



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

MEETING AGENDA – FINAL

Thursday, 12-19-24

3:30-5:00pm

In person Meeting Location:

Oakland City Hall

1 Frank H. Ogawa Plaza, City Council Chambers

Virtual Zoom Meeting Location for Public Participation Only

<https://us02web.zoom.us/j/87487107470>

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, 12-19-24; 3:30-5:00pm

In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza;
City Council Chambers

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>(1 Vacant Seat)</i>

1. Call for Public Comment

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

1. Review and Approval of **Advisory Board Meeting Agenda, December 19, 2024**
2. Review and Approval of **Advisory Board Meeting Minutes, November 21, 2024**
3. Review and Approval of **Special Advisory Board Meeting Minutes, November 14, 2024**

III. ACTION ITEMS:

1. **Advisory Board Officer Elections:** *Diveena Cooppan, Program Director/Manager & Program Staff*
2. **Monthly Progress Report Update:** *Diveena Cooppan, Program Director/Manager & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Report – *November 2024*
3. **Monthly Financial Report:** *Kurry Foley, HSD Budget & Fiscal Manager*
 - a. Monthly Financial Report (Budget Expenditure Report; CACFP Reports – *Sept/Oct*)
 - b. Purchase Card Report
 - c. Final FY23/24 Reconciled Report - Oakland Children’s Initiative (OCI)
4. **Risk Assessment Notification – Corrective Action Plan (RAN-CAP) Update:**
Diveena Cooppan, Program Director/Manager
5. **Request for Approval – New Facility Lease:** *Shelley Taylor, Supervisor; HR & Business Services*

IV. PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan; Parent Policy Council Chair &*

a. Parent Policy Council Feedback

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

1. Boards & Commissions Office Presentation – Filing Form 700
2. FY 23-24 Program Information Report (PIR) Overview (see handout)
3. Policy & Procedure: *Limitations on Expulsions and Suspensions* (see handout)
4. Policy & Procedure: *Video & Audio Recording of Multi-Disciplinary Team Meetings*
5. Standing Program Updates:
 - FY 24-25 City Budget
 - Measure C (Children’s Health & Child Care Initiative for Alameda County)
 - a. Upcoming Listening Session – December 18, 2024 – Focus: *Accessing Child Care* (see handout of all upcoming “Listening Sessions”)

VI. OPEN FORUM

VII. ADJOURNMENT

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

Day & Time: Thursday, 11-21-2024; 3:30-5:00pm

**In Person Location: Oakland City Hall;
1 Frank H. Ogawa Plaza; Council Chambers
Zoom Meeting**

*** MEETING MINUTES**

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

Advisory Board Members Present:

Dr. Javay Ross
Christina Michaud
Julia Forte Frudden
Dr. Jei Watkins
Kevin Bremond

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Kurry Foley, *HSD Budget & Fiscal Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Trisha Barua, *HHS Planner, HS/EHS*
Krischa Esquivel, *Education Manager*
Emari Dimagiba, *Health & Human Services Planner*
Betty Ly, *Safety Analyst*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Equal Access - *International Contact Interpretation Team*
(4 members present)

Advisory Board Members Excused:

Molly Tafoya, *Chair*
Alysoun Bonde, *Vice Chair*
Dr. Mariamawit (Mari) Tamerat

Guests:

Traevon Evans
Tonya Love
Parent Voices Oakland

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Robyn Levinson at 3:42 PM.

1. Public Comments:

Multiple members of the community expressed concerns about reducing slots and services to the families in the community. Others agreed with the change in scope, as its multi-pronged approach strategically proposes to address the program's current under-enrollment issue and reduces the risk of possible funding cuts related to chronic under-enrollment, while it also addresses the current teacher shortage, with innovative, actionable, and continuous teacher retention, recruitment, and outreach efforts.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of November 21, 2024, Meeting Agenda

Member Julia Forte Frudden, called for a motion to approve the November 21, 2024, AB Meeting Agenda. *Member Kevin Bremond seconded the motion.*; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of October 17, 2024, Advisory Board Minutes

Member Christina Michaud, motioned to approve the October 17, 2024, Meeting Minutes. *Member Forte Frudden seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Monthly Progress Report: *Robyn Levinson Presented, please refer to packet.*

a. Monthly Enrollment and Content Area Monitoring Report – October 2024

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

Two apprentices have started as Teaching Assistants, one at Arroyo Viejo EHS and one at Tassafaronga HS. Since they only have six units of coursework, they do not meet the qualifications to count toward teacher-student ratios, so their addition will not immediately increase enrollment. The meeting minutes will be updated to reflect this correction.

The first apprenticeship cohort began in August of last year. Apprentices who completed their initial six units have started on an additional six units. Some apprentices already had prior coursework, allowing 2-3 individuals to transition to Teacher Associate positions, which qualify them to be included in ratio. As a result, the toddler classroom at 85th Avenue HS/EHS is fully enrolled, and one Associate Teacher is slated to begin at Arroyo Viejo EHS soon, enabling full enrollment there. There is a pipeline for apprentices to transition to Associate Teacher, which will steadily support increased enrollment based on waitlists.

The Change in Scope proposal is under review by the Office of Head Start and includes strategies to achieve full enrollment. Submission by November 30 was required to avoid funding cuts and Chronic Under-Enrollment status. Once City Council approves the proposal, it will proceed through various Advisory Board and Policy Council review levels before final federal approval. If approved, the program will receive a Notice of Award outlining a timeline for demonstrating progress toward full enrollment. Further updates will follow as developments occur.

2. Monthly Financial Report- *Kurry Foley Presented, please refer to packet.*

a. Monthly Financial Report (Expenditures, CACFP Report, Purchase Card Report) August, September and October 2024

Member Forte Frudden motioned to move the Monthly Financial Report to August, September, and October: *Member Bremond seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. FY 24-25 Change in Scope Request

Member Bremond, motioned to approve the FY 24-25 Change in Scope Request: *Member Dr. Jei Watkins* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

The proposal is the same as previously discussed and approved for preliminary submission, with updates from last week's Special Advisory Board meeting.

The Change in Scope applies only to federally funded sites, excluding Tassafaronga HS, Franklin HS, and Arroyo Viejo EHS. It proposes reducing federally funded slots from 622 to 481 while maintaining the overall budget. Adjustments will reallocate funds to increase personnel and fringe costs, creating higher-salary positions such as Early Head Start Teacher 2 and Teacher 3. Final classifications for these roles will be determined by Human Resources and reviewed by the City of Oakland Council.

The slot reductions include:

- **Centers:** 74 slots reduced, with 32 from Laney College, which is no longer part of the grant. This results in a net reduction of 42 directly served slots at centers.

- **Home-Based Program:** 67 slots reduced.

Existing employees will need to apply for higher-paid roles through a formal process managed by the City's Human Resources Department. Additionally, strategies such as, Sign-on Bonuses, Referral Bonuses, and Longevity Pay are being finalized to support both recruitment and retention.

If implementation is approved, the change in scope would bring Early Head Start enrollment to 95-97%, while Head Start enrollment would reach the mid-80% range, with continued improvements expected over six months.

Approval of the Change in Scope proposal applies to fiscal year 2024-2025. Monthly enrollment reports will influence whether the grant is maintained or reduced. Regional Office recommendations and political changes in D.C. add urgency to the timeline. Program Director Cooppan emphasized the need for seeking innovative funding strategies which prioritize early childhood programs, such as the Oakland Children's Initiative and Measure C (Children's Health and Child Care Initiative for Alameda County). In addition, leveraging opportunities for expansion, including additional classrooms at Bethlehem Lutheran Church, were also discussed. While an appeal process exists for potential funding cuts, timely action is crucial to avoid risks tied to chronic under-enrollment.

FY 25-26 Oakland Children's Initiative (OCI) Contract

Currently not an action item, as we did not receive approval from The City Administration to bring forward our draft proposal. When we get approval, we will bring this to the Parent Policy Council and Advisory Board.

IV. PARENT POLICY COUNCIL UPDATES:

a. Parent Policy Council Feedback

V. INFORMATION ITEMS:

1. FY 23-24 Program Information Report (PIR) Overview
2. FY 24-25 COO HS/EHS Wage & Compensation Study
3. FY 24-25 CLASS Review/Implementation – In Progress
4. Standing Program Updates:

- Human Services Department Director Position
- Personnel
- FY 24-25 City Budget
- Measure C (Children’s Health & Child Care Initiative for Alameda County)
 - a. Upcoming Listening Sessions (see handout in agenda packet)
- Seeking Volunteers for Human Services Department “Community Day of Thanks” events, November 25 and November 26 (see handout in agenda packet)
 - First 5 Alameda Help Me Grow - List of Holiday Resources
- FY 24-25 Advisory Board Bylaws

VI. OPEN FORUM

VII. ADJOURNMENT

- Program Planner, Robyn Levinson, called for a motion to **Adjourn the Advisory Board Meeting**
 - Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:08 pm

Submitted by
Brittany Pierce
Administrative Assistant II

Human Services Department
HEAD START/EARLY HEAD START PROGRAM
SPECIAL ADVISORY BOARD MEETING WITH
PARENT POLICY COUNCIL
(Non-Voting Meeting)

Day & Time: Thursday, 11-14-2024; 3:30-4:30pm

In Person Location: Oakland City Hall;

1 Frank H. Ogawa Plaza; Hearing Room #2

Zoom Meeting - <https://us02web.zoom.us/j/89423805765>

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair* (Virtual – Just Cause)
Alysoun Bonde, *Vice Chair* (Virtual – Just Cause)
Kevin Bremond (Virtual – Just Cause)
Christina Michaud (In Person)
Julia Forte Frudden (In Person)

Parent Policy Council

Members Present:

To Niya Scott-Smith, *Chair* (In person)
Shadeema McDonald, *Member* (Virtual)

Advisory Board Members Excused:

Dr. Javay Ross
Dr. Mariamawit Tamerat
Dr. Jei Watkins

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Tracey Black, *Manager; Governance & Contracts*
Sarah Trist, *Manager; Program Operations*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Kurry Foley, *Manager; HSD Budget & Fiscal Unit*
Trisha Barua, *HHS Planner, HS/EHS*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Valeria Vallejo, *Office Assistant I*
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 3:31 PM.

1. Public Comments:

Members of the public shared multiple views on the importance of the Head Start program, urging for no closures of program sites, as it is an important service for the community, families and children of Oakland.

Members of the public strongly urged that the City's HR division and Head Start program management to expedite the process of bringing new teachers on board, noting different adverse staffing consequences and impacts that hiring delays can have on the program.

I. APPROVAL OF AGENDA ITEM(S): Molly Tafoya, Chair

1. Review and Approval of November 14, 2024, Special Advisory Board Meeting Agenda

II. DISCUSSION ITEM(S):

1. **FY 24-25 Change of Scope Request - Reduction in Slots**

- a. Item approved for submittal to Office of Head Start, Regional Office, as a "Place holder" with the intent to submit the Change in Scope Request - Reduction in Slots, to allow time for an additional discussion with the Parent Policy Council, members of the public, and program staff, at the request of the Advisory Board.

Chair Tafoya outlined the purpose of the **Special Meeting** with the Parent Policy Council and members of the public, and shared important context for the Special Meeting, in light of questions raised concerns expressed by the public, at the City Council Meeting on Tuesday, October 15, 2024. The questions raised and concerns expressed were regarding parts of the Change in Scope Request, and additional issue regarding [Head Start's] under-enrollment and teacher shortage.

Chair Tafoya provided further context for the purpose of Special Meeting. Many similar questions and concerns raised on the City Council Meeting on Tuesday, October 15, were raised at the *Head Start Advisory Board Meeting*, on Thursday, October 17, 2024. The Advisory Board understood the importance of the program's Change in Scope Request, along with the timeline presented at the October 17th Board Meeting.

As a result of the Board's understanding, they felt it prudent to approve the Change in Scope Request as a "place holder with the intent to apply for a Change in Scope", provided that another opportunity for the Advisory Board, Parent Policy Council, and members of the public to meet in the form of a **Special Meeting**, could be convened, prior to the next standing Advisory Board Meeting, scheduled for Thursday, November 21, 2024.

Thusly, during the **Special Meeting**, which was convened on November 14, 2024, *Chair Tafoya* and members of the Advisory Board – *Vice Chair Bonde*, *Members Bremond*, *Forte Frudden*, and *Michaud*, along with members of the Parent Policy Council, *Chair Scott-Smith* and *Member McDonald*, and seven (7) members of the public, engaged in in-depth discussion about the rationale, impact, concerns, and opportunity that the Change in Scope Request presented, with the *Head Start Program Director*, Ms. Diveena Cooppan and Head Start management staff.

II. OPEN FORUM

Seven (7) members of the public shared complex comments and asked in-depth questions. **The full discussion can be viewed in its entirety by accessing the link to the video recording of the Special Meeting on the Head Start Advisory Board website.**

III. ADJOURNMENT

- Vice Chair Bonde, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

Meeting adjourned at 5:00 pm; Submitted by: **Tracey Black**; Manager, Governance & Contracts



Brighter Beginnings Socialization, November 2024

NOVEMBER 2024

Parent Policy Council and Advisory Board Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	164/292	248/330	412/622
HS Enrolled/Funded (%)	56.2%	75.2%	66.2%
OCI Enrolled/Funded	15/40	4/12	19/52
OCI Enrolled/Funded (%)	(41.7%)	(33.3%)	(36.5%)
Program-wide Enrolled/Funded	179/332 (53.9%)	252/342 (73.6%)	431/674 (63.9%)
Daily-attendance	84.1%	83.8%	84.0%
Medical Home	97.7%	99.6%	98.8%
Health Insurance	99.4%	98.7%	99.5%
Physical exam/Well-baby Check	98.9%	81.2%	85%
Updated Immunizations	100%	93.7%	96.9%
Hearing Screening	97.0%	97.4%	96.9%
Vision Screening	97.6%	96.9%	95.4%
Growth Screening	97.6%	98.7%	96.7%
Dental Screening	93.4%	97.1%	95.8%
Nutrition Screening	98.3%	98.3%	99.5%
Health & Developmental History	99.4%	99.4%	98.8%
% 1st Family Outcomes Assessment (FOA)			91%
DRDP - 1 st Assessment Completed	92%	94%	93%
1 st Education Home Visit Completed	96%	97%	97%
Developmental Screening (ASQ)	99%	100%	100%
Behavioral Screening – (ASQ-SE)	99%	100%	100%
Referrals to RCEB or OUSD	20	6	26
Children enrolled with IFSP or IEP	25	17	42
% of children enrolled with an IFSP or ISP	10.2% of actual enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Social Services PIN 24-13.1-CCP \(11/14/24\)](#): Fire Clearance Requirements for Child Care Center Licensees and Applicants
- [California Department of Social Services CCB 24-25 \(10/31/24\)](#): Process to Assign Relinquished Funds to Child Care and Development Contractors.
- [California Department of Education - Enrollment Table for Children With Disabilities \(11/26/24\)](#): Applicable for CSPP to enroll children with IEPs
- [California Department of Social Services PIN 24-14-CCP \(11/25/24\)](#): Child Care Licensing Webinars on Legislation effective 1/1/25 that will impact licensees.
- [ACF-OHS-PI-24-07 Final Rule to Delay Effective Date for Increasing Class Instruction Support Domain Competitive Threshold \(11/06/24\)](#): Raising the CLASS Competitive threshold from 2.3 to 2.5 will be effective 8/1/2027, rather than 8/1/2025.

POLICY SPOTLIGHT

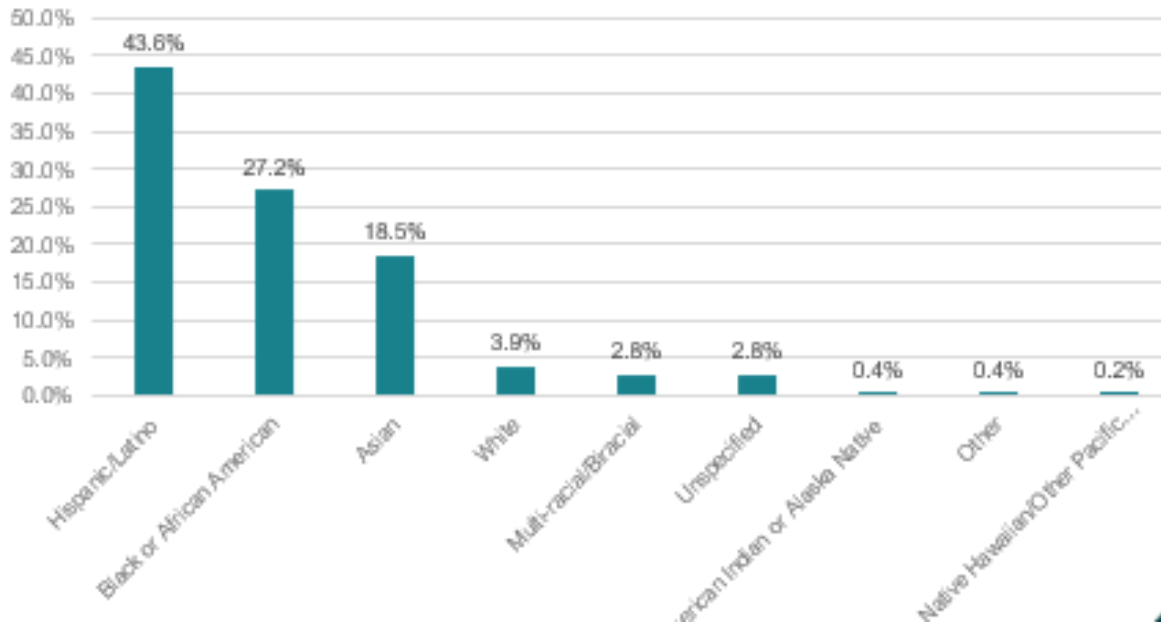
Center for the Study of Child Care Employment (CSCCE): [“California Early Educator Experience and Interest in Teaching Birth to Three”](#) in response to Universal Transitional Kindergarten (UTK) implementation for all 4-year-olds.

RISK ASSESSMENT NOTIFICATION AND CORRECTIVE ACTION PLAN (RAN CAP) UPDATE

- The program entered a RAN CAP on June 7, 2024 regarding two areas of non-compliance
 - Safety Practices
 - Systems for Program Management and Improvement
- Training & Technical Assistance (T&TA) visited the program in late July, late October, and early December
 - T&TA identified both strengths and areas of improvement needed for the Program, with a specific focus on Head Start Preschool Partners, Laney College Children’s Center.
- The RAN CAP deadline is now due to be completed January 31, 2025.
 - The program is implementing more rigorous monitoring and feedback practices for sites

QUARTER 1 PY 24-25 DATA HIGHLIGHTS (JULY-OCTOBER 2024)

Participant Race/Ethnicity



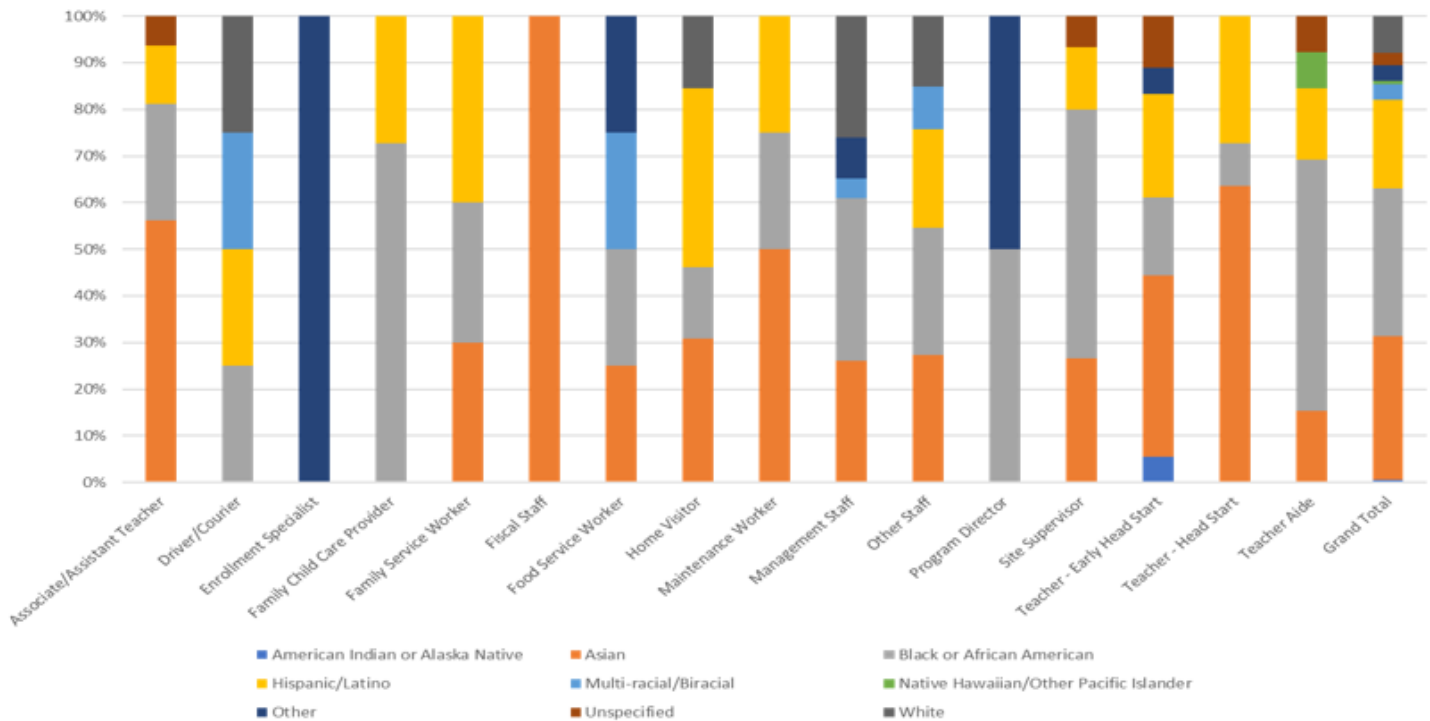
Funded Enrollment –July-Oct 2024

Program Option	Funded	YTD (July-Oct 24)	% Actual/Funded (Oct 24)
Center-Based	336	211	62.5%
Home-Based	233	189	67.7%
Family Child Care	59	56	94.9%
Grantee EHS	184	149	80.0%
Grantee HS	175	124	58.0%
Partner EHS	146	107	72.0%
Partner HS	117	75	62.0%
OCI Infant/Toddler	12	4	33.3%
OCI Preschool	40	17	32.5%
Total	674	456	63.1%

Enrollment Demographics By Program Option

<i>Cumulative Enrollment July-October 2024</i>	Center-Based		Home-Based		FCC	
	#	%	#	%	#	%
American Indian or Alaska Native	1	0.5%	0	0.0%	1	1.8%
Asian	32	15.2%	52	27.1%	1	1.8%
Black or African American	85	40.3%	17	8.9%	23	41.1%
Hispanic/Latino	68	32.2%	110	57.3%	22	39.3%
Multi-racial/Biracial	10	4.7%	1	0.5%	2	3.6%
Native Hawaiian/Other Pacific Islander	0	0.0%	0	0.0%	1	1.8%
Other	1	0.5%	0	0.0%	1	1.8%
Unspecified	7	3.3%	5	2.6%	1	1.8%
White	7	3.3%	7	3.6%	4	7.1%
TOTAL	211	100.0%	192	100.0%	56	100.0%

Race/Ethnicity of Head Start Staff and Partners by Job



Staff Racial Demographics

American Indian or Alaska Native	1	0.51%
Asian	59	29.80%
Black or African American	60	30.30%
Hispanic/Latino	38	19.19%
Multi-racial/Biracial	6	3.03%
Native Hawaiian/Other Pacific Islander	1	0.51%
Other	8	4.04%
Unspecified	6	3.03%
White	19	9.60%
Total	198	100.00%

ATTENDANCE & ENROLLMENT

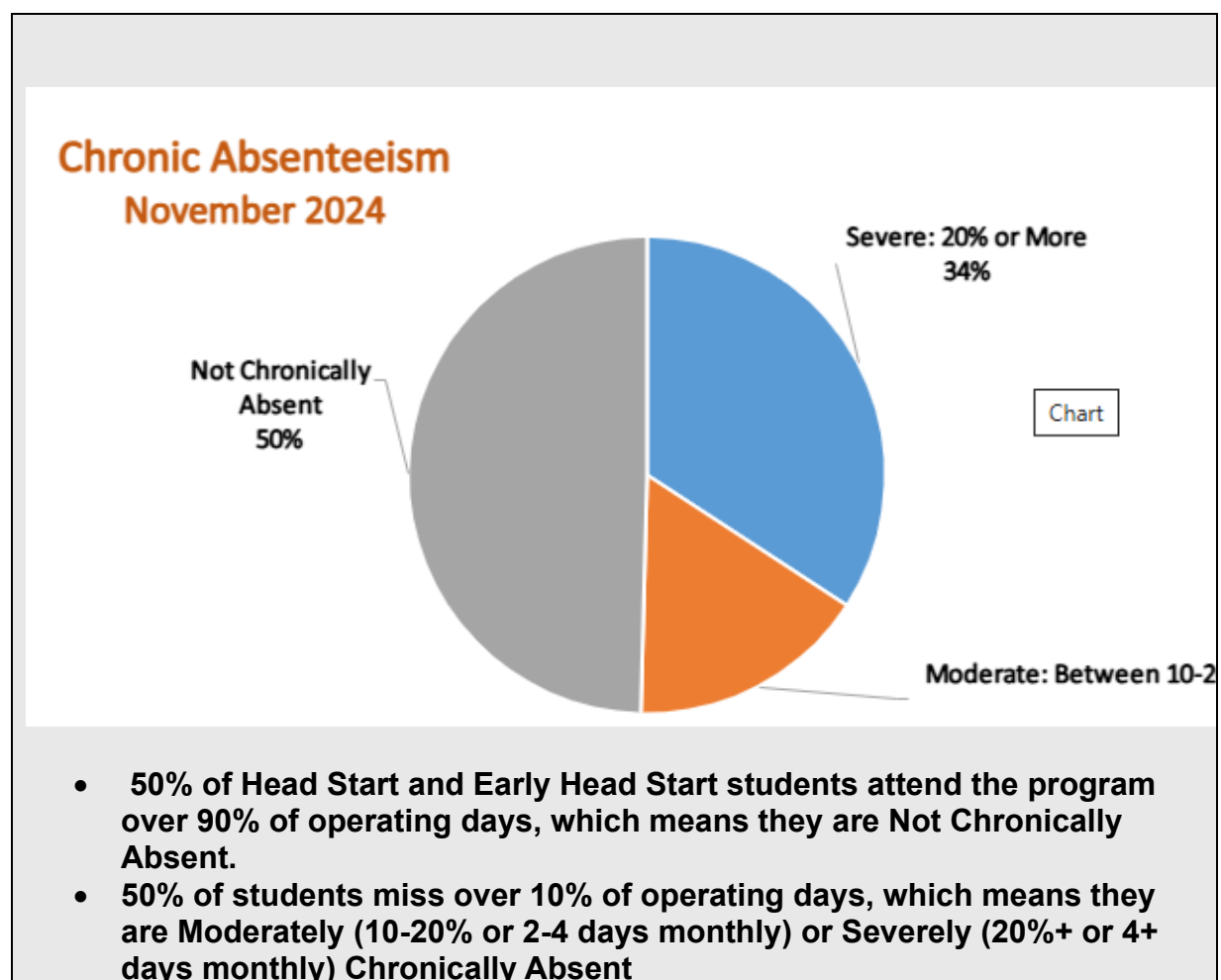
The Average Daily Attendance for the month of November 2024 was 84% program wide, which is slightly below the 85% average daily attendance threshold established by the Office of Head Start.

- Year-to-date monthly attendance averages 86.3% program wide
- 55.6% of all sites have met or exceeded the average daily attendance threshold to date.

There are 271 total children waitlisted across Head Start program options:

- Early Head Start / Infant-Toddler: 157
- Head Start / Preschool: 114

Of these, 30 have been accepted into either Home-Based, Family Child Care, and Center-Based options.



HEALTH & NUTRITION

- Dental screenings have significantly improved this year, reaching 89.7%
- There is a 6% increase in exams completion from November 2023
- Medical exam completion has also increased by 3% since last month



After their morning song, children at Brookfield served themselves fresh waffles and bananas with child-sized serving utensils. A delicious breakfast and enjoyable, stimulating table conversation for all.

DISABILITIES & MENTAL HEALTH

- The program is meeting its goal to have 10% actual enrollment of children with disabilities across all Head Start and Early Head Start program options
- 42 children have IFSPs or IEPs, a total of 10.2% of all enrolled children. They have the following diagnoses:
 - Speech/language delay (24%)
 - Non-categorical developmental delay diagnosis (38%)
 - School District Autism diagnosis (36%)
- As of November, the Mental Health & Disabilities Team finalized the following PY 2024-2025 policies for:
 - Developmental and Behavioral Screenings
 - Referral for Specialized Services
 - Multi-Disciplinary Team Meetings
 - Positive Behavior Support Plans

FAMILY SERVICES & COMMUNITY ENGAGEMENT

- 60% of Head Start Preschool sites had OUSD and Enroll Oakland Charter school visit sites to help support families with TK/Kindergarten enrollment for the 2025-2026 school year.
- To support families with attaining financial security and saving money for emergencies, the Family Services & Community Engagement Team is researching Financial Literacy programs
- The Family Services & Community Engagement Team provided jackets for unhoused families and continued to support families in search of stable housing

HOME-BASED PROGRAM

- The four Home-Based socializations served two groups: (1) Pregnant participants and children up to 18 months old and (2) Families with children 18 months and older
 - November focused giving and sharing our cultural celebrations
 - Parents engaged in creative activities with their child on holiday giving and sharing
- Home-based hosted two food pantry events for families to get fresh food and dry goods. These events also served families experiencing homelessness.

EDUCATION & SCHOOL READINESS

- Early Head Start classrooms focused on activities to support children's gross motor development and experiences with body parts and safety.
- Head Start classrooms planned activities for children on clothing, building and balls. Families experiencing homelessness continued to receive specialized educational materials and supports.
- The program also completed the CLASS review and is waiting for the final scores. Teachers who participated in the CLASS review received ongoing coaching, feedback and community-building, which helped them grow as teachers and feel confident during the review process
- Teaching staff are starting to attend the Young Boys of Color training put on by WestEd which supports the ongoing work taking place with Region 9.
- Curriculum Fidelity training courses are schedule for Center Directors, Management Team, and Partners to attend on December 27 (Early Head Start) and January 2 (Head Start Preschool)



Children Finger (and face!) painting at Broadway

FEATURED LEADER PROFILE

Yesenia Martin, Home Visitor, Home-Based

How long have you been with Head Start?

I'm very new to Head Start. I started my journey with the City of Oakland two years ago as an Early Head Start Instructor at 85th Avenue. I stayed for a year at that Center. This program year, in August, I moved to Home-Based.

What do you enjoy most about your job?

I really enjoy connecting with the families. At the Center, we only knew the children, not their background. But at Home-Based, you connect straight with the families. I love that I get to help them get resources, meet their basic needs, and help them navigate with language barriers. I love that I can help my community, which is Mam speakers. Here in Oakland, we have a very big community of Mam speakers. Many don't know how to speak Spanish that good or English. Many don't know how to read or write. I help them navigate through the system, like if they need WIC (supplemental food program), where do they get it, and what to do to qualify.

What is a highlight from November?

We had gift cards available for families most in need, and I got to give some of my families the gift cards. And that was a very big exciting moment because they really needed the money for Thanksgiving and other spending. I was so happy to be able to give them the gift cards.

Parent Policy Council and Advisory Board govern Head Start and help our program set priorities. What's the most important thing for them to keep in mind?

I think they should keep mind the necessities that we have in each center, like more help for the staff, more staff available to serve the children, or even more resources at centers for children. Also, help to meet families with basic needs, like diaper distributions, food giveaways, clothing, and books for them to take home.

What is a question you'd like for the next Featured Leader to answer?

I love my job, but it is a lot of stress. I want more people from my community to apply to work here because there is a great need for staff. I'd like to ask the next Featured Leader: *Do you like your job? Would you encourage other people to work for the program?*



PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	18
City of Oakland to date	6
Brighter Beginnings to date	3
Completed	9
% of current Pregnant Participants with Medical Insurance, Medical and Dental Homes	100%
% Postpartum 2-Week Visits in November	75%
Number of babies born in October	1
Number of babies born in Program Year 24-25	13

During PY 24-25, the program has served 18 Pregnant Participants thus far:

- As of November 2024, 9 Pregnant Participants are currently enrolled
 - 4 delivered and are still enrolled, all had 2-week postpartum visits scheduled
- 9 participants completed the program after giving birth
 - 5 completed in November 2024
- Current participants have been enrolled for more than 90 days, which means they enrolled prior to their third trimester and have had access to a fuller range of services and supports during their pregnancies

WORKFORCE DEVELOPMENT

- In November, Cohort 2 Apprentices started to prepare to apply for the part-time Early Learning Aide position. The goal is for Cohort 2 to begin on-the-job training in January and start as Assistant/Associate Instructors in Fall 2025
- 11 apprentices have been hired and are currently working at sites
- Wellness Consultation Sessions with Mental Health Consultant/Trauma Trainer La Krisha “Kri” Dillard are available for all Apprenticeship cohorts

SAFE AND SANITARY ENVIRONMENTS

- Accomplishments:
 - Health and Safety Binder deployed across sites program wide: Grantee, Partner, Tiny Steps, Home-based, and Brighter
 - Safety trainings for Tiny Steps Family Child Care staff and providers
- Projects completed in November:
 - Manzanita: Installed additional fence to close a potentially hazardous gap
 - West Grand: Completion of program turn and Fire inspections/clearances
- Ongoing projects:
 - Installation of PUR water filters across grantee and partner sites to prevent lead contamination of water
 - Fire inspections and servicing fire extinguishers

HUMAN RESOURCES

- 1 Early Head Start Teacher started at Lions Creek Crossing in November
- On November 19, Head Start HR tabled at Berkeley Adult School's Career Fair
 - Many participants were interested in joining the Apprenticeship Program and earning Early Childhood / Child Development units to meet the job requirements of Head Start
- Head Start HR continues to recruit through Idealist, bus advertisements, and word-of-mouth

Job Postings:

- [Early Childhood Center Director \(Continuous\)](#)
- [Early Head Start Instructor \(Continuous\)](#)
- [Head Start Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Assistant Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Substitute Associate Instructor \(Continuous\)](#)

November 2024 Recruitments		November 2024 Staffing	
Position	# Vacancies	Position	COO
EHS Instructors	13	HS Teachers	10
HS Instructors	15	EHS Teachers	19
HS/EHS Associate Instructor	5	Home Visitors	7
HS/EHS Assistant Instructor	4	Family Advocates/Specialists	10
		Other Staff	88
		Staff Separations	3

PROFESSIONAL DEVELOPMENT

On November 25, all staff attended a Professional Development training at the Lawrence Hall of Science

- Developed by an early childhood specialist, the PD focused on STEM education with Infant/Toddler and Preschool-aged children
- The trainings centered developmentally appropriate practices, intergenerational learning, engaging diverse populations, and fostering inquiry
- Education Manager Krischa Esquivel held concurrent sessions on our FA2 and RAN CAP (Risk Assessment Notification and Corrective Action Plan)
- During the closing session, staff reflected on what they learned and how to engage children on STEM, especially the youngest EHS children, bring pets into the classroom, and turning everyday challenges (broken toys) into learning opportunities



Head Start teachers at an all-staff PD day at the Lawrence Hall of Science

PARTNERS

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	25/26 (96.2%)	26/33 (78.8%)	51/59 (86.4%)
Brighter Beginnings	72/100 (72%)	20/20 (100%)	92/120 (76.6%)
Laney	N/A	14/48 (29.2%)	18/64 (28.1%)
Merritt	N/A	4/16 (25%)	

Brighter Beginnings

- On November 20, Brighter Beginnings hosted “Giving Thanks: Family Social,” which included a raffle and food distribution, in partnership with Alameda County Food Bank
- All Brighter Beginnings families have been adopted in the Adopt a Family program for the holidays
- Ongoing recruitment is taking place for staff vacancies: 5 Home Visitors and 1 Assistant Manager / Coordinator



Brighter Beginnings Giving Thanks

<i>November Brighter Beginnings Home Visit Data</i>		
Completed	166 by 5 Home Visitors	<ul style="list-style-type: none"> • Completed by 5 Home Visitors
Family Cancellations	25	<ul style="list-style-type: none"> • Families had other appointments, health reasons, holidays, transportation to office (due to HV resignations)
Staff Cancellations due to Resignation	137	<ul style="list-style-type: none"> • 3 Home Visitors resigned, and they each had a caseload of 12 families • Impacted families are receiving weekly phone calls, making office visits, and many have joined socialization event

Tiny Steps: Family Child Care

- Brilliant Baby Program: BANANAS connected families to Brilliant Baby, which invites families to have a \$500 college savings account and financial literacy, among other resources
- Melanated Math Event: Children and families experienced importance of everyday math opportunities, explore beliefs and feelings about math concepts, received backpacks and educational materials
- BANANAS is working with families on the Head Start waitlist to complete enrollment forms and participate in provider tours.
- BANANAS, Health Team, and Mental Health and Disabilities Team are coordinating on how best to meet the needs of children with health conditions and potential disabilities.
- Tiny Steps providers participated in a City of Oakland Head Start Safety Training workshop

Peralta

- Education: There is planning around using the curriculum fidelity tool, to ensure staff are supported in implementing curricula effectively
- Disabilities & Mental Health: Consultants are giving teachers coaching and support on how to address challenging behaviors through naming and identifying emotions, sharing classroom expectations, and using positive language
- Professional Development: Education teams were trained in active supervision practices, individualization of curriculum, and safe environments.

DATA & ONGOING MONITORING

- Strengthened user security protocols on Child Plus
- Closed out Coaching Assessment survey and sent the results to HR and Education Teams
- Coordinated with ERSEA, Health, and Family Services Teams to analyze Program Information Report (PIR) comparison data from PYs 22-23 and 23-24, which are included as an informational item for Policy Council and Advisory Board

UPCOMING EVENTS

[Holiday Meals 2024](#) (click link for full list)

- Oakland Locations
 - 12/25 - 6:30pm, Hot Meal @ CityTeam Oakland (722 Washington St.)
 - Every Tu/Th - 11am, Free Food @ East Oakland Collective (7800 MacArthur Blvd)

[Holiday Toy Giveaways 2024](#) (click link for full list)

- 8 Oakland locations, most distributions on 12/21

Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 6,219,172.00	\$ -	\$ 1,661,805.99	\$ 4,557,366.01	27%
b. Fringe Benefits	\$ 2,776,384.00	\$ -	\$ 1,213,740.58	\$ 1,562,643.42	44%
c. Travel	\$ 37,948.00	\$ -	\$ 120.00	\$ 37,828.00	0%
d. Equipment		\$ -	\$ -	\$ -	0%
e. Supplies	\$ 487,841.00	\$ 113,531.93	\$ 292,035.73	\$ 82,273.34	83%
f. Contractual	\$ 3,012,537.00	\$ 0.03	\$ 228,620.12	\$ 2,783,916.85	8%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 799,847.00	\$ 4,813.78	\$ 274,807.81	\$ 520,225.41	35%
i. Total Direct Charges	\$ 13,333,729.00	\$ 118,345.74	\$ 3,671,130.23	\$ 9,544,253.03	28%
j. Indirect Charges	\$ 463,328.00	\$ -	\$ -	\$ 463,328.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 118,345.74	\$ 3,671,130.23	\$ 10,007,581.03	27%

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 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,674,073.00	\$ -	\$ 625,416.45	\$ 2,048,656.55	23%
b. Fringe Benefits	\$ 1,350,044.00	\$ -	\$ 441,930.60	\$ 908,113.40	33%
c. Travel	\$ 16,579.00	\$ -	\$ 60.00	\$ 16,519.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 276,000.00	\$ 55,971.33	\$ 142,801.46	\$ 77,227.21	72%
f. Contractual	\$ 980,098.00	\$ 0.02	\$ 168,063.54	\$ 812,034.44	17%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 215,644.00	\$ 4,812.76	\$ 208,442.33	\$ 2,388.91	99%
i. Total Direct Charges	\$ 5,512,438.00	\$ 60,784.11	\$ 1,586,714.38	\$ 3,864,939.51	30%
j. Indirect Charges	\$ 199,218.00	\$ -	\$ -	\$ 199,218.00	0%
k. TOTALS	\$ 5,711,656.00	\$ 60,784.11	\$ 1,586,714.38	\$ 4,064,157.51	29%

Early Head Start Budget Summary - Federal Basic
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,402,304.00	\$ -	\$ 1,036,389.54	\$ 2,365,914.46	30%
b. Fringe Benefits	\$ 1,362,593.00	\$ -	\$ 771,809.98	\$ 590,783.02	57%
c. Travel	\$ 21,369.00	\$ -	\$ 60.00	\$ 21,309.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 209,841.00	\$ 57,560.60	\$ 149,234.27	\$ 3,046.13	99%
f. Contractual	\$ 1,939,275.00	\$ 0.01	\$ 60,556.58	\$ 1,878,718.41	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 398,394.00	\$ 4,813.78	\$ 274,807.81	\$ 118,772.41	70%
i. Total Direct Charges	\$ 7,333,776.00	\$ 62,374.39	\$ 2,292,858.18	\$ 4,978,543.43	32%
j. Indirect Charges	\$ 253,471.00	\$ -	\$ -	\$ 253,471.00	0%
k. TOTALS	\$ 7,587,247.00	\$ 62,374.39	\$ 2,292,858.18	\$ 5,232,014.43	31%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 66,672.80	\$ -	\$ 1,123.75	\$ 65,549.05	2%
i. Total Direct Charges	\$ 66,672.80	\$ -	\$ 1,123.75	\$ 65,549.05	2%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,672.80	\$ -	\$ 1,123.75	\$ 65,549.05	2%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual		\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 118,878.00	\$ -	1123.75	\$ 117,754.25	1%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 1,123.75	\$ 117,754.25	1%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ -	\$ 1,123.75	\$ 117,754.25	1%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 396,294.00	\$ -	\$ 154,594.56	\$ 241,699.44	39%
b. Fringe Benefits	\$ 318,849.00	\$ -	\$ 122,541.53	\$ 196,307.47	38%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 1,240.51	\$ 3,759.49	25%
f. Contractual	\$ 160,196.07	\$ 854.70	\$ 12,579.01	\$ 146,762.36	8%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 880,339.07	\$ 854.70	\$ 290,955.61	\$ 588,528.76	33%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 880,339.07	\$ 854.70	\$ 290,955.61	\$ 588,528.76	33%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 382,174.00	\$ -	\$ 104,734.20	\$ 277,439.80	27%
b. Fringe Benefits	\$ 307,483.00	\$ -	\$ 80,085.89	\$ 227,397.11	26%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 547.16	\$ 4,452.84	11%
f. Contractual	\$ 972,660.15	\$ 256.41	\$ 94,743.94	\$ 877,659.80	10%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 1,667,317.15	\$ 256.41	\$ 280,111.19	\$ 1,386,949.55	17%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,667,317.15	\$ 256.41	\$ 280,111.19	\$ 1,386,949.55	17%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000.00	\$ 37.03	\$ 361.36	\$ 259,601.61	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other		\$ -		\$ -	0%
i. Total Direct Charges	\$ 260,000.00	\$ 37.03	\$ 361.36	\$ 259,601.61	0%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 260,000.00	\$ 37.03	\$ 361.36	\$ 259,601.61	0%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,873,655.28	\$ -	\$ 226,129.27	\$ 1,647,526.01	12%
b. Fringe Benefits	\$ 1,472,157.72	\$ -	\$ 137,547.99	\$ 1,334,609.73	9%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,345,813.00	\$ -	\$ 363,677.26	\$ 2,982,135.74	11%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,345,813.00	\$ -	\$ 363,677.26	\$ 2,982,135.74	11%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 821,002.66	\$ -	\$ 182,243.22	\$ 638,759.44	22%
b. Fringe Benefits	\$ 659,493.94	\$ -	\$ 142,206.33	\$ 517,287.61	22%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 740,775.30	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 430,789.92	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 712,694.95	\$ -	\$ 53,510.33	\$ 659,184.62	8%
i. Total Direct Charges	\$ 3,364,756.77	\$ -	\$ 377,959.88	\$ 1,815,231.67	11%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,756.77	\$ -	\$ 377,959.88	\$ 1,815,231.67	11%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 12/11/24 - Payroll to 10/25/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00	0%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00	0%

Child and Adult Care Food Program FY2024-25

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: September-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
		AM Snack	Breakfast	Lunch	PM Snack								
1 1	Full Day 85th Avenue I	8.00	107.00	122.00	105.00	20.00	entire site (50)	16.00	16.00	1.00	320.00	NO	NO
1 2	Full Day 85th Avenue II	4.00	88.00	92.00	87.00	20.00	entire site (50)	10.00	16.00	1.00	320.00	NO	NO
1 3	Full Day 85th Avenue III	4.00	177.00	190.00	161.00	20.00	entire site (50)	8.00	16.00	1.00	320.00	NO	NO
2 4	Full Day Arroyo Viejo	3.00	44.00	49.00	35.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3 5	Full Day BROADWAY/INFANT	1.00	31.00	32.00	28.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	4.00	47.00	90.00	84.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	12.00	117.00	136.00	102.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
4 8	Full Day Brookfield 1	14.00	176.00	203.00	154.00	20.00	entire site (48)	16.00	16.00	1.00	320.00	NO	NO
4 9	Full Day Brookfield 2						entire site (48)	16.00	16.00	1.00	16.00	NO	NO
5 10	Full Day Fannie Wall						20	-	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar						21	-	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	13.00	152.00	165.00	147.00	19.00	18	16.00	32.00	1.00	608.00	NO	NO
8 13	Full Day Lion's Creek 1	3.00	108.00	120.00	102.00	20.00	18	16.00	16.00	1.00	320.00	NO	NO
8 14	Full Day Lions Creek 2	5.00	78.00	94.00	83.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
9 15	Full Day Manzanita / Brookfield	6.00	125.00	195.00	172.00	20.00	20	16.00	20.00	1.00	400.00	NO	NO
10 16	Full Day San Antonio CDC 1	12.00	189.00	214.00	187.00	20.00	entire site (24)	24.00	24.00	1.00	480.00	NO	NO
11 17	Full Day San Antonio Park I	6.00	78.00	109.00	101.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
11 18	Full Day San Antonio Park II	5.00	64.00	84.00	76.00	20.00	8	10.00	9.00	1.00	180.00	NO	NO
12 19	Full Day Sungate I	18.00	188.00	221.00	180.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
12 20	Full Day Sungate II						0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	6.00	81.00	92.00	78.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14 22	Full Day West Grand (Infant)	6.00	82.00	88.00	78.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 23	Full Day West Grand (Older)	7.00	63.00	75.00	65.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
14 24	Full Day West Grand (Young)	7.00	102.00	113.00	97.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
	TOTAL	144.00	2,097.00	2,484.00	2,122.00	397.00		272.00	366.00		5,899.00		
	HS	76.00	1,250.00	1,488.00	1,260.00	238.00							
	EHS	67.00	847.00	996.00	862.00	159.00							

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 (Oct 28, 2024 10:22 PDT)

Sarah Trist
Head Start Program Operations Manager

* 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

Prepared by: Michael Fries
Fiscal Approval: Kurry Foley
Kurry Foley
Human Services Fiscal Manager

Avg Daily Participation **124.20**
=(max meals)/(max days)
ADP ENTRY **125.00**

Child and Adult Care Food Program FY2024-25

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: October-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
		AM Snack	Breakfast	Lunch	PM Snack								
1 1	Full Day 85th Avenue I	5.00	98.00	105.00	98.00	23.00	entire site (50)	16.00	16.00	1.00	368.00	NO	NO
1 2	Full Day 85th Avenue II	12.00	134.00	157.00	127.00	23.00	entire site (50)	10.00	16.00	1.00	368.00	NO	NO
1 3	Full Day 85th Avenue III	16.00	178.00	222.00	184.00	23.00	entire site (50)	8.00	16.00	1.00	368.00	NO	NO
2 4	Full Day Arroyo Viejo	1.00	45.00	48.00	41.00	21.00	16	12.00	12.00	1.00	252.00	NO	NO
3 5	Full Day BROADWAY/INFANT	3.00	32.00	34.00	29.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	5.00	55.00	121.00	107.00	23.00	8	8.00	9.00	1.00	207.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	11.00	117.00	142.00	112.00	23.00	8	8.00	8.00	1.00	184.00	NO	NO
4 8	Full Day Brookfield 1	33.00	174.00	224.00	158.00	23.00	entire site (48)	16.00	16.00	1.00	368.00	NO	NO
4 9	Full Day Brookfield 2	15.00	87.00	118.00	98.00	23.00	entire site (48)	16.00	16.00	1.00	368.00	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	14.00	162.00	182.00	159.00	22.00	18	16.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	18.00	122.00	138.00	107.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	10.00	102.00	116.00	99.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
9 15	Full Day Manzanita / Brookfield	25.00	146.00	222.00	188.00	23.00	20	16.00	20.00	1.00	460.00	NO	NO
10 16	Full Day San Antonio CDC 1	32.00	194.00	233.00	205.00	23.00	entire site (24)	24.00	24.00	1.00	552.00	NO	NO
11 17	Full Day San Antonio Park I	7.00	87.00	134.00	123.00	23.00	8	8.00	9.00	1.00	207.00	NO	NO
11 18	Full Day San Antonio Park II	8.00	83.00	106.00	98.00	23.00	8	10.00	9.00	1.00	207.00	NO	NO
12 19	Full Day Sungate I	41.00	210.00	288.00	222.00	23.00	24	24.00	24.00	1.00	552.00	NO	NO
12 20	Full Day Sungate II						0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	7.00	121.00	130.00	107.00	23.00	24	24.00	24.00	1.00	552.00	NO	NO
14 22	Full Day West Grand (Infant)	7.00	109.00	116.00	107.00	23.00	8	8.00	9.00	1.00	207.00	NO	NO
14 23	Full Day West Grand (Older)	4.00	80.00	84.00	80.00	23.00	8	8.00	9.00	1.00	207.00	NO	NO
14 24	Full Day West Grand (Young)	9.00	122.00	132.00	106.00	23.00	8	8.00	8.00	1.00	184.00	NO	NO
	TOTAL	283.00	2,458.00	3,052.00	2,555.00	476.00		272.00	366.00		7,088.00		
	HS	165.00	1,452.00	1,829.00	1,507.00	292.00							
	EHS	115.00	1,006.00	1,223.00	1,048.00	184.00							

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: Emari Dimagiba
Emari Dimagiba (Proc. ID: 20241016157)

Emari Dimagiba
Head Start Health Manager

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

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

Avg Daily Participation 132.70

=(max meals)/(max days)

ADP ENTRY 133.00

Prepared by : Michael Fries

Fiscal Approval: Kurry Foley

Kurry Foley
Human Services Fiscal Manager

Grantee Name	City of Oakland Head Start	Plan Start Date	June 7, 2024
Grant Award Number	09CH012060	Plan End Date	January 31, 2025

Area of Non-Compliance: Safety Practices 1302.90(c)(1)(ii)

<p align="center">Description of Incident</p>	<p align="center">Underlying/ Root Causes <i>Why do we think this happened?</i></p>	<p align="center">Actions taken to address this specific incident <i>What were some immediate actions taken?</i> <i>What did we do that specifically addressed this incident?</i></p>
<p>Did not ensure all staff abided by the standards of conduct to refrain from maltreating and endangering the health and safety of children, including using physical restraint.</p> <ul style="list-style-type: none"> Two separate incidents of adults using inappropriate discipline methods with children. In one instance a teacher held a child by the hand and scolded them, saying, "You need to stop" for not complying during nap time. A parent observed the interaction and reported it to the child's parent and the center director. In an interview, the Head Start director stated the recipient had previously identified needed support for this child and had reached out to external services but was not able to obtain that support. The second instance occurred at Laney College Children's Center when a volunteer work-study student, restrained a child in a bear hug on the playground. The internal investigation determined the child had been hitting others and throwing rocks. The interaction was observed by the child's grandmother when she arrived at pick-up time. 	<ul style="list-style-type: none"> In both instances staff stated their actions were to keep the child and other children safe. Limited understanding of when safe physical intervention is allowable. Limited understanding of positive behavior strategies. Paradigm shift needed around adult-child interactions on safety practices 	<ul style="list-style-type: none"> The Standards of Conduct were reviewed with staff at both Manzanita HS and Peralta (Laney/Merritt) locations. Changed staffing to meet the needs of the children in the classroom at Manzanita and Laney site. The staff member involved at Manzanita took a training on "How to deal with challenging behaviors of a child and personal frustrations". Laney staff members, reviewed <i>Personal Rights</i> regulations and developed a plan to ensure personal rights were not violated and to ensure all children needs are met. Site-by-Site, in-person trainings were conducted that focused on <i>Child Health and Safety Reporting Incidents</i>; COO HS <i>Unusual Incident Reporting Policy & Procedure</i>; Webinar slide deck "<i>Addressing Child Incidents Through a Culture of Safety</i>" and mandatory viewing of webinar: <i>Addressing Child Incidents Through a Culture of Safety</i> ECLKC (hhs.gov).

Actions Taken to Strengthen Systems Program-wide

Key Element:	Policy and Procedure Update and Development, Training and Monitoring				
Intended Outcome:	No restraint of children unless due to an allowable safety crisis circumstance. To ensure staff fully understand and fully abide by the Head Start Standards of Conduct - 1302.90(c)(1)(i)(ii); and California Code of Regulations, Title 22 – Personal Rights				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Updated <i>Standards of Conduct</i> policy and <i>Confidentiality</i> policies to be more specific about the expectations for staff behavior and align with State and Federal requirements.	July 2024	Shelley Taylor	Received feedback from TTA staff and discussed changes during on-site visits	Initial version of <i>Standards of Conduct Policy</i> and <i>Confidentiality Policy</i>	Completed
Updated <i>Standards of Conduct</i> policy to reflect the language from the updated HSPPS released in August 2024.	August 2024	Krischa Esquivel; Shelley Taylor; and Veronica Martinez	Updated HSPPS, August 2024	Standards of Conduct Policy & Procedure	Completed
Trained partner staff on <i>Personal Rights</i> and child incident reporting, were conducted for Laney/Merritt partner staff.	August 2024	Krischa Esquivel; Shelley Taylor; and Veronica Martinez	Personal Rights	Agenda, handout, attendance	Completed
Created new ChildPlus module to track and monitor staff receipt and acknowledgement of updated <i>Standards of Conduct</i> .	August 2024	Shelley Taylor; Robyn Levinson	Developed with guidance from TTA during on-site	Child Plus	Completed
Education Manager facilitated a training during Pre-Service on <i>Personal Rights</i> and <i>Standards of Conduct</i> .	August 2024	Krischa Esquivel		Agenda, handout, attendance	Completed
Updated Peralta partner contract (Scope of Work) around expectations, monitoring, and corrective actions (RAN-CAP), and included additional language regarding expectations related to reporting and training of all staff, Work Study Students and Volunteers.	August 2024; October 2024	Tracey Black; Veronica Martinez	Unusual Incident Reports (March 2024); RAN-CAP	Peralta Contract Scope of Work	Completed

Facilitated overview of Pyramid model	July - October 2024	Krischa Esquivel and Wenonah Elms	Other program's policies and process	Agenda, handout, attendance	Completed
Provided training on <i>Teaching Pyramid – Part I: Basics of Positive Behavior Support</i> - Partners, Laney/Merritt	August 8, 2024	Wenonah Elms; Krischa Esquivel; Deb Turner		Agenda, handout, attendance	Completed
Provided <i>Teaching Pyramid – Part II: Trauma Responsive Practices of Fostering Positive Environments & Supporting Social Emotional Development</i> - Partners, Laney/Merritt	October 9, 2024	Wenonah Elms; Krischa Esquivel; Lisa Katzman		Agenda, handout, attendance	Completed
Provided training on <i>Code of Conduct/Personal Rights for Children and Families</i> for Laney and Merritt staff.	October 9, 2024	Krischa Esquivel, Shelley Taylor; Wenonah Elms; Veronica Martinez	Head Start Performance Standards – Standards of Conduct , HSPPS – 1302.90 (c)(1)(i)(ii); California Code of Regulations, Title 22, Personal Rights to all staff to first, read and second, engage in in-depth discussion on what was	Agenda, handout, attendance	Completed
<i>Code of Conduct</i> reviewed and signed in ChildPlus by staff.	October 2024	Shelley Taylor; Veronica Martinez	Oakland Head Start <i>Code of Conduct</i> Read - Standards of Conduct and Personal Rights, with training facilitators: CCL video resource: Children's Personal Rights in Child Care – California Child Care Licensing – Resources for Parents and Providers (childcarevideos.org)	Signed and documented in ChildPlus	Completed
Added <i>Director's Message</i> to the Caregiver Handbook emphasizing the program's philosophy, including its position on Health and Safety.	August 2024	Diveena Cooppan		Copy of FY 24-25 Caregiver Handbook	Completed
Created streamlined Classroom Assessment policy on all classroom assessments used, including Monthly Classroom Observation Checklist.	August 2024	Krischa Esquivel, Robyn Levinson		Classroom Assessment Policy and Procedure	Completed
Created <i>Substitute Knowledge Checklist</i> and roll out to Grantee Center Directors	Sept 2024	Krischa Esquivel, Darlene Bacon		Substitute Knowledge Checklist	Completed

Summary of progress towards outcome: Corrective Action Plan activities have been completed in *Pre-Service Training – August 2024* and through October and November 2024.

Area of Non-Compliance: Systems for Program Management and Improvement 1302.102(d)(1)(ii)

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken?</i> <i>What did we do that specifically addressed this incident?</i>
<p>Did not report immediately or as soon as practicable, significant incidents affecting the health and safety of program participants.</p> <p>Both incidences were reported in 10 days.</p>	<ul style="list-style-type: none"> • Did not implement Unusual Incident Reporting Policy & Procedure • Limited understanding of reporting timelines. • Error in assessment of type of incident, based on information provided. • Limitations in interpretation of reportable incidents and ACF-IM-HS-22-07 	<ul style="list-style-type: none"> • The Education Manager led the revision, update, and retraining of all staff (including partners) on the Unusual Incident Reporting Policy & Procedure • The Program conducted an internal investigation about the delay in reporting. • Team and individual meetings with lead staff regarding understanding of reporting and timelines were conducted by the Program Director.

Actions Taken to Strengthen Systems Program-wide

Key Element:	Policy and Procedure Update and Development, Training and Monitoring. Improved Health, Safety, and Incident Reporting Practices				
Intended Outcome:	Timely reporting of incidents across all program options. Full understanding by staff on how to abide by Office of Head Start Information Memorandum – Reporting Child Health & Safety Incidents; City of Oakland Head Start – Policy & Procedure – Unusual Incidents; and an updated culture of safety.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Updated existing Unusual Incident Reporting Policy & Procedure to include timelines and flowchart.	July 2024	Diveena Cooppan, Krischa Esquivel, Robyn Levinson	Current <i>Unusual Incident Reporting Policy & Procedure</i> and examples of other program unusual incidents.	<i>Unusual Incident Reporting Policy & Procedure</i>	Completed
Created <i>Unusual Incident Report At-a-Glance form</i> to train Center Directors on how to report to CCL as well as ensure timely reporting to internal leadership.	July 2024	Krischa Esquivel, Robyn Levinson	Reviewed flow chart and discussed process during on-site.	<i>Unusual Incident Report At-a-Glance</i> electronic jot form	Completed

Retrained management staff on ACF-IM-HS-22-07	August 2024	Diveena Cooppan; Management Staff	ACF-IM-HS-22-07, 45 CFR §1302.102(d)	Agenda, handout, attendance	Completed
Peralta changed/updated procedure on <i>Work Study Students and Volunteers</i>	August 2024	Veronica Martinez	Work Study Student & Volunteer Checklist; Work Study Student & Volunteer Reflection Form		Completed
Trained Peralta Staff on <i>Work Study Student Policy & Procedure</i>	August 2024	Veronica Martinez	Work Study Student & Volunteer Checklist; Work Study Student & Volunteer Reflection Form	Agenda, handout, attendance	Completed
Created Walkie Talkie Policy	September 2024	Krischa Esquivel, Robyn Levinson, Everardo Mendoza	Used policy from a school in San Diego, as a template and foundation of policy and expectations	Walkie Talkie Policy and Procedure	Completed
Trained all grantee center staff on <i>Walkie Talkie Usage</i> and Corresponding <i>Policy</i>	September 2024	Krischa Esquivel, Everardo Mendoza	Walkie Talkie Policy and Procedure	Handout, attendance, <i>Walkie Talkie Usage</i> acknowledgement	Completed
Created communication timeline and flow chart regarding reporting and present during reporting/RAN training for staff.	August 2024; September 2024	Diveena Cooppan, Krischa Esquivel, Robyn Levinson	Examples of flowcharts	Flowchart handout, attendance	Completed
Provided training to HS program partner staff on updated <i>Unusual Incident Reporting Policy & Procedure</i> for Grantee and Partners	October 2024	Krischa Esquivel	<i>Unusual Incident Reporting Policy & Procedure</i>	Agenda, handout, attendance	Completed

Summary of progress towards outcome: Corrective Action Plan activities have been completed in *Pre-Service Training – August 2024* and in process through October and November 2024.

Request for Approval – New Facility Lease Agreement

The Proposal: We are proposing the approval to enter into a lease agreement for a new facility to serve as a Head Start preschool site – *Bethlehem Lutheran Church*, 959 12th Street, Oakland, CA 94607. This initiative aligns with our commitment to providing high-quality early care and education opportunities for underserved families, while addressing the growing demand for accessible early learning services within our community.

The Need for a New Facility: The City of Oakland Head Start Preschool Program currently has no centers in West Oakland. We have families identified on our Wait List and documented in our Community Assessment, who are unable to access critical early care and education services. Expanding to a new site will enable us to accommodate these families and their needs so that the children will benefit from our comprehensive early care, education and learning, and family support services.

By entering into a lease agreement with *Bethlehem Lutheran Church*, we can:

- Provide care for additional children, addressing the needs of families currently on waiting lists.
- Enhance accessibility for families in underserved areas.
- Support workforce participation by enabling parents to pursue employment and education opportunities.

Benefits of Leasing a Facility: Leasing a facility offers several advantages over purchasing or constructing a new building:

1. **Community Support:** By situating the center within West Oakland, we can continue to strengthen family engagement, and support workforce participation through our services.
2. **Flexibility:** A lease provides the option to scale operations in response to evolving community needs.
3. **Increased Enrollment Capacity:** The new facility will allow us to serve the families who were affected by the loss of the Saint Vincent’s Day Home contract.

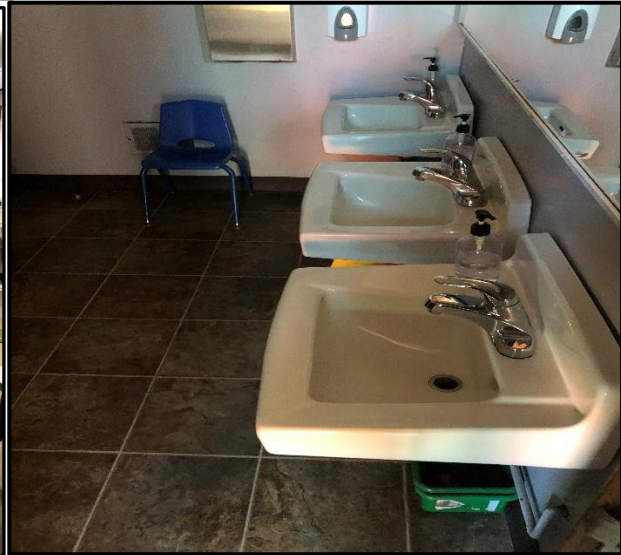
Impact on the Community: A new early learning center will serve as a vital resource, delivering benefits that extend beyond individual families:

- **Child Development:** High-quality early childhood education enhances cognitive, social, and emotional development, laying the foundation for lifelong success.
- **Economic Growth:** Reliable early care and education services allows parents to participate fully in the workforce, driving local economic activity.
- **Equity:** Expanding services ensures that all families, regardless of socioeconomic status, have access to safe and nurturing early care and education environments.

Request & Next Steps: We ask that this governing body please approve the exploration and negotiation of *Bethlehem Lutheran Church*, as a proposed Oakland Head Start Preschool Program site, to be renovated slightly and licensed under our agency – City of Oakland, Human Services Department, Early Childhood & Family Services Division.

We will continue to update this governing body on the status of the Lease Agreement and provide an operational plan to be presented for final approval. Thank you for considering this important initiative.

PHOTOGRAPHS OF BETHLEHEM LUTHERAN CHURCH PRESCHOOL SPACE



Greetings Board And Commission Members

Form 700 Overview

This Informational Presentation from the Office Of The City Clerk is intended to further inform and increase Member's compliance with the timely filing of all Statement of Economic Interests Statements. This Overview includes a breakdown of your responsibilities as a required filer commencing before you participate in public meetings, as well as your responsibilities once you separate as a member of this body.

1

Oath of Office

- **Your first responsibility as a Board / Commission member is to take the Oath of Office. The Oath Of Office is administered by the Office of the City Clerk.**
- **THIS MUST BE COMPLETED BEFORE VOTING/PARTICIPATING IN A MEETING**
*the Office of the City Clerk will create the Form 700 account during the Oath appointment

2

Statement of Economic Interests (FPPC Form 700)

• What is a Form 700?

- Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.
- Another name for Form 700 is Statement of Economic Interest

3

3

Statement of Economic Interests (FPPC Form 700)

- The cover page is always required (pictured right), even if you "have nothing to report".
- Each Section (1-5) should be completed accurately.
- List your Last Name, First Name & Middle
- **Section 1 Agency Name** is City of Oakland; **Division/Board** list the full name of your board/commission (no acronyms).
- **Section 2 Jurisdiction** is City of Oakland
- **Section 3 Type of Statement** depends on the filer's timeline, see slide 5.
- **Section 4 Schedule Summary** – review each schedule and the corresponding instructions, check the box of the schedule(s) that apply to you and total your pages **OR** check None – No reportable interest
- **Section 5 Verification** – list up to date contact information, date your form and add your wet signature.

CALIFORNIA FORM 700 STATEMENT OF ECONOMIC INTERESTS Date Initial Filing Required: 12/17/2024
FOR PUBLIC OFFICIALS AND MEMBERS OF THE PUBLIC
COVER PAGE
A PUBLIC DOCUMENT

Name of Filer (Last, First, Middle) _____
Please type or print in ink.

1. Office, Agency, or Court
City or County (List all offices and agencies) _____
Division, Board, Department, District, or Institution _____ Your Position _____
* If filing for multiple positions, list below or on an attachment. (Do not use acronym)

2. Jurisdiction of Office (Check at least one box)
 State Justice, Retired Judge, Pre-Trial Judge, or Court Commissioner (California Constitution)
 State/County County of _____
 City of _____ Other _____

3. Type of Statement (Check at least one box)
 Annual: The period covered is January 1, 2023, through December 31, 2024. Leaving Office: Date Left _____ (Check one only)
 The period covered is January 1, 2023, through the date of last filing date.
 Assuming Office: Date assumed _____ The period covered is _____ through _____ the date of leaving office.
 Candidate: Date of Election _____ and office sought, if different than Part 1.

4. Schedule Summary (must complete) * Total number of pages including this cover page: _____
Schedules attached:
 Schedule A-F - Investments - schedule attached Schedule G - Income: Loans & Business Relations - schedule attached
 Schedule A-F - Investments - schedule attached Schedule G - Income: Gifts - schedule attached
 Schedule B-F - Real Property - schedule attached Schedule G - Income: Gifts - Trust Payments - schedule attached

4b. None - No reportable interests on any schedule.

5. Verification
I have read all instructions in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I am submitting this as a public document.
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date Signed _____ Signature _____
Clear Page Print

4

Statement of Economic Interests (FPPC Form 700)

• What Financial Interests Are Involved?

Financial Interest are disclosed within the applicable schedule(s) listed below

- Schedule A-1 : Investments
- Schedule A-2 : Business Entities/Trusts
- Schedule B : Oakland Rental Property
- Schedule C : Non-governmental salaries
- Schedule D : Gifts from public officials, businesses, vendors, or other contractors
- Schedule E : Travel payments or reimbursements made to you by someone other than your employer

*see the back of each schedule for specific instructions on that particular schedule.

5

5

Did You Know That There Are Many Different Times You Are Required To File A Form 700?

Types of Statements	Due Date
Assuming Office	Within 30 Days of Assuming Office Date
Annual Statement	April 1st Every Year (excluding weekends and holidays)
Leaving Office*	Within 30 Days of Separation
Amendments	Immediately Upon Discovery Of Error

*contact the Office of the City Clerk with your Leaving Office Date

6

6

Statement of Economic Interests (FPPC Form 700)

• How to File?

- File an electronic form via NetFile here: <https://netfile.com/filer>
Please Note: new filers are not able to create their own account. The City Clerk's Office will create the account.
- File a hardcopy with **wet signature**, by visiting <https://www.oaklandca.gov/services/file-a-statement-of-economic-interest-form-700>,

Complete the form and mail or drop off to

City of Oakland
Office of the City Clerk
ATTN: SEI
1 Frank H. Ogawa Plaza
Oakland, CA 94612

PLEASE NOTE YOU CANNOT SUBMIT A SCAN OR COPY

7

7

Statement of Economic Interests (FPPC Form 700)

• Enforcement:

- Late statements are subject to a fine of \$10 per day for each day the statement is late, up to \$100.
- Failing to file can result in referral to the California Fair Political Practices Commission (FPPC), additional fines and possible prosecution.
- Failure to file may be cause for removal of an appointed member

8

8

QUESTIONS

If you have questions related to Form 700

Please contact Elections Services:

electionservices@oaklandca.gov





1

Program Information Report (PIR)

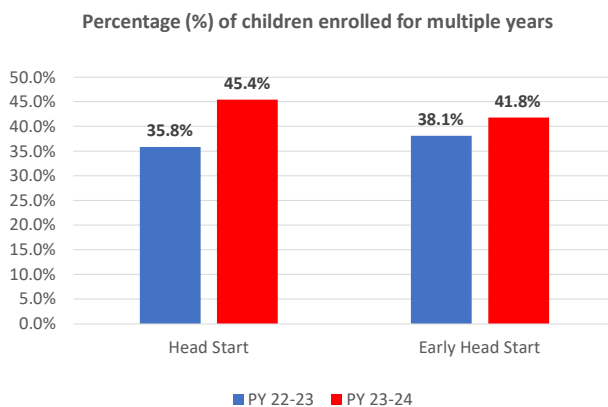
- The PIR is an annual report submitted to the Office of Head Start (OHS)
- The report provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide.
- Comparing the PIR data year-to-year is a useful way to examine any key changes and any impacts to demographics, enrollment, eligibility, and services provided.

2

ENROLLMENT

3

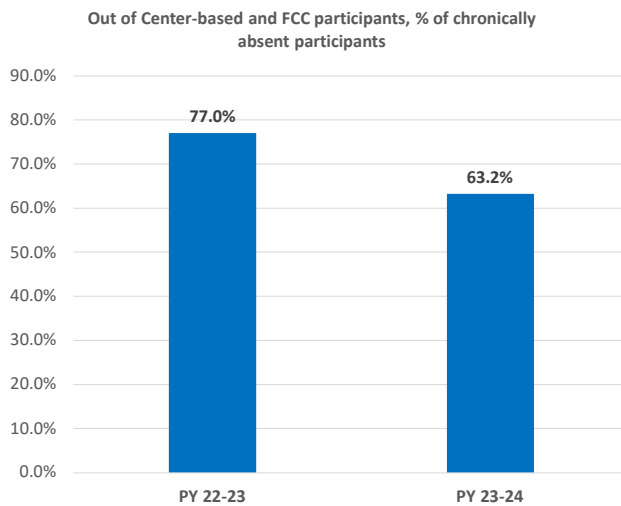
Enrollment - % of Children enrolled multiple years



- Enrollment is stabilizing after PY 19-20, 20-21, 22-23 COVID-impacted years.
- As we enroll more families, the numbers will continue to grow post-COVID.
- Prior years had fewer kids enrolled due to COVID.

4

Attendance - % of chronically absent participants



- *14% decline in chronic absenteeism is due to families being more comfortable coming to centers during the early post-pandemic transition period*
- We anticipate that chronic absenteeism will continue to decline

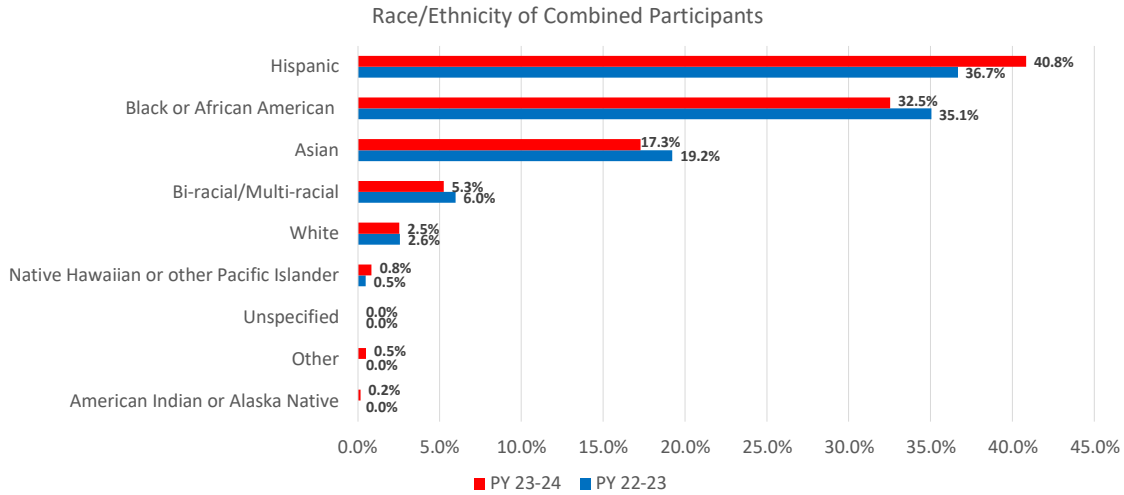
5

Demographics show minimal change

- Race/Ethnicity, Primary Language, Dual Language Learners, and Age all show slight changes less than 5%
- It is too soon to identify a specific trend in these specific demographic areas
- We will track 3-5 years of post-pandemic data to identify trends

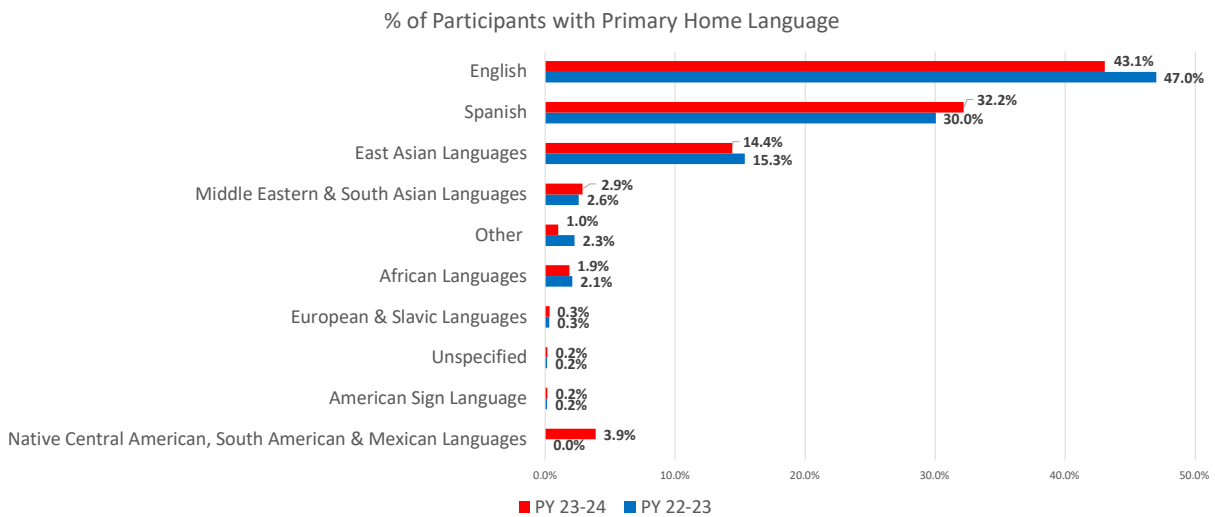
6

Enrollment – Race/Ethnicity

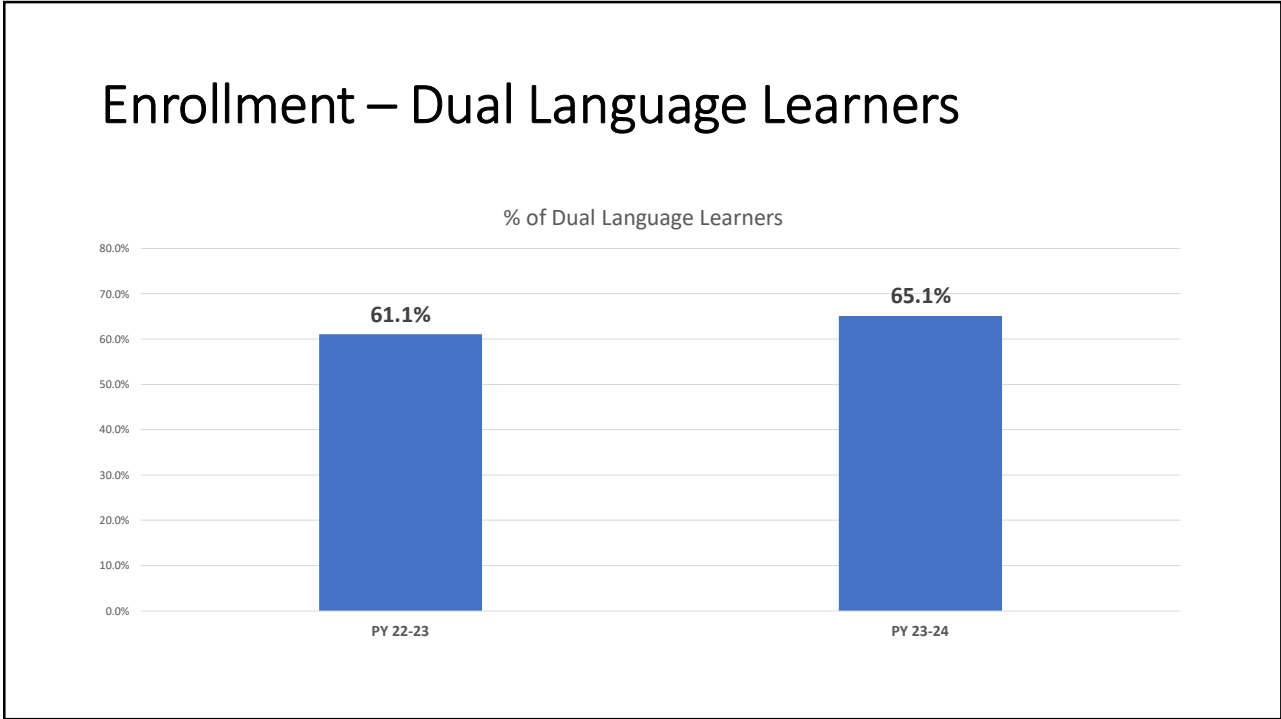


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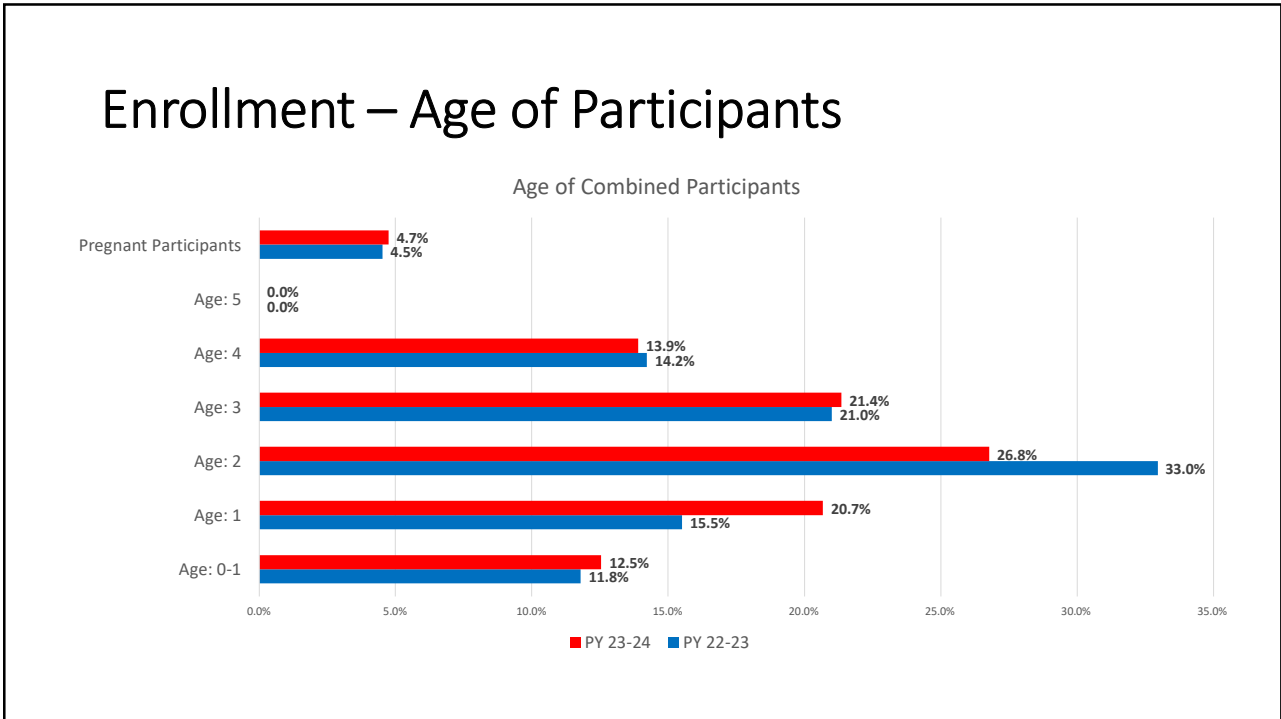
Enrollment – Primary Language at Home



8



9



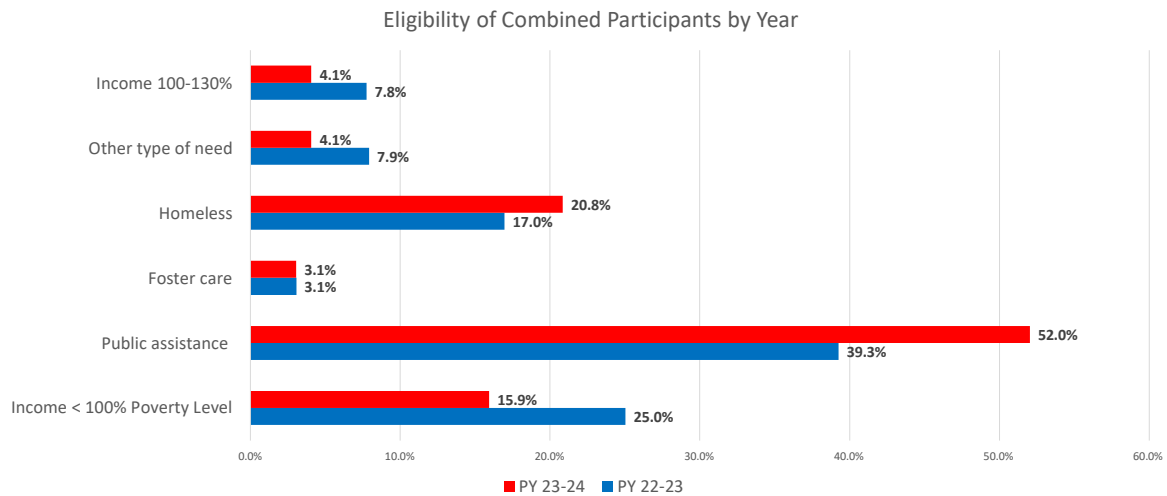
10

Homeless and Public Assistance Eligibility is increasing

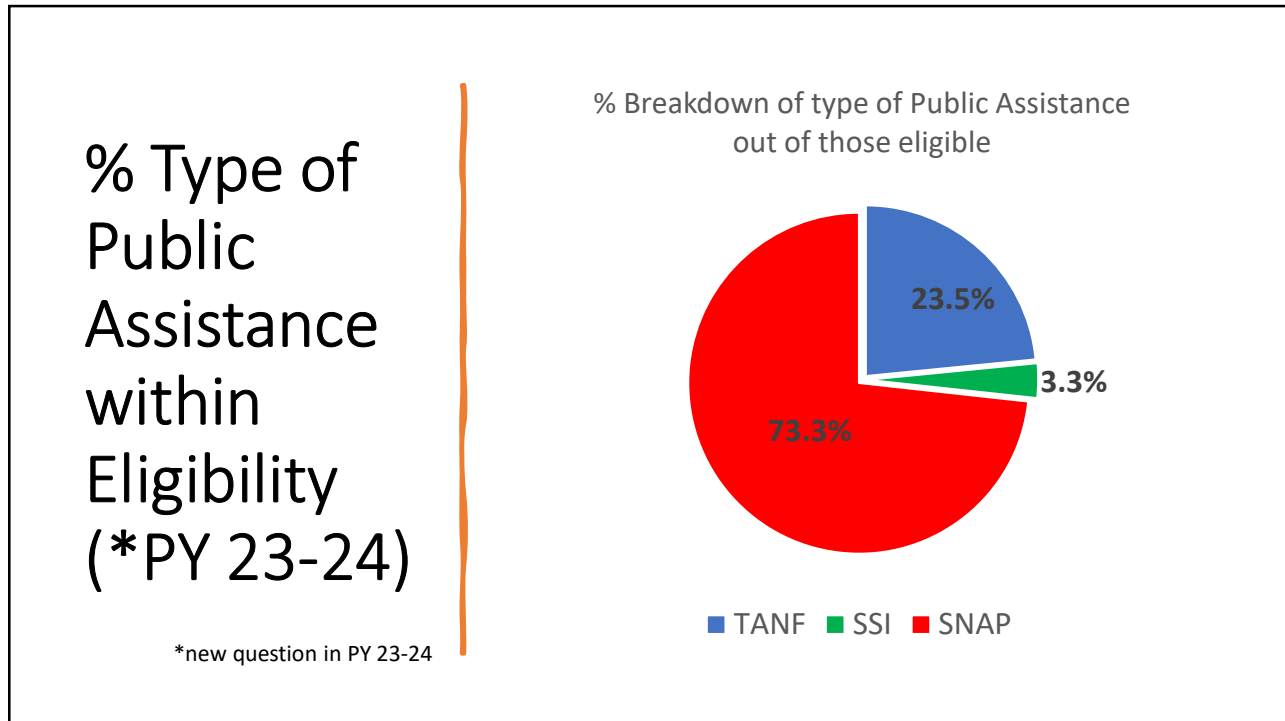
- There is a less than 5% increase in families experiencing homelessness
 - We will track family homelessness in coming years, especially because this data may be underreported
- More families are SNAP-eligible than another category.
- For 23-24 enrollment, SNAP was introduced as an eligibility category
- We expect that more families will enroll through SNAP over the next two years.

11

Enrollment – Program Eligibility



12

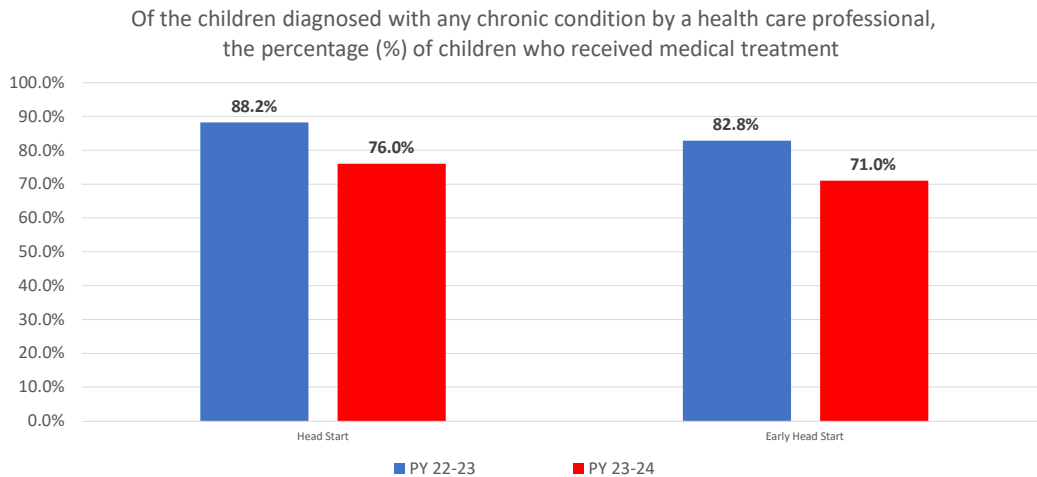


13



14

Health - % of children with chronic children who received medical treatment



15

% of Chronic Conditions receiving medical treatment decreased

- Asthma cases in children decreased in the 2023-24 compared to 2022-23, possibly reflecting a drop in the number of children requiring treatment.
- In contrast, diagnosed vision problems increased in 2023-24, likely due to a partnership with UC Berkeley.
 - Vision problems are not classified as chronic conditions unless formally diagnosed, so UC Berkeley doctors worked with families to identify low-severity, non-urgent vision issues that need ongoing monitoring.
- For lead exposure, medical treatment is usually only prescribed if lead levels are very high.
 - In most cases, addressing the environment and retesting the child is the primary approach.

16

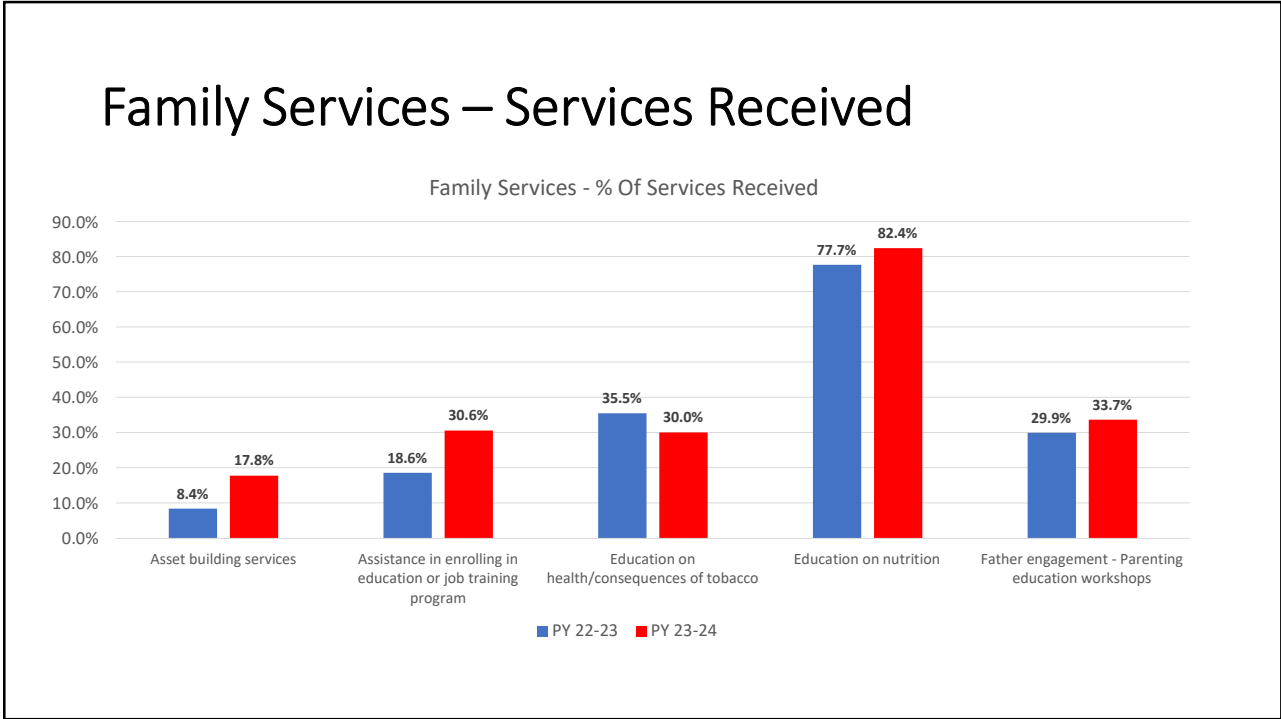
FAMILY SERVICES

17

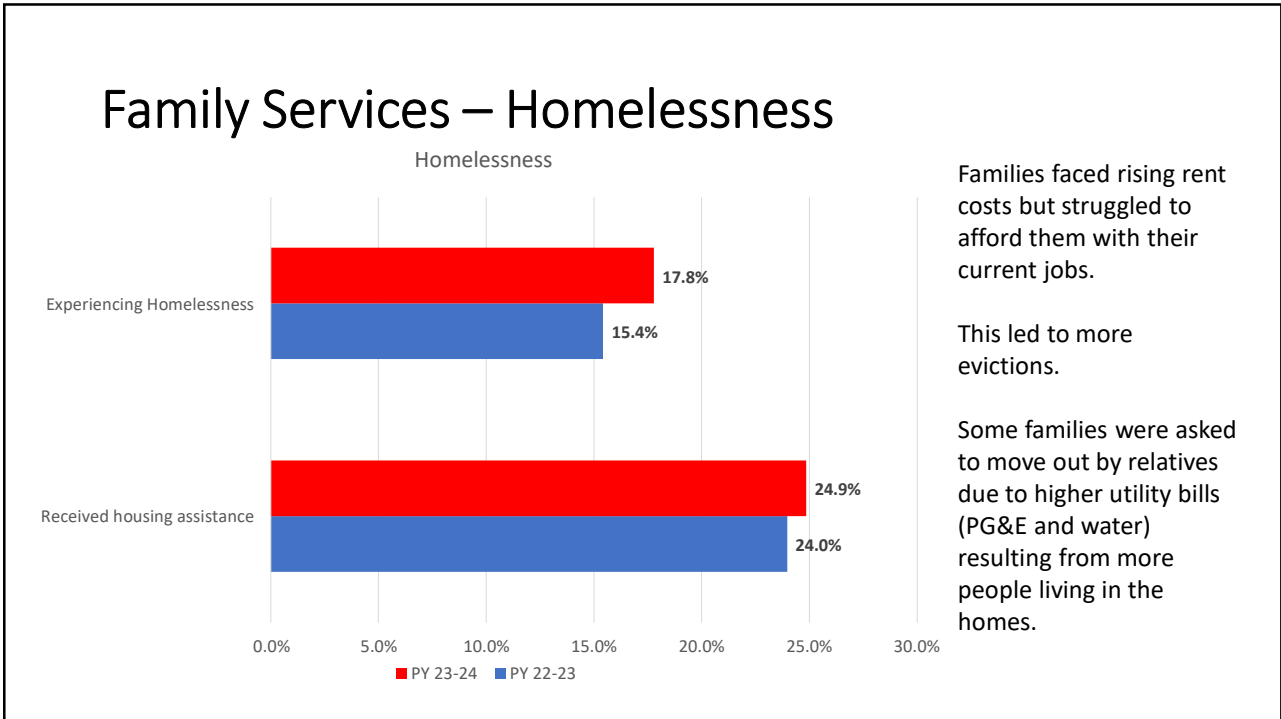
% of Family Services Increased

- Families sought more financial assistance for housing, car payments, and food due to greater financial need.
- The rise in families receiving employment services was driven by the need for higher-paying jobs or jobs with benefits, as the costs of food, housing, and clothing increased. Many families sought one or two jobs to better support their households.

18



19



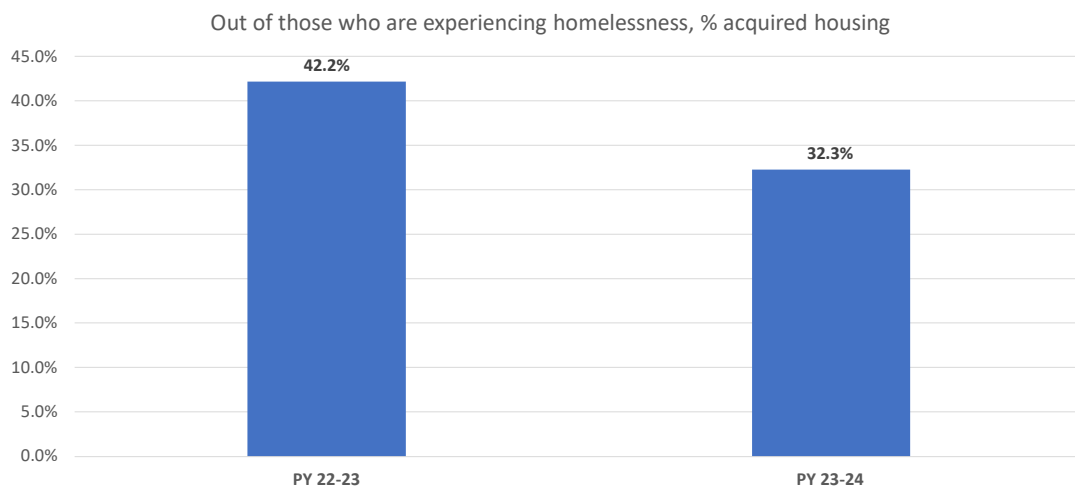
20

% of Homeless Families acquiring housing decreased

- The lack of affordable housing options has led to a decline in families securing stable housing.
- Some families avoid shelters or transitional housing and instead "house hop," stay with family and friends, or use short-term housing vouchers for hotels.
- COO HS program must continue collaborating with Family Front Doors and the Oakland Housing Authority to stay informed about available housing opportunities.
- The program may need to adjust its approach by utilizing the Mobile RV to serve more unsheltered families.

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Family Services – % Acquired Housing



22

Limitations on Suspension & Prohibitions on Expulsion

HSPPS Subpart:	1302.17 1302.45	Health Services Advisory Committee Review Date:	
HSPPS and other regulations:		Policy Council Approval Date:	
State Regulations:	California Department of Education Management Bulletin 23-08	Board of Directors Approval Date:	
Effective Date:	8/6/2022	Revised Date:	8/2/2023; 7/10/2024; 12/01/2024
Policy Statement and Detailed Procedures			
Policy Statement	<p>City of Oakland Head Start promotes the social-emotional development, health, and safety of <u>all children</u> by providing high-quality, supportive environments and building nurturing and responsive relationships.</p> <p>Oakland Head Start will not expel any child from Head Start or Early Head Start programs due to the child’s behavior. Temporary suspension of a child for persistent and challenging behaviors will be severely limited and implemented as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.</p>		
Rationale:	<p>According to the Office of Head Start:</p> <ul style="list-style-type: none"> • Preschoolers are expelled at three times the rate of children in kindergarten through 12th grade. • Preschool-aged boys are four times as likely to be expelled as girls are. • African American children are expelled almost twice as often as Latino and white children, and more than five times as often as Asian American children are. <p>Experiencing expulsion or suspension can have harmful effects on development, education, and health, creating ongoing behavior problems, and can increase family stress.</p>		
Responsibility:	<p>Education Manager Disabilities & Mental Health Coordinator Center Directors Mental Health Consultants and community partners Education Coordinator</p>		

Policy Statement and Detailed Procedures	
	<p>Family Community Engagement Coordinator School Readiness Coordinator Family Service Workers</p>
Procedure:	<p>If a child exhibits persistent and challenging behavior, it is crucial that all avenues of support have been exercised before a suspension is considered.</p> <p>Expulsion means the permanent dismissal of a child from a program in response to a child’s behavior.</p> <p>Suspension means: any removal of a child from all or part of the program day, the prevention of a child from attending the program for one or more days in response to the child’s behavior, preventing the child from attending the regular group setting for an extended period of time, or requiring the parent or the parent’s designee to pick up a child for reasons other than illness or injury.</p> <p>Persistent and serious behaviors means either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury</p> <p>Temporary suspension includes any deviation from the regular program hours including shortened days. Before a temporary suspension is considered, the following processes must be completed:</p> <ul style="list-style-type: none"> • Ensure all screenings and evaluations have been completed: <ul style="list-style-type: none"> ○ Complete and fully implement a Positive Behavior Classroom Action Plan ○ Collaborate with the child’s parents / caregivers ○ Complete a child-specific consultation with a Mental Health Consultant ○ Participate in an MDT meeting ○ As appropriate, engage the support of other consultants or services available to the program. ○ Provide reasonable modifications ○ Identify and access community resources, specialists, and early intervention providers

Policy Statement and Detailed Procedures

- Center Director will send completed Child Success Plan form to Disabilities/Mental Health Coordinator

The Center Director will:

1. Obtain approval to start the request for temporary suspension from his/her supervisor
2. Send an email to the Disabilities and Mental Health Coordinator requesting a temporary suspension. Include the following information
 - The reason for the request
 - Documentation of all supportive measures that have taken place (see list above)
 - Exactly what type of temporary suspension is requested including duration
 - An estimation of the child's return to full services and the conditions that would support that return.
 - Create a detailed plan for the child to ensure educational services continue while home. The plan should also include an ongoing communication and well-check child for the family.
 - If a temporary suspension is approved, follow the steps outlined in the Temporary Suspension Plan

The Disabilities and Mental Health Coordinator will

- Contact the Center Director immediately upon receipt of the request for temporary suspension
- Review all relevant documentation
- Call an MDT meeting within three business days of the request and include the Center Director, the Family Advocate, the School Readiness Coordinator, all available consultants engaged in supporting the child, the Program Director and when possible, the parent.
- Create a written Child Success Plan
- Continue to communicate with the Center Director and supporting consultants during the time of the temporary suspension to monitor and provide support.
- Once submitted, upload the Child Success Plan in ChildPlus as part of the Child's file under Education Tab
- Send email to ERSEA Team to flag as part of enrollment tab.

The Education Manager will

- Review all relevant documentation

Policy Statement and Detailed Procedures

- Review, approve, approve with modifications, or deny the request for temporary suspension and action plan

REQUEST FOR TRANSFER OF THE CHILD

In some instances, another placement may garner success for the child so the Center Director and/or the Disabilities Coordinator can request a transfer for the child.

The Disabilities and Mental Health Coordinator will

- Call an MDT meeting with all relevant personnel including the Program Director
- Ensure that program is acting in compliance with IDEA and the Rehabilitation Act
- Work with appropriate agencies, consultants and the child's family to secure a more appropriate placement within or outside of the Head Start Program
- Create a Transfer Request Plan
 - Transfer Request may include
 - Family Childcare Center
 - Another Center Based Option
 - Why the requested placement would bring success
 - The Family Service Worker will continue to maintain contact with family to provide resources per plan
- Ensure that the child is placed in the identified setting and communicate with the parent/caregiver to ensure that services have been received.

AT INTAKE

During the intake process, caregivers will be informed that as part of Head Start holistic services, additional support systems utilized to ensure success of all children.

Parents/Caregivers will be informed of the limitations on suspension and prohibition of expulsion policies and that in order to support all children within the program, additional supports will be brought started. Caregiver input and partnership will be invaluable.

Policy Statement and Detailed Procedures	
Monitoring:	Mental Health/Disability Coordinator will run report quarterly to review how many children have had a temporary suspension plan request initiated
Documentation:	<ul style="list-style-type: none"> • MDT Meeting Minutes/Notes • Referral Documentation (ChildPlus) • Any Evaluation/Assessment Reports, including Consultant notes • Initial Child Action Plan • Mental Health Consultant Action Plan • Positive Behavior Classroom Plan • IFSP or IEP • Child Success Plan
Timeframe:	<ul style="list-style-type: none"> • Ongoing

Community Listening Sessions: Help Inform Measure C Implementation

Are you a parent, child care provider, early care educator, or a community member who is passionate about services for young children? We want to hear from you!

First 5 Alameda County and the [Community Advisory Council](#) (CAC) will hold five listening sessions throughout Alameda County from December 4, 2024, to February 5, 2025. The listening sessions will inform Measure C Investments and the evaluation scope of work for mandated evaluation. [Click here to learn more about Measure C.](#)

Onsite child care will be provided for all listening sessions.

Online/virtual interpretation services will be available in Spanish and Cantonese.

There will be a limited number of electronic devices available for public use. You can also access interpretation services via your personal cell phone and headset.

QUESTIONS? If you have questions or if you need language interpretation support in a language other than Spanish or Cantonese please contact Evelyn Navarro at evelyn.navarro@first5alameda.org or (510) 279-6350 at least 7 business days before the scheduled.

Date & Time	Topic	Location	Zoom Information
Wednesday, December 4, 2024 6-8 p.m.	Workforce Development	Dublin Technology Center 6200 Village Parkway, Suite 101 Dublin, CA 94568 Room Name: Collaboration Studio	Link: https://first5alameda- org.zoom.us/j/83860947903? pwd=jspxn4Z4k7apVraN4PbdPCGSqmMcYn.1 Meeting id : 838 6094 7903 Passcode: 376153 Meeting agenda & details
Wednesday, December 18, 2024 6-8 p.m.	Access to Child Care	The Unity Council Fruitvale San Antonio Senior Center Community Room 3301 E.12 th Street, Suite 201 Oakland, CA 94601	Link: https://first5alameda- org.zoom.us/j/84490555639? pwd=pYrMhk9nx6wng13f1EsAkqa1OnFu90.1 Meeting id: 844 9055 5639 Passcode: 707721 Meeting agenda & details
Saturday, January 11, 2025 9 a.m. - 12 p.m.	Wages & Compensation	Glad Tidings Church HELEN J. MACKLIN FELLOWSHIP HALL 970 Glad Tidings Way Hayward, CA 94544	Link: https://first5alameda- org.zoom.us/j/85723754737? pwd=nsjmaH2nzOMIBVgA16eyxiaHT1KUOm.1 Meeting id: 857 2375 4737 Passcode: 478814 Meeting agenda & details
Saturday, February 1, 2025 9 a.m. - 12 p.m.	Facilities	Location TBD, check back for updates	Link: https://first5alameda- org.zoom.us/j/86084746901? pwd=ZLZCW1Xils38SQ8zM8azKjeJpmw3ly.1 Meeting id: 860 8474 6901 Passcode: 990125 Meeting agenda & details
Wednesday, February 5, 2025 6-8 p.m.	Quality, Family Supports, Coordination, Navigation, and Inclusion	Location TBD, check back for updates	Link: https://first5alameda- org.zoom.us/j/86883133532? pwd=RLiLAbZfwGOWA6XCwez2SyWsS4k8b.1 Meeting id: 868 8313 3532 Passcode: 776847 Meeting agenda & details

Holiday Meals 2024

The following locations will provide free holiday meals.

For additional resources, call 2-1-1.

Location City	Phone Number	Meal Date & Time	Event Name	Registration & Eligibility
Alameda County Community Food Bank	(510) 635-3663	Date/time varies by location	Holiday Food Bags	Please call for a location near you. Bring documents: <ul style="list-style-type: none"> • Proof of residency (recent utility bill) • ID
Alameda Food Bank 650 W. ranger St., Alameda	(510) 523-5850	Every Monday & Friday 11:30AM – 4PM Every Wednesday, 11:30AM-7PM	Holiday Food Giveaway	Register at Alameda Food Bank during hours/location listed. Bring documents: <ul style="list-style-type: none"> • Proof of residency (recent utility bill) • ID for all household members, including children (driver’s license, transit ID, SS card, birth certificate, medical insurance card.)
Berkeley Food Pantry 1600 Sacramento St., Berkeley	(510) 525-2280	Every Monday, Wednesday, Fridays 2PM – 4PM	Free groceries	Must live or work in Berkeley. Register in advance in person on M/W/F, 2PM-4PM. Bring ID, proof of address or employment in Berkeley
East Oakland Collective 7800 MacArthur Blvd., Oakland	(510) 990-0775	Every Tuesday & Thursday 11AM	Free Food	Registration required onsite, first come, first served. Priority line for seniors, disabled and pregnant women.
The Hope Center By Insight Housing 2012 Berkeley Way, Berkeley	(510) 455-0655	Friday, December 20, 2024 2:30PM – 4:30PM	Holiday Meal	N/A
Open Heart Kitchen 450 N Livermore Ave., Livermore	(925) 580-1616	Monday-Friday except 12/25 M/W/F: 1PM-4PM T/TH: 11:30AM-1PM	Hot Meal	First come, first serve

CityTeam Oakland 722 Washington St., Oakland	(510) 452-3758	Wednesday, Dec. 25, 2024 6:30PM	Hot Meal	N/A
Badarikashrama 15602 Maubert Ave., San Leandro	(510) 278-2444	Wednesday, Dec. 25, 2024 3PM – 5PM	Christmas Concert and International Vegetarian Dinner	RSVP here
Centerville Presbyterian Church 4360 Central Ave., Fremont	(510) 793-3575	Tuesdays & Thursdays 4PM – 5:45PM	Hot meal	N/A

 **Holiday Toy Giveaways 2024** 

Alameda County

The following locations will provide free holiday toy giveaways. For additional resources, call 2-1-1.

Agency	Distribution Date & Time	Registration Deadline	Eligibility Requirements
Encounter Church 562 Lewelling Blvd., San Leandro	Saturday, Dec. 14, 2024 11AM – 2PM	N/A	RSVP here
Homies Empowerment 7641 MacArthur Blvd., Oakland	Wednesday, Dec. 18, 2024 10AM – 5PM	N/A	N/A
Youth Uprising 8711 MacArthur Blvd., Oakland	Friday, Dec. 20, 2024 10AM – 5PM	N/A	East Oakland families
Beth Eden Baptist Church 1183 10 th St., Oakland	Saturday, Dec. 21, 2024 10AM	N/A	Register here
Shiloh Church 3295 School St., Oakland	Saturday, Dec. 21, 2024 11AM – 2PM	N/A	Register here
Oak Center Cultural Center 1324 Adeline St., Oakland	Saturday, Dec. 21, 2024 11AM – 2PM	N/A	N/A
The Well Christian Community Church 2333 Nissen Dr., Livermore	Saturday, Dec. 21, 2024 12PM – 2PM	N/A	N/A
Rainbow Recreation Center 5800 International Blvd., Oakland	Saturday, Dec. 21, 2024 12PM – 3PM	N/A	RSVP here
Christ the King International Ministries 10910 International Blvd., Oakland	Saturday, Dec. 21, 2024 12PM – 3PM	N/A	N/A
CuryJ 3301 E. 12 th St., Oakland	Saturday, Dec. 21, 2024 11AM – 5PM	N/A	N/A

<p>Davis Street 3081 Teagarden St., San Leandro</p>	<p>Monday, Dec. 23, 2024 Time given at registration</p>	<p>Friday, Dec. 22, 2024</p>	<p>Register at Davis Street in-person. Must be resident of San Leandro, Castro Valley, San Lorenzo, Ashland, or Cherryland. Must bring proof of address, all of household income, all IDs or birth certificates. M/T/TH/F, 10am-3pm or W, 12pm-6pm</p>
<p>4Cs of Alameda County 22351 City Center Dr., Hayward</p>	<p>Waitlisted</p>	<p>Waitlisted</p>	<p>Register by emailing rise@4c-alameda.org</p>