



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

MEETING AGENDA – FINAL

Thursday, 1-16-25

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, 1-16-25; 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

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, January 16, 2025

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

III. ACTION ITEMS:

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

2. Election of Advisory Board Officers

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

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

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

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

b. Purchase Card Report (*November/December 2024*)

c. Final FY 23-24 Reconciled Report - Oakland Children's Initiative (OCI)

5. Funding Requests:

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

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. Boards & Commissions Office Presentation – Filing Form 700 (see handout)

2. FY 24-25 Community Assessment Update - Summary

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 23-24 Program Information Report (PIR) Overview (see handout)

7. FY 24-25 Program Governance Training Plan (see handout)

8. Standing Program Updates:

- RAN-CAP

- FY 24-25 City Budget
- Measure C (Children’s Health & Child Care Initiative for Alameda County)
 - a. Virtual and In-Person Listening Session – January 11, 2025 – Focus: *Wages & Compensation* (see handout of all upcoming Listening Sessions)

VI. OPEN FORUM

VII. ADJOURNMENT

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

Day & Time: Thursday, 12-19-2024; 3:30-5:00pm

In Person Location: Oakland City Hall.

**1 Frank H. Ogawa Plaza; Council Chambers
Zoom Meeting**

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross
Kevin Bremond
Christina Michaud
Dr. Mariamawit (Mari) Tamerat

Advisory Board Members Excused:

Alysoun Bonde, *Vice Chair*
Julia Forte Frudden
Dr. Jei Watkins

Staff Present:

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

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM.

1. Public Comments: No public comments were made.

II. APPROVAL OF AGENDA ITEMS:

- 1.** Review and approval of December 19, 2024, Meeting Agenda
 - ✓ *Chair Molly Tafoya* motioned to approve the December 19, 2024, AB Meeting Agenda with edits.
 - *Member, Kevin Bremond* seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of November 21, 2024, Advisory Board Minutes
 - ✓ *Chair Tafoya* called for a motion to approve the November 21, 2024, Meeting Minutes
 - *Member Dr. Javay Ross* motioned to approve the November 21, 2024, Meeting Minutes.
 - *Member, Christina Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. Review and Approval of November 21, 2024, Special Advisory Board Minutes
 - ✓ *Chair Tafoya* motioned to approve the November 21, 2024, Special Advisory Board Meeting Minutes.
 - *Member Kevin Bremond* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Advisory Board Officer Elections: *Diveena Cooppan*

- ✓ *Chair Tafoya* motioned to move Advisory Board Officer Elections to January.
- *Member Dr. Mari Tamerat* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Director Cooppan informed the Advisory Board that the Parent Policy Council moved their elections to January due to quorum issues and used their last meeting to review officer roles instead. The Advisory Board can either hold elections today or follow a similar approach and vote in January, when more members are be present. Members should decide whether they need a review of officer positions, which are outlined in the Bylaws. Currently, the elected positions are Chair and Vice Chair, but additional roles can be considered. A vote is required to determine the election timeline.

2. Monthly Progress Report: *Trisha Barua presented. Please refer to packet.*

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

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

The board requested clarification from the program staff about “absenteeism.” Program staff clarified that when children are considered “chronically absent,” this includes both, excused and unexcused absences. A child is labeled chronically absent if they miss more than 10% of school days, which can be as little as one day per month. Program staff elaborated that while there is no direct comparison to other Head Start programs, the current attendance rate of 86% in the Oakland Head Start program is strong, marking an improvement over previous year. Attendance has been trending upward, especially as the effects of COVID-19 lessen.

3. Monthly Financial Report- *Kurry Foley presented. Please refer to packet.*

a. Monthly Financial Report (Expenditures, CACFP Report) September/October 2024

- ✓ *Chair Tafoya* motioned to approve the Monthly Financial Report September/October
- *Member Dr. Javay Ross* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

4. Risk Assessment Notification – Corrective Action Plan (RAN – CAP) Update:

- ✓ *Chair Tafoya*, motioned to approve the Risk Assessment Notification – Corrective Action Plan (RAN-CAP) Update
- *Member, Christina Michaud seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Director Cooppan informed the board that extension for the RAN-CAP was requested for January 31st, to allow more time to address outstanding corrective actions, particularly at the Laney site, where repeat issues were identified during technical assistance visits. While progress has been noted, there is still a need for more consistency at partner sites. Several improvements have been implemented, including updating the Standards of Conduct tracking system, refining policies and procedures, providing additional staff training, introducing walkie-talkies for better, real-time communication, and revising the unusual incident reporting process to ensure timely updates.

A two-week onboarding pilot program is also being evaluated for new staff, incorporating daily training sessions, classroom observations, and one-on-one meetings to ensure a strong understanding of policies and expectations. Additionally, discussions are ongoing about implementing regular professional development opportunities, such as quarterly training workshops and creating dedicated spaces for Staff Wellness and Reflective Practice sessions to support long-term improvements in program quality and staff support.

5. Request for Approval – New Facility Lease

- ✓ *Chair Tafoya* called for a motion to approve the New Facility Lease
- *Member Dr. Javay Ross*, motioned to approve the Risk Assessment Notification – Corrective Action Plan (RAN-CAP) Update
- *Member Christina Michaud seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

A request for approval to enter a lease negotiation with *Bethlehem Lutheran Church* for a Head Start facility in West Oakland. The site includes two - three classrooms, office space, a dining hall, and a training room. Renovations will be needed before use, including licensing, playground improvements, and building upgrades.

The estimated request for rent is \$7,000 per month, but fair market value assessments are still in progress. If approved, negotiations will proceed with potential Cit Council approval in January 2025. Renovations are expected to take at least six months, pushing the opening of the site to early 2026. The location will help replace lost Head Start slots in West Oakland and could accommodate children from birth to age five (birth -5). Plans for staffing aligns with ongoing apprenticeship programs to ensure qualified teachers are available.

IV. PARENT POLICY COUNCIL UPDATES:

- a. Parent Policy Council Feedback - No feedback shared at this time.

V. INFORMATION ITEMS –

1. Boards & Commissions Office Presentation – Filing Form 700 (Re-scheduled to January 2025)
2. FY 23-24 Program Information Report (PIR) Overview (see handout)
3. Policy & Procedure: Limitations on Expulsions and Suspensions (see handout)
4. Policy & Procedure: Video & Audio Recording of Multi-Disciplinary Team Meetings
5. Standing Program Updates:

- FY 24-25 City Budget
- Measure C (Children’s Health & Child Care Initiative for Alameda County)
 - a. Upcoming Listening Session – December 18, 2024 – Focus: Accessing Child Care (see handout of all upcoming “Listening Sessions”)

VI. OPEN FORUM

VII. ADJOURNMENT

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

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II

FY 2024-25
City of Oakland
Head Start Advisory Board
BYLAWS - Excerpt

Officers

Section 1.

- a. Each year at its first regular meeting in September the Board shall elect a chairperson and vice chairperson from among its members.

- b. The Chairperson shall**
 - 1) preside at all meetings of the Board
 - 2) oversee the activities of the Board
 - 3) appoint all committee members to serve on standing and ad hoc committees
 - 4) represent (or designate an alternate) the Board at meetings, public gatherings and other functions related to the Board and the Head Start program.
 - 5) consult with staff in the preparation of meeting agenda
 - 6) receive and review correspondence on behalf of the Board
 - 7) serve as a liaison (Head Start/Early Head Start parent or guardian) with the Parent Policy Council

- c. The Vice Chairperson shall**
 - 1) Serve as chair in the absence of the chairperson
 - 2) Succeed to the office of the chairperson in the event the chair is no longer able or willing to serve.
 - 3) Perform such duties as may be assigned by the chair or by the Board.



A family at West Grand Early Head Start with a holiday gift from Family Giving Tree

**CITY OF OAKLAND HEAD START
PARENT POLICY COUNCIL AND ADVISORY BOARD
DECEMBER 2024
MONTHLY REPORT**

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	169/292	242/330	411/622
HS Enrolled/Funded (%)	57.9%	73.3%	66.1%
OCI Enrolled/Funded	16/40	4/12	20/52
OCI Enrolled/Funded (%)	(40%)	(33.3%)	(38.5%)
Program-wide Enrolled/Funded	185/332 (55.7%)	246/342 (71.9%)	431/674 (63.9%)
Daily-attendance	83.6%	77.6%	81.0%
Medical Home	98.2%	99.6%	99.0%
Health Insurance	98.9%	98.7%	98.8%
Physical exam/Well-baby Check	96.8%	79.1%	86.8%
Updated Immunizations	99.5%	94.1%	96.5%
Hearing Screening	96.0%	95.7%	95.9%
Vision Screening	96.6%	95.7%	96.1%
Growth Screening	96.6%	98.2%	97.6%
Dental Screening	92.1%	86.3%	88.9%
Nutrition Screening	98.3%	99.2%	98.8%
Health & Developmental History	99.4%	99.4%	98.8%
% 1st Family Outcomes Assessment (FOA) (Grantee and Partner)	98.8%	98.7%	99%
DRDP - 1 st Assessment Completed	92%	94%	93%
1 st Education Home Visit Completed	96%	97%	97%
Developmental Screening (ASQ)	99%	100%	100%
Behavioral Screening – (ASQ-SE)	99%	100%	100%
Referrals to RCEB or OUSD	22	4	26
Children enrolled with IFSP or IEP	26	18	44
% of children enrolled with an IFSP or ISP	10.2% of actual enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Social Services PIN 24-15-CCP \(12/02/24\)](#): Summary of Assembly Bill (AB) 2806 – Expulsion and Suspension Procedures for Licensed Child Care Facilities and Child Care Development Programs
- [California Department of Education Management Bulletin 24-10 \(12/13/24\)](#): Suspension and Expulsion Policies for Family Childcare Home Education Networks in the California State Preschool Program
- [California Department of Education Management Bulletin 24-11 \(12/13/24\)](#): California State Preschool Program Cost of Care Plus Rate Allocations and Transitional Payments for Family Childcare Providers and Centers

POLICY SPOTLIGHT

Measure C (*Children’s Health and Child Care Initiative for Alameda County*)

Alameda County's Measure C, passed in March 2020, provides \$150 million annually for children's early education and healthcare. First 5 Alameda County manages the early education funds, which will expand access to high-quality programs, improve childcare worker pay, and create a comprehensive, equitable early childhood system.

Parent Voice Matters: Parent input is key to Measure C's implementation. Based on feedback from meetings with First 5 Alameda County, the Measure C Community Advisory Council, and the public, an Emergency Stabilization Fund of \$165.8 million (\$141.8 million for programs and \$24 million for administration) is proposed for FY 24-25 and FY 25-26.

The fund will be divided into the following categories:

- **Childcare Providers:** \$84.6M (60%) to support financial relief, workforce pipeline, and keep child care sites open.
- **Families:** \$25.3M (18%) to improve family and friend/family/neighbor caregiver support and resources, access to care with centralized eligibility
- **Facilities:** \$20.4M (14%) to improve facility quality, health, and safety, infant/toddler capacity
- **Planning & Evaluation:** \$11.5M (8%) for data, program management, and Measure C implementation.

Join Measure C Listening Sessions in-person or online!

Date: Saturday, January 11, 2025; 9:00am-12:00pm

Focus: *Wages & Compensation*

Virtual Zoom link: <https://first5alameda-org.zoom.us/j/85723754737?pwd=nsjmaH2nzOMIBVgA16eyxiaHT1KUOm.1>

Meeting id: 857 2375 4737; **Passcode:** 478814

In-person location: *Glad Tidings International COGIC (Church of God in Christ); Helen J. Macklin Fellowship Hall; 970 Glad Tidings Way; Hayward, Ca 94544*

Date: Saturday, February 1, 2025; 9:00am-12:00pm

Focus: *Facilities*

Virtual Zoom link: <https://first5alameda-org.zoom.us/j/86084746901?pwd=ZLZCW1Xils38SQ8zM8azKjeJpmw3ly.1>

Meeting id: 860 8474 6901; **Passcode:** 990125

In-person location: *St. Mary's Center; Community Center Room; 925 Brockhurst St. Oakland, CA, 94608*

Date: Wednesday, February 5, 2025; 6:00-8:00pm

Focus: *Quality, Family Supports, Coordination, Navigation, and Inclusion*

Virtual Zoom link: <https://first5alameda-org.zoom.us/j/86883133532?pwd=RLiLAbZfwGOwA6XCwez2SyWsS4k8b.1>

Meeting id: 868 8313 3532; **Passcode:** 776847

In-person location: *Eden Church - Oliver Hall; 21455 Birch Street, Hayward, CA, 94541*

ATTENDANCE & ENROLLMENT

The Average Daily Attendance for the month of December 2024 was 81% program wide, which is slightly below the 85% average daily attendance threshold established by the Office of Head Start.

- Children's illnesses and family holiday vacation requests impacted attendance
- Early Head Start sites remained open in the second half of December and many families chose to have children stay home
- Year-to-date monthly attendance averages 85.4% program wide
- There are 295 children waitlisted. Of these, 230 are waitlisted for Center-Based Options.
 - Head Start: 128
 - Early Head Start: 167
- Top Eligibility Categories programwide
 - Public Assistance: 55%
 - Experiencing Homelessness: 21%

HEALTH & NUTRITION

- Health Team is collaborating with Family Services staff
 - To strengthen documentation practices around health follow-up care and supports for families
 - To provide parent education on allergies and medication usage
 - Ensure newly enrolled children are connected to health care and services
- The majority of health requirements have been met with 90%+ completion rates for all children. Dental (88.9%) and physical (86.8%) have slightly lower completion rates thus far.

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
- 44 children have IFSPs or IEPs, a total of 10.2% of all enrolled children. They have the following diagnoses:
 - Speech/language delay (20%)
 - Non-categorical developmental delay diagnosis (39%)
 - School District Autism diagnosis (39%)
- There are 25 children referred by the Program to the Regional Center or OUSD with pending evaluations.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

- The Family Outcomes Assessment (FOA) shows that housing is the top family goal, replacing employment as the top concern. Employment is now the second family goal.
- Housing and financial security continue to be a challenge for caregivers.
 - The Program has shared applications for housing vouchers and affordable housing with families for Pinole and City of Alameda.
 - The 1st FOA shows families need more support and referrals to programs that support financial education and provide resources, such as Brilliant Baby, free Earned Income Tax Credit information, Social Services Agency, Season of Sharing, Operation Hope, BANANAS, and Catholic Charities
- Every child received a gift from Family Giving Tree, a Sunnyvale-based non-profit.
- During January 27-31, the program will host Male Involvement events at all sites and socializations to celebrate the role of fathers and father figures in children's lives.



Families at West Grand Early Head Start with holiday gifts from Family Giving Tree



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

I work with a child we identified would benefit from an OUSD assessment. The child's family are not English speakers. I assisted the family to submit the referral form online and with following up on the application status with OUSD. During the process, I assisted parents with the assessment scheduling and provided language support for the meeting. Through the assessment process, it was determined that the child would benefit from an Individualized Education Plan (IEP) and they were assigned to a special day school near home. But the assigned school does not have staff that speak the family's language. I assisted the family to advocate for themselves and to enroll their child in a special day school in Chinatown, where the school has staff who speak the family's language. The child will enroll in that special day school after the Winter Break to receive full day services, including transportation. – by Michelle Luong

HOME-BASED PROGRAM

- December socializations focused on Holiday Traditions Around the World.



CITY OF OAKLAND HEAD START

Family Peer Cafe' Group

Come Join The Socialization Fun

Date: December 6, 2024
Time: 11:00am-12:30pm
Location: Home-Base Office
2587 International Blvd,
OAKLAND



Families enjoying Home-Based socialization activities with Home Visitor, Yesenia Martin

EDUCATION & SCHOOL READINESS

- A new Center Director, Michele Freeman, started at Lion Creek.
- The Education Manager and Coordinator implemented a new Monthly Classroom Observation tool for Center Directors to complete. The purpose of the tool is to identify areas of strength and concern in classroom to support ongoing growth of teachers.
- The program hosted a training for Early Head Start Center Directors and Management on the Curriculum Fidelity tool on December 27. The training focused on how to effectively implement the tool and cultivate high quality teaching practices.

FEATURED LEADER PROFILE

***Ajene Waters, Success Coordinator
Workforce Development / Apprenticeship Program***

How long have you been with Head Start?

I started in November 2023, just over a year ago. My youngest daughter is enrolled in one of our Family Child Care partners. I officially came in as an Administrative Assistant, though my role is now Success Coordinator for the Head Start Apprenticeship Program, a partnership with Merritt College. Apprentices take courses, complete professional development, and receive on the job training to become Early Childhood teachers.

What do you enjoy most about your job?

I love working with the apprentices! From the initial info session to hearing their goals of becoming educators, it's rewarding to see them through this journey. Some face challenges, but they get through each hurdle. I enjoy it when they're brave enough to reach out and seek support. I enjoy helping them find resources, whether it's for food or healthcare, to solve problems in their lives.

What is a highlight from December?

The highlight was facilitating my first training on Winter Wellness for Cohorts One and Two, focusing on mental and emotional well-being to help them care for themselves and their families. The training also prepared them for Spring Semester, where they will be taking classes and starting on-the-job training. We had a few apprentices with low grades, but they all brought them up, and a huge highlight was being able to congratulate them on passing their classes.

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

A lot of community advocates voice concerns at PC/AB meetings, and those concerns are heard. Every person within Head Start understands the needs of the community and children. Sometimes it seems as if there are unanswered questions: "Why is enrollment low? What's going on with the teacher shortage?" The City of Oakland slows things down for Head Start. I want PC/AB to know we're doing everything within our power to bring all 18 apprentices from each cohort into classrooms. We are vetting them for skills in areas like special education and working with children with autism. They're dedicated.

Do you like your job? Would you encourage other people to work for the program?

I enjoy my work at Head Start, despite the challenges. Overcoming them leads to professional and personal growth, and I encourage anyone who aligns with Head Start's mission to join. It's a rewarding place to work and allows people to live their purpose.

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

What change would you like to see in Head Start, if any?



PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	19
City of Oakland to date	5
Brighter Beginnings to date	3
Completed	11
% of current Pregnant Participants with Medical Insurance, Medical and Dental Homes	100%
Number of babies born in December	1
Number of babies born in Program Year 24-25	17

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

- As of December 2024, 8 Pregnant Participants are currently enrolled
 - 6 delivered and are still enrolled, all had 2-week postpartum visits scheduled
- 7 out of 8 current pregnant participants have received their TDAP vaccines and completed a prenatal physical exam.

SAFE AND SANITARY ENVIRONMENTS

- West Grand was closed December 5-18 due to a fire in the unit above the center activating the sprinkler system.
 - Property manager immediately brought in a water remediation company day of the incident
 - The center was repainted
 - Rugs, carpets, damaged ceiling tiles were replaced
- Additional projects include fence installation at San Antonio Park EHS and vent installation at 85th, both of which create a safer physical environment for children.
- Ongoing projects and accomplishments:
 - Completion of Safe and Sanitary Environments Checklist
 - Installation of PUR water filters
 - Fire inspections and servicing fire extinguishers

WORKFORCE DEVELOPMENT

- Apprentices in Cohort 2 have completed the Fall 2024 semester at Merritt College. The Success Coordinator coordinated action plans with apprentice to ensure they passed their classes and are on track to start the Spring 2025 semester.
- 2 current Head Start Early Learning Aides are now qualified to apply for Associate Instructor positions.
- Apprentices participated in the following activities
 - Professional Development event on caring for younger children from Oakland Starting Smart and Strong
 - Soft and hard skills training, including resume preparation for working at City of Oakland.
 - Winter Wellness training and celebration of accomplishments
- The Rainin Foundation awarded the program a \$20,000 mini-grant to provide Apprentices a \$400 travel stipend to complete tutoring and training requirements. The grant will also help address other barriers experienced by apprentices.
- Planning between City of Oakland Head Start, Peralta, and EdVance College is taking place to support incoming Tier 2 and Tier 3 Apprentices with obtaining AA and BA degrees.
- The Program is in discussion with Early Care & Education Pathways to Success (ECEPTS) to double the grant funding for the Apprenticeship Program through the end of 2025.
 - The Program will update an agenda report and request a resolution from PPC and AB in order to receive this funding for Years 2 and 3 of Apprenticeship program.
- On January 25, at the start of Spring, Apprentices will attend a PD training on Emotional Intelligence by DB Bedford and attend an orientation for On-The-Job training



Apprentices at Winter Wellness event (left) and CPR training (right) at Central Office

HUMAN RESOURCES

- 2 center-based retirements and 1 staff resignation
 - Roselyn Ly: 25 years, ELDE School Readiness Coordinator, Sungate Center Director
 - Chan Sen: 22 years, Manzanita
- EHS sites remained open during break and provided services for children
- 1 new Food Service Worker hired and began training

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 \(Continuous\)](#)

December 2024 Recruitments	
Position	# Vacancies
EHS Instructors	13
HS Instructors	15
HS/EHS Associate Instructor	5
HS/EHS Assistant Instructor	4

December 2024 Staffing	
Position	COO
HS Teachers	9
EHS Teachers	19
Associate Teachers	12
Assistant Teachers	4
Home Visitors	7
Family Advocates/Specialists	10
Other Staff <i>[Kitchen, Facilities, Early Learning Aides, Center Directors, Administrative Staff]</i>	73
Staff Separations	3

PARTNERS

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	24/26 (92.3%)	27/33 (81.8%)	51/59 (86.4%)
Brighter Beginnings	71/100 (71%)	20/20 (100%)	91/120 (75.8%)
Laney	N/A	15/48 (31.3%)	19/64 (29.7%)
Merritt	N/A	4/16 (25%)	

Brighter Beginnings

- Brighter Beginnings hosted the “Here Comes Santa!” socialization with Family Giving Tree to distribute 100+ toys
- Head Start enrollment is at capacity and applications from pregnant people will continue to be prioritized to ensure all 20 Early Head Start slots are filled
- New hires completed training on screening (ASQ, DRDP, health screeners, etc) tools
- Recruitment / Staffing Updates
 - 5 interviews for Child Development Specialists/Home Visitors scheduled
 - 2 CDS/HVs offers made for January 16 start date



Brighter Beginnings children, staff, and families celebrating the holidays

Tiny Steps: Family Child Care

- Melanated Math Event: There was a second event, for families who couldn't attend in November. Children and families experienced importance of everyday math opportunities.
- National Head Start Association Conference: The Tiny Steps team attended the conference in San Diego, where they built community with other Head Start agencies and had conversations on family engagement and STEAM
- Holiday Wish List: The Tiny Steps team picked up gifts from an East Oakland Fire Department and dropped off presents with Tiny Steps providers. Each child received 1-2 gifts.
- Provider Appreciation: Tiny Steps staff shared Holiday cards and Starbucks gift cards with providers and their assistants to recognize their dedication to children, families, and the program.

Peralta

- Family Services: Children made winter arts and crafts, and they received gifts from the Family Giving Tree
- Education: 99% of children have completed their ASQ, ASQ-SE, DRDP, and first Home Visit.
- Health: 99% of children were up-to-date on immunizations, physicals, vision and hearing screenings, dental screenings.
- HR/PD: Education teams were introduced to new Active Supervision tools, which will be implemented to strengthen health and safety practices. Staff were also trained on emotional literacy strategies to support conflict resolution in early childhood settings, including engaging dual language learnings.



City of Oakland Head Start and Peralta staff getting presents ready at the Family Giving Tree event



Peralta staff participating in Professional Development training

DATA & ONGOING MONITORING

- Strengthened user security protocols on ChildPlus
- Cleaned up data in Learning Genie to align with ChildPlus
- Shared list of TK/K eligible kids with OUSD
- Developed Focus Area 2 Progress Tracker for Central Office staff to coordinate and collaboratively prepare for forthcoming federal review.

UPCOMING EVENTS

- **Thursday, 1/21: Homeless Resource & Job Fair, hosted by Alameda County Community Connect**
 - Oakland Coliseum, 7000 Coliseum Way
 - 10am-4pm
 - Registration Required
 - 100+ employers and community partners
 - Free professional head shots, coaching, resume assistance, clothing, haircuts
 - [Flyer](#) and [Registration](#)
- **Wednesdays beginning 1/15: THRIVE! Parenting Series**
 - 4-part series on Zoom
 - Manifesting change, goal setting, smart money moves, and how to pursue their personal dreams
 - Free one-on-one coaching
 - [Flyer](#) and [Registration](#)
- **Measure C Listening Sessions: 1/11, 2/1, 2/5**
 - Detailed information in “Policy Spotlight”

SPECIAL ANNOUNCEMENTS

NOW OPEN!

2025 Waitlist Opening for Housing Choice Voucher Program

Pre-applications will be accepted from January 7, 2025 through January 26, 2025

East District Office 1327 65 th Ave. Oakland, CA 94621	Leased Housing Dept 1540 Webster Street Oakland, CA 94612	West District Office 935 Union Street Oakland, CA 94607
Tuesday – Thursday 10am-2pm 1/7/25 – 1/9/25 1/14/25 – 1/16/25 1/21/25 – 1/23/25	Tuesday – Thursday 10am-6pm 1/7/25 – 1/9/25 1/14/25 – 1/16/25 1/21/25 – 1/23/25 Saturday 9am-2pm 1/11/25, 1/18/25 & 1/25/25	Tuesday – Thursday 10am-2pm 1/7/25 – 1/9/25 1/14/25 – 1/16/25 1/21/25 – 1/23/25

You may fill out a pre-application online, in paper form, or via telephone with support from OHA staff. If you choose paper pre-application, an OHA staff member will assist with entering your information into the online portal for the purposes of the lottery. Please visit one of our OHA Application Assistance Centers on one of the following dates and times below or call (510) 587-5168 or TDD (510) 587-7119.

Go to myohaportal.oakha.org to register for the application portal.

Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 6,219,172.00	\$ -	\$ 2,314,790.04	\$ 3,904,381.96	37%
b. Fringe Benefits	\$ 2,776,384.00	\$ -	\$ 1,689,853.87	\$ 1,086,530.13	61%
c. Travel	\$ 37,948.00	\$ -	\$ 4,314.00	\$ 33,634.00	11%
d. Equipment		\$ -	\$ -	\$ -	0%
e. Supplies	\$ 487,841.00	\$ 69,227.56	\$ 368,742.84	\$ 49,870.60	90%
f. Contractual	\$ 3,012,537.00	\$ 0.04	\$ 426,457.13	\$ 2,586,079.83	14%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 799,847.00	\$ 10,397.53	\$ 579,860.77	\$ 209,588.70	74%
i. Total Direct Charges	\$ 13,333,729.00	\$ 79,625.13	\$ 5,384,018.65	\$ 7,870,085.22	41%
j. Indirect Charges	\$ 463,328.00	\$ -	\$ -	\$ 463,328.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 79,625.13	\$ 5,384,018.65	\$ 8,333,413.22	40%

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 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,674,073.00	\$ -	\$ 846,733.23	\$ 1,827,339.77	32%
b. Fringe Benefits	\$ 1,350,044.00	\$ -	\$ 595,146.52	\$ 754,897.48	44%
c. Travel	\$ 16,579.00	\$ -	\$ 2,157.00	\$ 14,422.00	13%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 276,000.00	\$ 33,214.87	\$ 181,129.09	\$ 61,656.04	78%
f. Contractual	\$ 940,098.00	\$ 0.03	\$ 365,900.55	\$ 574,197.42	39%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 255,644.00	\$ 5,202.10	\$ 249,777.74	\$ 664.16	100%
i. Total Direct Charges	\$ 5,512,438.00	\$ 38,417.00	\$ 2,240,844.13	\$ 3,233,176.87	41%
j. Indirect Charges	\$ 199,218.00	\$ -	\$ -	\$ 199,218.00	0%
k. TOTALS	\$ 5,711,656.00	\$ 38,417.00	\$ 2,240,844.13	\$ 3,432,394.87	40%

Early Head Start Budget Summary - Federal Basic
Report as of 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,402,304.00	\$ -	\$ 1,468,056.81	\$ 1,934,247.19	43%
b. Fringe Benefits	\$ 1,362,593.00	\$ -	\$ 1,094,707.35	\$ 267,885.65	80%
c. Travel	\$ 21,369.00	\$ -	\$ 2,157.00	\$ 19,212.00	10%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 239,841.00	\$ 36,012.69	\$ 187,613.75	\$ 16,214.56	93%
f. Contractual	\$ 1,909,275.00	\$ 0.01	\$ 60,556.58	\$ 1,848,718.41	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 398,394.00	\$ 5,195.43	\$ 327,835.53	\$ 65,363.04	84%
i. Total Direct Charges	\$ 7,333,776.00	\$ 41,208.13	\$ 3,140,927.02	\$ 4,151,640.85	43%
j. Indirect Charges	\$ 253,471.00	\$ -	\$ -	\$ 253,471.00	0%
k. TOTALS	\$ 7,587,247.00	\$ 41,208.13	\$ 3,140,927.02	\$ 4,405,111.85	42%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 1/07/24 - Payroll to 12/06/24

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 1/07/24 - Payroll to 12/06/24

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 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 396,294.00	\$ -	\$ 204,111.83	\$ 192,182.17	52%
b. Fringe Benefits	\$ 318,849.00	\$ -	\$ 162,029.74	\$ 156,819.26	51%
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	\$ -	\$ 400,355.90	\$ 490,668.10	45%
j. Indirect Charges	\$ 88,268.00	\$ -	\$ -	\$ 88,268.00	0%
k. TOTALS	\$ 979,292.00	\$ -	\$ 400,355.90	\$ 578,936.10	41%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 382,174.00	\$ -	\$ 135,721.28	\$ 246,452.72	36%
b. Fringe Benefits	\$ 307,483.00	\$ -	\$ 101,053.65	\$ 206,429.35	33%
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	\$ -	\$ 338,184.47	\$ 1,330,077.53	20%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,668,262.00	\$ -	\$ 338,184.47	\$ 1,330,077.53	20%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 1/07/24 - Payroll to 12/06/24

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 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,863,655.28	\$ -	\$ 362,090.70	\$ 1,501,564.58	19%
b. Fringe Benefits	\$ 1,462,157.72	\$ -	\$ 202,971.05	\$ 1,259,186.67	14%
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	\$ -	\$ 576,199.25	\$ 2,769,613.75	17%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,345,813.00	\$ -	\$ 576,199.25	\$ 2,769,613.75	17%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 1/07/24 - Payroll to 12/06/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 821,002.66	\$ -	\$ 278,868.61	\$ 542,134.05	34%
b. Fringe Benefits	\$ 659,493.94	\$ -	\$ 217,966.43	\$ 441,527.51	33%
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	\$ -	\$ 67,055.91	\$ 645,639.04	9%
i. Total Direct Charges	\$ 3,364,756.77	\$ -	\$ 563,890.95	\$ 1,629,300.60	17%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,756.77	\$ -	\$ 563,890.95	\$ 1,629,300.60	17%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 1/07/24 - Payroll to 12/06/24

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: November-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	-	71.00	71.00	72.00	15.00	entire site (50)	16.00	16.00	1.00	240.00	NO	NO
1 2	Full Day 85th Avenue II	-	98.00	101.00	99.00	15.00	entire site (50)	10.00	16.00	1.00	240.00	NO	NO
1 3	Full Day 85th Avenue III	-	135.00	156.00	135.00	15.00	entire site (50)	8.00	16.00	1.00	240.00	NO	NO
2 4	Full Day Arroyo Viejo	-	28.00	28.00	22.00	15.00	16	12.00	12.00	1.00	180.00	NO	NO
3 5	Full Day BROADWAY/INFANT	-	10.00	20.00	19.00	7.00	8	8.00	9.00	1.00	63.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	4.00	63.00	97.00	89.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	1.00	103.00	119.00	101.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
4 8	Full Day Brookfield 1	23.00	137.00	180.00	124.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	NO	NO
4 9	Full Day Brookfield 2	7.00	47.00	63.00	56.00	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	-	127.00	128.00	113.00	15.00	18	16.00	32.00	1.00	480.00	NO	NO
8 13	Full Day Lion's Creek 1	21.00	77.00	103.00	64.00	15.00	18	16.00	16.00	1.00	240.00	NO	NO
8 14	Full Day Lions Creek 2	-	80.00	84.00	84.00	15.00	8	8.00	8.00	1.00	120.00	NO	NO
9 15	Full Day Manzanita / Brookfield	18.00	98.00	123.00	105.00	15.00	20	16.00	20.00	1.00	300.00	NO	NO
10 16	Full Day San Antonio CDC 1	12.00	159.00	171.00	164.00	15.00	entire site (24)	24.00	24.00	1.00	360.00	NO	NO
11 17	Full Day San Antonio Park I	-	60.00	81.00	75.00	15.00	8	8.00	9.00	1.00	135.00	NO	NO
11 18	Full Day San Antonio Park II	-	62.00	73.00	73.00	15.00	8	10.00	9.00	1.00	135.00	NO	NO
12 19	Full Day Sungate I	17.00	137.00	171.00	142.00	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	-	91.00	91.00	80.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
14 22	Full Day West Grand (Infant)	-	67.00	67.00	67.00	16.00	8	8.00	9.00	1.00	144.00	NO	NO
14 23	Full Day West Grand (Older)	-	78.00	80.00	75.00	15.00	8	8.00	9.00	1.00	135.00	NO	NO
14 24	Full Day West Grand (Young)	-	53.00	55.00	50.00	15.00	8	8.00	8.00	1.00	120.00	NO	NO
	TOTAL	103.00	1,781.00	2,062.00	1,809.00	314.00		272.00	366.00		4,694.00		
	HS	74.00	1,074.00	1,273.00	1,083.00	193.00							
	EHS	29.00	707.00	789.00	726.00	121.00							

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 (Dec 27, 2024 15:26 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 114.56

=(max meals)/(max days)

ADP ENTRY 115.00

Prepared by: Michael Fries
Fiscal Approval: Kurry Foley

Kurry Foley
Human Services Fiscal Manager

City of Oakland
PURCHASE CARD TRANSACTION LOG


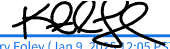
DATE: 11/01/24

Cardholder Name: Diveena Cooppan
PRINT NAME

November 2024 TO November 2024
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

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

 <small>Diveena Cooppan (Jan 8, 2025 09:50 PST)</small>	510-238-3165 <small>PHONE NUMBER (REQUIRED)</small>	 <small>Kurry Foley (Jan 9, 2025 12:05 PST)</small>
<small>DATE</small>		<small>DATE</small>
<small>CARDHOLDER'S SIGNATURE AND DATE</small>		<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	11/04/24	VIMEO	CLASS RECORDING	300.00		
2			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295"			
3	11/04/24	IKEA	SUPPLIES FOR SITES	77.27		
4			50% 1.2128.78231.52915.1006668.YS13.24295 50% 1.2128.78231.52915.1006686.YS13.24295			
5	11/04/24	IKEA	SUPPLIES FOR SITES	33.12		
6			60% 3.2264.78231.52915.1007362.YS13.24519 40% 3.2264.78231.52915.1007365.YS13.24519			
7	11/04/24	J.M SMUCKER CO	FRUIT SPREAD	172.32		
8			50% 1.2128.78231.52911.1006668.YS13.24295 50% 1.2128.78231.52911.1006686.YS13.24295			
9	11/05/24	VIMEO	CLASS RECORDING	108.00		
10			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295"			
11	11/08/24	UCLA EXTENSION	COURSEWORK TOWARDS SUPERVISOR PERMIT	396.00		
12			50% 1.2128.78231.55212.1006668.YS13.24295 50% 1.2128.78231.55212.1006686.YS13.24295			
13	11/14/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
14			1.2128.78231.52211.1006686.YS13.24295			
15	11/24/24	LINKEDIN	JOB POSTING	120.00		
16			50% 1.2128.78231.55214.1006668.YS13.24295 50% 1.2128.78231.55214.1006686.YS13.24295			
17	11/26/24	NHSA CONFERENCE	REGISTRATION - JENNY HOANG	965.00		

18			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.50% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
19	11/26/24	NHSA CONFERENCE	REGISTRATION - LORENA ARECHIGA-PELAYO	965.00		
20			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.50% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
21	11/26/24	NHSA CONFERENCE	REGISTRATION - ANGELICA MEDINA	965.00		
22			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.50% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
23	11/19/24	SMART CARE EQUIPMENT	KITCHEN STEAMER REPAIR	898.78		
24			50% 1.2128.78231.53719.1006668.YS13.24295 50% 1.2128.78231.53719.1006686.YS13.24295			
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Document Total					5,093.49
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DETAILED DESCRIPTION

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

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 01/06/25

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

December 2024


TO

December 2024

Transaction Period (Month / Year)

Transaction Period (Month / Year)

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


Diveena Cooppan (Jan 8, 2025 09:49 PST)

Date

510-238-3165

PHONE NUMBER (REQUIRED)


Korry Foley (Jan 10, 2025 09:24 PST)

Date

CARDHOLDER'S SIGNATURE AND DATE

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	11/27/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
2			1.2128.78231.52211.1006686.YS13.24295			
3	11/27/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
4			1.2128.78231.52211.1006686.YS13.24295			
5	12/02/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
6			1.2128.78231.52211.1006686.YS13.24295			
7	12/05/24	VIMEO	MONTHLY SUBSCRIPTION FOR CLASS RECORDING	108.00		
8			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295			
9	12/09/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
10			1.2128.78231.52211.1006686.YS13.24295			
11	12/12/24	WALGREENS	HOLIDAY GRATITUDE CARDS FOR STAFF	174.50		
12			50% 1.2128.78231.52921.1006668.YS13.24295 50% 1.2128.78231.52921.1006686.YS13.24295			
13	12/13/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
14			1.2128.78231.52211.1006686.YS13.24295			
15	12/18/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
16			1.2128.78231.52211.1006686.YS13.24295			
17	11/26/24	SOUTHWEST	NHSA CONFERENCE - JENNY HOANG	304.96		37

18			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.5% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
19	11/26/24	SOUTHWEST			304.96	
20			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.5% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
21	11/26/24	SOUTHWEST	NHSA CONFERENCE - MARIA (ANGELICA) MEDINA		304.96	
22			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.5% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
23	12/18/24	INDIGO GASLAMP HOTEL			447.86	
24			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.5% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
25	12/18/24	INDIGO GASLAMP HOTEL	NHSA CONFERENCE - MARIA (ANGELICA) MEDINA		447.86	
26			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.5% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
27	12/18/24	INDIGO GASLAMP HOTEL	NHSA CONFERENCE - LORENA ARECHIGA-PELAYO		447.86	
28			27.42% 1.2128.78231.55212.1006669.YS13.24286 41.5% 1.2128.78231.55119.1006688.YS13.24286 31.08% 1.2128.78231.55114.1006678.YS13.24286			
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Document Total	3,098.96
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DETAILED DESCRIPTION

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

**FIRST 5 ALAMEDA COUNTY
FISCAL REPORT for the OAKLAND CHILDREN'S INITIATIVE**

Reporting Period
April 1, 2024 - June 30, 2024

Contractor Name	Contract #
City of Oakland Head Start	PS-CHI-2324-258

Award Summary	
Initial Award	\$ 6,580,608.00
Amendment	-
Carryover	-
Total Award	\$ 6,580,608.00

Instructions: Complete the green shaded cells with expenses in the reporting period. Add a description of the expense justification or variance. For Indirect Expenses, provide a list of the expenses included.

BUDGET LINE ITEMS	Total Approved Budget	Expenditures from Previous Reporting Period(s)	Current Period Expenditures	TOTAL EXPENSES	Budget Remaining	Expense Justification/Variations
PERSONNEL EXPENSES						
City Sites						
Center Directors - 6.0 FTE (\$843,215.14 @ 60%) Goal 1.a, Strategy 2	511,929.08	133,640.10	42,725.28	176,365.38	335,563.70	Underspent due to staff vacancies
Center Directors - 6.0 FTE (\$843,215.14 @ 40%) Goal 1.b, Strategy 2	341,286.06	89,094.59	64,206.48	153,301.07	187,984.99	Underspent due to staff vacancies
Head Start/Early Head Start Teachers - 11 FTE (\$1,165,822.25 @ 60%) Goal 1.a, Strategy 2	699,493.35	204,985.80	29,413.74	234,399.54	465,093.81	Underspent due to teaching staff shortage
Head Start/Early Head Start Teachers - 11 FTE (\$1,165,822.25 @40%) Goal 1.b, Strategy 2	466,328.90	136,656.36	42,094.70	178,751.06	287,577.84	Underspent due to teaching staff shortage
Head Start Associate Teachers - 2.0 FTE (\$169,659.62 @60%), Goal 1.a, Strategy 2	101,795.77	15,192.54	3,292.75	18,485.29	83,310.48	Underspent due to teaching staff shortage
Head Start Associate Teachers - 2.0 FTE (\$169,659.62 @40%), Goal 1.b, Strategy 2	67,863.85	10,128.64	2,194.71	12,323.35	55,540.50	Underspent due to teaching staff shortage
Head Start/Early Head Start Assistant Teacher - 1.0 FTE (\$71,581.83 @ 60%) Goal 1.a, Strategy 2	42,949.10	32,930.96	8,145.00	41,075.96	1,873.14	Overspent due to negotiated MOU wage increases effective January 2024
Head Start/Early Head Start Assistant Teacher - 1.0 FTE (\$71,581.83 @ 40%) Goal 1.b, Strategy 2	28,632.73	21,952.55	5,430.42	27,382.97	1,249.76	Overspent due to negotiated MOU wage increases effective January 2024
Family Services Specialist - 2.0 FTE (\$277,281.65 @60%) Goal 1.a, Strategy 2	166,368.99	34,146.93	1,197.07	35,344.00	131,024.99	Underspent due to teaching staff shortage
Family Services Specialist - 2.0 FTE (\$277,281.65 @40%) Goal 1.b, Strategy 2	110,912.66	22,764.56	798.02	23,562.58	87,350.08	Underspent due to teaching staff shortage
Supervising Cook 1.0 FTE (\$143,872.19 @ 60%) Goal 1.a, Strategy 2	86,323.31	60,271.30	22,418.79	82,690.09	3,633.22	
Supervising Cook 1.0 FTE (\$143,872.19 @ 40%) Goal 1.b, Strategy 2	57,548.88	40,182.85	14,946.89	55,129.74	2,419.14	
Food Service Worker 3.0 FTE (\$317,096.82 @60%) Goal 1.a, Strategy 2	190,258.09	90,158.42	31,548.64	121,707.06	68,551.03	Unspent due to staff vacancies
Food Service Worker 3.0 FTE (\$317,096.82 @40%) Goal 1.b, Strategy 2	126,838.73	60,108.83	21,032.39	81,141.22	45,697.51	Unspent due to staff vacancies

BUDGET LINE ITEMS	Total Approved Budget	Expenditures from Previous Reporting Period(s)	Current Period Expenditures	TOTAL EXPENSES	Budget Remaining	Expense Justification/Variations
Food Service Worker - Part Time (\$63,912.47 @ 60%), Goal 1a, Strategy 2	38,347.48	115,915.01	12,046.96	127,961.97	(89,614.49)	Overspent because food service worker positions filled through part-time and temporary positions when unable to hire FT positions
Food Service Worker - Part Time (\$63,912.47 @ 40%), Goal 1b, Strategy 2	25,564.99	77,283.15	8,031.38	85,314.53	(59,749.54)	Overspent because food service worker positions filled through part-time and temporary positions when unable to hire FT positions
Facilities Coordinator - 1.0 FTE (\$158,680.56 @ 60%) Goal 1a, Strategy 2	95,208.34	-	-	-	95,208.34	Unspent due to staff vacancies
Facilities Coordinator - 1.0 FTE (\$158,680.56 @ 40%) Goal 1b, Strategy 2	63,472.22	-	-	-	63,472.22	Unspent due to staff vacancies
Head Start Driver Courier - 1.0 FTE (\$123,647.82 @ 60%) Goal 1a, Strategy 2	74,188.69	50,522.48	21,547.15	72,069.63	2,119.06	
Head Start Driver Courier - 1.0 FTE (\$123,647.82 @ 40%) Goal 1b, Strategy 2	49,459.13	33,679.63	14,364.94	48,044.57	1,414.56	
Maintenance Mechanic, Part Time (\$54,033.40 @60%) Goal 1a, Strategy 2	32,420.04	21,125.39	7,553.44	28,678.83	3,741.21	
Maintenance Mechanic, Part Time (\$54,033.40 @40%) Goal 1b, Strategy 2	21,613.36	14,083.78	5,035.55	19,119.33	2,494.03	
Head Start Supervisor, Workforce - 1.0 FTE (\$223,170.28 @ 60%) Goal 1a, Strategy 2	133,902.17	95,192.01	30,361.48	125,553.49	8,348.68	Overspent due to staff vacancies
Head Start Supervisor, Workforce - 1.0 FTE (\$223,170.28 @ 40%) Goal 1b Strategy 2	89,268.11	63,461.13	20,240.42	83,701.55	5,566.56	Overspent due to staff vacancies
Head Start Supervisor, Compliance - 1.0 FTE (223,170.28 @60%) Goal 1a, Strategy 2	133,902.17	91,485.48	-	91,485.48	42,416.69	Unspent due to staff vacancies
Head Start Supervisor, Compliance - 1.0 FTE (223,170.28 @40%) Goal 1b, Strategy 2	89,268.11	60,991.46	-	60,991.46	28,276.65	Unspent due to staff vacancies
Head Start School Readines Coordinator - 1.0 FTE (\$158,680.56 @ 60%) Goal 1a, Strategy 2	95,208.34	72,439.57	25,154.58	97,594.15	(2,385.81)	Overspent due to negotiated MOU wage increases effective January 2024
Head Start School Readines Coordinator - 1.0 FTE (\$158,680.56 @ 40%) Goal 1b, Strategy 2	63,472.22	48,292.90	16,770.16	65,063.06	(1,590.84)	Overspent due to negotiated MOU wage increases effective January 2024
NEW SITE: Martin Luther King Jr. Head Start						
Center Director - 1.0 FTE \$142,202.11 @ 60%) Goal 1.a, Strategy 2	85,321.27	-	-	-	85,321.27	Contract approved in Dec 2023; HSD staff have been doing prelim work for this position's recruitments
Center Director - 1.0 FTE \$142,202.11 @ 40%) Goal 1.b, Strategy 2	56,880.84	-	-	-	56,880.84	
Head Start Teachers - 2.0 FTE (\$211,697.68 @60%) Goal 1.a, Strategy 2	127,180.61	-	-	-	127,180.61	
Head Start Teachers - 2.0 FTE (\$211,697.68 @40%) Goal 1.b, Strategy 2	84,787.07	-	-	-	84,787.07	

BUDGET LINE ITEMS	Total Approved Budget	Expenditures from Previous Reporting Period(s)	Current Period Expenditures	TOTAL EXPENSES	Budget Remaining	Expense Justification/Variations
Head Start Associate Teachers - 1.0 FTE (\$84,829.81 @60%) Goal 1.a, Strategy 2	50,897.89	-		-	50,897.89	
Head Start Associate Teachers - 1.0 FTE (\$84,829.81 @40%) Goal 1.b, Strategy 2	33,931.92	-		-	33,931.92	
NEW: Oakland Children's Initiative Program Design/Management						
Project Manager - 1.0 FTE Goal 5, Strategy 1	314,191.25	-		-	314,191.25	
Data Analyst (program analyst) - 1.0 FTE Goal 5, Strategy 1	223,254.22	-		-	223,254.22	
Admin Services Manager II - 1.0 FTE Goal 5, Strategy 1	314,191.25	-		-	314,191.25	
Administrative Assistant I - 1.0 FTE Goal 5, Strategy 1	128,989.74	-		-	128,989.74	
Family Services Specialist - 1.0 FTE Goal 5, Strategy 1	138,640.83	-		-	138,640.83	
Early Care and Education Coach - 1.0 FTE Goal 5, Strategy 1	158,680.56	-		-	158,680.56	
Total Salaries & Benefits	5,720,772.32	1,696,686.42	450,550.94	2,147,237.36	3,573,534.96	
Personnel Benefits (Combined with Salaries)		-		-	-	
PERSONNEL EXPENSES SUBTOTAL	\$ 5,720,772.32	\$ 1,696,686.42	\$ 450,550.94	\$ 2,147,237.36	\$ 3,573,534.96	
GENERAL EXPENSES						
Program Materials						
Program Materials - 4 Year Olds (Goal 1a, Strategy 3)	78,128.40	24,429.85	10,541.66	34,971.51	43,156.89	Underspent due to teaching staff shortage and attendant under enrollment
Program Materials - 3 Year Olds (Goal 1b, Strategy 3)	52,085.60	16,286.51	8,300.90	24,587.41	27,498.19	Underspent due to teaching staff shortage and attendant under enrollment
Program Materials Subtotal	130,214.00	40,716.36	18,842.56	59,558.92	70,655.08	
Professional Development						
Professional Development - Mandated (Goal 3, Strategy 2)	96,134.00	-	12,266.67	12,266.67	83,867.33	Underspent due to teaching staff shortage and attendant under enrollment
Professional Development - Other (Goal 3, Strategy 2)	110,760.00	43,314.35		43,314.35	67,445.65	Underspent due to teaching staff shortage and attendant under enrollment
Professional Development Subtotal	206,894.00	43,314.35	12,266.67	55,581.02	151,312.98	
Family Engagement						
Family Engagement - Parent services and materials (Goal 5, Strategy 2)	94,515.00	-		-	94,515.00	Underspent due to teaching staff shortage and attendant under enrollment
Family Engagement Subtotal	94,515.00	-	-	-	94,515.00	
GENERAL EXPENSES SUBTOTAL	\$ 431,623.00	\$ 84,030.71	\$ 31,109.23	\$ 115,139.94	\$ 316,483.06	

BUDGET LINE ITEMS	Total Approved Budget	Expenditures from Previous Reporting Period(s)	Current Period Expenditures	TOTAL EXPENSES	Budget Remaining	Expense Justification/Variations
FACILITY/INFRASTRUCTURE EXPENSES						
Operational/Maintenance costs for sites for 4 year olds (Goal 1a, Strategy 1)	115,020.00	31,918.95	5,129.71	37,048.66	77,971.34	Underspent due to teaching staff shortage and attendant under
Operational/Maintenance costs for sites for 3 year olds (Goal 1b, Strategy 1)	76,680.00	21,279.27	3,419.82	24,699.09	51,980.91	Underspent due to teaching staff shortage and attendant under
FACILITY/INFRASTRUCTURE SUBTOTAL	\$ 191,700.00	\$ 53,198.22	\$ 8,549.53	\$ 61,747.75	\$ 129,952.25	
SUBTOTAL OF DIRECT EXPENSES						
Sum of totals for Personnel, General, and Facility/Infrastructure	\$ 6,344,095.32	\$ 1,833,915.35	\$ 490,209.70	\$ 2,324,125.05	\$ 4,019,970.27	
ADMINISTRATIVE/INDIRECT COSTS Maximum 15% of Direct Costs	236,512.68	85,799.19	22,892.79	108,691.98	127,820.70	
GRAND TOTAL	\$ 6,580,608.00	\$ 1,919,714.54	\$ 513,102.49	\$ 2,432,817.03	\$ 4,147,790.97	

Enter the amount of expenses invoiced this quarter.

REVENUE & DISBURSEMENT HISTORY	Advance	Reimbursement Invoiced	Check Date
Q1 Expenses: July-December		647,501.51	
Q2 Expenses: October-December		635,777.79	
Q3 Expenses: January-March		636,425.24	
Q4 Expenses: April-June		513,102.49	
SUBTOTAL	\$ -	\$ 2,432,807.03	
TOTAL PAYMENTS		\$ 2,432,807.03	
Total Expenses		\$ 2,432,817.03	

FUNDING AWARD SUMMARY & REQUEST

Non-Federal Share Match Waiver Request for Carryforward Funding

Background: The grantee, City of Oakland, requests a waiver of the Non-Federal Share (NFS) Match requirement of 20%, for Head Start and Early Head Start carryforward funding request previously approved by the Parent Policy Council and Advisory Board and submitted to the Head Start Regional Office and Office of Head Start.

Table 1 reflects the total amount of the unobligated balance and request for cost extension of \$5,005,151, comprised of Head Start and Early Head Start Basic; the total Non-Federal Share (NFS) match required of \$1,001,030, comprised of Head Start and Early Head Start Basic; and the total Non-Federal Share Waiver Requested of \$1,001,030, comprised of Head Start and Early Head Start Basic.

Table 1					
HS Basic	NFS Required	EHS Basic	NFS Required	Total Cost Extension	Total NSF Required
\$1,798,671		\$3,206,480		\$5,005,151	
	\$359,734		\$641,296		\$1,001,030
Total NFS Waiver Requested	\$359,734		\$641,296		\$1,001,030

Consistent with the Head Start Act, Section 640.b (3), the City of Oakland is requesting a full waiver of the Non-Federal Share (NFS) match requirement, in the amount of **\$1,001,030**.

Funding Request: The grantee, City of Oakland, requests a full waiver of the Non-Federal Share (NFS) match requirement of 20%, in the amount of **\$1,001,030**, for Head Start and Early Head Start carryforward funding.

Greetings Board And Commission Members

Form 700 Overview

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

1

Oath of Office

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

2

Statement of Economic Interests (FPPC Form 700)

• What is a Form 700?

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

3

Statement of Economic Interests (FPPC Form 700)

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

CALIFORNIA FORM 700 STATEMENT OF ECONOMIC INTERESTS Date Initial Filing Required: 12/31/2024
FOR PUBLIC OFFICIALS AND MEMBERS OF THE PUBLIC
COVER PAGE
A PUBLIC DOCUMENT

Name of Filer (Last, First, Middle) _____
 Date of Filing (Last, First, Middle) _____

1. Office, Agency, or Court
 Name of Office, Agency, or Court _____
 Division, Board, Department, District, or Institution _____
 * If filing for multiple positions, list below or on an attachment. (Do not use acronym)

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

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

4. Schedule Summary (must complete) * Total number of pages including this cover page: _____
 Schedules attached:
 Schedule A-1 - Investments - schedule attached Schedule C - Income - Loans & Business Relations - schedule attached
 Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
 Schedule B-1 - Real Property - schedule attached Schedule E - Income - Gifts - Trust Payments - schedule attached

5. Verification
 I have read all instructions regarding this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I understand this is a public document.
 I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 Date Signed _____ Signature _____
 (Print Name and Title) (Print Name and Title)

Clear Page Print

Statement of Economic Interests (FPPC Form 700)

• What Financial Interests Are Involved?

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

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

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

5

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

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

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

6

Statement of Economic Interests (FPPC Form 700)

- **How to File?**

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

Complete the form and mail or drop off to

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

PLEASE NOTE YOU CANNOT SUBMIT A SCAN OR COPY

7

Statement of Economic Interests (FPPC Form 700)

- **Enforcement:**

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

8

QUESTIONS

If you have questions related to Form 700

Please contact Elections Services:

electionservices@oaklandca.gov





City of Oakland Head Start PY 24-25 Community Assessment Update

January 2025

Parent Policy Council and Advisory Board

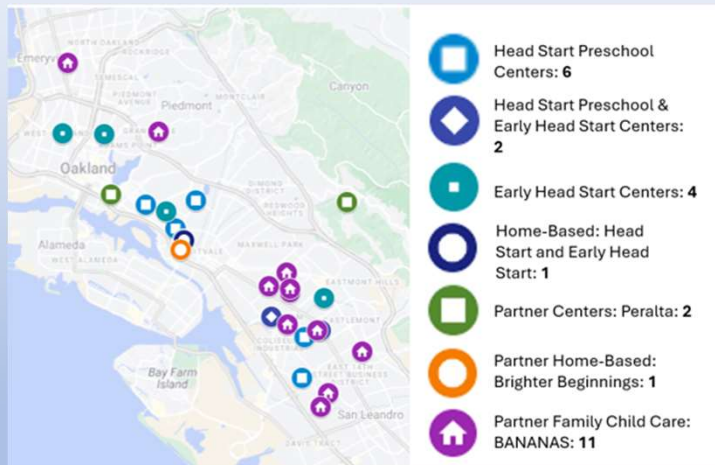
*Presented by: Dr. Trisha Barua; Health & Humas Services Planner;
Oakland Head Start Program*

Program, Service Area Overview, and CAU Overview

- Serving Oakland children and families since 1971
- Currently funded to serve 674 participants
- 28 sites and 7 different program options

The PY 24-25 CAU builds on last year's comprehensive, data-driven, racial equity-centered assessment:

- Changes to local early childhood policy landscape
- Community Advocacy
- New Data Sources
- Spotlight on Priority Communities



Early Childhood Community Advocacy

- Change-In-Scope: Concerns around slot reduction from community advocates at Parent Voices Oakland
- Information shared on how Change-In-Scope will allow City of Oakland Head Start to reallocate funding to increase teacher salaries and create journey level positions for educators.
- Community Assessment Update responsive to
 - Targeted enrollment efforts to reach underserved communities
 - Early childhood workforce pipeline
 - Local policy changes that will increase access to free and subsidized child care

Local Early Care and Education Policy Landscape

Measure AA: Oakland Children's Initiative

- 2018 Ballot Measure, implemented 2022
- 30-year parcel tax to increase funding for ECE and college/career readiness
- OUSD and COO Head Start priority partners for 22-27
- COO used funding to operate 3 centers and kitchen

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

- 2020 Ballot Measure, currently in planning period for 2025 implementation
- 30-year sales tax to expand access to ECE
 - Centralized eligibility list
 - Facilities
 - Data capacity-building
 - Financial relief for EC educators
 - Workforce pipeline

Local Early Care and Education Policy Landscape

*Universal Transitional Kindergarten (UTK) / Universal Prekindergarten (UPK) for all 4-year-olds will be fully implemented by the 2025-2026 school year. **Over the past four years, ECE system has started to shift services towards younger children.***

Workforce Impact:

- Only 50% of California ECE center teachers are willing to teach 3-year-olds.
- Only 20% of teachers are willing to teach infants/toddlers.
- Many teachers prefer to become Transitional Kindergarten (TK) teachers.

Family Choice:

- Families are figuring out the best ECE options for their needs.
- The Alameda County (AC) Local Planning Council and Resource & Referral Agencies are creating a toolkit to help families with ECE options for 4-year-olds.

New Data Resources

- Oakland Early Childhood Ecosystem Data Portal
 - Early Development Instrument, City District Profiles, Asset Map
- 2024 Oakland Community Stressor Index
 - Black and Latino residents in East and Deep East Oakland are most impacted by community stressors / systemic barriers
- Economic Well-Being of Early Educators in CA Study
 - Many EC educators struggle to meet their basic needs due to low wages
 - Statewide, Head Start educators report higher rates of food insecurity compared to other EC educators.

Spotlight: Children with Diagnosed Disabilities

- Last school year, COO Head Start had 15% of children with disabilities enrolled, which is above the 10% minimum.
- As of December 2024, 10.4% of the program's current students have disabilities.
- For children aged 3-5 in OUSD, the most common disabilities are Autism, Speech/Language Delay, and Non-Categorical Development Delay.
- At the Measure C Community Listening Sessions on Family Access to Child Care, many families said they need culturally relevant and inclusive child care for neurodivergent children.

Spotlight: Pregnant Participants and Healthy Birth Outcomes for Black Families

- Focusing on the experiences and resilience of Black people during pregnancy and childbirth is important for improving perinatal health.
 - Local programs: BLOOM Clinic, BElovedBIRTH Black Centering, CA Abundant Birth Project.
- Alameda County ranks 51st out of 58 counties in the state for the percentage of women receiving adequate prenatal care.
 - 65% of pregnant women in Alameda County received 80% of their prenatal visits starting in the first trimester.
- There's a great need to reach pregnant people in East Oakland early to ensure they have access to health care, prenatal education, and basic needs for healthy births.

Spotlight: English/Dual Language Learners / Newcomers

- In the 2023-2024 Community Assessment, home visitors identified a need for services for children who speak Arabic, Mam, and Tigrinya.
- OUSD's English Language Learning and Multilingual Achievement (ELLMA) Department has a Newcomer Toolkit with key resources and data.
 - Besides Spanish speakers, the largest groups are Mam speakers from Central America and Arabic speakers from Yemen.
 - Guidance for Intensive, Targeted, and Universal Supports for elementary school-aged Newcomers may be adapted for ECE and supporting transitions from Head Start to UTK/K
- Opportunity to align with Head Start's Planned Language Approach and Home Language Support practices

Spotlight: Housing Insecure and Cost-Burdened Families

- The Final Rule allows high housing costs and rent burdens to count towards enrollment eligibility, making more families eligible.
- Housing access and security are critical needs for Oakland families, especially Black residents.
- Funding for new affordable housing is limited and will only meet 18% of the current need by 2031.
- Over 50% of unhoused people in Alameda County live in Oakland.
- There was a 17% decline in family homelessness in Alameda County from 2022 to 2024, but this only includes families in shelters, transitional housing, safe parking, and those unsheltered outdoors.

Discussion

(Thoughts, Feedback or Questions?)

Thank you!

ERSEA TRAINING

City of Oakland Head Start Program Year 2024-25

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT ATTENDANCE

WHAT IS ERSEA?

- ▶ PS 1302.14
 - ▶ COO must annually establish selection criteria that weigh the prioritization of selection of participants.
 - ▶ The Selection Criteria determines children with greatest need for the program.
 - ▶ COO must not deny enrollment based on a disability or chronic health condition or its severity.
 - ▶ COO must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA.
- ## SELECTION

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. The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins. 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 Income: 0 to 50% FPL	100
Families with Income: 51% to 75% FPL	50
Families with Income: 76% to 100% FPL	25
Age Criteria – Head Start	Points
Head Start - Transition from Early Head Start to Head Start Program	100
Head Start – Class Age 3 years old	50
Head Start – Class Age 4 years old	25
Age Criteria – Early Head Start	Points
Early Head Start - Pregnant Women - 18 Months Old	50
Early Head Start – 18 months or older	25
Child Disability	Points
Diagnosed with current I/SP or IEP from RCEB or OUSD (eligible for services under IDEA)	75
Parental Status/Other Situations	Points
Staff members' children	150
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 less	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

2024 SELECTION CRITERIA

- ▶ PS 1302.13
- ▶ COO goal is to reach families most in need of services.
- ▶ COO must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services.
- ▶ COO recruitment efforts include in-person events/efforts, bus ads, website advertisement, through partnerships with community agencies, and others.

RECRUITMENT

ZIP CODE	COMMUNITY/GEOGRAPHY
94601	Central/Fruitvale
94603	East Oakland
94605	East Oakland
94606	Central/Fruitvale
94607	West Oakland
94608	West Oakland
94609	West Oakland
94612	West Oakland
94621	East Oakland

CITY OF OAKLAND APPROVED SERVICE AREA

OAKLAND HEAD START TEL: (510) 238-3165 • FAX: (510) 238-6784 • ERSEA@OAKLANDCA.GOV

PROGRAM OPTIONS
The City of Oakland Head Start/Early Head Start is a federally and state funded early childhood education program aimed to promote school readiness of children ages birth to five for low-income families by supporting their growth and development. The program offers free early childhood education and care, prenatal education and family services to eligible Oakland residents.

CENTER-BASED (Classroom Setting)
Hours: 8:30 am – 4:30 pm

EARLY HEAD START:

- ◆ Broadway – 2619 Broadway
 - 0 – 3 years
- ◆ West Grand – 3028 West Grand
 - 0 – 3 years
- ◆ San Antonio Park – 1701 E. 19th St.
 - 18 months – 3 years
- ◆ Arroyo Viejo Park – 7701 Krause Ave
 - 18 months – 3 years

EARLY HEAD START & HEAD START:

- ◆ 85th Avenue – 8501 International Blvd.
 - 0 – 5 years
- ◆ Lion Creek – 6818 Lion Way, Suite #110
 - 18 months – 5 years

HEAD START: 3 – 5 years

- ◆ Brookfield – 9600 Edgely Ave
- ◆ Franklin – 1010 E. 15th Street
- ◆ Manzanita – 2701 22nd Ave
- ◆ San Antonio CDC – 2228 East 15th St.
- ◆ Sungate – 2563 International Blvd.
- ◆ Tansafaranga – 975 85th Ave.
- ◆ Laney College – 900 Fallon Street
- ◆ Merritt College – 12500 Campus Drive

Family Child Care Providers (Homes)
City of Oakland, in partnership with BANANAS – Tiny Steps, offers early childhood education services at Child Care Provider homes. The providers offer the same services expected at the Head Start / Early Head Start centers. The homes are licensed and governed by the same regulations as well. Some benefits include:

- ◆ Extended hours & year-round services
- ◆ Small group setting (teacher to student ratio)
- ◆ Many locations throughout Oakland
- ◆ Most Family Child Care providers offer services to 0 to 5 years

HOME-BASED PROGRAM
The Home-Based Program option offers weekly 90-minute home educational visits with parent(s) and/or guardian from a Childhood Education Specialist to cover developmental education for pregnant women, infants, and children 2.5 years old. In addition to families receiving services right in their own home, the program also

2024-2025 CITY OF OAKLAND PROGRAM OPTIONS

- ▶ PS 1302.12
- ▶ COO must determine that families applying for enrollment meet income, age, and locally determined requirements for selection to participate in HS/EHS.

ELIGIBILITY

AGE REQUIREMENTS

Early Head Start	<p>Pregnant women Children 0-3 years</p>
Head Start	<p>Children 3-5 years Children turning 3 years by December 1 TK eligible children are age-eligible for Head Start services.</p>

ELIGIBILITY CATEGORIES

- Income – 2024 Federal Poverty Level Guidelines.
- Public Assistance – TANF, SNAP, and SSI.
- Homeless – as defined in the The McKinney-Vento Act.
- Foster Care – including kinship care placements.

2024 FEDERAL POVERTY GUIDELINES

The 2024 poverty guidelines are in effect as of January 17, 2024

Household / Family Size	100% or Below	101% to 130%
1	\$15,060	\$19,578.00
2	\$20,440	\$26,572.00
3	\$25,820	\$33,566.00
4	\$31,200	\$40,560.00
5	\$36,580	\$47,554.00
6	\$41,960	\$54,548.00
7	\$47,340	\$61,542.00
8	\$52,720	\$68,536.00
9	\$58,100	\$75,530.00

ENROLLMENT

- ▶ **PS 1302.15**
- ▶ **COO will provide services to 100 percent of the children it is funded to serve.**
- ▶ **COO will fill any vacancy within 30 days.**
- ▶ **COO will make accommodations for children with special needs without discrimination.**
- ▶ **COO adopts a no suspension or expulsion policy. COO prohibits the suspension or expulsion of children from all program options, including all partners.**

Full Enrollment Initiative Policy Requirements

Enrollment Reporting *Section 641A(h)(2) of the Head Start Act*

- Recipients report actual enrollment for Head Start and/or Early Head Start program on a monthly basis

OHS Enrollment Review *Section 641A(h)(3)(A) of the Head Start Act*

- Underenrolled recipients determined based on at least 4 consecutive months of data
- Recipients with 4 or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will receive an 'Initial Underenrollment Letter' from the Regional Office [ACE-PI-HS-18-04](#)
 - The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the *Underenrollment Letter* is sent



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Full Enrollment Initiative Policy Requirements

Underenrollment Plan *Section 641A(h)(3)(B) of the Head Start Act*

- Recipient must develop, in collaboration with OHS, a plan and timetable for addressing underenrollment
- OHS will provide timely and ongoing technical assistance to support recipient's implementation of plan

OHS Review & Adjustment *Section 641A(h)(5) of the Head Start Act*

- If recipient does not reach at least 97% of funded enrollment after receiving technical assistance and developing and implementing the plan for 12 months, OHS may:
 - Designate recipient as chronically underenrolled
 - Recapture, withhold, or reduce base grant and funded enrollment

Appeal Process [ACE-PI-HS-18-04](#)

- Recipient(s) who decide to appeal a recapture, withholding, or reduction in funding must submit a written appeal with supporting evidence to OHS.Enrollment@acf.hhs.gov



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▶ PS 1302.16

- ▶ COO will track attendance for each child and will implement a process to ensure children are safe when they do not arrive at school.
- ▶ **One-Hour Rule:** If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, staff must contact the parent or emergency contact to verify the child's safety.
- ▶ COO's goal is to assist families achieve full attendance.
- ▶ COO will use attendance data to support families to promote the child's regular attendance.

ATTENDANCE



QUESTIONS?

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.

Limitations on Suspension & Prohibitions on Expulsion

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

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

Policy Statement and Detailed Procedures

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

The Center Director will:

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

The Disabilities and Mental Health Coordinator will

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

The Education Manager will

- Review all relevant documentation

Policy Statement and Detailed Procedures

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

REQUEST FOR TRANSFER OF THE CHILD

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

The Disabilities and Mental Health Coordinator will

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

AT INTAKE

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

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

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

**The Measure C Listening Sessions will be held,
both virtually and in-person, on the following dates:**

Date: Saturday, January 11, 2025; 9:00am-12:00pm

Focus: *Wages & Compensation*

Virtual Zoom link: <https://first5alameda-org.zoom.us/j/85723754737?pwd=nsjmaH2nzOMIBVgA16eyxiaHT1KUOm.1>

Meeting id: 857 2375 4737; **Passcode:** 478814

In-person location: *Glad Tidings International COGIC (Church of God in Christ); Helen J. Macklin Fellowship Hall; 970 Glad Tidings Way; Hayward, Ca 94544*

Date: Saturday, February 1, 2025; 9:00am-12:00pm

Focus: *Facilities*

Virtual Zoom link: <https://first5alameda-org.zoom.us/j/86084746901?pwd=ZLZCW1Xils38SQ8zM8azKjeJpmw3ly.1>

Meeting id: 860 8474 6901; **Passcode:** 990125

In-person location: *St. Mary's Center; Community Center Room; 925 Brockhurst St. Oakland, CA, 94608*

Date: Wednesday, February 5, 2025; 6:00-8:00pm

Focus: *Quality, Family Supports, Coordination, Navigation, and Inclusion*

Virtual Zoom link: <https://first5alameda-org.zoom.us/j/86883133532?pwd=RLiLAbZfwGOwA6XCwezn2SyWsS4k8b.1>

Meeting id: 868 8313 3532; **Passcode:** 776847

In-person location: *Eden Church - Oliver Hall; 21455 Birch Street, Hayward, CA,94541*



City of Oakland Head Start, Prenatal to 5 GOVERNANCE TRAINING PLAN FY 24-25

This plan assures that the Parent Policy Council and Advisory Board understand their roles in activities for Head Start program direction and oversight as required by the Head Start Act. It also stresses the timeliness of activities so the City can implement mandated activities and submissions to the Office of Head Start to seek prior approvals for a quality program.

The plan includes the following:

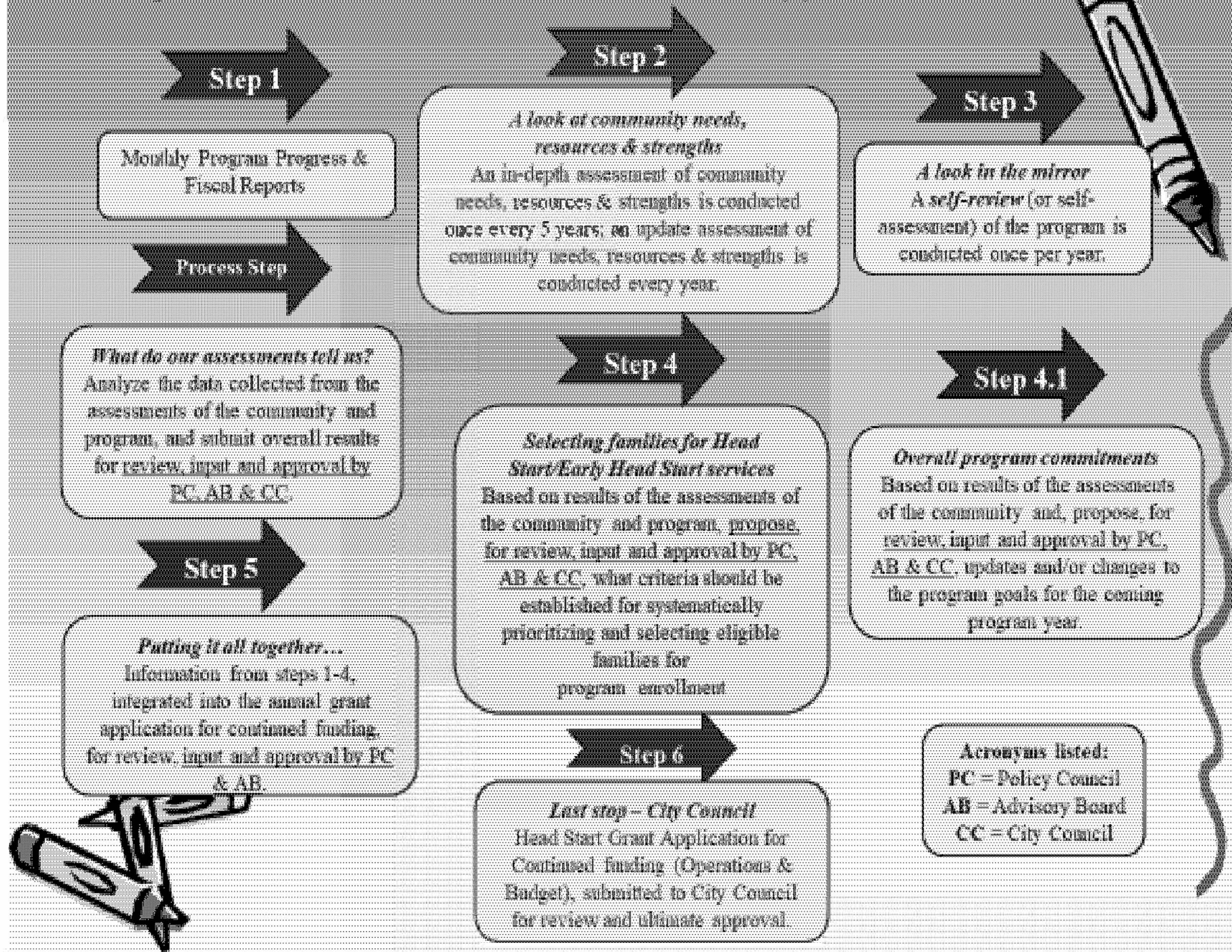
- Training on those functions that are shared between the Parent Policy Council and Advisory Board, and that cannot be carried out without the express approval of both bodies;
- Discussion of the critical issues that shared between the two bodies and must be approved by both including:
 - Criteria for recruitment, selection and enrollment of children and families (in addition to the criteria for families that are automatically eligible);
 - Review and approval of all applications and amendments to applications for funding;
 - Review and approval of major policies and procedures of the program, including:
 - (a) the annual self-assessment, (b) financial audit, (c) progress in carrying out program and fiscal plans included in the program's application and any corrective actions proposed to address identified problems.

For the policy groups to carry out the responsibilities above, staff must provide the following accurate and regular information:

- Monthly financial statements,
- Monthly program information summaries,
- Enrollment reports, including attendance reports,
- Reports on meals and snacks provided through Department of Agriculture funding,
- The financial audit,
- The annual self-assessment (and findings)
- The community-wide needs assessment and strategic planning of the program
- Annual Program Information reports.
- Annual Report

The attached training plan supports the governance/decision-making processes for the City of Oakland's Head Start program.

Program Governance Processes: "Must Approve Actions"



CITY OF OAKLAND
HEAD START PARENT POLICY COUNCIL & ADVISORY BOARD

Proposed GOVERNANCE TRAINING PLAN
Fiscal Year (FY) 2024-25

TOPIC	DATE	PRESENTER
SESSION I: REVIEW OF PARENT POLICY COUNCIL (PPC) & ADVISORY BOARD (AB) <ul style="list-style-type: none"> ➤ Head Start & Program Funding Structure ➤ Program Governance Processes ➤ “Policy Council & You” Governance Training/PPC Orientation <ul style="list-style-type: none"> ○ Introduction/Review of Policy Council Bylaws FY 24-25 ○ Parent Policy Council/Advisory Board Roles & Responsibilities ○ Brown Act, Sunshine Ordinance & Parliamentary Procedures ○ City Council & its relationship to Advisory Board and Parent Policy Council 	Dec 30, 2024	Tracey Black
SESSION II: REVIEW OF PC AND AB ROLES & RESPONSIBILITIES CONTINUED... <ul style="list-style-type: none"> ➤ Program Design & Operations Training <ul style="list-style-type: none"> ○ Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) ○ Review of Monthly Program Progress Report (Reflects Service Delivery; Program Options; Content Areas; Ongoing Monitoring Results) ➤ Budget/Fiscal Training <ul style="list-style-type: none"> ○ Review Monthly Financial Report ○ Internal Controls 	January 2025	Diveena Cooppan/ Tracey Black/ Everardo Mendoza/Trisha Barua/Kurry Foley
SESSION III: STRATEGIC PLANNING PROCESSES <ul style="list-style-type: none"> ➤ Head Start Program Performance Standards (August 2024) ➤ Community Assessment & Community Assessment Update ➤ Self-Assessment ➤ Selection Criteria ➤ Goals & Objectives ➤ Fiscal Training (continued....) 	February 2025	Diveena Cooppan/ Tracey Black/Trisha Barua/Everardo Mendoza/Kurry Foley
SESSION IV: PROGRAM & CONTENT AREAS & GOVERNANCE TRAINING WITH BREAKWATER ASSOCIATES <ul style="list-style-type: none"> ➤ Data Management System ➤ Ongoing Monitoring ➤ ERSEA (Eligibility, Recruitment, Selection, Enrollment & Attendance) ➤ Disabilities & Mental Health Services ➤ Health & Nutrition Services ➤ Education Services ➤ School Readiness ➤ Family Services ➤ Coaching & Professional Development ➤ Facilities ➤ Governance Training 	March 2025	Diveena Cooppan/ Trisha Barua/ Sarah Chao Content Coordinators/ Tracey Black