



CITY OF
OAKLAND
HEAD START



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 5-16-24

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, 5-16-24; 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 **May 16, 2024, Advisory Board Meeting Agenda**
2. Review and Approval of **March 14, 2024, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

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

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

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

- a. Monthly Financial Report – *April 2024*
- b. CACFP Report – *March 2024*
- c. Purchase Card Report – *April 2024*

3. Head Start/Early Head Start Expansion Application Authorization

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

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

4. FY 24-25 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase;
Diveena Cooppan, Kurry Foley

5. 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:

- Budget Revision (Fiscal)
- Under-enrollment Plan
- FY 22-23 COO Head Start Program Annual Report to the Public
- Data Sharing and the Oakland Children’s Initiative (OCI)
- FY 24-25 Continuation Funding Application – Submitted to Regional Office
- FY 22-23 Revised Carryover Request - Submitted to Regional Office
- Family Outcomes Assessment Tool for PY 2024-25
- Race & Equity Fellow Capstone Project

VI. OPEN FORUM

VII. ADJOURNMENT

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

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

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

*** MEETING MINUTES**

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

Advisory Board Members Present:

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

Advisory Board Members Excused:

Molly Tafoya, *Chair*
Dr. Jei Watkins

Parent Policy Council Members Present:

To Niya Scott-Smith, *Chair*

Staff Present:

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

I. ROLL CALL:

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

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

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

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

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

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

III. ACTION ITEMS:

1. FY 23-24 Playground Materials Purchase Request

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. PARENT POLICY COUNCIL UPDATES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. INFORMATION ITEMS

a. General Program Updates:

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

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

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

V. OPEN FORUM

ADJOURNMENT

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

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II



APRIL 2024

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Total
OHS Enrollment/Funded	208/292 (71%)	264/330 (80%)	472/622 (76%)
OCI Enrolled/Funded	16/40 (40%)	4/12 (33%)	20/52 (38%)
Program-Wide Enrollment/Funded	226/332 (68%)	266/342 (78%)	492/674 (73%)
Daily attendance	86%	87%	86%
Medical Home	99%	100%	100%
Health Insurance	99%	99%	99%
Physical exam/Well-baby Check	98%	78%	88%
Updated Immunizations	99%	95%	97%
Hearing Screening	99%	96%	97%
Vision Screening	99%	97%	98%
Growth Screening	100%	99%	99%
Dental Home	99%	97%	98%
Current Dental Exam	97%	88%	94%
Nutrition Screening	99%	100%	99%
Developmental Screening (ASQ)	98%	99%	98%
Concern Identified- ASQ Screening	58%	38%	48%
Behavioral Screening – (ASQ-SE)	99%	99%	99%
Agency Transition Plans	95%	95%	95%
Concern Identified- ASQ-SE Screening	30%	22%	26%
1st Individualized Curriculum (DRDP)	98%	99%	98%
2nd Individualized Curriculum (DRDP)	100%	97%	99%
3 rd Individualized Curriculum (DRDP)	89%	91%	10%
Initial Parent/Teacher Conference	97%	99%	98%
Initial Home Visit	96%	100%	98%
Second Home Visit	93%	98%	96%
Initial Family Outcomes Assessment	100%	99%	99%
Midyear Family Outcomes Assessment	99%	95%	97%
Referrals to RCEB or OUSD	17	5	22
Children enrolled with IFSP or IEP	39	30	69
% of children enrolled with an IFSP or ISP	14.2% actual, 10.2% OHS funded enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- April 12, 2024: CCB 24-05: *Transitional One-Time Payments to Child Care Centers Pursuant to SB 140*. Pursuant to SB 140 and WIC Section 10277.2, child care centers will receive a transitional one-time payment of three thousand dollars (\$3,000) intended to supplement subsidized child care reimbursement. Payments will be distributed in the 2023-24 fiscal year.
- April 24, 2024: ACF-OHS-PI-24-02: *Fiscal Year 2024 (FY 2024) Head Start Funding Increase*. Each eligible grant recipient will receive a COLA increase of 2.35% of the FY 2023 base funding level.

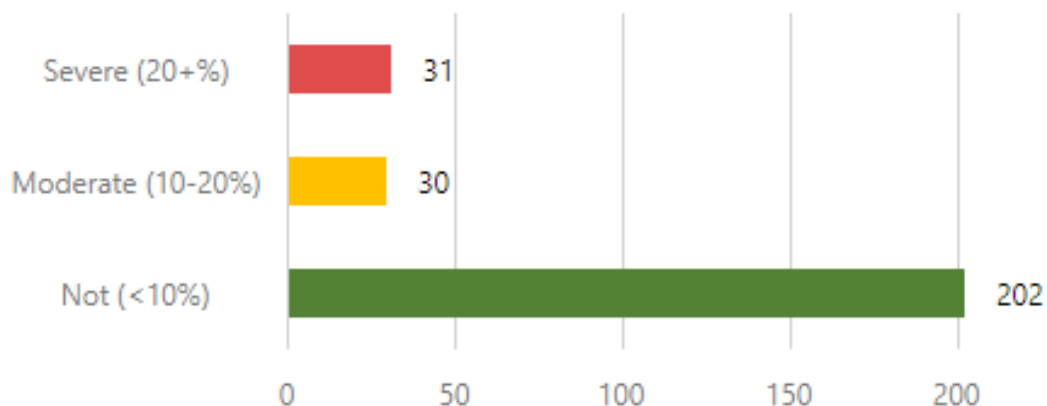
ATTENDANCE & ENROLLMENT

In honor of Week of the Young Child, the Program partnered with the Habitot Mobile Museum to host a recruitment event at Frank Ogawa Plaza on Tuesday, April 9th. The event was open to the public as well as families enrolled in Head Start, and attendees enjoyed painting a large mural, playing in the water with boats, funnels, and buckets, designing their own ball run, and making their own rockets. Staff were available to complete applications to the Program onsite and community partners attended providing resources.

Chronic Absenteeism Update

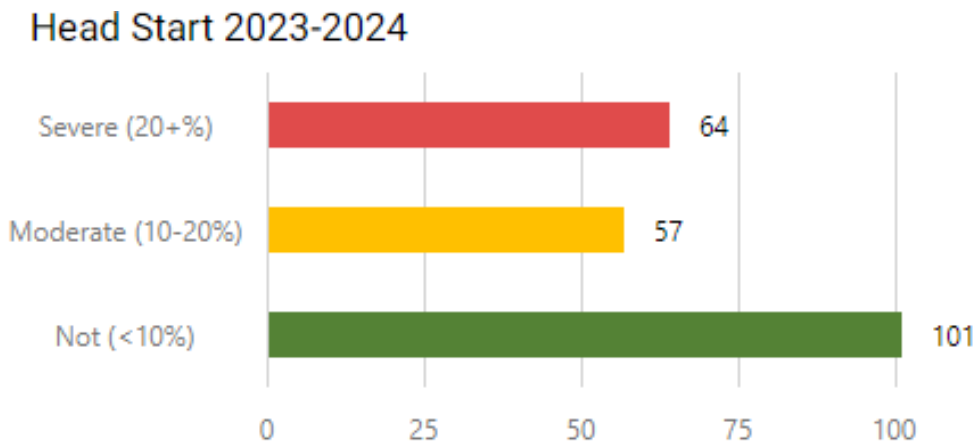
Data reported in March and April indicate that attendance is stronger in Early Head Start (EHS) compared to Head Start (HS). Out of 263 children enrolled EHS at the end of April, 202 children (76.8%) maintained strong attendance and were not chronically absent. Of the 61 children enrolled in EHS who are chronically absent, 31 children (51%) are severely chronically absent. Bananas Family Child Care homes and San Antonio Park had the strongest attendance of all EHS sites. In Program Year 2022-2023 San Antonio Park had one of the highest rates of chronic absenteeism, so the site has significantly improved attendance over the last year. Sites with the highest severe chronic absenteeism are 85th Avenue, Arroyo Viejo, Broadway, Lion Creek and West Grand.

Early Head Start 2023-2024



Of the 222 children enrolled in HS, 121 (45%) maintained strong attendance and were not chronically absent. Just like Program Year 2022-2023, Bananas FCC homes and Laney Children's Center have the strongest attendance across all HS sites. All other Head Start

centers and sites had the same number or more children chronically absent than the number attending regularly. Like Program Year 2022-2023, Lion Creek and Manzanita have the highest rates of chronic absenteeism.



61% of absences for families enrolled in all program options is attributed to sickness. Over 85% of all absences are attributed to sickness, transportation, or family issues.

DENTAL/PHYSICAL HEALTH & NUTRITION

The final round of CACFP monitoring kicked off in April. Centers have made significant improvements compared to the previous two monitoring visits. The Program's Dietetic Intern updated the two-week menu cycle with new recipes found on the USDA website and created a list of emergency foods.

During the Fairyland event, the Program's new partner provider, Dr. Banwait from the UC Berkeley School of Optometry, screened 20 children for vision concerns. Dr. Banwait's team also connected with families directly about specific vision concerns and questions.

Overall, completion of health requirements has improved from past months and program years across all areas. The percentage of families with dental homes improved from 80.4% in April 2023 to 99.5% in April 2024. From April 2023 to April 2024, the completion of medical exams increased from 84% to 87%, the completion of vision screenings increased from 92% to 97%, and the completion of dental exams increased from 89.9% to 93.6%.

DISABILITIES & MENTAL HEALTH

The Program has met the 10% goal for children enrolled with an IEP or IFSP for both funded and actual enrollment. All sites except one have a designated Mental Health Consultant who provides weekly visits to the site to provide support to staff, families, and children.

19 children are awaiting evaluations from Oakland Unified School District and the Regional Center of the East Bay that have not been completed. Of the children with IEPs or IFSPs, almost 40% have a non-categorical development delay diagnosis. The most common diagnoses continue to be Autism (29%) and speech/language delay (28%).

Two workshops were provided by Mental Health Consultants on Autism Spectrum Disorder (ASD) in April, one for the Family Child Care providers in Tiny Steps and one for the staff at Manzanita.

EDUCATION & SCHOOL READINESS

During April, Education and School Readiness staff coordinated CLASS observations at all centers. CLASS data from these observations inform summer professional development priorities and demonstrate the progress made throughout the year in stronger teacher and child interactions.

The Region 9 Training and Technical Assistance team also visited three sites in April to review classroom environments. The Program received feedback that the safety improvements implemented at the 85th Avenue site locations were impressive and that it was a “model center.”

The final individualized curriculum observations for all children were due on April 18th, which is why there is a lower percentage completed compared to the first and second individualized curriculums. By the May report the Program will report over 90% completion across all education events. The individual curriculum observations are conducted using the Desired Results Developmental Profile. In an initial overview of the data, most children moved on all domains. A more detailed overview of the developmental progress will be provided next month. School Readiness and Education staff will use this information to help evaluate and update the Program’s School Readiness goals and priorities for quality improvement during the 2024-25 school year.

EXPECTANT FAMILIES & HOME-BASED PROGRAM

Total expectant parents served this Program Year	26
City of Oakland to date	18
Brighter Beginnings to date	8
Expectant parents served in April	
Expectant parents served in April	4
Number of babies born in April	0
Number of Pre-Natal Depression screenings conducted	2/2 (100%)
Number of Post-partum Depression screenings conducted	None due
Number of Post-partum 2-week visits conducted	None due
Percentage with Medical Insurance	4/4 (100%)
Percentage with Medical Home	4/4 (100%)
Percentage with Dental Home	4/4 (100%)
Percentage with Prenatal Dental Exam	3/4 (75%)
Percentage with Physical Exam	3/4 (75%)
Percentage with Health and Nutrition Screening	4/4 (100%)

Through Assembly Bill 424 and the California Abundant Birth Project, all pregnant participants with Medi-Cal insurance are now eligible for doula services. The Abundant Birth Project is also currently accepting applications for pregnant participants in Alameda County to receive monthly cash gifts of \$967 dollars for one year.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

708 people- 329 adults and 379 children- participated in the annual Head Start Day at Fairyland as part of the annual Week of the Young Child. In addition to enjoying the park's amenities, families checked out resources provided by: Alameda County Office of Dental Health, UC Berkeley School of Optometry, Alameda County Fathers Corp, Oakland Promise Brilliant Baby Program, Alameda County Food Bank, Hively Resource and Referral Network, East Bay Regional Park District Lifeguard Services, Unify Credit Union, Alameda County Public Health Department Black Infant Health Project, and the Oakland Public Library.

For the third Fathers and Father Figures engagement event of the program year, Father Corps and the Program hosted families at the Museum of Children's Art (MOCHA) on April 27th. Over 50 caregivers, children, and staff enjoyed activities including creating puppets, thumbprint insects, collages, Afrofuturistic stencil painting, and African Adinkra stamping. Activities were specifically selected to align with the Program's school readiness goals with an emphasis on gross motor skill development and hand-eye coordination.

ONGOING MONITORING & CONTINUOUS QUALITY IMPROVEMENT

During the week of April 15th-20th, the Program conducted a follow-up mock Focus Area 2 review to focus on the content areas of Family Services and Community Engagement, Home Based Services, Health, and Safe and Sanitary Environments at Family Child Care centers. The Program also held a Program Governance training on Saturday, April 20th for all Parent Policy Council and Advisory Board members. Attendees learned about the history of Head Start and the responsibilities of each governing body.

Across content areas, the reviewers reported files were well organized and that all required forms were completed. Family Service staff and Home Visitors demonstrated the quality relationships they have with their families and the strong community partnerships they utilize that align with each families' identified needs. Overall, the Program needs to improve documentation practices that demonstrate the support provided to families.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

As requested by the Parent Policy Council in the April meeting, below is the Spring Break week Professional Development schedule:

Monday 4/1/24	Tuesday 4/2/24	Wednesday 4/3/24	Thursday 4/4/24	Friday 4/5/24
Holiday- Cesar Chavez Day	<ol style="list-style-type: none"> 1. Rainbow Coalition SOGIE Training 2. DRDP observations 3. ERSEA Updates and Training 	<ol style="list-style-type: none"> 1. CPR (as needed) 2. Resilience & Regulation Training <i>all-day</i> 	<ol style="list-style-type: none"> 1. DRDP observations 2. CLASS Language Modeling training 3. MH/Disability Services Training 	<ol style="list-style-type: none"> 1. CPR (as needed) 2. Health/Family Services Training 3. DRDP observations

Management staff also attended an additional Sexual Orientation, Gender Identity and Expression (SOGIE) training catered toward creating gender inclusive classrooms and environments for all staff and families.

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	80/100 (80%)	19/20 (95%)	99/120 (82.5%)
Laney	N/A	48/48 (100%)	59/64 (92.2%)
Merritt	N/A	11/16 (69%)	

Brighter Beginnings

Brighter Beginnings welcomed two new staff members and completed onboarding in April. There are still four vacancies, significantly impacting service delivery, but these hires are very promising. Staff are partnering with the Safe Kids Alameda County Program, led by Alameda County EMS, which provides training for program staff, car-seat checkups, and safety workshops to keep kids safe while in vehicles and prevent childhood injuries.

The completion rates for the 30, 45, and 90-day health screenings are above 95% for all families enrolled in Brighter Beginnings. Families participated in the Habitot Mobile Museum Recruitment event and Fairyland day.



Family Child Care

At the Bananas Unpeeled 50th Birthday celebration, the Tiny Steps program celebrated the transition of eight children to Transition Kindergarten and Kindergarten. Five children walked the stage in cap and gown to accept certificates of completion to a rousing applause from community and family members.



Specialized support was provided to one FCC provider in West Oakland who is serving children with challenging behaviors. Tiny Steps provided several self-regulation tools and the Bananas Inclusion Specialist conducted a site visit to observe and provide support and strategies in real time. Lastly, as described in the Mental Health and Disability section, FCC providers had a training on Autism Spectrum Disorder conducted by the Mental Health Consultant from Lincoln Families.

The Tiny Steps team is welcoming a new FCC provider. This new Tiny Steps provider speaks Spanish and is located in East Oakland, which will be a great resource for eligible families.

HEALTH AND SAFETY

On April 18th, the Office of Head Start Region 9 conducted a Risk Assessment Notification (RAN) Monitoring review in response to two Unusual Incident Reports submitted by the Program. A RAN review is conducted as needed, determined by staff from the Office of Head Start, when they would like more information about an incident affecting the health and safety of program participants. The RAN review aims to document serious health and safety incidents and ensure that programs are following requirements for timely, accurate reporting, identify if there are contributing program or management factors that may have enabled the incident, communicate any required corrective action steps to the recipient, and provide feedback and inform support to strengthen program management approaches to prevent similar incidents from occurring in the future. The Program has not received any information from the Office of Head Start on the results of the RAN conducted as of May 10, 2024.

OAKLAND CHILDREN'S INITIATIVE (MEASURE AA)

Data for the third quarter of Fiscal Year 2023-2024 services funded by the Oakland Children's Initiative was due on April 30th. Due to an issue with the secure file transfer software, the data has not yet been submitted. The Proposal for Fiscal Year 2024-2025 program services has been submitted by First 5 to the City Accountability Officer and the Program is awaiting approval or feedback.

UPCOMING

- Friday, May 17, 2024: Dental Social for Brighter Beginnings families
- Wednesday, May 22, 2024: Fathers & Father Figures Male Involvement evening event. First Presbyterian Church of Oakland Fellowship Hall, 2619 Broadway, Oakland CA 94612



Head Start & Early Head Start Budget Summary - All Projects
Report as of 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,458,846.00	\$ -	\$ 4,166,065.12	\$ 1,292,780.88	76%
b. Fringe Benefits	\$ 2,200,083.00	\$ -	\$ 3,170,589.67	\$ (970,506.67)	144%
c. Travel	\$ 36,800.00	\$ -	\$ 22,477.35	\$ 14,322.65	61%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 326,126.00	\$ 57,178.81	\$ 267,439.01	\$ 1,508.18	100%
f. Contractual	\$ 3,375,931.00	\$ 11,201.97	\$ 1,104,093.66	\$ 2,260,635.37	33%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 788,617.00	\$ 20,903.32	\$ 871,395.47	\$ (103,681.79)	113%
i. Total Direct Charges	\$ 12,186,403.00	\$ 89,284.10	\$ 9,602,060.28	\$ 2,495,058.62	80%
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 360,235.45	\$ 22,621.55	94%
k. TOTALS	\$ 12,569,260.00	\$ 89,284.10	\$ 9,962,295.73	\$ 2,517,680.17	80%

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 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 1,597,562.22	\$ 714,653.78	69%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 1,219,983.46	\$ (170,282.46)	116%
c. Travel	\$ 18,256.00	\$ -	\$ 814.00	\$ 17,442.00	4%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 26,136.77	\$ 113,193.62	\$ (1,315.39)	101%
f. Contractual	\$ 1,440,656.00	\$ 6,961.49	\$ 875,718.48	\$ 557,976.03	61%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 10,249.43	\$ 357,002.32	\$ (158,457.75)	176%
i. Total Direct Charges	\$ 5,167,638.00	\$ 43,347.69	\$ 4,164,274.10	\$ 960,016.21	81%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 140,164.00	\$ 22,704.00	86%
k. TOTALS	\$ 5,330,506.00	\$ 43,347.69	\$ 4,304,438.10	\$ 982,720.21	82%

Early Head Start Budget Summary - Federal Basic
Report as of 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 2,568,502.90	\$ 578,127.10	82%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 1,950,606.21	\$ (800,224.21)	170%
c. Travel	\$ 18,544.00	\$ -	\$ 814.00	\$ 17,730.00	4%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 31,042.04	\$ 154,245.39	\$ 2,823.57	98%
f. Contractual	\$ 1,935,275.00	\$ 1,052.98	\$ 216,968.93	\$ 1,717,253.09	11%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 10,653.89	\$ 479,613.55	\$ (96,074.44)	124%
i. Total Direct Charges	\$ 6,833,135.00	\$ 42,748.91	\$ 5,370,750.98	\$ 1,419,635.11	79%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 220,071.45	\$ (82.45)	100%
k. TOTALS	\$ 7,053,124.00	\$ 42,748.91	\$ 5,590,822.43	\$ 1,419,552.66	80%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 29,689.00	\$ -	\$ 10,224.25	\$ 19,464.75	34%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -			\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 37,063.00	\$ -	\$ 15,360.30	\$ 21,702.70	41%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 25,584.55	\$ 41,167.45	38%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 25,584.55	\$ 41,167.45	38%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 33,322.00	\$ -	\$ 10,625.10	\$ 22,696.90	32%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 34,078.00	\$ 3,187.50	\$ 11,406.25	\$ 19,484.25	43%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 51,478.00	\$ -	\$ 19,419.30	\$ 32,058.70	38%
i. Total Direct Charges	\$ 118,878.00	\$ 3,187.50	\$ 41,450.65	\$ 74,239.85	38%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ 3,187.50	\$ 41,450.65	\$ 74,239.85	38%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 05/08/24 - 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	\$ 7,285.11	\$ 140,844.86	\$ 62,501.19	70%
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	\$ 7,285.11	\$ 148,995.68	\$ 68,850.37	69%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 225,131.16	\$ 7,285.11	\$ 148,995.68	\$ 68,850.37	69%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 05/08/24 - 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 05/08/24 - 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	\$ 4,733.08	\$ 8,815.06	\$ 948,862.86	1%
f. Contractual	\$ (695,612.00)	\$ -	\$ -	\$ (695,612.00)	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 780,000.00	\$ -	\$ 111,130.37	\$ 668,869.63	14%
i. Total Direct Charges	\$ 2,555,569.00	\$ 4,733.08	\$ 801,628.14	\$ 1,749,207.78	32%
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 33,301.65	\$ 43,590.35	43%
k. TOTALS	\$ 2,632,461.00	\$ 4,733.08	\$ 834,929.79	\$ 1,792,798.13	32%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 05/08/24 - 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	\$ 2,252.32	\$ 4,372.49	\$ 25,588.98	21%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,213.79	\$ 2,252.32	\$ 4,372.49	\$ 25,588.98	21%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,213.79	\$ 2,252.32	\$ 4,372.49	\$ 25,588.98	21%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 955,035.00	\$ -	\$ 140,768.06	\$ 814,266.94	15%
b. Fringe Benefits	\$ 736,236.00	\$ -	\$ (108,897.32)	\$ 845,133.32	#N/A
c. Travel	\$ -	\$ -	\$ 950.71	\$ (950.71)	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 191,659.54	\$ 66,862.31	\$ 16,112.64	\$ 108,684.59	43%
f. Contractual	\$ 94,107.58	\$ 10,428.60	\$ 14,785.00	\$ 68,893.98	27%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 211,382.57	\$ 9,752.95	\$ 25,629.99	\$ 175,999.63	17%
i. Total Direct Charges	\$ 2,188,420.69	\$ 87,043.86	\$ 89,349.08	\$ 2,012,027.75	8%
j. Indirect Charges	\$ 88,268.00		\$ (12,994.76)	\$ 101,262.76	#N/A
k. TOTALS	\$ 2,276,688.69	\$ 87,043.86	\$ 76,354.32	\$ 2,113,290.51	7%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 05/08/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 865,091.00	\$ -	\$ 134,061.03	\$ 731,029.97	15%
b. Fringe Benefits	\$ 657,701.00	\$ -	\$ (98,864.38)	\$ 756,565.38	0%
c. Travel	\$ -	\$ -	\$ 285.23	\$ (285.23)	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 47,087.35	\$ 4,718.37	\$ 2,620.03	\$ 39,748.95	16%
f. Contractual	\$ 25,414.46	\$ 1,471.05	\$ 4,118.42	\$ 19,824.99	22%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 52,879.34	\$ 1,959.50	\$ 7,933.70	\$ 42,986.14	19%
i. Total Direct Charges	\$ 1,648,173.15	\$ 8,148.92	\$ 50,154.03	\$ 1,589,870.20	4%
j. Indirect Charges	\$ 80,303.00	\$ -	\$ (11,988.99)	\$ 92,291.99	0%
k. TOTALS	\$ 1,728,476.15	\$ 8,148.92	\$ 38,165.04	\$ 1,682,162.19	3%

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: March-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	81.00	85.00	59.00	21.00	entire site (50)	16.00	16.00	1.00	336.00	NO	NO
1 2	Full Day 85th Avenue II	122.00	131.00	114.00	21.00	entire site (50)	10.00	16.00	1.00	336.00	NO	NO
1 3	Full Day 85th Avenue III	245.00	263.00	234.00	21.00	entire site (50)	8.00	16.00	1.00	336.00	NO	NO
2 4	Full Day Arroyo Viejo	51.00	53.00	39.00	20.00	16	12.00	12.00	1.00	240.00	NO	NO
3 5	Full Day BROADWAY/INFANT	37.00	48.00	46.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	90.00	120.00	91.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	70.00	79.00	63.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
4 8	Full Day Brookfield 1	215.00	218.00	182.00	21.00	entire site (48)	16.00	16.00	1.00	336.00	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	104.00	140.00	75.00	21.00	18	16.00	32.00	1.00	672.00	NO	NO
8 13	Full Day Lion's Creek 1	132.00	135.00	111.00	21.00	18	16.00	16.00	1.00	336.00	NO	NO
8 14	Full Day Lions Creek 2	108.00	108.00	100.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
9 15	Full Day Manzanita / Brookfield	157.00	220.00	205.00	21.00	20	16.00	20.00	1.00	420.00	NO	NO
10 16	Full Day San Antonio CDC 1	260.00	276.00	239.00	21.00	entire site (24)	24.00	24.00	1.00	504.00	NO	NO
11 17	Full Day San Antonio Park I	111.00	111.00	103.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
11 18	Full Day San Antonio Park II	84.00	105.00	91.00	20.00	8	10.00	9.00	1.00	180.00	NO	NO
12 19	Full Day Sungate I	297.00	351.00	298.00	21.00	24	24.00	24.00	1.00	504.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	110.00	98.00	84.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14 22	Full Day West Grand (Infant)	63.00	84.00	75.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
14 23	Full Day West Grand (Older)	94.00	96.00	85.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
14 24	Full Day West Grand (Young)	131.00	136.00	125.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
	TOTAL	2,562.00	2,857.00	2,419.00	411.00		272.00	366.00		6,149.00		
	HS	1,412.00	1,600.00	1,319.00	245.00							
	EHS	1,150.00	1,257.00	1,100.00	166.00							

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 (Apr 17, 2024 10:51 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 **136.05**

=(max meals)/(max days)

ADP ENTRY **137.00**

Prepared by : **Michael Fries**

Fiscal Approval: Kurry Foley
Kurry Foley (Apr 17, 2024 2:58 PDT)

Kurry Foley
Human Services Fiscal Manager



Program Governance (Parent Policy Council and Advisory Board) & Impasse Procedures (2-parts)

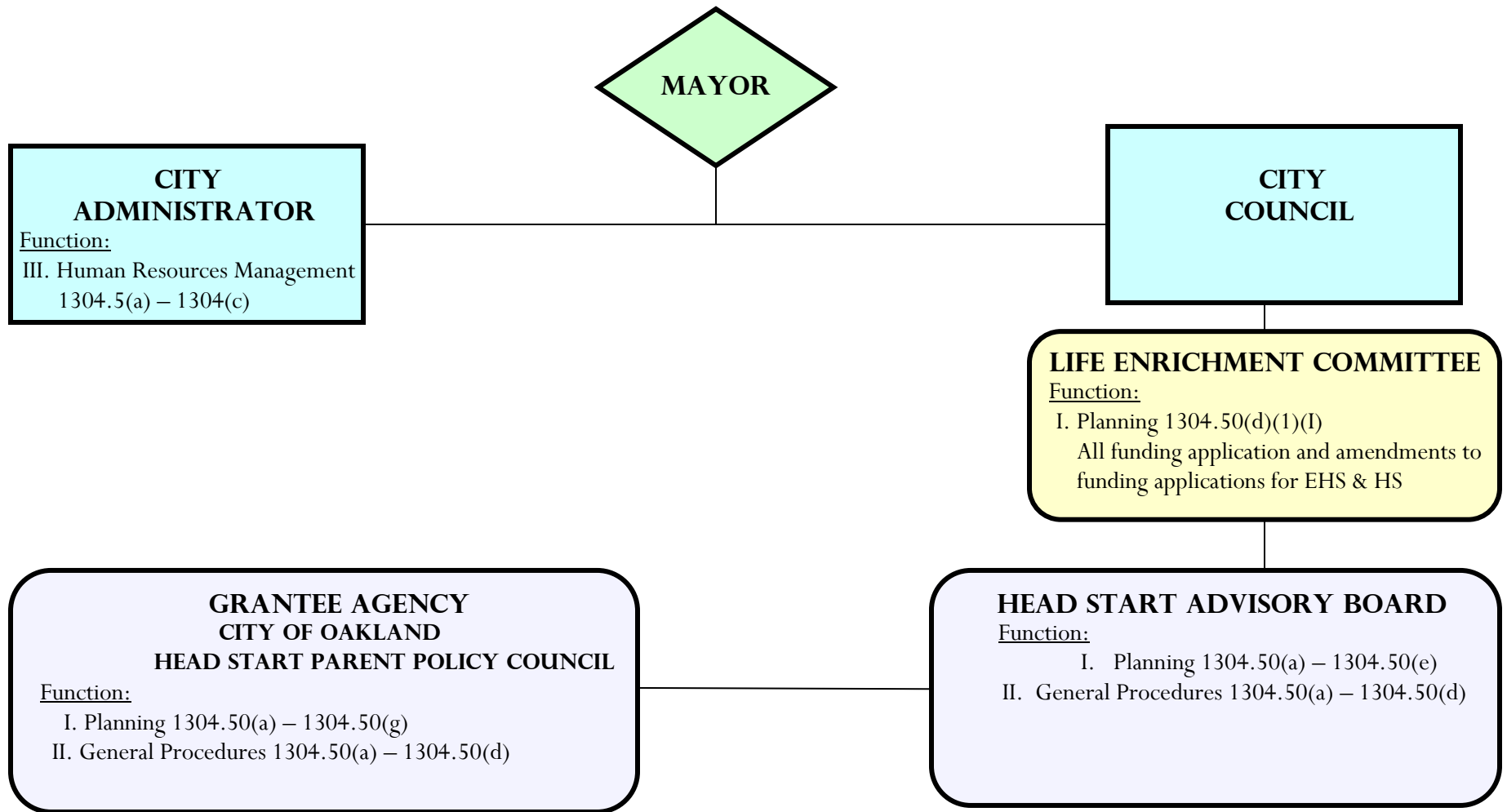
Subject:	Program Governance (Policy Council & Advisory Board)	Policy #:	(if applicable)
HSPPS Subpart:	Program Governance		
HSPPS and other regulations:	<p>Performance Standard: 1301.2 - Governing Body Responsibilities; Sec. 642 (E) - Powers and Functions of Head Start Agencies</p> <p>(1) Grantee and 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 in resolving possible program disputes that may arise.		
Rationale:	Partnering with parents and the governing body, to share the responsibility of making decisions for the program.		
Responsibility:	Program Director, Program Management, Program Supervisors, and Program Coordinators		



Policy Statement and Detailed Procedures	
Monitoring:	<ul style="list-style-type: none"> ▪ Monthly monitoring that Advisory Board Meeting agendas and materials are shared with the City of Oakland Records Office, (for public posting), Center Directors, Family Advocates, so that parents receive individual copies, with support from the Center Director, Family Services & Engagement Coordinator, School Readiness Coordinator, and Early Learning Specialist.
Procedure:	<ol style="list-style-type: none"> 1. The Head Start 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. 2. The Head Start Advisory Board will receive annual orientation and Governance training in regards to the shared governance structure, including the need for the Policy Council to approve policies and procedures. Each new Head Start Advisory Board member will receive an orientation to assure understanding of Head Start Philosophy, role of parents and Policy Council in shared governance structure, including the need for the Policy Council. 3. The Advisory board 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. 4. The Board ensures 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 noncompliance, and d) receive audit monthly fiscal reports (including budget expenditure reports, Child & Adult Care Food Program Reports, Purchase Card Reports, and direct and monitor staff implementation of program corrective actions. 5. Members of the Advisory Board support the program by: <ol style="list-style-type: none"> a. Identifying and developing resources to augment Federal funds; b. Visiting or volunteering in classrooms and with other program activities; c. Becoming involved in the Self-Assessment process; d. Participating in joint training opportunities with the Parent Policy Council; e. Obtaining feedback from parents and community members about the quality of services being delivered; and



Policy Statement and Detailed Procedures	
	<p>f. Participating as a Community Representative on the Parent Policy Council (optional).</p> <p>6. The Head Start Program Director and Parent Policy Council Chair, provides a monthly report to the Advisory Board that includes 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 (Policy Council & Advisory Board)	Policy #:	(if applicable)
HSPPS Subpart:	Internal Dispute Resolution Procedure (Impasse Procedure)		
HSPPS and other regulations:	<p>Performance Standard 1304.50(h) — <i>Internal Dispute Resolution</i></p> <p>(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.</p>	Parent Policy Council Approval Date:	N/A
State Regulations:	NA	Board of Directors Approval Date:	N/A
Effective Date:	July 1, 2021	Revised Date:	August 1, 2023
Policy Statement and Detailed Procedures			
Policy Statement:	Oakland Head Start Parent Policy Council 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:	<ol style="list-style-type: none"> 1. If at any time the City Council and/or its designee (the Head Start Advisory Board) and 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	
	<p>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.</p> <p>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.</p> <p>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.)</p> <p>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 Department of Human Service (DHS) 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.</p> <p>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 likely 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.</p> <p>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.</p>
Documentation:	<ul style="list-style-type: none"> • Meeting Minutes and Agenda
Timeframe/Frequency:	<ul style="list-style-type: none"> • As needed