application requests, program progress reports, financial reports, results of monitoring reports – including areas of non-compliance, as well as program strengths, and other data including information on child outcomes.</p>
Documentation:	<ul style="list-style-type: none"> • Monthly Meeting Agendas and Minutes; • Shared Governance Diagram; • Internal Dispute Resolution (Impasse Procedure)
Timeframe:	<ul style="list-style-type: none"> • Monthly (following the monthly Parent Policy Council Meeting)





Internal Dispute Resolution Procedure (Impasse Procedure)

Subject:	Program Governance (Parent Policy Council & Advisory Board)	Policy #:	(if applicable)
HSPPS Subpart:	Internal Dispute Resolution Procedure (Impasse Procedure)		
HSPPS and other regulations:	Performance Standard 1304.50(h) — Internal Dispute Resolution (1) Each grantee and delegate agency and Policy Council or Policy Committees jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	Parent Policy Council Approval Date:	N/A
State Regulations:	NA	Advisory Board Approval Date:	N/A
Effective Date:	July 1, 2021	Revised Date:	August 1, 2023
Policy Statement and Detailed Procedures			
Policy Statement:	Oakland Head Start Advisory Board (governing body) and Parent Policy Council (policy group) will jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.		
Rationale:	Partnering with parents to share the responsibility of making decisions for the program.		
Responsibility:	Head Start Program Director and Designated Management Staff		
Procedure:	1. If, at any time, the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council disagree on any item that requires their joint approval, a Dispute Resolution Committee will be established with two representatives each from the City Council and/or its designee (the Head Start Advisory Board) and Parent Policy Council. An impartial fifth member, who will be approved by both parties, will be added in the event there is a tie vote.		

Policy Statement and Detailed Procedures	
	<ol style="list-style-type: none"> 2. The Dispute Resolution Committee will meet and attempt to resolve the disagreement. If the Committee is unable to agree, the Committee will declare an impasse. 3. Once the dispute is determined to be at impasse, the Program will inform the San Francisco Regional Office of ACF within ten days of the dispute. If the dispute is one that, if not resolved, could lead to termination or denial of refunding of the Head Start grant, the Regional Office will be notified immediately. 4. If the meetings with the Regional Office fail to assist in resolving the dispute between the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council, the issues will be submitted to a professional mediator within ten days after determining that no resolution is possible with Regional assistance. (The Regional Office will be requested to assist in selecting a mediator if necessary.) 5. Once the mediator is contacted and the first meeting is arranged, the Regional Office will be notified of the time and place. It is expected that the designated representatives of both the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council will attend any meetings requested by the mediator. The Human Services Department (HSD) Director is authorized to arrange all logistics with the mediator and to inform the City Council and/or its designee (the Head Start Advisory Board) and Parent Policy Council when a mediator has been selected and the plans for any meetings or other activities that are requested by the mediator. 6. If the conflict relates to refunding, the mediation process must be completed 15 days prior to the refunding date, unless the mediator indicates in writing that additional time will result in a successful resolution of the conflict. If this is the case, Oakland Head Start would request additional time to complete the mediation process. 7. Once the mediation process is completed and a report is prepared, a copy will be provided to members of the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council and to the ACF Regional Office (San Francisco).
Documentation:	<ul style="list-style-type: none"> • Meeting Minutes and Agenda
Timeframe/Frequency:	<ul style="list-style-type: none"> • As needed

FY24 FA2: Monitoring Event Guide

At A Glance: Governing Body and Policy Council Discussions

The governing body and policy council serve important roles in monitoring and oversight. These groups guide programs to make decisions that maintain the focus on programmatic goals and meeting the needs of the community.

During the Focus Area Two (FA2) monitoring review event, Reviewers will meet with members of the governing body and policy council for separate discussions. These two discussions will allow Reviewers to gain an understanding of how the Grant Recipient:

- ✓ Leverages the expertise of the governing body and the policy council.
- ✓ Supports the governing body and policy council to provide effective oversight to ensure the program provides quality services.



Nuts and Bolts: How do the discussions work?

Who joins in the discussions?

The Governing Body Discussion will include available members of the governing body along with Review Team members to discuss how the governing body provides the program with guidance and oversight.

In a separate Policy Council Discussion, the Review Team will meet with available members of the policy council to understand their role in providing the program with guidance and oversight. It is possible that some parents or family members will meet with Reviewers during the Policy Council Discussion as well as the Parent/Family Discussion.

Are Directors or Program Managers included in the Governing Body or the Policy Council Discussions?

Directors and Program Managers will have separate opportunities to share their perspective during the monitoring review and are discouraged from participating in these discussions.

How will the discussions fit into members' schedules?

The Review Team will coordinate with the Director to find the best time for governing body and policy council members to meet and will make every effort to schedule the discussions at times that are convenient for members. The Review Team will offer virtual platforms for the discussion, and/or multiple opportunities for the governing body and the policy council to share their perspectives throughout the review week as needed.

What should members bring to the discussion?

To support the governing body and the policy council's ability to describe and demonstrate their ongoing work to the Review Team, members are encouraged to bring any reference material that will help members feel comfortable describing their work. This may include any previous packets or handouts the program provided to members in preparation for governing body or policy council meetings.

How should members prepare for the discussions?

The discussions are an opportunity for governing body and policy council members to share candidly how they carry out their role—how they have supported program decisions, provided effective oversight and monitoring,

FY24 FA2: Monitoring Event Guide

At A Glance: Governing Body and Policy Council Discussions

and provided expertise to the program. The governing body and policy council members should review this resource, gather any suggested materials, and ask the Director any questions. Members who want more details around the FY24 FA2 Monitoring Review and topics covered can review the FY24 Focus Area Two Protocol.

Key Topics Discussed With the Governing Body and the Policy Council

1. **How the Grant Recipient leverages the expertise of the governing body and the policy council.**

Members and Reviewers will discuss how the program:

- ✓ Maintains a governing body and policy council make up that is aligned with Head Start Program Performance Standards.
- ✓ Leverages the governing body and policy council's community relationships that align with community need.

2. **How the Grant Recipient supports the governing body and policy council to provide effective oversight to ensure the program provides quality services.** Members and Reviewers will discuss how the program:

- ✓ Provides the governing body and the policy council with data that are necessary to effectively conduct their responsibilities.
- ✓ Supports parents to participate in the policy council.
- ✓ Offers ongoing training to members of the governing body to support the knowledge and understanding necessary to carry out duties.