



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 3-14-24

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, 3-14-24; 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, <i>Chair</i> | Dr. Javay Ross | Dr. Jei Watkins |
| Alysoun (Aly) Bonde, <i>Vice Chair</i> | Kevin Bremond | Christina Michaud |
| | Dr. Mariamawit (Mari) Tamerat | Julia Forte Frudden
<i>(Vacant Seat)</i> |
1. Public Comment
- II. APPROVAL OF AGENDA ITEMS:** *Molly Tafoya, Chair*
1. Review and Approval of **March 14, 2024, Advisory Board Meeting Agenda**
 2. Review and Approval of **February 15, 2024, Advisory Board Meeting Minutes**
- III. ACTION ITEMS:**
1. **FY 23-24 Playground Materials Purchase Request**
 2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *February 2024*
 3. **Monthly Financial Report:** *Kurry Foley, HSD Budget & Fiscal Manager*
 - a. Monthly Financial Report – *February 2024*
 - Expenditure Reports
 - CACFP Reports
 - Purchase Card Report
 - Carryforward FY 22-23 Revised Submission
- 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:
 - City Council Meeting: FY 24-25 Head Start CFA: Tuesday, March 12, 2024
 - FY 23-24 Self-Assessment Overview
 - California Head Start Annual Family Engagement and Education Conference, Long Beach, CA; February 27-March 1, 2024
9:00am-1:00pm; Childcare will be provided.
 - FY 22-23 COO Head Start Program Annual Report to the Public
 - Advisory Board Membership Vacancy and Recruitment
 - Governance Training – Tentatively scheduled for Saturday, April 20, 2024
 - Form 700 Filing (due April 1, 2024)
- VI. OPEN FORUM**
- VII. ADJOURNMENT**

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

Day & Time: Thursday, 2-15-2024; 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:

Molly Tafoya, *Chair*
Alysoun Bonde, *Vice-Chair*
Dr. Jei Watkins
Christina Michaud
Kevin Bremond

Advisory Board Members Excused:

Dr. Javay Ross
Dr. Mariamawit (Mari) Tamerat
Julia Forte Frudden

Parent Policy Council Members Present:

To Niya Scott-Smith, *Chair*

Staff Present:

Tracey Black, *Education Manager*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Kurry Foley, *HSD, Budget & Fiscal Manager*
Scott Means, *Director of Human Services*
Lamisa Mustafa, *Race and Equity Fellow*
Everardo Mendoza, *ERSEA & Data Program Coordinator*
Brittany Pierce, *Administrative Assistant II*
Clara Sanchez, *Administrative Assistant II*
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 3:43 PM.

1. Public Comments: No public comments shared.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of February 15, 2024 Meeting Agenda

Chair Molly Tafoya, called for a motion to approve the January 18, 2024, AB Meeting Agenda.
Vice Chair Alysoun Bonde seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response.

2. Review and Approval of January 18, 2024, Advisory Board Minutes

Chair Tafoya motioned to approve the AB January 18, 2024, Meeting Minutes. *Vice-Chair Bonde* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. **FY 23-24 Community Assessment Update – Sarah Trist and Lamisa Mustafa presented**

Chair Tafoya motioned to approve the FY23-24 Community Assessment Update. *Member Jei Watkins* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response.

Race and Equity Fellow, Lamisa Mustafa - Discussions centered on the challenges of capturing children in informal kinship care arrangements due to limitations in current data collection methods. Insights from local social services underscored systemic issues within the child welfare system, with a particular focus on disparities related to race, ethnicity, and poverty. To address these concerns, data on informal kinship care and systemic issues were integrated into the community assessment, providing a more comprehensive understanding of the challenges faced by families in the service area. Consideration of these systemic issues, especially those related to race and poverty, played a crucial role in determining selection criteria for intervention strategies aimed at supporting vulnerable children and families.

2. **FY 24-25 Selection Criteria – Everardo Mendoza presented**

Member Jei Watkins motioned to approve the FY 24-25 Selection Criteria. *Vice-Chair Bonde* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. **FY 24-25 HS Continuation Funding Application – Sarah Trist presented**

Member Kevin Bremond motioned to approve the FY23-24 HS Continuation Application with changes to the scope of forty-six slots going to home-base and increase the staffing by 5 FTE. Increasing funding of our partner contracts by an additional 2 FTE, focusing on health and safety. Acknowledging our COLA/QI (Cost of Living Adjustment/Quality Improvement) funding is rolled into our base grant. *Vice Chair Bonde* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Programs Operations Manager, Sarah Trist - The organization is required to revisit the Office of Head Start on an annual basis throughout a five-year period to demonstrate an evaluation of community needs, completion of the community assessment, and adjustments to services, as necessary. Each year, the organization submits a continuation application, which undergoes initial approval by the current policy council, followed by the enrichment committee full council, and by the Office of Head Start program goals and elements are reviewed and updated annually, with the revised objectives outlined in the application packet. In response to the inability to replace forty-six slots previously occupied by a partner,

resulting in decreased enrollment, a proposal has been developed to transfer these slots to a home-based program to mitigate the issue of under-enrollment.

4. Monthly Progress Report: Robyn Levinson HHS Planner, HS/EHS – Sarah Trist presented

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

Chair Tafoya motioned to approve the Monthly Progress Report: *Member Bremond seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

5. Monthly Financial Report: Kurry Foley, HSD Budget & Fiscal Manager- Presented

a. Monthly Financial Report – January 2024

- Expenditure Reports
- CACFP Reports (October 2023- January 2024)
- Purchase Card Reports
- Carryforward FY 22-23 Revised Submission (held until March)

Chair Tafoya motioned to approve the Monthly Financial Report: *Member Watkins seconded the motion.;* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

IV. PARENT POLICY COUNCIL UPDATES:

a. Parent Policy Council Feedback – Chair, To Niyah Scott Smith Presented

PPC Chair, To Niyah Scott- Expressed frustration with the current City Administrator and how he is making it difficult for Parent Policy Council Members and people of the community who are being discriminated against because they are unable to afford the expenses associated with participating in the requirements of Head Start, it is not equitable. Tonya Love from Councilmember Fife’s office stated that she will assist with bringing this issue up because she is involved with monthly meeting’s that he attends. Will work with the Head Start Advisory Board directly and PPC Chair.

Vice Chair Bonde motioned to submit a request of the City Council an Informational Report from CAO to talk about why these roadblocks are happening: *Chair Tafoya seconded the motion.;* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

V. INFORMATION ITEMS

a. General Program Updates: - Will be brought back in March.

- Governance Training – Tentatively scheduled for 20th of April
- Advisory Board Membership Vacancy and Recruitment

VI. OPEN FORUM: No comments.

VII. ADJOURNMENT

- *Chair Tafoya*, called for a motion to **Adjourn the Advisory Board Meeting**
 - Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II



FEBRUARY 2024

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
Enrollment/Funded (No.)	218/332	271/342	489/674
Enrollment/Funded (%)	(65.7%)	(79.2%)	(72.6%)
Daily attendance	81.7%	84.4%	82.7%
Medical Home	98.6%	99.6%	99.1%
Health Insurance	98.1%	97.9%	98.0%
Physical exam/Well-baby Check	97.7%	75.3%	85.6%
Updated Immunizations	99.1%	92.8%	95.7%
Hearing Screening	98.5%	94.4%	96.1%
Vision Screening	99.5%	98.7%	99.1%
Growth Screening	99.5%	98.7%	99.1%
Dental Home	97.1%	92.5%	94.7%
Current Dental Exam	95.5%	84.5%	89.9%
Nutrition Screening	98.6%	100.0%	99.3%
Developmental Screening (ASQ)	99.0%	99.0%	99.0%
Concerns Identified- ASQ Screening	57.0%	38.0%	47.5%
Behavioral Screening – (ASQ-SE)	99.0%	99.0%	99.0%
Concern Identified- ASQ-SE Screening	30.0%	22.0%	26.0%
1st Individualized Curriculum (DRDP)	100.0%	100.0%	100.0%
2nd Individualized Curriculum (DRDP)	97.0%	97.0%	97.0%
Initial Parent/Teacher Conference	96.0%	98.0%	97.0%
Initial Home Visit	98.0%	100.0%	99.0%
Second Home Visit	71.0%	86.0%	78.5%
Initial Family Outcomes Assessment	100.0%	100.0%	100.0%
Midyear Family Outcomes Assessment	98.0%	97.0%	97.5%
Referrals to RCEB or OUSD	17	5	22
Children enrolled with IFSP or IEP	30	33	63
% of children enrolled with an IFSP or ISP	13% actual, 9.6% funded enrollment		

ATTENDANCE & ENROLLMENT

To date, 555 children have been enrolled in the Program during Program Year (PY) 2023-24. The Program currently has 459 children on the waitlist, 228 waiting for Head Start slots and 231 waiting for Early Head Start slots. The Average Daily Attendance for the month of February



2024 was 83%, up from 78% reported in February 2023. During February, ERSEA staff finalized the Selection Criteria for PY 2024-25 and began preparing intake documents for families enrolling in PY 2024-25.

500 recruitment packets were distributed at the Black Joy Parade on February 25th. Over 80 City of Oakland Head Start family members, staff, and participants participated in the parade and festivities.

EXPECTANT FAMILIES AND HOME-BASED PROGRAM

Total expectant parents served this Program Year	20
City of Oakland to date	12
Brighter Beginnings to date	8
Expectant parents served in February	7
Number of babies born in February	0
Number of Pre-Natal Depression screenings conducted	2
Number of Post-partum Depression screenings conducted	2
Number of Post-partum 2-week visits conducted	5/6 (83%)
Percentage with Medical Insurance	6/7 (85.7%)
Percentage with Medical Home	6/7 (85.7%)
Percentage with Dental Home	5/7 (71.4%)
Percentage with Prenatal Dental Exam	1/5 (20.0%)
Percentage with Physical Exam	4/5 (80.0%)
Percentage with Health and Nutrition Screening	5/7 (71.4%)

While there were no children born in February, six parents completed their time with the Program as they transitioned into the postpartum period.

The Home-Based Program celebrated Black History Month, Lunar New Year, and Valentine's Day at socialization sessions in February. The Home-Based Program also held a health socialization event where 16-20 families and expectant parents received health screenings and dental exams. Samuel Merritt Nursing students, an Optometrist, and a Dentist all attended the event to conduct the exams and provide families with health resources. Staff are working with a Case Manager from Crossroads to enroll families in to the Mobile Classroom that live in transitional homes, hotels, vehicles, or are receiving public assistance and are at risk of experiencing homelessness. Recruitment is ongoing; some families at shelters have shared they need center-based services so they can seek employment and permanent housing.

DENTAL/PHYSICAL HEALTH & NUTRITION

In February, six sites received visits from Samuel Merritt Nursing students to conduct screenings for vision, hearing, and growth. Asian Health Services staff visited three sites to conduct dental exams.

The Program is establishing new partnerships with the Abundant Birth Project, Doula Research for Equitable Advances in Medicaid Pregnancy Health (DREAM) Project, and the Health Access Nurturing Development Services (HANDS) Home Visiting Program. These partnerships will help the Program recruit Black pregnant participants into Head Start to address the disproportionately high rates of maternal mortality and preterm births for black birthing people. The Abundant Birth Project provides pregnant Black and Pacific Islander women a monthly stipend throughout their pregnancy and during the postpartum period. Project DREAM aims to advance equity in severe maternal morbidity through research. The HANDS Home Visiting Program is a home visiting program specifically for pregnant people.

DISABILITIES & MENTAL HEALTH

Of the 63 children with IFSPs/IEPS, 29% of them have a diagnosis of speech/language delay, 40% have a non-categorical developmental delay diagnosis, and 29% have an Autism diagnosis. Cynthia Ho joined the Disabilities and Mental Health team as a Mental Health Case Manager in February. Cynthia will assist the Disabilities and Mental Health Coordinator with supporting children who have developmental or behavioral concerns identified by staff, through the ASQ, or through the ASQ-SE screenings.

To support children with disabilities transitioning from Early Head Start to Head Start, or from Head Start to Kindergarten or TK, Disabilities and Mental Health Staff are conducting multi-disciplinary teams with Family Service and Education staff. There are 47 children with IEPs or IFSPs who will experience a transition in care next program year.

EDUCATION & SCHOOL READINESS

The Program has five staff members participating in the Oakland Starting Smart and Strong (OSSS) 10 Promising Practices in Early Learning for Black Boys Continuum of Practice. This is the second Community of Practice held by OSSS, and this cohort's focus is on early childhood educators working in East Oakland. Through utilizing the 10 Promising Practices toolkit, receiving one-on-one coaching, and attending meetings, the Educators identify ways to support better outcomes for young Black boys. Each participant will receive a \$1,000 stipend for attending the meetings, implementing strategies and practices, and providing feedback.

One Head Start Instructor participating in the Community of Practice, Vivien Levias, said that participating in the Community of Practice has helped her focus on building relationships and a positive classroom climate for Black boys. She shared that it's important to have a space to learn about and talk about equity, the disparities for Black boys, and the need to build community with Black families. She has valued building connections with other educators and hearing what other staff do to address inequities for Black children and families. She is especially excited to share what she has learned at an Empowerment conference for Father Figures and is creating a project at her church.

In addition to the OSSS Continuum of Practice, the Program also has six staff members participating in the Office of Head Start Region IX Community of Practice - Supporting School

Readiness of African American Boys cohort. The purpose of the CoP is to support Head Start Programs in implementing a culturally responsive, strength-based program focused on efforts to address the school readiness needs of African American boys and families.

The goals of the CoP are to:

- Provide individualized technical assistance to our program as we develop a plan to implement and sustain an equitable and culturally responsive strength-based learning environment that supports the school readiness and success of young African American boys and families.
- Support our program in analyzing data to identify and address potential disparities and needs of African American boys and families.
- Create an opportunity for the team to develop goals to align program policies, practices, and quality improvement activities with a culturally responsive strength-based approach.



In February, sites focused on the Creative Curriculum study themes of Black History, Transportation, Animals, Color Identification, Buildings, and Brushes. As part of the “Brushes” theme, tooth brushing was introduced into Early Head Start classrooms. Ongoing learning activities connected to the Program’s four were also provided to classrooms. These goals include supporting self and cultural identity, encouraging the use and expression language, creating of opportunities to explore, observe, and investigate the surrounding environment, and developing fine motor skills.

The San Antonio CDC Head Start site was unexpectedly closed for several days so the building’s central heating system could be repaired. Staff prepared “Home-School Connection” packets that contained activities to support children’s learning while away from the classroom. A temporary site closure also occurred at Lion Creek

Crossing because the building lost central heat. The repair needed was resolved quickly and services were resumed within one day.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Midyear Family Outcomes Assessments (FOAs) were due on February 19th for children who enrolled in the Program last August. 98% of all Midyear FOAs were completed on-time.

Program-wide families improved across outcomes, particularly in volunteering and employment. Financial Security decreased, which could be due to many factors, from families disclosing more information with their Family Support Staff member as they build trust throughout the year to impacts of inflation and rising basic need costs.

In partnership with education staff, Family Service staff are creating transition plans for children ages 2.5 years old in Early Head Start.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	26/26 (100%)	26/33 (78.8%)	52/59 (88.1%)
Brighter Beginnings	81/100 (81%)	19/20 (95%)	100/120 (83.3%)
Laney	N/A	47/48 (97.9%)	60/64 (93.8%)
Merritt	N/A	13/16 (81.3%)	

Brighter Beginnings

Brighter Beginnings has four Home Visitor vacancies, which has impacted their ability to fully enroll, particularly in the Pregnant Participant Program. The February socialization session celebrated Valentine's Day, and staff were thrilled that many fathers participated (pictured right). Home Visitors are working on transition applications for the 32 children transitioning from Early Head Start to Head Start.

Family Child Care

The Tiny Steps team is working to enroll three children into Head Start who are already enrolled at the sites in the subsidy program. The February FCC Meeting topic was *Emotional Literacy, Co-Regulation and Problem Solving with Infants and Young Children*, provided by the California Early Childhood Mental Health Consultation Network. Tiny Steps is current in the interview process for an Education Coach to join the Tiny Steps team and is working with the newly identified FCC provider to obtain the Child Development Permit so they can join the Tiny Steps Program as an additional provider.



DATA MONITORING & CONTINUOUS QUALITY IMPROVEMENT (CQI)

In partnership with the Program's ChildPlus consultant, the Data team facilitated a three-day data management system training for staff. In addition to ChildPlus training, the primary focus for Data Monitoring and CQI this month was developing Corrective Action Plans with staff to address areas of improvement identified in the Mock Focus Area and File Audit, described in the Self-Assessment and File Audit Overview document included in the agenda packet.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

Including positions not filled due to extended absences and leaves, there are currently 11 Early Head Start staff vacancies, seven Head Start vacancies, and three Family Support Service staff vacancies. While significant staff vacancies remain, Workforce Apprentice Program participants began working in the classroom on February 5th. In addition to adding Apprentices, the Program also welcomed two staff into the new Early Childhood Aides position. Human Resource staff participated in a job fair at the Oakland Coliseum hosted by Oakland Private Industry Council (OPIC) on February 8th. While there was interest in the positions, of 120 candidates, only two potentially met the qualifications to apply for Assistant or Associate Instructor positions.



The City of Oakland Head Start Program had a great showing at the 2024 Head Start California (HSC) Annual Conference in Long Beach, with a total of 11 representatives in attendance. Four City of Oakland Head Start representatives attended HSC's Parent & Family Engagement Conference: Antonia Ochoa (Family Services Specialist), Qiu Zhu Xiong (Parent Policy Council Treasurer), Cherryl Hidalgo (Parent Policy Council Parliamentarian), and Hien Luong (Family Advocate). Seven staff members attended HSC's Education Conference: Hawa Sheriff (Center Director), Gloria Martinez (Center

Director), Alisa Burton (Workforce Development/Community Partnerships Supervisor), Wenonah Elms (Mental Health & Disabilities Coordinator), Tracey Black (Education Manager), Lamisa Mustafa (Race & Equity Fellow), and Robyn Levinson (Program Planner).

City of Oakland Head Start staff presented two workshops. "Introduction to Trauma-Responsive and Resilience-Building Practices for Professionals Working with Infants and Toddlers" was facilitated by Wenonah Elms, Alisa Burton, and Mental Health Consultant Lisa Katzman, and "Strategy Session: Best Practices for Embedding Equity into Head Start Programs" was facilitated by Lamisa Mustafa and Robyn Levinson. The first presentation provided information on the impact of trauma on young children and strategies participants could apply to their work. The second presentation provided attendees with examples of embedding equity into program processes and tools that participants can use to advance equity and asset-based approaches.

SITE SPOTLIGHT: Franklin Head Start

To honor Black History Month, staff at Franklin Head Start planned activities for children honoring Mae Jemison, the first African American woman to travel into space, and Jerry Lawson, the "father of the videogame". Center Director Sandra Ruff and Head Start Instructor LaTonya Reliford helped students create astronaut helmets and video game consoles, pictured on the monthly report cover page. This is a great example of how staff design learning activities that are culturally relevant and celebrate the diversity of the families in the Program.

UPCOMING

Email Robyn Levinson (RLevinson@oaklandca.gov) with questions about the following events.

- Saturday, March 30th: Ku Fung Panda (partnership event with Alameda FatherCorps)
- Tuesday, April 9th: Head Start and Habitot Mobile Museum Pop-up in Frank Ogawa Plaza (in honor of Week of the Young Child)
- Thursday, April 11th: Head Start Day at Fairyland (in honor of Week of the Young Child)
- Saturday, April 27th: Head Start at MOCHA: Museum of Children's Art (partnership event with Alameda FatherCorps)

FY 23-24 Funding Request for Purchase and Renovation of Play Structures

City of Oakland Head Start/Early Head Start program is submitting a request to spend fund grantee Head Start/Early Head Start funds for the purchase and installation of new play structures at 85th Avenue and Sungate Head Start sites, along with the removal of existing play structure elements at Brookfield Head Start site.

85th Avenue Head Start/Early Head Start site: \$62,887.41 – Installation of new play structure. Pictures and itemized price quote provided.

Sungate Head Start site: \$104,597.53 – Installation of new play structure. Sketch and itemized price quote provided.

Brookfield Head Start site: \$2,500.00 – Removal of monkey bars on existing play structure. Price quote provided.

Play Structures for 85th Avenue Head Start/Early Head Start Site



COLOR PALETTE:



MANUFACTURERS:



PROJECT:

OAKLAND HEADSTART
OAKLAND, CA - TODDLER YARD

DESIGNED BY:

WILL TICHENOR
DECEMBER 19, 2023
DRAWING # C231855P
PROJECT # 23001322

DESIGNED FOR:

AGES
2-5

dave bang since 1979
associates inc.
park + playground outfitters



To: **Oakland, City of**
Attn: Shelley Taylor
7101 Edgewater Drive
Oakland, CA 94621

Estimate Date	Salesperson
12/27/2023	Will Tichenor

Oakland Headstart- 2-5 Playground

Due to current market conditions, our estimates are valid for only 14 days and are subject to change due to market volatility

Estimated Shipping Date	Shipped Via	FOB	Terms
14-22 Weeks	Truck - CA	Oakland	Net 30
Quantity	Description	Unit Price	Total Extended
1	M/F: Design #C23185SP Playworld # FP-515, Design #3 Colors: TBD	\$5,732.00	\$5,732.00
2	Playworld # ZZPSP001, Single Post Pyramid 12'x12'x8' - In-Ground Post Colors: TBD	\$4,719.00	\$9,438.00
5	Playworld # ZZXX0480, PLAYTOWN BUTTERFLY CLIMBER Colors: TBD	\$732.00	\$3,660.00
1	Playworld # ZZXX0887, CHATTERY Colors: TBD	\$7,691.00	\$7,691.00
	Subtotal		\$26,521.00
1	Shipping *Due to current freight cost volatility, please contact us to confirm shipping price is valid prior to ordering.	\$6,267.00	\$6,267.00
1	Site Prep by a Licensed Contractor to INCLUDE prevailing wages of the following: - Store equipment at installer warehouse, haul to and offload at jobsite. - Remove and dispose of spoils. - Temp Fencing - Portable Restroom	\$6,534.00	\$6,534.00
1	Installation by a Factory Certified Licensed Contractor to INCLUDE prevailing wages of the following: - Install Playworld FP-515 Structure, Chatterly Playhouse, (5) Five Butterfly Climbers. - Install Two (2) Single Post Shades per Plan - Supply and Install Two (2) Rebar Cages- One Per Shade. - Patch Back PIP Surfacing as Needed After Install- 2" Thick, 50/50 Black and Tan Color The above price is based on utilizing the Fence Builder labor rate classification(s). If this job requires DIR project registration (PWC-100) please list this classification. If another labor classification is required, please let us know so we can revise this quote, if needed.	\$20,847.00	\$20,847.00
THIS ESTIMATE IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS		Subtotal	\$60,169.00
THANK YOU FOR THIS CHANCE TO ESTIMATE		Tax (10.25%)	\$2,718.41
Dave Bang Associate, INC. IS PLEASED TO SUBMIT THE ABOVE ESTIMATE FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS ESTIMATE IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS, AND IS VALID FOR 14 DAYS. THEREAFTER, IT IS SUBJECT TO CHANGE WITHOUT NOTICE.		Total	\$62,887.41

Accepted By _____ Signature: _____ Date: _____
 Print Name: _____



Sun Gate HS Oakland, CA





Sun Gate HS Oakland, CA





C/O MRC
PO Box 106
Spring Lake, NJ 07762
Ph: 732-458-1111
Em: MRC@GAMETIME.COM
Web: www.mrcrec.com

08/11/2023
Quote #
108903-03-01

CA Oakland City of Sun Gate HS

Oakland City of
Attn: Thea Hernandez
2563 International Blvd
Oakland, CA 94601
Phone: 510-238-6805
thernandez2@oaklandca.gov

Ship to Zip 94601

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - PrimeTime Custom Designed 2-5 Unit	\$13,123.00	\$13,123.00
1	28001	GT-Site - 6' P/S Preschool Picnic Table	\$1,767.00	\$1,767.00
1	QRI196	GT-Shade - GTCU202010IG CANTI UMB 20X20X10 W/GLD	\$10,544.00	\$10,544.00
1	INSTALL	GameTime - by a certified GameTime installer @ Sun Gate Head Start - - Demo and disposal of existing Landscape Structures play structure - Demo and disposal of approx 775 sf of rubber tiles - Install Gametime play structure and 1 each tot picnic table - Install (1) each 22' x 22' x 8' shade umbrella - Cut 120 lf of keyway for new PIP rubber - Stripe 20' long x 48" wide oval trike path Includes 6' Temporary Fence Includes Prevailing Wages	\$53,475.00	\$53,475.00
1	INSTALL	GameTime - by a certified GameTime installer @ Head Start Brookfield- - Remove Monkey Bars and (2) Posts and Dispose - Cut Monkey Bar Posts at Grade - Repair Turf with Existing. - Excludes New Turf Excludes 6' Temporary Fence Includes Prevailing Wages	\$2,500.00	\$2,500.00
1	12766.	GT-Impax - Supply and Installation 775 SF Pour In Place 100% standard Color Mix (Beige/Blue)- 775 sf, 4' CFH Includes 100% Std epdm color mix (beige/blue mix) Includes beveled edges at perimeter Includes 1 ada ramp with pip No Design, No TTA pads Aromatic Binder Prevailing Wages Based on good job access, no design Demo / Hauloff BY OTHERS Keyway cutting at perimeter / Sub base / Site prep BY OTHERS	\$21,685.00	\$21,685.00
Contract: OMNIA #2017001134			Sub Total	\$103,094.00
			Discount	(\$3,518.85)
			Freight	\$5,276.08
			Tax	\$2,246.30
			Total	\$107,097.53

Head Start & Early Head Start Budget Summary - All Projects
Report as of 03/06/24 - Payroll to 01/19/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,458,846.00	\$ -	\$ 2,676,573.09	\$ 2,782,272.91	49%
b. Fringe Benefits	\$ 2,200,083.00	\$ -	\$ 2,034,275.45	\$ 165,807.55	92%
c. Travel	\$ 36,800.00	\$ -	\$ -	\$ 14,279.03	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 326,126.00	\$ 39,134.64	\$ 202,345.15	\$ 84,646.21	74%
f. Contractual	\$ 3,375,931.00	\$ 19,174.10	\$ 649,106.64	\$ 2,707,650.26	20%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 788,617.00	\$ 52,186.33	\$ 598,821.87	\$ 137,608.80	83%
i. Total Direct Charges	\$ 12,186,403.00	\$ 110,495.07	\$ 6,161,122.20	\$ 5,914,785.73	51%
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 230,174.36	\$ 152,682.64	60%
k. TOTALS	\$ 12,569,260.00	\$ 110,495.07	\$ 6,391,296.56	\$ 6,067,468.37	52%

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 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 985,533.24	\$ 1,326,682.76	43%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 755,171.27	\$ 294,529.73	72%
c. Travel	\$ 18,256.00	\$ -	\$ 814.00	\$ 17,442.00	4%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 17,258.42	\$ 82,427.45	\$ 38,329.13	72%
f. Contractual	\$ 1,440,656.00	\$ 8,463.32	\$ 577,367.13	\$ 854,825.55	41%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 10,588.52	\$ 264,151.96	\$ (65,946.48)	132%
i. Total Direct Charges	\$ 5,167,638.00	\$ 36,310.26	\$ 2,665,465.05	\$ 2,465,862.69	52%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 86,122.01	\$ 76,745.99	53%
k. TOTALS	\$ 5,330,506.00	\$ 36,310.26	\$ 2,751,587.06	\$ 2,542,608.68	52%

Early Head Start Budget Summary - Federal Basic
Report as of 03/06/24 - Payroll to 01/19/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 1,691,039.85	\$ 1,455,590.15	54%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 1,279,104.18	\$ (128,722.18)	111%
c. Travel	\$ 18,544.00	\$ -	\$ 814.00	\$ 17,730.00	4%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 21,876.22	\$ 119,917.70	\$ 46,317.08	75%
f. Contractual	\$ 1,935,275.00	\$ 2,809.53	\$ 71,739.51	\$ 1,860,725.96	4%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 41,597.81	\$ 330,208.23	\$ 22,386.96	94%
i. Total Direct Charges	\$ 6,833,135.00	\$ 66,283.56	\$ 3,492,823.47	\$ 3,274,027.97	52%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 144,052.35	\$ 75,936.65	65%
k. TOTALS	\$ 7,053,124.00	\$ 66,283.56	\$ 3,636,875.82	\$ 3,349,964.62	53%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 29,689.00	\$ -	\$ 6,810.38	\$ 22,878.62	23%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 37,063.00	\$ -	\$ 850.84	\$ 36,212.16	2%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 7,661.22	\$ 59,090.78	11%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 7,661.22	\$ 59,090.78	11%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 33,322.00	\$ -	\$ 6,632.19	\$ 26,689.81	20%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 34,078.00	\$ 7,901.25	\$ -	\$ 26,176.75	23%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 51,478.00	\$ -	\$ 3,610.84	\$ 47,867.16	7%
i. Total Direct Charges	\$ 118,878.00	\$ 7,901.25	\$ 10,243.03	\$ 100,733.72	15%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ 7,901.25	\$ 10,243.03	\$ 100,733.72	15%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 955,035.00	\$ -	\$ 357,694.17	\$ 597,340.83	37%
b. Fringe Benefits	\$ 736,236.00	\$ -	\$ 260,236.26	\$ 475,999.74	35%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 191,659.54	\$ 66,180.49	\$ 29,683.88	\$ 95,795.17	50%
f. Contractual	\$ 94,107.58	\$ 12,195.70	\$ 25,445.04	\$ 56,466.84	40%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 211,382.57	\$ 10,297.38	\$ 44,590.60	\$ 156,494.59	26%
i. Total Direct Charges	\$ 2,188,420.69	\$ 88,673.57	\$ 717,649.95	\$ 1,382,097.17	37%
j. Indirect Charges	\$ 88,268.00		\$ 31,198.87	\$ 57,069.13	35%
k. TOTALS	\$ 2,276,688.69	\$ 88,673.57	\$ 748,848.82	\$ 1,439,166.30	37%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 865,091.00	\$ -	\$ 333,112.93	\$ 531,978.07	39%
b. Fringe Benefits	\$ 657,701.00	\$ -	\$ 237,470.29	\$ 420,230.71	36%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 47,087.35	\$ 4,513.84	\$ 7,483.36	\$ 35,090.15	25%
f. Contractual	\$ 25,414.46	\$ 2,001.19	\$ 8,189.17	\$ 15,224.10	40%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 52,879.34	\$ 1,837.83	\$ 12,367.83	\$ 38,673.68	27%
i. Total Direct Charges	\$ 1,648,173.15	\$ 8,352.86	\$ 598,623.58	\$ 1,041,196.71	37%
j. Indirect Charges	\$ 80,303.00	\$ -	\$ 28,990.14	\$ 51,312.86	36%
k. TOTALS	\$ 1,728,476.15	\$ 8,352.86	\$ 627,613.72	\$ 1,092,509.57	37%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 210,631.16	\$ 49,803.36	\$ 75,562.07	\$ 85,265.73	60%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 14,500.00	\$ -	\$ 3,966.32	\$ 10,533.68	27%
i. Total Direct Charges	\$ 225,131.16	\$ 49,803.36	\$ 79,528.39	\$ 95,799.41	57%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 225,131.16	\$ 49,803.36	\$ 79,528.39	\$ 95,799.41	57%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,658,435.00	\$ -	\$ 230,536.50	\$ 1,427,898.50	14%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 167,954.77	\$ 1,201,006.23	12%
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	\$ -	\$ 398,491.27	\$ 2,716,834.73	13%
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 20,230.36	\$ 134,829.64	13%
k. TOTALS	\$ 3,270,386.00	\$ -	\$ 418,721.63	\$ 2,851,664.37	13%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 827,600.00	\$ -	\$ 247,116.04	\$ 580,483.96	30%
b. Fringe Benefits	\$ 681,170.00	\$ -	\$ 192,579.89	\$ 488,590.11	28%
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	\$ -	\$ 74,179.56	\$ 705,820.44	10%
i. Total Direct Charges	\$ 2,555,569.00	\$ 248.89	\$ 522,690.55	\$ 2,032,629.56	20%
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 21,361.67	\$ 55,530.33	28%
k. TOTALS	\$ 2,632,461.00	\$ 248.89	\$ 544,052.22	\$ 2,088,159.89	21%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 03/06/24 - Payroll to 01/19/24

Category	Appropriation	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%

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE:

03/11/24

Cardholder Name:

Diveena Cooppan

PRINT NAME

February 2024

Transaction Period (Month / Year)

TO

February 2024

Transaction Period (Month / Year)

Agency / Department:

DHS - Head Start

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:

Sarah Trist
Sarah Trist (Mar 11, 2024 17:01 PDT) Date Mar 11, 2024

CARDHOLDER'S SIGNATURE AND DATE

510-238-3165

PHONE NUMBER (REQUIRED)

Kerry Foley
Kerry Foley (Mar 11, 2024 16:54 PDT) Date Mar 11, 2024

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	1/30/24	ALLSCAN	Applicant's Fingerprints	93.00		
2			1.2128.78231.52211.1006678.YS13 award 24286			
3	2/13/24	Black Joy Parade	Black Joy Parade Participation Fee	100.00		
4			1.2128.78231.53314.1006678.YS13 24286 1.2128.78231.53314.1006667.YS13 24286			
5	2/15/24	AMAZON	Replacement Skillet and Toaster Oven for Arroyo	153.22		
6			1.2102.78231.52915.1006657.YS13 24277			
7	2/16/24	AMAZON	Black Joy Parade/Booth Recruitment Items	100.16		
8			50% 1.2128.78231.53314.1006667.YS13 24286 50% 1.2128.78231.53314.1006678.YS13 24286			
9	2/18/24	AMAZON	Black Joy Parade/Booth Recruitment Items	26.45		
10			50% 1.2128.78231.53314.1006667.YS13 24286 50% 1.2128.78231.53314.1006678.YS13 24286			
11	2/18/24	AMAZON	Black Joy Parade/Booth Recruitment Items	193.95		
12			50% 1.2128.78231.53314.1006667.YS13 24286 50% 1.2128.78231.53314.1006678.YS13 24286			
13	2/19/24	AMAZON	Black Joy Parade/Booth Recruitment Items	173.23		
14			50% 1.2128.78231.53314.1006667.YS13 24286 50% 1.2128.78231.53314.1006678.YS13 24286			
15	2/20/24	AMAZON	Black Joy Parade/Booth Recruitment Items	498.95		
16			50% 1.2128.78231.53314.1006667.YS13 24286 50% 1.2128.78231.53314.1006678.YS13 24286			
17	2/24/24	WALMART	Black Joy Parade/Booth Beverages	61.04		

18			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			
19	2/26/24	DON BUILDING FUTURES	Building Futures Domestic Violence Training for FA/FSS	935.40		
20			11.00% 1.1010.78231.55219.1006228.YS13 23369 3.30% 1.1010.78231.55219.1006229.YS13 23369 39.5% 1.2128.78231.55219.1006667.YS13 24286 46.2% 1.2128.78231.55219.1006678.YS13 24286			
21	2/26/24	SP SOMMERFLY	Sommerfly Snuggle Bin for EHS Classroom	199.78		
22			1.2128.78231.52630.1006678.YS13 24286			
23	2/24/24	EXPEDIA	Hotel for Parent and Family Engagement Conference	2,310.12		
24			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
25	2/23/24	SOUTHWEST	Cherryl Hidalgo Flight	702.97		
26			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
27	2/23/24	SOUTHWEST	Luong Hien Flight	702.97		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
29	2/23/24	SOUTHWEST	Xiong Qiuzhu Flight	702.97		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
31	2/23/24	SOUTHWEST	Alisa Burton Flight	502.96		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
33	2/23/24	SOUTHWEST	Wenoah Elms Flight	502.96		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
35	2/23/24	SOUTHWEST	Hawa Sheriff Flight	502.96		

28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
37	2/23/24	SOUTHWEST	Tracey Black Flight	502.96		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
39	2/23/24	SOUTHWEST	Robyn Levinson Flight	502.96		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
41	2/23/24	SOUTHWEST	Gloria Martinez Flight	502.96		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
43	2/23/24	SOUTHWEST	Mustafa Lamisa Flight	502.96		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
45	2/23/24	SOUTHWEST	Antonia Achoa Flight	702.97		
28			39.5% 1006669; 78231; 55119; 1 Default; 24157 46.2% 1006688; 78231; 55119; 1 Default; 24157 11%1006228;78231;55119; 1Default; 23369 3.3% 1006229; 78231; 55119; 1 Default; 23369			
47						

Document Total	11,177.90
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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Carryforward FY 22-23 Revised Submission

City of Oakland Head Start/Early Head Start program is submitting a request carryforward unspent funds from FY 22-23, in the amount of \$4,335,151.

As outlined below, **Table 1**, lists the specific budget categories of **a)** Personnel; **b)** Fringe Benefits; **c)** Travel; **d)** Equipment; **e)** Supplies; **f)** Construction; **h)** Other; and **i)** total Direct Charges. Also listed is the funding available in both Early Head Start (EHS) and Head Start (HS) budgets, the **total cost**, per specific budget category, and the specific description of how the Early Head Start and Head Start funds will be utilized.

Table 1

Proposed Carry Forward FY 22/23 Budget

Category	EHS Avail	HS Avail	Total	Description
a. Personnel	354,261	182,498	536,759	Salaries paid out to staff. Also includes the cost of substitute teachers from temp staffing agency.
b. Fringe Benefits	0	0	0	
c. Travel	2,544	4,621	7,165	Allocation for staff trainings and conferences, such as hotel, airfare, meals, incidentals and registrations.
d. Equipment	548,130	282,370	830,500	Purchases of equipment greater than \$5,000.
e. Supplies	720,975	371,411	1,092,386	Office supplies, children and family service supplies, food service supplies and other miscellaneous supplies.
f. Contractual	697,733	359,438	1,057,172	Partner agencies: Brighter Beginnings, Peralta Community College District and Bananas. Contractual also includes health, safety and environmental consulting.
g. Construction	0	0	0	
h. Other	508,979	262,202	771,181	Building maintenance for sites, central kitchen and facilities, professional development and staff wellness.
i. Total Direct Charges	2,832,623	1,462,540	4,295,163	
j. Indirect Charges (7.45%)			39,989	Costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate.
k. TOTALS			4,335,151	

FY 2023-24 Self-Assessment and File Audit Overview

The 2023-24 Program Self-Assessment (SA) was conducted from December 2023 to February 2024 and highlighted strengths within each content area, identified opportunities to improve health and safety, and highlighted the progress made to address issues identified in last year's self-assessment. The SA process was led by the Data Management and Ongoing Monitoring team with contributions by Head Start staff at all levels, including Family Advocates, Facilities and Maintenance staff, Center Directors, Management staff, and consultants with specific expertise on Health and Safety. The SA used data from ChildPlus, site visits, policy, and procedure review, and focus groups.

Some of the strengths identified in this year's SA were the improvements made program-wide since the previous Focus Area 2 review conducted in 2019. This was particularly evident in the areas of ERSEA and personnel. Through reviewing over 100 child files, the Program had sufficient eligibility records documenting the eligibility category, interview with the family, and supporting documents to determine eligibility. Files were consistent regarding family size, eligibility categories, and income verification. The Program was able to demonstrate the 15 hours of Professional Development conducted by Management and center-based staff. Only one partner staff member did not have their full 15 hours of Professional Development. In the area of Disability, the Program submitted and was granted a waiver in both PY 21-22 and PY 22-23 for not having 62 children enrolled with a disability (10% of the Program's funded enrollment). However, the Program has consistently had more than 10% of actual enrollment filled with children with a disability.

Building off the findings from last year's SA, the Program now has confidentiality statements at the bottom of staff email signatures, and staff routinely use the ChildPlus ID numbers to identify children instead of their names. There was additional training at Pre-Service on maintaining confidentiality attended by all staff. Safe Infant Sleep Plan implementation is much improved compared to last year. The forms are consistent across program options, and Safe Infant Sleep Plan monitoring has been integrated into the Health monitoring conducted onsite twice a week. The lead inspection policy was updated and all sites received lead testing for water.

The Program is now focused on completing lead testing for paint at all sites. New medication administration backpacks and hooks have been placed in all classrooms, including partners, so staff can access emergency medication quickly and easily. A new allergy module has been created in ChildPlus for the Nutrition Coordinator to easily track allergies and report them to staff, which has been particularly important when children are enrolled, transferred to another site, or dropped from the program. Last year's SA found some sites using outdated daily health check forms. This year's SA found consistent use of the daily health check form across all grantee sites.

This year's SA provided the opportunity to further improve our follow-up documentation detailing support and resources given to families across health, nutrition, and family services. There were also opportunities to improve data consistency, particularly identifying families experiencing homelessness. Corrective Action Plans (CAPs) have been generated in response to each SA question by content area leads. The Data Management and Ongoing Monitoring team will now assist each content area with tracking and responding to the CAPs identified, which will be monitored through the end of the Program Year.

Using results from the Self-Assessment, Program leadership is working on enhancing monitoring systems through ChildPlus. This includes developing additional systems within the existing software management systems, editing policies and procedures, identifying training and professional development for staff, and updating forms. Findings and CAPs are detailed below. Implementing the CAPs will improve an already strong program and help ensure that processes are effective at tracking the great work done to serve children and families in Oakland.

Education	
Finding	CAP
Not all labels are in the languages spoken by children in the classroom	correctly label shelves with English, Spanish and Mandarin
Sites lacked sufficient materials to represent the various cultures served by the program	Add more books about the cultures and ethnicities children represent in classroom
Transition times did not consistently embed learning moments	Provide coaching on how to embed learning moments in transition activities
Not all staff understand School Readiness goals	Provide training on School Readiness goals and connection to classroom
Teachers could not describe the Standards of Conduct	Ensure staff all sign annually
Ongoing Monitoring of curriculum fidelity is not clear or articulated	Demonstrate how staff routinely provide feedback on lesson plans to ensure activities align with the children's interests and needs. Demonstrate how we monitor education and coaching strategies
Safe and Sanitary Environments	
Finding	CAP
Health and Safety checklists don't reflect actual health/safety needs at sites	Additional training for center, provider, FCC, and management staff regarding completing the health and safety checklist
Monitoring tiers are not clear	All tiers of the COO monitoring process need to be clarified so staff understand their role in monitoring safe environments.
No partner results were input into ChildPlus at time of the visit	Revisit need of checklist more often and barriers to completion
Health and safety checklist is too lengthy to be effective	Condense checklist into interest areas for more in-depth review

ERSEA	
Finding	CAP
Income Calculation form has an error	Update form so it does not include income not used for overall calculation
Clarify policy related to parent signature	Case notes should indicate that the parent has agreed to FA signing in their place, that the email serves as the signature, or forms have something on signature line
Process for dropping children is not clear in policies	Update policies to define the drop date as the last day of service
not all sites have attendance logged in CP to match sign-in sheets	Explore entry express automated attendance logging, and add to monthly monitoring
53% of children (27 out of 51) drop date does not match their last day of service	Update drop policy with expectations on drop date for ERSEA team monitor monthly
Human Resources	
Finding	CAP
All partner and FCC files reviewed had at least one missing document	Utilize spreadsheet of missing information and follow up with each staff member
FCC volunteer documentation was not on file and volunteers were present in FCC unknown to COO	Clarify expectations for what documentation is needed for FCC volunteers
Health	
Finding	CAP
Follow-up notes for concerns identified need to be added more consistently.	Training for FSS and HVs, clarifying expectations, and increased monitoring on follow-up notes
Pregnant Participants	
Finding	CAP
Some participants are missing Family Partnership Agreements, Family Goals, and transfer documentation	During pre-service, will focus training on the Home Visit Planning guide documentation as part of PAT curriculum
Family Services	
Finding	CAP
Documentation and evidence of follow-up goals and support provided to address homelessness is not sufficient	Train at next FSS meeting using strong example of homelessness follow-up
Some children do not have updated photo release forms	Audit all photo release forms, update the form and disseminate before PY 24-25
CCL and attachments for families with siblings are still not marked correctly	Provide reminder training and add to monthly monitoring
Program Governance	
Finding	CAP

Most, but not all, sites have posted PPC meeting agendas	Ensure all staff understand the need to post PPC agenda
Data Management	
Finding	CAP
Inconsistent data collection for families experiencing homelessness	Conduct a monthly homelessness audit and provide CPIDs to FSS and HVs for update.