



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

MEETING AGENDA – FINAL

Thursday, 2-20-25

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, 2-20-25; 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, *Chair*

Alysoun (Aly) Bonde, *Vice Chair*

Dr. Javay Ross

Kevin Bremond

Dr. Mariamawit (Mari) Tamerat
(Excused)

Dr. Jei Watkins

Christina Michaud

Julia Forte Frudden
(1 Vacant Seat)

1. Call for Public Comment

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

1. Review and Approval of Advisory Board Meeting Agenda, February 20, 2025

2. Review and Approval of Advisory Board Meeting Minutes, January 16, 2025

III. ACTION ITEMS:

1. Election of Advisory Board Officers

2. Monthly Progress Report Update: *Diveena Cooppan & Program Staff*

a. Monthly Enrollment and Content Area Monitoring Report – January 2025

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

**a. Monthly Financial Report (Budget Expenditure Report; CACFP Reports
(December 2024/January 2025))**

b. Purchase Card Report – January 2025

c. *Expenditure Report on Mental Health & Disabilities Services *(Information only)

IV. PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan, Program Director/Manager; Parent Policy Council Chair & Program Staff*

a. Parent Policy Council Feedback

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

1. Proposed AB Meeting Agenda, March 13, 2025

2. FY 24-25 Community Assessment Update – Summary (see handout)

3. FY 25-26 Selection Criteria (see handout)

4. Focus Area 2 Monitoring Review (March 17 – 21, 2025)

- **FA2 Protocol: At-a-Glance – Governing Body & Policy Council Discussions
(see handout)**

**5. FY 24-25 Virtual Governance Training with Breakwater Associates, Saturday,
March 8, 2025 (Exact time TBD)**

6. FY 22-26 Program Goals (see handout)

7. Standing Program Updates:

- **RAN-CAP (see handout)**

8. Black Joy Parade, Sunday, February 23, 2025 (Meeting: 9:00am-1:00pm)

9. Measure C (Children’s Health & Child Care Initiative for Alameda County)

**Virtual and In-Person Listening Session – March 1, 2025; 9:00am-12:00pm – Focus:
*Family, Friend & Neighbor Care (FFN)***

VI. OPEN FORUM

VII. ADJOURNMENT

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

**Day & Time: Thursday, 1-16-2025; 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
Dr. Jei Watkins
Kevin Bremond
Christina Michaud
Julia Forte Frudden

Advisory Board Members Excused:

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

Guests:

To Niya Scott-Smith, *Chair*
Parent Policy Council
Krystal Sams, City Clerk's Office

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*
Annie Frieberg, *Budget & Grants Administrator*
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*
Scott Kim, *Head Start Program Operations Manager*
Valeria Vallejo, *Office Assistant I*
Teresa Sal, *Program Analyst I*
Equal Access - *International Contact Interpretation Team*
(4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Brittany Pierce, at 3:40 PM.

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of January 16 ,2025 Meeting Agenda

Member, Julia Forte Frudden, called for a motion to approve the January 16 ,2025 AB Meeting Agenda. Member, Jei Watkins seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of December 19, 2024, Advisory Board Minutes

Member, Julia Forte Frudden, motioned to approve the December 19, 2024, Meeting Minutes with edits. *Member, Kevin Bremond* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Temporary Leave of Absence Requested by Advisory Board Member Dr. Tamerat

Member Dr. Javay Ross, motioned to approve Temporary Leave of Absence Requested by Advisory Board Member, Dr. Mariamawit (Mari) Tamerat. *Member Christina Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Election of Advisory Board Officers

Member Dr. Jei Watkins, motioned to move Advisory Board Officer Elections to February: *Member* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. Monthly Progress Report: Trisha Barua presented, please refer to packet.

- a. Monthly Enrollment and Content Area Monitoring Report – December 2024

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

4. Monthly Financial Report- Annie Frieberg presented, please refer to packet.

- a. Monthly Financial Report (Expenditures, CACFP Report) November/December 2024
- b. Purchase Card Report November/December 2024
- c. FY 23-24 Reconciled Report of Oakland's Children's Initiative (OCI)

Member Bremond motioned to approve the Monthly Financial Report: Expenditures, CACFP Report, Purchase Card Report November/December: *Member Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Member Forte Frudden motioned to approve the FY23-24 Reconciled Report of Oakland Children's Initiative (OCI): *Member Dr. Watkins* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (1)-abstentions, (0) no response

5. Funding Requests – Diveena Cooppan, Manager, Early Childhood & Family Services Division/Director, Oakland Head Start Program

- a. Non-Federal Share Match Waiver Request for Carryforward Funding to the Office of Head Start

Member Michaud, motioned to approve the Non-Federal Share Match Waiver Request for Carryforward Funding to the Office of Head Start: *Member Dr. Javay Ross* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

IV. INFORMATION ITEMS: Diveena Cooppan & Program Staff

1. Boards & Commissions Office Presentation – Filing Form 700 (see handout)- Krystal Sams, Oakland City Clerk’s Office, presented.
2. FY 24-25 Community Assessment Update – Summary (see handout) – Trisha Barua presented.
3. Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Presentation
4. Policy & Procedure: Limitations on Expulsions and Suspensions (see handout)
5. Policy & Procedure: Video & Audio Recording of Multi-Disciplinary Team Meetings
6. FY 24-25 Program Information Report (PIR) Overview (see handout)
7. FY24-25 Program Governance Training Plan (see handout)
8. Standing Program Updates:
 - RAN-CAP

V. OPEN FORUM

VI. ADJOURNMENT

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

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II



Father and Father-Figures Event at Sungate during Male Involvement Week

**CITY OF OAKLAND HEAD START
PARENT POLICY COUNCIL AND ADVISORY BOARD
JANUARY 2025
MONTHLY REPORT**

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	171/292	243/330	414/622
HS Enrolled/Funded (%)	58.6%	73.6%	66.6%
OCI Enrolled/Funded	16/40	2/12	18/52
OCI Enrolled/Funded (%)	(40%)	(16.7%)	(34.6%)
Program-wide Enrolled/Funded	187/332 (56.3%)	245/342 (71.6%)	432/674 (64.1%)
Daily-attendance	82.49%	82.30%	82.42%
Medical Home	100%	100%	100%
Health Insurance	100%	100%	100%
Physical exam/Well-baby Check	99%	75.2%	85.7%
Updated Immunizations	100%	99.2%	99.5%
Hearing Screening	96.7%	96.1%	96.3%
Vision Screening	97.2%	96.1%	96.6%
Growth Screening	96.1%	99.1%	97.8%
Dental Screening	92.9%	85.5%	88.9%
Nutrition Screening	98.3%	100%	99.3%
Health & Developmental History	99.4%	100%	99.8%
% 1st Family Outcomes Assessment (FOA) (Grantee and Partner)	99%	99%	99%
DRDP - 1 st Assessment Completed	90%	91%	90%
1 st Parent Teacher Conference Completed	84%	83%	84%
1 st Education Home Visit Completed	94%	95%	94%
Developmental Screening (ASQ)	94%	95%	95%
Behavioral Screening – (ASQ-SE)	94%	95%	95%
Referrals to RCEB or OUSD	22	3	25
Children enrolled with IFSP or IEP	27	20	47
% of children enrolled with an IFSP or ISP	10.8% of actual enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Social Services PIN-25-01-CCP \(01/06/25\): 2024 Chaptered Legislation Affecting Child Care Safety.](#)

SPOTLIGHT: EARLY HEAD START PROGRAM OPTIONS AND SLOTS

EHS	Class / Group Name	Funded Slots	Notes
San Antonio Park	Center-Based	18	18 months to 3 years
85th Avenue	Center-Based	18	birth to 3 years
Lion Creek Crossings	Center-Based	8	18 months to 3 years
West Grand	Center-Based	24	birth to 3 years
Broadway	Center-Based	24	birth to 3 years
BANANNAS - FCC	Family Child Care	26	birth to 3 years
Mobile Classroom	Home-Based	8	Prenatal to 3 years
COO Home-Based	Home-Based	74	Prenatal to 3 years
COO Pregnant Mothers	Home-Based	10	Prenatal to 3 years
Brighter Beginnings Home-Based	Home-Based	100	Prenatal to 3 years
Brighter Beginnings Pregnant Mothers	Home-Based	20	Prenatal to 3 years
EHS Center-Based Totals		92	Provides comprehensive Early childhood education services and care in a traditional classroom setting.
EHS Family Child Care Totals		26	Offers early childhood education services at Child Care Provider homes. The providers offer the same services expected at center-based options. The FCC providers offer flexible hours and year-round services.
EHS Home-Based		182	Provides weekly educational home visits with parent(s) and/or guardian from a Childhood Education Specialist to cover developmental education for pregnant women, infants, and children 0-5 years old.
EHS Pregnant Mothers		30	Pregnant people, along with fathers, partners, or other relevant family members, receive specialized services that provide prenatal and postpartum information, education, and services that address fetal development, the importance of nutrition, labor and delivery, and infant care practices.
EHS Grand Totals		330	Totals Across All Program Options

ATTENDANCE & ENROLLMENT

The Average Daily Attendance for the month of January 2025 was 82.42% program-wide, which is slightly below the 85% average daily attendance threshold established by the Office of Head Start.

- Children's illnesses (53%) and transportation (25%) were the top reasons for absences impacting attendance.
- 39% of children were chronically absent in January
- PY 24-25 Year-to-Date Average Daily Attendance is 84.6%

HEALTH & NUTRITION

- Health Team is collaborating with various workgroups to support dental health for Oakland families
- Health Team has conducted trainings for staff and families on medication and supports for serious allergies.
- Health and Education Teams finalized a Food Activity Policy and launched monthly in-class food activities, such as fruit pizza.



Children at Manzanita make delicious fruit pizza, a creative and nutritious activity!

DISABILITIES & MENTAL HEALTH

- The program is meeting the Head Start requirement to have 10% actual enrollment of children with disabilities across all Head Start and Early Head Start program options
- 47 children have IFSPs or IEPs, a total of 10.8% of all enrolled children. They have the following diagnoses:
 - Speech/language delay (27%)
 - Non-categorical developmental delay diagnosis (36%)
 - School District Autism diagnosis (36%)
- There are 25 children referred by the Program to the Regional Center or OUSD with pending evaluations.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

- During January 27-31, all sites held events for Male Involvement Week to celebrate the role of fathers and father figures in children's lives.
- 99% of families program-wide have completed the 1st Family Outcomes Assessment (FOA)
 - Financial security, employment, education, and housing are top concerns for families.
 - The second FOA will be due on February 25
- 92% of children enrolled in EHS have plans completed for their transition into HS.



Male Involvement Week at 85th, Sungate, San Antonio CDC, Manzanita, San Antonio Park

New! ADVOCATE'S CORNER – Family Service Specialists share how they collaborate with families to strengthen outcomes and navigate systems.

I helped a parent who wants to go back to school for Child Development but was not able to finish high school due to unforeseen circumstances. I encouraged the parent to register for classes to get her GED through Oakland Adult and Career Education. I also helped them apply to Merritt College for Spring 2025 to get their associate degree in child development and put them in contact with a counselor at the school. The parent is on track to get a job with City of Oakland Head Start as a Teacher. This parent is also interested in financial literacy classes so they can better understand budgeting and credit, so I put them in contact with The Bay Area Financial Education Foundation. I shared that Merritt College also offers classes in financial literacy. – by Lauren Lindo

HOME-BASED PROGRAM

- January socializations focused on Signs of Baby Blues/Postpartum Depression, Self-Care, and SMART Goals for Moms.
- Socializations also focused on New Year celebrations from different cultures, including Lunar New Year.
- Home visitors completed 254 visits for 77 families in January.

EDUCATION & SCHOOL READINESS

- January New Hires: Education Program Supervisor, Center Director, and a Home Based Center Director.
- The Program is using data from the recently implemented monthly Classroom Observation Tool and Curriculum Fidelity tool to support individualization in the classroom. Center Directors and Education leadership are using these tools for continuous quality improvement.
- The new monthly food activities in all centers are an opportunity for children to have fun experiences with experimentation and infuse STEM into the classroom.
- The January curriculum for Early Head Start focused on shapes and sensory and motor skills. Head Start focused on clothing, buildings, and trees.

FEATURED LEADER PROFILE

**Hawa Sheriff, Center Director
Broadway Early Head Start**

How long have you been with Head Start?

I've been here over 15 years. I started as a preschool teacher at Brookfield, always wanting to be a Center Director. I applied, got on the list, and in 2010, HR called, asking if I was still interested. They offered me the chance to open the Early Head Start at Broadway. That's how I became a CD. The rest is history.

What do you enjoy most about your job?

I enjoy so much about this job, especially working with my colleagues and families. We're all in this together, supporting each other to achieve the best outcomes for our babies—our future leaders. I always tell the little ones that they're going to college! Like the proverb goes, one tree doesn't make a forest. Here, we have to come together, share ideas, and build trust and positive relationships to improve the lives of our children, families, and ourselves.



What is a highlight from January?

For Chinese New Year, I wanted to really celebrate each others' backgrounds. I encouraged parents to participate. We found red shirts for everyone—kids and teachers—and we all wore them that day. It was important to me that we honor each other, show the kids we see and understand them, even if we don't speak the same language. Everyone's culture is welcome here.

Parent Policy Council and Advisory Board govern Head Start and help our program set priorities. Based on your experience, what's the most important thing for PPC and AB to keep in mind?

Parent Policy Council is very good because it gives parents the opportunity to use their voice for their child's site. It's a chance to advocate for yourself, your child, and other children. I always tell parents: You're your child's first educator. So many need support but don't ask for it. Parents supporting and learning from each other is the most important thing. They should feel empowered to talk to the program and encourage transparency in all areas.

From the previous Featured Leader: What change would you like to see at Head Start, if any?

I would like to see a stronger focus on tracking family outcomes over a longer period, like five years. We need to better support parents with goal setting, because leaving the program can be really challenging for them. For example, more ongoing support with personal finance, saving for housing and transportation, is crucial. Sometimes parents' goals don't manifest, and we need to go deeper. We should focus on things that truly improve families' lives and livelihood so they can dream bigger, not just focus on the basics.

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

What does being a Featured Leader mean to you, as a Head Start employee?

PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	19
City of Oakland to date	10
Brighter Beginnings to date	9
Completed	13
% of current Pregnant Participants with Medical Insurance, Medical and Dental Homes	100%
Number of babies born in January	-
Number of babies born in Program Year 24-25	18

During PY 24-25, the program has served 19 Pregnant Participants thus far:

- As of January 2025, 7 Pregnant Participants are currently enrolled
 - 6 delivered and are still enrolled, 2 aren't due yet, and one enrolled within the last 30 days.
 - Participants completed all medical requirements, except Physical Exam (83%) and Dental Exam (50%)
- 2 participants completed the program and transferred their EHS slot to their babies.

SAFE AND SANITARY ENVIRONMENTS

- Completed projects and accomplishments:
 - San Antonio Park – HVAC and heating system was completed
 - Sungate, San Antonio Park, 85th – Wall mount for attendance computers installed
 - Manzanita – Change faucet to fit PUR water filtration system

WORKFORCE DEVELOPMENT

- The Apprenticeship Program has 10 hires as of January 2025, with one hire pending.
- At an Emotional Intelligence training, apprentices learned about self-awareness, the power of perspective, and other self-regulation skills.
- This Spring Semester at Merritt, 19 Apprentices are enrolled in two classes: Infant Curriculum and Child Growth and Development.
- Cohort 1 and 2 Apprentices will attend the Literacy & Justice For All Conference on March 7-8.



Alisa Burton and Ajene Waters, COO Head Start Workforce Development Team, host an Emotional Intelligence Training



HUMAN RESOURCES

- New Hires: 1 Full Time Head Start Instructor at Manzanita, 1 Home Visitor, 2 Center Directors (Home-Based and Brookfield).
- The Education Team is reviewing candidates to interview for the Associate Instructor Position.

PROFESSIONAL DEVELOPMENT

- January 17: Staff came together and completed training on positive behavior supports and volunteers in the classroom. Staff also heard detailed outcomes of CLASS scores and celebrated this achievement.

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 \(Continuous\)](#)

JANUARY 2025 VACANCIES	
Position	# Vacancies
Early Head Start Instructors	13
Head Start Instructors	15

JANUARY 2025 STAFFING	
Position	COO
HS Teachers	10
EHS Teachers	19
Associate Teachers	12
Assistant Teachers	4
Home Visitors	8
Family Advocates/Specialists	10
Center Directors	13
Other Staff *	64
Staff Separations	0
*Includes kitchen, facilities, early learning aides, and administrative staff	

PARTNERS

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	25/26 (96.2%)	28/33 (84.8%)	53/59 (89.8%)
Brighter Beginnings	77/120 (64.2%)	20/20 (100%)	97/140 (69.3%)
Laney	N/A	16/48 (33.3%)	20/64 (31.3%)
Merritt	N/A	4/16 (25%)	

Brighter Beginnings

- Brighter Beginnings hosted a math/cognitive development-focused socialization.
- Immigration 101 training was completed by all EHS and HS staff.
- A new health tracking system rolled out to support health notes.
- Health, disability, and education transitions are prioritized for caseloads that have no Home Visitor due to staff resignation/turnover.



Brighter Beginnings Math and Cognitive Development Socialization

Tiny Steps: Family Child Care

- Tiny Steps providers discussed family engagement ideas, including a children's graduation that will be held at BANANAS's Unpeeled event at Fairyland this spring. They also talked about health and safety.
- While conducting site visits, the Tiny Steps team shared educational materials with providers, as well as offered technical assistance with understanding documents or reviewing educational requirements.
- The Tiny Steps team is working with COO's Mental Health team on providing behavioral supports for some children.



Male Involvement Week at Hamilton FCC

Peralta

Report not submitted.

DATA & ONGOING MONITORING

- Held a three-day series of trainings on ChildPlus, with focus on different content areas across the program.
- Introduced the Early Development Instrument (EDI), a comprehensive place-based kindergarten readiness tool, to COOHS Coordinators.
- Provided project management support for Federal Review/FA2 preparation.

UPCOMING EVENTS

- **February 22:** Mommy Spill the Tea @ COLORMEMINE in Alameda
 - Please contact your Family Services Specialist or Home Visitor for registration; space is limited
- **February 23:** [Black Joy Parade](#) @ Downtown Oakland
- **March 5:** Family Resource Navigators' IEP 101 - Understanding and Advocating for Your Child ([Registration](#))
- **March 7-8:** [Literacy and Justice for All Symposium](#) @ Oakland Marriott City Center
- **March 8:** Virtual Governance Training for Parent Policy Council and Advisory Board Members



Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 6,219,172.00	\$ -	\$ 2,607,867.21	\$ 3,611,304.79	42%
b. Fringe Benefits	\$ 2,776,384.00	\$ -	\$ 1,910,377.75	\$ 866,006.25	69%
c. Travel	\$ 37,948.00	\$ -	\$ 4,314.00	\$ 33,634.00	11%
d. Equipment		\$ -	\$ -	\$ -	0%
e. Supplies	\$ 519,841.00	\$ 64,167.55	\$ 369,475.34	\$ 86,198.11	83%
f. Contractual	\$ 2,986,537.00	\$ 0.04	\$ 426,457.13	\$ 2,560,079.83	14%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 793,847.00	\$ 10,397.53	\$ 580,063.99	\$ 203,385.48	74%
i. Total Direct Charges	\$ 13,333,729.00	\$ 74,565.12	\$ 5,898,555.42	\$ 7,360,608.46	45%
j. Indirect Charges	\$ 463,328.00	\$ -	\$ -	\$ 463,328.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 74,565.12	\$ 5,898,555.42	\$ 7,823,936.46	43%

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 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,674,073.00	\$ -	\$ 951,831.75	\$ 1,722,241.25	36%
b. Fringe Benefits	\$ 1,350,044.00	\$ -	\$ 673,409.75	\$ 676,634.25	50%
c. Travel	\$ 16,579.00	\$ -	\$ 2,157.00	\$ 14,422.00	13%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 220,000.00	\$ 30,684.87	\$ 181,216.34	\$ 8,098.79	96%
f. Contractual	\$ 1,064,098.00	\$ 0.03	\$ 365,900.55	\$ 698,197.42	34%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 255,644.00	\$ 5,202.10	\$ 249,904.87	\$ 537.03	100%
i. Total Direct Charges	\$ 5,580,438.00	\$ 35,887.00	\$ 2,424,420.26	\$ 3,120,130.74	44%
j. Indirect Charges	\$ 199,218.00	\$ -	\$ -	\$ 199,218.00	0%
k. TOTALS	\$ 5,779,656.00	\$ 35,887.00	\$ 2,424,420.26	\$ 3,319,348.74	43%

Early Head Start Budget Summary - Federal Basic
Report as of 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,402,304.00	\$ -	\$ 1,656,035.46	\$ 1,746,268.54	49%
b. Fringe Benefits	\$ 1,362,593.00	\$ -	\$ 1,236,968.00	\$ 125,625.00	91%
c. Travel	\$ 21,369.00	\$ -	\$ 2,157.00	\$ 19,212.00	10%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 299,841.00	\$ 33,482.68	\$ 188,259.00	\$ 78,099.32	74%
f. Contractual	\$ 1,849,275.00	\$ 0.01	\$ 60,556.58	\$ 1,788,718.41	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 398,394.00	\$ 5,195.43	\$ 327,911.62	\$ 65,286.95	84%
i. Total Direct Charges	\$ 7,333,776.00	\$ 38,678.12	\$ 3,471,887.66	\$ 3,823,210.22	48%
j. Indirect Charges	\$ 253,471.00	\$ -	\$ -	\$ 253,471.00	0%
k. TOTALS	\$ 7,587,247.00	\$ 38,678.12	\$ 3,471,887.66	\$ 4,076,681.22	46%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 12/31/24 - Payroll to 12/31/24

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 12/31/24 - Payroll to 12/31/24

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 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 396,294.00	\$ -	\$ 227,443.22	\$ 168,850.78	57%
b. Fringe Benefits	\$ 318,849.00	\$ -	\$ 180,756.53	\$ 138,092.47	57%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 1,240.51	\$ 3,759.49	25%
f. Contractual	\$ 170,881.00	\$ -	\$ 32,973.82	\$ 137,907.18	19%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 891,024.00	\$ -	\$ 442,414.08	\$ 448,609.92	50%
j. Indirect Charges	\$ 88,268.00	\$ -	\$ -	\$ 88,268.00	0%
k. TOTALS	\$ 979,292.00	\$ -	\$ 442,414.08	\$ 536,877.92	45%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 382,174.00	\$ -	\$ 162,895.91	\$ 219,278.09	43%
b. Fringe Benefits	\$ 307,483.00	\$ -	\$ 120,578.32	\$ 186,904.68	39%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 547.16	\$ 4,452.84	11%
f. Contractual	\$ 973,605.00	\$ -	\$ 100,862.38	\$ 872,742.62	10%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 1,668,262.00	\$ -	\$ 384,883.77	\$ 1,283,378.23	23%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,668,262.00	\$ -	\$ 384,883.77	\$ 1,283,378.23	23%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 12/31/24 - Payroll to 12/31/24

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	\$ 38,915.32	\$ 221,047.65	15%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other		\$ -		\$ -	0%
i. Total Direct Charges	\$ 260,000.00	\$ 37.03	\$ 38,915.32	\$ 221,047.65	15%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 260,000.00	\$ 37.03	\$ 38,915.32	\$ 221,047.65	15%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,863,655.28	\$ -	\$ 413,454.18	\$ 1,450,201.10	22%
b. Fringe Benefits	\$ 1,462,157.72	\$ -	\$ 233,414.92	\$ 1,228,742.80	16%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 20,000.00	\$ -	\$ 11,137.50	\$ 8,862.50	56%
i. Total Direct Charges	\$ 3,345,813.00	\$ -	\$ 658,006.60	\$ 2,687,806.40	20%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,345,813.00	\$ -	\$ 658,006.60	\$ 2,687,806.40	20%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 12/31/24 - Payroll to 12/31/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 821,002.66	\$ -	\$ 319,884.59	\$ 501,118.07	39%
b. Fringe Benefits	\$ 659,493.94	\$ -	\$ 250,485.12	\$ 409,008.82	38%
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	\$ -	\$ 67,106.04	\$ 645,588.91	9%
i. Total Direct Charges	\$ 3,364,756.77	\$ -	\$ 637,475.75	\$ 1,555,715.80	19%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,756.77	\$ -	\$ 637,475.75	\$ 1,555,715.80	19%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 12/31/24 - Payroll to 12/31/24

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: December-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	10.00	63.00	73.00	65.00	19.00	entire site (50)	16.00	16.00	1.00	304.00	NO	NO
1 2	Full Day 85th Avenue II	6.00	71.00	87.00	80.00	20.00	entire site (50)	10.00	16.00	1.00	320.00	NO	NO
1 3	Full Day 85th Avenue III	-	145.00	155.00	142.00	15.00	entire site (50)	8.00	16.00	1.00	240.00	NO	NO
2 4	Full Day Arroyo Viejo	2.00	34.00	35.00	29.00	16.00	16	12.00	12.00	1.00	192.00	NO	NO
3 5	Full Day BROADWAY/INFANT	4.00	38.00	43.00	29.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	1.00	58.00	80.00	82.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	1.00	100.00	115.00	103.00	16.00	8	8.00	8.00	1.00	128.00	NO	NO
4 8	Full Day Brookfield 1	-	154.00	179.00	140.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	NO	NO
4 9	Full Day Brookfield 2	-	57.00	69.00	68.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	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	-	128.00	130.00	124.00	15.00	18	16.00	32.00	1.00	480.00	NO	NO
8 13	Full Day Lion's Creek 1	-	107.00	121.00	99.00	14.00	18	16.00	16.00	1.00	224.00	NO	NO
8 14	Full Day Lions Creek 2	4.00	74.00	85.00	80.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
9 15	Full Day Manzanita / Brookfield	-	113.00	145.00	135.00	15.00	20	16.00	20.00	1.00	300.00	NO	NO
10 16	Full Day San Antonio CDC 1	-	161.00	164.00	161.00	15.00	entire site (24)	24.00	24.00	1.00	360.00	NO	NO
11 17	Full Day San Antonio Park I	11.00	61.00	102.00	78.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
11 18	Full Day San Antonio Park II	11.00	58.00	81.00	65.00	19.00	8	10.00	9.00	1.00	171.00	NO	NO
12 19	Full Day Sungate I	-	168.00	187.00	154.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
12 20	Full Day Sungate II						0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	-	58.00	60.00	55.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
14 22	Full Day West Grand (Infant)	14.00	27.00	41.00	27.00	11.00	8	8.00	9.00	1.00	99.00	NO	NO
14 23	Full Day West Grand (Older)	3.00	29.00	32.00	25.00	8.00	8	8.00	9.00	1.00	72.00	NO	NO
14 24	Full Day West Grand (Young)	4.00	19.00	23.00	19.00	6.00	8	8.00	8.00	1.00	48.00	NO	NO
	TOTAL	71.00	1,723.00	2,007.00	1,760.00	323.00		272.00	366.00		4,841.00		
	HS	24.00	1,142.00	1,317.00	1,176.00	215.00							
	EHS	43.00	581.00	690.00	584.00	108.00							

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 (Jan 22, 2025 10:30 PST)

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 100.35

= (max meals)/(max days)

ADP ENTRY 101.00

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

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 02/05/25

Cardholder Name: Diveena Cooppan
PRINT NAME

January 2025
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

January 2025
Transaction Period (Month / Year)

TO

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


Diveena Cooppan (Feb 7, 2025 15:55 PST) Date Feb 7, 2025

CARDHOLDER'S SIGNATURE AND DATE

510-238-3165

PHONE NUMBER (REQUIRED)


Kury Foley (Feb 10, 2025 14:47 PST) Date Feb 10, 2025

AUTHORIZATION SIGNATURE AND DATE

# Line	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	12/30/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
2			1.2128.78231.52211.1006686.YS13.24295			
3	12/30/24	IDEALIST	JOB POSTING - HS PROGRAM KITCHEN COORDINATOR	125.00		
4			50% 1.2128.78231.53719.1006668.YS13 24295 50% 1.2128.78231.53719.1006686.YS13 24295			
5	01/05/25	VIMEO	CLASS RECORDING	108.00		
6			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295			
7	01/08/25	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
8			1.2128.78231.52211.1006686.YS13.24295			
9	01/09/25	BLACK JOY PARADE	PARADE BOOTH	399.50		
10			50% 1.2128.78231.55212.1006668.YS13.24295 50% 1.2128.78231.55212.1006686.YS13.24295			
11	01/15/25	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
12			1.2128.78231.52211.1006686.YS13.24295			
13	01/16/25	WALMART	PULL-UPS WEST GRAND & BROADWAY	241.39		
14			1.2128.78231.52921.1006686.YS13.24295			
15	01/22/25	CACFP ROUNDTABLE	CACFP GROUP REGISTRATION	25.00		
16			50% 1.2128.78231.55212.1006670.YS13.24295 50% 1.2128.78231.55212.1006691.YS13.24295			
17	01/23/25	AMAZON	SITE ATTENDANCE MONITORING	387.84		

18			50% 1.2128.78231.52213.1006668.YS13.24295 50% 1.2128.78231.52213.1006686.YS13.24295			
19	01/23/25	AMAZON	SITE ATTENDANCE MONITORING	138.84		
20			50% 1.2128.78231.52213.1006668.YS13.24295 50% 1.2128.78231.52213.1006686.YS13.24295			
21	01/23/25	AMAZON	SITE ATTENDANCE MONITORING	352.20		
22			50% 1.2128.78231.52213.1006668.YS13.24295 50% 1.2128.78231.52213.1006686.YS13.24295			
23	01/23/25	AMAZON	SITE ATTENDANCE MONITORING	87.00		
24			50% 1.2128.78231.52213.1006668.YS13.24295 50% 1.2128.78231.52213.1006686.YS13.24295			
25	01/23/25	BLACK JOY PARADE	PARADE PARTICIPATION	106.60		
26			50% 1.2128.78231.55212.1006668.YS13.24295 50% 1.2128.78231.55212.1006686.YS13.24295			
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Document Total	2,250.37				
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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FMA 02/07

Oakland Head Start Disabilites & Mental Health Services Expenditure Report through 02/2025			
Sum of INVOICE_AMOUNT			
VENDOR_NAME	INVOICE_NUM	CHECK_DATE	Total
INEVERWORRY CONSULTING LLC	618	11/21/2024	8,335.00
	638	2/11/2025	5,000.00
INEVERWORRY CONSULTING LLC Total			13,335.00
LINCOLN	20240430ADD	9/24/2024	420.00
	20240531	9/24/2024	8,320.00
	20240630	9/24/2024	5,520.00
	20240731	9/24/2024	850.00
	20240831	11/21/2024	4,110.00
	20240930	11/21/2024	5,940.00
LINCOLN Total			25,160.00
STAR OF CA ERA ED	8157837	1/30/2025	565.00
	8157838	1/30/2025	1,671.75
	8157839	1/30/2025	320.00
	8157840	1/30/2025	183.33
	8157984	1/30/2025	2,847.50
	8157985	1/30/2025	1,609.42
	8157986	1/30/2025	178.33
	8393216	1/30/2025	555.00
STAR OF CA ERA ED Total			7,930.33
THINK COMMUNICATION THERAPY	2805	9/10/2024	6,337.50
	2830	9/26/2024	7,770.00
	2846	10/22/2024	6,720.00
	2865	11/14/2024	7,770.00
	2882	12/31/2024	5,040.00
	2899	1/30/2025	5,775.00
THINK COMMUNICATION THERAPY Total			39,412.50
THROUGH THE LOOKING GLASS	OHS - April 2024	9/24/2024	14,375.00
	OHS - August 2024	12/31/2024	11,935.00
	OHS - July 2024	12/31/2024	4,482.50
	OHS - June 2024	9/17/2024	12,600.00
	OHS - March 2024	9/24/2024	15,625.00
	OHS - May 2024	9/24/2024	12,950.00
	OHS - September 2024	12/31/2024	8,662.50
THROUGH THE LOOKING GLASS Total			80,630.00
Grand Total			166,467.83

Descriptions of Mental Health and Disability Services

Agency	Service
Lincoln Families	<p>provides culturally responsive, stress-informed, and relationship-based mental health consultation in preschool classrooms across Oakland. Consultation is a collaboration between adults who work with children and mental health professionals to support children’s healthy social-emotional development.</p> <ul style="list-style-type: none"> • Classroom observations, debriefing, and brainstorming strategies with educators • Family workshops • Professional development for educators
Star of California	Therapeutic and behavioral health support in classrooms: one-to-ones and consultation
Think Communication Therapy	Speech and Language consultation
Through the Looking Glass	<p>early childhood mental health consultation and developmental consultation to early care and preschool programs. Consultation services support the social-emotional well-being and developmental progress of young children in early care settings.</p> <ul style="list-style-type: none"> • developmental delays, concerns in language and communication • gross and fine motor skills • cognition • self-help skill, • social skills

City of Oakland Head Start Preschool & Early Head Start

Program Year 2024-2025 Community Assessment Update

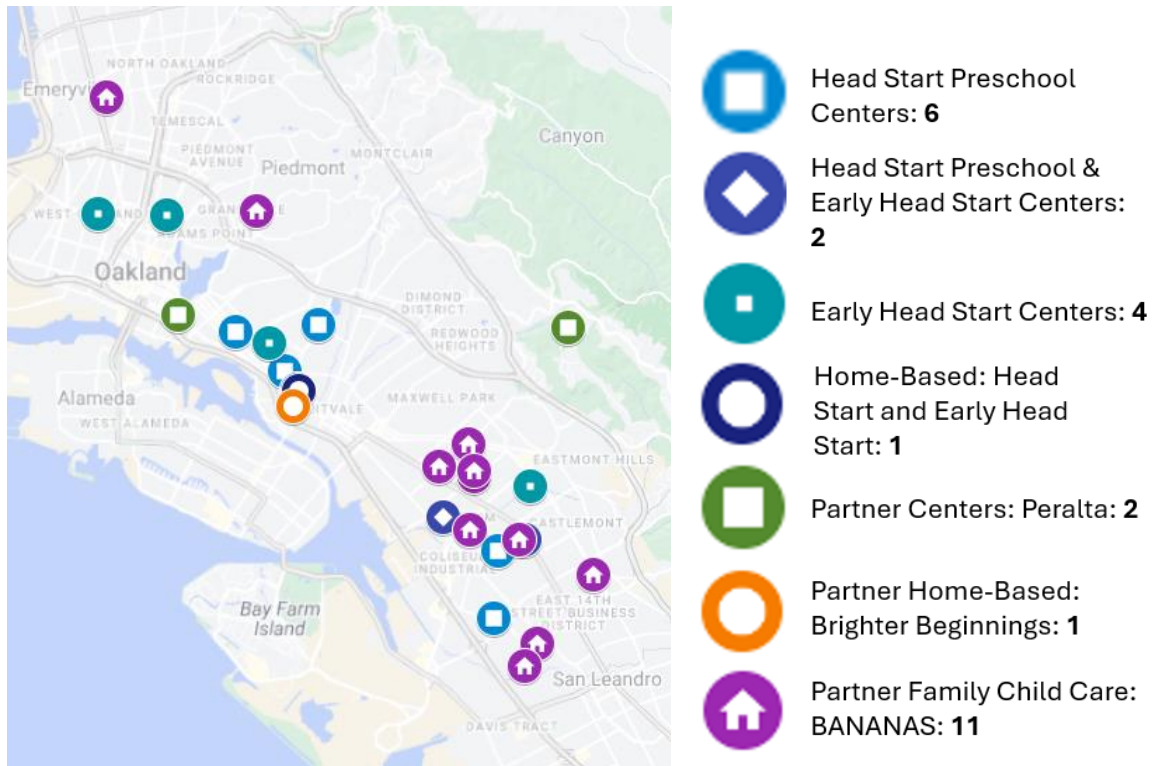
Introduction

Program Description

The City of Oakland Head Start Program, a division of the City of Oakland Department of Human Services, has served young children and their families since 1971. Utilizing federal, state, and local funds, the program is funded to serve 674 participants, including expectant caregivers and children ages 0 to 5 years old.

Service and Recruitment Area Distribution

The Head Start Program service area covers the entire city of Oakland, California. There are 28 Head Start sites, spanning Centers, Family Child Care, and Home-Based, located in the following zip codes: 94619 (Merritt College), 94606 (Franklin, Manzanita, San Antonio CDC, and San Antonio Park), 94607 (Laney), 94608 (one family child care site), 94605 (Arroyo Viejo and two family child care sites), 94601 (Sungate, Home-Based, and Brighter Beginnings), 94603 (Brookfield and 3 family child care site), 94612 (Broadway and West Grand), and 94621 (Lion Creek, Tassafaronga, 85th Avenue, and 4 family child care sites), and 94610 (one family child care site).



Community Assessment Update Overview

The Program Year 2024-2025 Community Assessment Update builds upon a comprehensive Community Assessment Update conducted the previous year. The 2023-2024 Community Assessment Update used the City of Oakland Department of Race and Equity's Racial Equity Impact tool to highlight disparities and systems change priorities to drive community-centered, equitable outcomes for Head Start children and families. This annual update highlights community advocacy and changes to Oakland's early childhood policy landscape, specifically with new local resources dedicated to early childhood, community advocacy around child care, and new data sources that deepen our understanding of local systems change needs. Finally, this update has a spotlight on key populations who are underserved: Children with Diagnosed Disabilities, Pregnant Participants and Black Birthing People, Newcomer children and families, and Housing Insecure families. This Community Assessment Update primarily focuses on policy changes and program models that can shape City of Oakland Head Start priorities for enrollment and service provision.

Early Childhood Community Advocacy

Highlighting community-based perspectives and leadership, the Community Assessment Update uplifts advocacy priorities identified by Parent Voices Oakland (PVO) and Oakland child care providers, as well as opportunities presented by new funds and performance standards. In Fall 2024, in response to our Change In Scope proposed slot reduction plan, PVO organizers have expressed fear around potential cuts to services. While there has been education at Policy Council and Advisory Board meetings around how slots reduction would allow City of Oakland Head Start to reallocate funds to increase teacher salaries, PVO has demanded for Head Start to provide teaching jobs to parents to fill the unmet need for qualified teachers and to refuse cutting slots. In response to these advocacy efforts, this Community Assessment Update highlights unmet needs around more targeted enrollment efforts for harder-to-reach communities, early childhood workforce pipeline, and local policy changes that would ensure eligible families would have access to free or subsidized child care. This advocacy takes place in a rapidly changing early childhood policy landscape, where new local funding streams will soon be leveraged to invest in underfunded systems.

Local Early Care and Education Policy Landscape

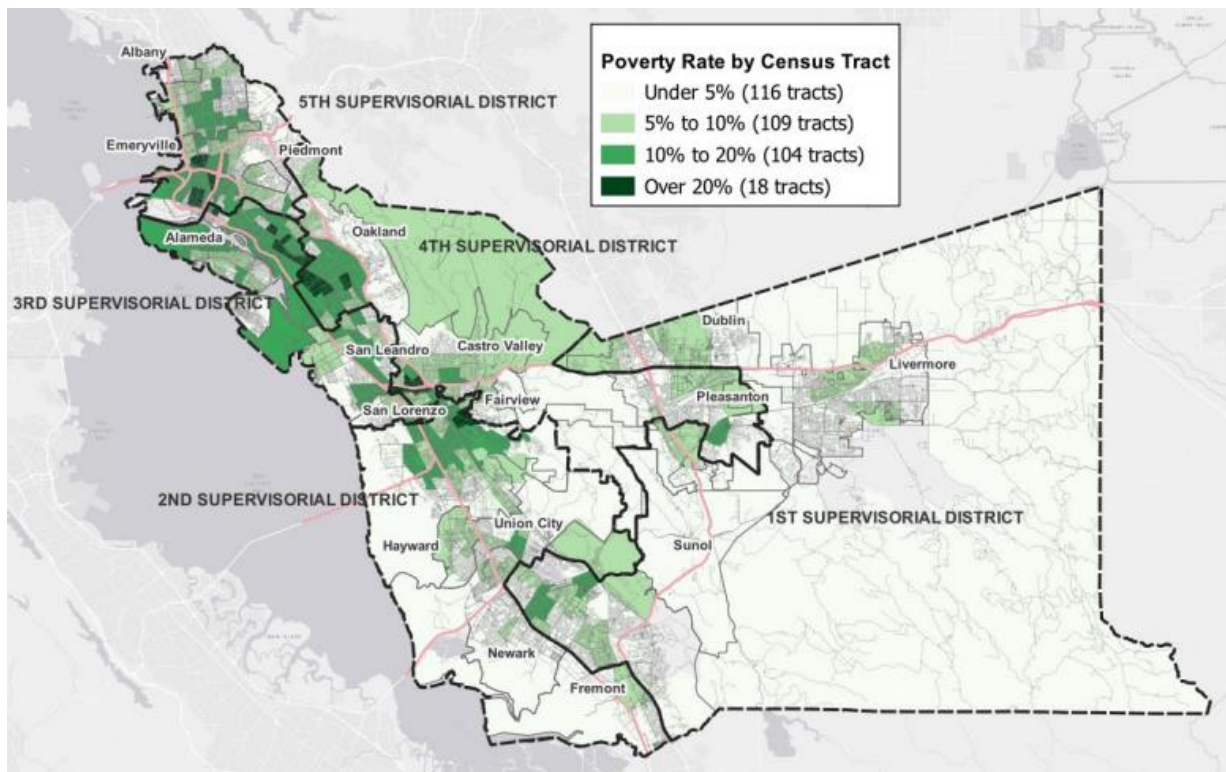
Measure AA: Oakland Children's Initiative

In 2018, Oakland voters supported Measure AA, the Oakland Children's Initiative (OCI), a 30-year parcel tax to increase funding for early childhood education and college and career readiness programs by approximately \$30 million annually, with two-thirds of the funding going towards early childhood education ([OCI page](#)). In 2022, after years of litigation, OCI became law and was immediately implemented. For the first five years, Oakland Unified School District (OUSD) and City of Oakland Head Start are the priority partners. City of Oakland Head Start has used OCI funding to operate three child care and preschool centers in East Oakland centers – Franklin, Tassafaronga, and Arroyo Viejo – and the funding has also supported the kitchen. Still in the early stages of implementation, OCI has the potential to strengthen OUSD and City of Oakland Head Start as a stable long term funding source.

Measure C: Alameda County Children's Health and Child Care Initiative

In 2020, Alameda County voters supported Measure C, the Alameda County Children’s Health and Child Care Initiative, a 30-year 0.5% sales tax that would generate \$150 million annually to expand access to early childhood education. After a four-year litigation process, Measure C was made law in April 2024, and its Community Advisory Commission (CAC) is midway through a yearlong process to develop a five-year program plan for nearly \$500 million in total funds collected, plus anticipated funds through 2030. Upon review and approval by key governing bodies, the plan will be implemented in April 2025. Measure C will bring a tremendous amount of funding to early childhood in Oakland and Alameda County.

In November 2024, [the CAC discussed initial plans](#) for an emergency stabilization for *Providers/EC Educators* through relief grants; and workforce development programs, *Families* through enrollment/navigation supports and a centralized eligibility list; *Facilities* through health and safety capital improvements and renovations, and *Capacity-building* around data, evaluation, and community partnership. As of November 2024, tentative planning for provider relief grants would give Family Child Care providers \$20,000-30,000 for serving children in a subsidy program and/or being located in a higher poverty rate area. Poverty rate is defined as a child care site being located in a census tract with a 5% poverty rate or higher, which means that licensed child care sites of the Oakland flatlands qualify for this subsidy:



This funding would reach all FCC providers in our Tiny Steps partnership. Another proposal for allocating \$2.7 million for registered apprenticeship programs would bring over 300 ECE apprentices into the field, and this funding could potentially be used to grow the City of Oakland Head Start Merritt Childhood Education Workforce Apprenticeship Program. As Measure C is implemented, there will be many opportunities to strategically weave together funding streams to strengthen Head Start and the broader Oakland Early Childhood System.

Universal Transitional Kindergarten's Shifts in Early Care and Education

Since 2022, California has been expanding Universal Transitional Kindergarten (UTK) / PreK (UPK) to include all four-year-olds. By the 25-26 school year, UTK will be fully implemented. The early care and education system locally and statewide has adjusted to UTK, with services shifting to ages birth-3 years old. UTK has had significant shifts on both the workforce and family choice.

- [California Birth-to-Three Workforce Study](#) from the Center for the Study of Child Care Employment shows that over half of center teaching staff envisioned leaving their program within three years to work in TK, leaving the field, or retirement, among other reasons.
 - Over 50% of preschool teachers would pivot to teaching three-year-olds, but only 20% would teach infants and toddlers. Those educators would rather work as TK teachers than serve younger children.
 - The study's key recommendation: "To align career opportunities with educators' aspirations, California should facilitate pathways for teaching birth to three AND teaching TK" (7).
- Based on [California Department of Education UTK Enrollment Data](#), in 22-23, OUSD enrolled a cumulative 968 TK students. In 23-24, it enrolled 1,106 students, a 14% increase from the previous year. More families are choosing UTK for their 4-year-olds, which means the need for child care slots will shift more towards 3-year-olds and younger.

Many families are struggling to decide which ECE options are best for their child and their family's needs. Though UTK is free, many schools do not yet have afterschool care available, and transportation between school and child care may pose a challenge. Also, many families may not know that UTK is not a mandatory grade and that they can choose to remain in child care.

- The Alameda County Early Care and Education Planning Council has partnered with Resource & Referral Agencies, Local Education Agencies/school districts, and early childhood community to launch a family-facing UTK/Universal Pre-Kindergarten communications toolkit to be available. The toolkit will include information on learning environments, logistics, cost, and cultural competence. The toolkit's purpose is not only to share transparent information about UTK/UPK options, but to also have a unified message across all ECE options on family choice for four-year-olds.

New Data Resources:

- [The Oakland Early Childhood Ecosystem Data Portal](#) from Oakland Starting Smart and Strong is a comprehensive resource on local early childhood data. It includes the [Early Development Instrument Dashboard](#), [City District Profiles](#), and an [Asset Map](#). The City District Profiles for East Oakland indicate that approximately 66% of children eligible for free or subsidized child care do

not have access to a slot. This unmet need is a result of licensed child care deserts, especially for Infant/Toddler care, and staff shortages and licensed child care sites.

- [The 2024 Oakland Community Stressors Index](#) by RDA Consulting is a resource for City of Oakland Human Services Department staff to understand how impacted different demographic groups and neighborhoods in Oakland are impacted by access to resources, crime, health care access, income, and housing security. The index shows that Black and Latino residents in East and Deep East Oakland, as well as specific parts of West Oakland, have the highest community stress. Most City of Oakland Head Start sites are in East and Deep East Oakland, and our agency serves communities most impacted by systemic barriers.
- [The Economic Well-Being of Early Educators in California Study \(2024\)](#) from the Center for the Study of Child Care Employment highlights that many child care providers / early childhood educators have trouble meeting their basic needs with housing and food due to low wages. Head Start teachers and assistants statewide reported having less access to food in comparison to other early childhood educators. These findings from the study are aligned with the need to increase Head Start teacher compensation.

Priority Communities Spotlight

Children with Diagnosed Disabilities

The City of Oakland Head Start works with community partners to meet the goal of 10% of actual enrollment of children with diagnosed disabilities. The program has been successful in achieving this goal and will continue to work towards ongoing, increasing enrollment of children with disabilities.

- In the 23-24, the Program supported a total of 77 children with IEPs and IFSPs, with 15.2% of actual enrollment of children with disabilities. In the current Program Year, as of December 2024, the program is serving 44 children with diagnosed disabilities, which is 10.4% of actual enrollment.
 - Of the currently enrolled children with IEPs and IFSPs, 20% have a speech/language delay diagnosis, 39% have a non-categorical developmental delay diagnosis, and 30% have a School District Autism diagnosis. These three diagnoses were the most common in Program Year 23-24, too.
- As of December 2024, Oakland Unified School District (OUSD) has 933 students ages 3-5 with diagnosed disabilities across their Preschool, Universal Transitional Kindergarten, and Kindergarten programs. Of those children, 53% have an Autism diagnosis and 38% have a Speech or Language Impairment.
- As of December 2024, Regional Center of the East Bay's Early Start and Young Children program had a total of 540 children with IFSPs in Oakland zip codes. The following zip codes, all in East Oakland, have the highest number of children with IFSPs.
 - 94601 (Fruitvale): 96
 - 94603 (Central East Oakland): 73
 - 94606 (Central East Oakland / Oakland Hills): 49
 - 94621 (Deep East Oakland): 87

At Measure C Community Listening Sessions on Family Access to Child Care (December 2024), many families expressed need to have culturally-relevant child care for children with disabilities or

neurodivergence. They expressed need for early childhood educators to be trained and welcoming of children with disabilities, as well as frustration with limited availability of child care slots. At a listening session with City of Oakland Head Start parents (December 2024), many asked how resources were allocated for children with disabilities, indicating a need for more dedicated resources and supports for this group of children. Families also indicated a great need for individualization and specialized supports (facilities, adaptive equipment) for children with disabilities, as well as faster service provision after a child received a referral for evaluation. While City of Oakland Head Start meets the 10% goal of actual enrollment of children with disabilities, in the broader community, there is significant unmet need for inclusive child care.

Pregnant Participants and Healthy Birth Outcomes for Black Families

The 23-24 Community Assessment detailed the inequities in prenatal health, with a specific focus on Black / African American pregnant people's high rates on negative birth outcomes, including maternal morbidity, premature birth, and infant mortality. The [Alameda County Public Health Department's Health Care Services Agency's \(HCSA\) 2023 Report on Perinatal and Infant Health Indicators](#) notes that while Alameda County has had declining birth rates since 2008, and Oakland's overall birth rate is 12.0/1000, three Oakland zip codes have had the highest birth rates between 2016-2020:

- Deep East Oakland (94612) – 16.3/1000
- Oakland Coliseum (94603) – 16.2/1000
- Fruitvale (94601) – 13.6/1000

According to HCSA, between 2015-2019, birth rates increased by increasing poverty level, which means less affluent neighborhoods had higher birth rates than more affluent neighborhoods. City of Oakland Head Start, home-based partner Brighter Beginnings, and our former delegate agency Unity Council have sites across Deep East Oakland / Coliseum and Fruitvale, so there is a large presence of agencies that support prenatal access to services. Despite the presence of major agencies, there remain challenges:

- Based on California Budget Center's recent [California Women's Well-Being Index](#), Alameda County is ranked 51st out of 58 counties in percentage of women receiving adequate prenatal care 2020-2022. In Alameda County, 65% of pregnant people received adequate care, which is among the lowest rates in the state.
- Adequacy is defined by how often and how soon a birthing parent received care, approximately 80% of needed prenatal care visits during pregnancy and starting in the 1st trimester.
- At City of Oakland Head Start and our partner Brighter Beginnings, of the pregnant participants in PY 24-25 enrolled through October 2024, 76.5% enrolled in their third trimester and 41.2% have high risk pregnancies. However, all participants enrolled in November 2024 had enrolled prior to their third trimester, which means they had access to fuller range of services and supports during the pregnancies.

There is a great need to reach pregnant participants in East Oakland at earlier stages of pregnancy to ensure adequate access to health care, prenatal education, and general navigation support for pregnant people to meet their basic needs and have healthy birth outcomes.

There are strong local models that center Black people’s experience in pregnancy and birthing. By uplifting Black wellness, resilience, and community, the following programs are current and potential partners of City of Oakland Head Start:

- [Black Love Opportunity and Outcome Improvement in Medicine \(BLOOM\) Clinic](#) at UC San Francisco’s Children’s Hospital Oakland focuses on Black families with children ages birth-3 years old. In a centralized location, Black doctors, health educators, family navigators and support specialists, and coaches collaborate to meet the needs of patients and families. This patient- and family-centered approach addresses health inequities by creating supportive environments where both Black families, infants, toddlers and Black health professionals can thrive. BLOOM Clinic partnered with City of Oakland Head Start Family Services on an event in Fall 2024.
- [BElovedBIRTH Black Centering: Group Perinatal Care By, For, and With Black People](#) is a group prenatal and postpartum care program of Alameda Health System and Alameda County Public Health Department. Celebrating Black birthing experiences, family, and communities, the midwifery-led program brings together Black family support specialists, doctors, other health care professionals, and more. Each pregnant participant is in a group with others who share a similar due date, which provides consistent community and a collaborative model for health care and education.
- [California Abundant Birth Project](#) is a guaranteed income program that provides cash to pregnant individuals at highest risk of preterm birth for 12-18 months. Applicants are randomly selected twice monthly to participate in ABP. Alameda County participants receive \$967 monthly to help support their well-being and reduce stress during pregnancy, so families and babies have a higher chance of a healthy start.

These innovative local programs serve Black pregnant people through life-affirming, holistic, community-centered care. Their work can inform City of Oakland Head Start strategy to outreach to pregnant participants in East Oakland, so our agency can better support access to adequate access to prenatal care.

English/Dual Language Learners / Newcomers

In the 23-24 Community Assessment, Home Visitors from Brighter Beginnings noted that “additional efforts must be made to better meet the needs of children whose home languages are Arabic, Mam, and Tigrinya,” especially because limited interpretation and translation services for these families is a barrier to service provision (p.5, 23-24 Community Assessment). In Fall 2024, City of Oakland Head Start’s one Mam-speaking Home Visitor expressed need for more Mam-speaking staff, who serve a community where many people don’t read or write in any language. Most City of Oakland Head Start children transition to Oakland Unified School District (OUSD) for Transitional Kindergarten / Kindergarten, and OUSD resources has key resources on working with Newcomers:

- [Oakland Unified School District’s \(OUSD\) Newcomer Toolkit](#) is a resource developed by OUSD’s Office of English Language Learners and Multilingual Achievement. OUSD defines a Newcomer as “a non-US born student who has been in the US for less than 3 years and speaks a language other than English at home” [[Newcomer Demographics 2023-2024](#)].

- Though Spanish has long been the top primary home language for newcomers, Mam speakers from Central America and Arabic speakers from Yemen are the next largest groups.
- OUSD [ELLMA's Elementary Newcomer Support Guidance](#) details Intensive, Targeted, and [Universal Supports](#) for students, which focus on individualized curricular supports, social and mental health supports, and creating inclusive classrooms where newcomers are fully integrated with native and dual language English speakers. While this OUSD Newcomer Toolkit is not geared towards early childhood education, it is an important resource for understanding migration patterns and how neighboring public systems support newcomers, as well as supporting the transition of Head Start children into Universal Transitional Kindergarten and Kindergarten.

These resources present an opportunity to align the local school district's DLL supports with Head Start's Planned Language Approach and Home Language Support practices.

Housing Insecure and Housing Cost-Burdened Families

The Final Rule allows for excessive housing costs, including rent burden, to be accounted for in enrollment eligibility, which will increase the number of families eligible to seek a slot. Oakland and the broader Bay Area region have long been high-cost areas. With over thirty years of gentrification and displacement in Oakland, many families, especially Black Oaklanders, have struggled with housing security, have left the region for more affordable areas, or have become unhoused. Given the housing costs are often the biggest expense for families, there will be a significant increase in families who may be eligible for Head Start in Oakland. Moreover, there will be an ongoing unmet need for affordable housing for low-income families due to limited public funding.

- Oakland's Housing and Community Development Department classifies family households that less than \$50,000 as Extremely Low Income, which nearly \$20,000 above the Federal Poverty Line for a family of four. In 2021, the income required to meet a family's basic needs in Oakland -- based on a family of two working parents, one infant, and one preschooler -- was projected to be \$137,660 [[First 5 Alameda Oakland City Profile](#)]. Adjusted for inflation, the required income for a family of four with two young children is \$159,364 [10/16/24 First 5 Alameda-Alameda County Early Care and Education Planning Council Policy].
- Based on [the City of Oakland's Affordable Housing Action Plan](#), approximately half of Oakland's housing needs allocation for 2023-2031 is for Extremely-Low, Very-Low, and Low income households, or about 13,500 new units. However, with funding available from an Oakland Affordable Housing Bond (Measure U) and local affordable housing capital, only 2,390 housing units are projected to be completed by 2031, which would meet approximately 18% of this need.
- A [regional affordable housing bond measure](#), which would have generated \$20 billion for affordable housing in the nine-county Bay Area, was pulled from the November 2024 ballot, after nearly five years of planning and development, due to projected lack of a supermajority vote. Without this regional bond funding, there are no new major sources of funding for new affordable housing construction.
- The [2024 Point-In-Time Homeless County in Alameda County](#) shows that over 50% of people in Alameda County who are experiencing homelessness live in Oakland, and Oakland has a

9% increase in in unhoused population since 2022, while most other cities have experienced a decline.

- While Family Homelessness in Alameda County declined by 17%, the count only includes families in shelters, transitional housing, safe parking programs, and outdoors unsheltered. Families couch surfing, in overcrowded housing, or who otherwise try to hide their housing situations are not included.

Given these affordable housing and homelessness tracking barriers, we anticipate that City of Oakland will continue to prioritize Extremely-Low, Very-Low, and Low income households that are housing insecure and unhoused, while also increase eligibility for families burdened by rent and other excessive housing costs. Notably, the City’s Housing and Community Development Department has recently expressed interest in partnering with Head Start on an Anti-Displacement Community Action Plan, which means that we have an opportunity to strengthen city services for families who are unhoused.

Looking Ahead: Comprehensive Community Assessment

The Program will conduct a Comprehensive Community Assessment PY 2025-2026. As the current Program Year progresses, we will start planning for an in-depth, participatory process for community members – specifically caregivers, educators/staff, partner agencies, and advocates -- to identify the priorities for assessment. The PY 25-26 Assessment will also track policy developments and new or changing priority communities. It will also include focus groups and surveys with key stakeholders.



2025 SELECTION CRITERIA

The following selection criteria will be used to formally select children and families to participate in the City of Oakland Head Start and Early Head Start (HS/EHS) Program. Oakland HS/EHS has developed a point system that uses the ChildPlus software database to generate a waiting list of eligible families. Program applications received are ranked and placed on a priority list according to this system and participants are selected from the list as vacancies occur.

Eligibility Criteria	Points
Experiencing Homelessness	300
Children in Foster Care	300
Children from families receiving Public Assistance: TANF and/or Supplemental Security Income	150
Children from families receiving Public Assistance: Federal Supplemental Nutrition Assistance Program (SNAP) / CalFresh	100
Families with Incomes: 0 to 50% FPL	100
Families with Incomes: 51% to 75% FPL	50
Families with Incomes: 76% to 100% FPL	25
Age Criteria – Head Start Preschool	Points
Transition from Early Head Start to Head Start Program	200
Class Age 3 years old	125
Class Age 4 years old (Including TK age eligible)	25
TK-Eligible children	0
Age Criteria – Early Head Start	Points
Pregnant Women	150
Birth to 18 Months Old	100
18 months or older	25
Child Disability	Points
Diagnosed with current <i>IFSP</i> or <i>IEP</i> from RCEB or OUSD (eligible for services under IDEA)	75
Parental Status/Other Situations:	Points
Staff members’ children	250
Informal kinship care arrangements	75
Transfer from another Early Head Start/Head Start Program	50
Homeless families in imminent risk of unsheltered/unstable housing situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or <u>less</u> .	50
Child Protective Services (CPS) (At Risk for Abuse or Neglect) or Court Order	50
Family in Crisis (death of a family household member, exposed to violence, domestic violence, chronic/terminal illness, incarceration, mental health concerns, fire or another catastrophic event, etc.)	25
Teen parent(s) 19 years or younger.	25
Referral from Homeless Shelter, Health or Social Services Agency	10

RATIONALE:

City of Oakland must annually establish selection criteria that weigh and rank the prioritization of eligible participants based on community needs identified in the community assessment, as described in §1302.11(b). In addition to the community assessment, the selection criteria also factor in the family’s income, whether the child is experiencing homelessness, whether the child is in foster care, the child’s age, whether the child is eligible for special education or early intervention services as determined under the Individuals with Disabilities Education Act (IDEA), and any other relevant family or child risk factors. Using the 2024-2025 Oakland Head Start Community Assessment update and family needs data, the program will target the following three populations for recruitment and outreach:

- 1) Hard to reach families with children experiencing homelessness who do not reside in shelters and may be living in cars, abandoned buildings, and other uninhabitable places;
- 2) 3-year-old children transitioning from Early Head Start to Head Start, to provide continuity of care and meet the need for comprehensive, subsidized early care and education services for 3-year-old children in Oakland, and
- 3) 4-year-old children whose next step is Transitional Kindergarten (TK) or Kindergarten;

ELIGIBILITY CRITERIA:

Categorically Eligible: If one of these categories can be verified, income information is not required.

- Families experiencing homelessness: includes families housed with other families with no residence of their own, families in a shelter program, and families that are unsheltered.
- Families receiving Public Assistance: includes families receiving TANF/CalWORKs, Supplemental Security Income (SSI), and SNAP/CalFresh.
- Children in Foster Care/families who receive aid through Foster Care payments.

Income Category: Federal Poverty Level (updated annually)

- Families with Incomes under the Federal Poverty Level: Zero to 50%, 51% to 75%, and 76% to 100%

Excessive Housing Costs: Families who exceed the FPL guidelines below may submit housing and utility expenses. The program may reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.

2025 FEDERAL POVERTY GUIDELINES

The 2025 poverty guidelines are in effect as of January 15, 2025

Household / Family Size	100% or Below	101% to 130%
1	\$15,650	\$20,345.00
2	\$21,150	\$27,495.00
3	\$26,650	\$34,645.00
4	\$32,150	\$41,795.00
5	\$37,650	\$48,945.00
6	\$43,150	\$56,095.00
7	\$48,650	\$63,245.00
8	\$54,150	\$70,395.00

Over-income families:

Families that are over-income (making above 130% based on poverty guideline chart above) are welcome to apply for Head Start/Early Head Start services. Over-Income families will be considered for enrollment if the City of Oakland Head Start program determines the need based off the Head Start Performance Standards and City of Oakland Head Start Policies & Procedures. Families with a child(ren) with an active IEP/IFSP who are over-income will receive priority over other over-income eligible families.

AGE: Age, in addition to other criteria, determines which families receive priority.

Early Head Start: 0 to 3 years old

- Pregnant women & children under 18 months: Whenever an enrolled pregnant parent delivers her baby, the infant will subsequently be enrolled in the Early Head Start Program, to promote continuity of care. Alameda County ranks among the lowest statewide for percentage of women receiving adequate prenatal care.
- 18 months or older (Early Head Start): A child who is 18 months or older on December 2nd.

Head Start Preschool: 3 to 5 years old

- Transition from Early Head Start: Provided that the family remains income eligible, a child who was enrolled in the EHS program and is now age-eligible to transition to the HSP program receives priority over new applicants to support development and promote continuity of care. PS. 1302.12 (j)(4)
- Three (3) year-olds: A child who turns three on or before December 1st of the of the enrollment year
- Four (4) -year-olds: A child who turns four on or before September 1st
- TK-Eligible children: A child whose 5th birthday falls between September 2, 2025 and June 2, 2026. TK-eligible children are eligible for Head Start services, but do not receive additional points in the age category due to Oakland's ongoing expansion of TK options. If a TK option is not available near the family's home, or the family is not able to secure a slot in a TK option, the child will receive priority points in the age category.

DISABILITIES:

- A child with an Individualized Family Service Plan (IFSP), certified by Regional Center of the East Bay (RCEB), or a child with an Individualized Education Program (IEP), a certified by the Oakland Unified School District (OUSD).
- 10% of eligible children served shall be children with a diagnosed disability or eligible for services under IDEA (Individuals with Disabilities Education Act). 10% of actual enrollment.

PARENTAL STATUS/OTHER SITUATIONS:

- Staff members' children – To support the recruitment and retention of staff. Staff must be employed or have an official employment start date with City of Oakland Head Start Program, and meet income or categorical eligibility requirements.
- Informal kinship care arrangements – “Informal” kinship care families who are not supervised by the child welfare system. Most children in kinship care in the US are informal placements.
- Transfer from other HS/EHS programs – to provide continuity of care to HS/EHS children moving to Oakland.
- Referral from Homeless Shelter, Social Service Agency/Health Agency.
- Family in Crisis – families who volunteer or self-disclose this information at time of application.
- Involvement in Child Protective Services (the child is at risk for abuse or neglect) or a court order.
- Parent(s) ages 19 years old or younger.
- Families experiencing homelessness or are in imminent risk of being unsheltered/unstable; families living in a car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.

The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins for the upcoming school year.

At a Glance: Governing Body and Policy Council Discussions

The governing body and policy council serve important roles in monitoring and oversight. These groups guide grant recipients to make decisions that advance program goals to meet the needs of the community.

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

- ✓ Develops a governing body and policy council with the expertise to guide the program
- ✓ Supports the governing body and policy council to provide effective oversight to ensure the program provides quality services



Nuts & Bolts: How do the discussions work?

Who joins in the discussions?

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

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

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

Directors and Program Managers will have separate opportunities to share their perspective during the monitoring review and are not required for these discussions.

How will the discussions fit into members' schedules?

The Review Team will coordinate with the Director to find the best time for governing body and policy council members to meet and will make every effort to schedule the discussions at times that are convenient. Virtual meeting options are available to support any participants who cannot join in-person.



What should members bring to the discussion?

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

How should members prepare for the discussions?

The discussions are an opportunity for governing body and policy council members to share candidly about how they carry out their role—how they have supported program decisions, provided effective oversight and monitoring, and provided expertise to the program. The governing body and policy council members should review this resource, gather any suggested materials, and ask the Director any questions.

Members who want more details around the FY25 FA2 Monitoring Review and topics covered can review the FY25 FA2 Monitoring Protocol.

Key Topics Discussed with the Governing Body and the Policy Council

1. How the grant recipient develops a governing body and the policy council with the expertise to guide the program. Members and Reviewers will discuss how the grant recipient:

- ✓ Maintains a governing body and policy council composition that is aligned with Head Start Program Performance Standards
- ✓ Leverages governing body and policy council members’ community relationships that align with community needs

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

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



PY 2022-2026 PROGRAM GOALS

1

Partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe and secure environments for young children to learn and grow

2

Facilitate meaningful connections with the community to enhance the lives of children and families.

3

Provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.

GOAL 1: FAMILY WELL-BEING

GOAL1: Partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe and secure environments for young children to learn and grow

Objective A: On an annual basis, collect quantifiable data on the number of families that are food or housing insecure through the family outcomes assessment that is collected three times per year.

Objective B: By the end of the Head Start grant cycle, develop a parent advocacy component within the program that pools resources and knowledge from various parent advocacy groups within the city.

Objective C: By the end of the Year 2, implement a trauma informed approach in the program that considers the social-emotional needs of families.

GOAL 2: COMMUNITY ENGAGEMENT

GOAL 2: Facilitate meaningful connections with the community to enhance the lives of children and families.

Objective A: Objective A:
Conduct an annual review of existing community partnerships to assess how the program engages with the partnerships as well as how the partnerships are meeting the needs of the program's families.

Objective B: Work with Oakland Unified School District, and other community based ECE programs, to implement the new Universal Pre-Kindergarten (UPK) infrastructure within the city and county by 2025 through actively participating in monthly, quarterly, and annual meetings.

GOAL 3: SCHOOL READINESS

GOAL 3: Provide **high** quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.

Objective A: By the third year of the grant cycle, align the program's school readiness goals with the kindergarten readiness expectations as defined by the Kindergarten Readiness Assessment.

Objective B: By the third year of the grant cycle, conduct a Diversity Equity Inclusion and Belonging (DEIB) assessment of the program's strategies for diversity, equity, inclusion, and belonging in all educational settings.

Objective C: By the end of the grant period, develop formalized workforce development partnerships that build a staffing pipeline of future Head Start staff (e.g., developing a quality workforce).

SCHOOL READINESS GOALS

GOAL 1:

Children show increasing awareness of self-identity, cultural identity, family and language in relation to others

SED 1: Identity of Self in Relation to Others

GOAL 2:

Children increase the use of language (verbal and non-verbal) to express and describe their feelings, ideas, and thoughts

ELD 2: Self Expression in English/Expressive English

GOAL 3:

Children increase their ability to explore, observe, investigate objects and become increasingly sophisticated in pursuing knowledge about them

COG 9: Inquiry through Observation/ Investigation

ALT-REG 4: Curiosity and Initiative in Learning

GOAL 4:

Children demonstrate increasing precision, strength, coordination, and efficiency when using the muscles of the hand for play and functional tasks

PD-HLH 4: Fine Motor Manipulative Skills

SCHOOL READINESS

How is School Readiness defined?

Children are equipped with the skills and knowledge they need to be successful as they transition through education system.

Parents and families prepared to support their children's learning and development.

Schools are ready to receive children.

COMPLIANCE REQUIREMENTS- HSPPS 1302.102



Assess progress towards meeting goals

Annual self assessment, file audits

Are we meeting benchmarks set for each program goal

Use data for continuous program improvement

Community needs assessment
Selection criteria

Report out to Advisory Board, & Parent Policy Council

Program Information Report
Monthly Program reports
Annual Report to City Council

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</i> Policy & Procedure and examples of other program unusual incidents.	<i>Unusual Incident Reporting</i> Policy & Procedure	Completed
Created <i>Unusual Incident Report At-a-Glance</i> form” 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.