



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 7-18-24

3:30-5:00pm

In person Meeting Location:

*Oakland City Hall
1 Frank H. Ogawa Plaza, Hearing Room 2*

Virtual Zoom Meeting Location for Public Participation Only

<https://us02web.zoom.us/j/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, 7-18-24; 3:30-5:00pm

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

AGENDA

- I. CALL TO ORDER / ROLL CALL:** *Host/Program Staff*
- | | | |
|---|---|--|
| Molly Tafoya, <i>Chair</i>
Alysoun (Aly) Bonde,
<i>Vice Chair</i> | Dr. Javay Ross
Kevin Bremond
Dr. Mariamawit (Mari)
Tamerat | Dr. Jei Watkins
Christina Michaud
Julia Forte Frudden
<i>(Vacant Member Seat)</i> |
|---|---|--|
1. Public Comment
- II. APPROVAL OF AGENDA ITEMS:** *Molly Tafoya, Chair*
1. Review and Approval of **July 18, 2024, Advisory Board Meeting Agenda**
 2. *Review and Approval of **March 14, 2024, Advisory Board Meeting Minutes**
(Returned for Vote)
- III. ACTION ITEMS:**
1. **Advisory Board Meeting Proposed, August 22, 2024** (Catch up Meeting Proposed by Staff)
 2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *June 2024*
 3. **Monthly Financial Report:** *Kurry Foley, HSD Budget & Fiscal Manager*
 - a. Monthly Financial Report (Expenditures, CACFP Report, Purchase Card Report) – *June 2024*
 4. ***Oakland Children’s Initiative (OCI) Contract Amendment** *(Returned for Vote)
 5. ***FY 24-25 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase:** *Diveena Cooppan, Kurry Foley* *(Returned for Vote)
 6. **Change of Scope Proposal**
 7. **Policies & Procedures**
 - a. *Program Governance & Impasse Procedure *(Returned for Vote)
- 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. Program Recommendations from former Parent Policy Council Member, Benjamin Justice
 2. Official Notice of Focus Area 2 Monitoring Review and CLASS Review in FY 24-25 received from Office of Head Start

3. Virtual (Zoom) Mock Focus Area 2 Monitoring Review Interview with Lucia Palacios and the Advisory Board, July 12, 2024, 4:00-5:00pm
4. FY 2024-25 Comprehensive & Program Governance Planning Calendars and Strategic Planning Process for approval, September 2024
5. For Review - FY 2024-25 Advisory Board Bylaws for approval, September 2024
6. General Program Updates:
 - Personnel
 - Office of Head Start Risk Assessment Notification (RAN)
 - New sub-component to P&P “Referral for Specialized Services”
 - Family Outcomes Assessment Tool PY 24-25
 - Recap Staff Wellness Day, June 28, 2024
 - FY 24-25 Notice of Grant Award Received
 - Passing of FY 24-25 City Budget (Option 1 with Contingencies)
 - Summary FY 22-23 California Department of Education/State Preschool & California Department of Social Services General Childcare Contracts Program Self Evaluations
 - FY 22-23 Annual Report to the Public
 - Program Information Report (PIR) FY 23-24
 - Mobile Classroom
 - Workforce Development
 - Oakland Children’s Initiative (Measure AA)
 - Measure C (Children’s Health & Child Care Initiative for Alameda County)

VI. OPEN FORUM

VII. ADJOURNMENT

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

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

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

*** MEETING MINUTES**

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

Advisory Board Members Present:

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

Advisory Board Members Excused:

Molly Tafoya, *Chair*
Dr. Jei Watkins

Parent Policy Council Members Present:

To Niya Scott-Smith, *Chair*

Staff Present:

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

I. ROLL CALL:

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

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

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

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

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

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

III. ACTION ITEMS:

1. FY 23-24 Playground Materials Purchase Request

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Member Dr. Javay Ross motioned to approve the Monthly Financial Report excluding the Carryforward:

Member Dr. Mariamawit Tamerat seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

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

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

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

IV. PARENT POLICY COUNCIL UPDATES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. INFORMATION ITEMS

a. General Program Updates:

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

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

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

V. OPEN FORUM

ADJOURNMENT

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

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II



JUNE 2024

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
OHS Enrolled/Funded	213/292	275/330	488/622
OHS Enrolled/Funded (%)	72.9%	83.3%	78.5%
OCI Enrolled/Funded	16/40	4/12	20/52
OCI Enrolled/Funded (%)	(40%)	(33.3%)	(38.5%)
Program-wide Enrolled/Funded	239/332 (71.9%)	290/342 (87.8%)	508/674 (75.4%)
Daily attendance	79%	81.4%	80.2%
Medical Home	99.1%	99.2%	99.2%
Health Insurance	99.1%	99.2%	99.2%
Physical exam/Well-baby Check	96.1%	73.2%	83.7%
Updated Immunizations	99.6%	96%	97.6%
Hearing Screening	99.5%	97.2%	98.3%
Vision Screening	99.1%	97.2%	98.1%
Growth Screening	99.1%	98.8%	98.9%
Dental Home	98.6%	98.6%	97.2%
Current Dental Exam	96.7%	84.5%	90.5%
Nutrition Screening	95.9%	98.9%	97.5%
Developmental Screening (ASQ)	98%	100%	99%
Concerns Identified- ASQ Screening	58%	38%	48%
Behavioral Screening – (ASQ-SE)	99%	100%	99.5%
Concern Identified- ASQ-SE Screening	30%	22%	26%
1 st Individualized Curriculum (DRDP)	99%	100%	99%
2 nd Individualized Curriculum (DRDP)	99%	98%	98.5%
3 rd Individualized Curriculum (DRDP)	96%	99%	97.5%
Initial Parent/Teacher Conference	97%	98%	97.5%
Second Parent/Teacher Conference	97%	96%	96.5%
Initial Home Visit	98%	100%	99%
Second Home Visit	100%	99%	99.5%
Initial Family Outcomes Assessment	100%	100%	100%
Midyear Family Outcomes Assessment	100%	100%	100%
Final Family Outcomes Assessment	100%	100%	100%
Referrals to RCEB or OUSD	15	4	19
Children enrolled with IFSP or IEP	44	28	72
% of children enrolled with an IFSP or ISP	14% actual, 10.7% funded enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

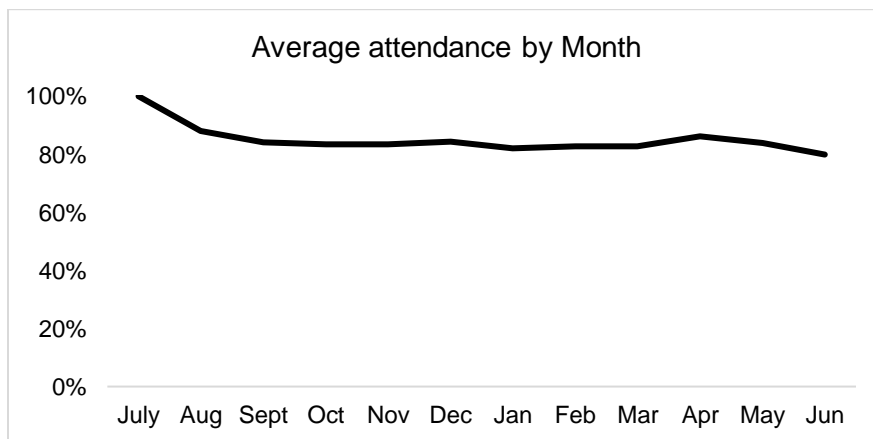
- June 27, 2024: ACF-OHS-IM-24-02: *Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients*
- June 4, 2024: California Department of Social Services CCB 24-09: *Fiscal Year 2024-25 Direct Service Child Care and Development Initial Contract Award Allocations*

ATTENDANCE & ENROLLMENT

At the end of June, a total of 508 children were enrolled in the Program. However, the Program served 625 children and pregnant participants between July 1, 2023 and June 30, 2024.

53% of families are enrolled in the Program through the public assistance eligibility category. The percentage of families enrolled in the Program because they have experienced homelessness is has increased from 17% to 20% this year.

The table below reflects the Program's average attendance by month throughout the 2023-24 Program Year. Attendance dipped in late May and early June, correlating with the end of the Oakland Unified School District 2023-24 school year.



DENTAL/PHYSICAL HEALTH & NUTRITION

This year, the percentage of dental exam completions increased by 3% to 90% overall compared to June 2023, partly due to the strong partnership with Asian Health Services to conduct dental exams at sites. Vision and hearing screening completion improved by 4% to 98% compared to June 2023.

On June 23rd the UC Berkeley Optometry team hosted a vision clinic event for families with children who have vision concerns. Seven families attended and a total of nine children received a thorough vision exam and support. Families were provided with uber vouchers to assist with transportation and received lunch.

The third and final round of Child and Adult Care Food Program (CACFP) monitoring was complete in June. The first round of monitoring is conducted in the fall and is announced. The second and third rounds of monitoring are conducted in the winter and spring and are unannounced. By the third round there were a total of 6 findings across the Program, down from 21 findings in the second round.

DISABILITIES & MENTAL HEALTH

As of June 30, there were 72 children with a diagnosis eligible under IDEA: 28 children with an IFSP and 44 children with an IEP. The percentage based on actual enrollment is 14% and the percentage based on Office of Head Start funded enrollment is 10.7%. 19 children waiting for evaluations that have not been completed, 4 who have been referred to Regional Center of the East Bay and 14 who have been referred to Oakland Unified School District (OUSD). One child has aged out of their IFSP and is awaiting a final IEP evaluation.

EDUCATION & SCHOOL READINESS

Each center and program option enjoyed unique end of year celebrations. Tassafaronga gave each family a portfolio of their children's work and hosted a lunch. Franklin provided all families breakfast and gave children certificates of completion. San Antonio Park went to Tilden Regional Park and visited the Little Farm petting zoo.

The Program assesses children's developmental outcomes three times per program year using the Desired Results Developmental Profile (DRDP). The DRDP measures children's progress towards the California Early Learning Foundations. 332 children who were assessed in both Fall and the Spring were compared to see if they progressed along the DRDP continuum. Most children made developmental progress and moved up the developmental continuum; on average, children progressed in at least 70% of measures. There were trends in the data for specific groups of children, including:

- Children enrolled in center-based and Family Child Care program options showed a similar pattern in DRDP results from Fall to Spring. More Home-based children met benchmarks in the Fall but did not show as much change.
- There was more growth for children enrolled in Head Start program options than Early Head Start program options.
- Gender differences by race, especially for Black/African American boys and girls noted in previous years are not seen in this year's data.
- Comparing Kindergarten-eligible children from last program year to this program year shows that slightly more children have reached benchmarks this year. Of note, children going to kindergarten show that more of them are meeting benchmarks in more Cognitive and Language areas than previous years.
- Children with and without IEP/IFSPs met benchmarks at about the same rate except in measures of language and literacy.

HOME-BASED PROGRAM

The Program's mobile classroom was highlighted by KQED for serving families experiencing homelessness. Listen to the story by Daisy Nguyen [here](#). The June socialization event was held at the East Oakland Aquatics Center, where many families entered a pool for the first time.



FAMILY SERVICES & COMMUNITY ENGAGEMENT



45 families attended the End of the Year Daddy & Me Celebration. Family & Community Engagement Coordinator, Lisa Taylor, received the first annual Gary Thompson Fatherhood Leadership and Innovation award from First Five Alameda County Father Corp for the partnership this year.

The Family Service team has two new Family Service Workers who joined in April. They are now fully onboarded and are supporting families, bringing the total number of Family

Service Workers to nine. Family Outcome data show an improvement in the score for housing, indicated to staff that more families were able to obtain housing in 2023-24 than in past years.

The City of Oakland has begun distributing debit cards loaded with up to \$160 to low-income West Oakland residents or workers as part of the West Oakland Universal Basic Mobility Pilot. Eligible participants must live or work in West Oakland earn less than the “area median income” of \$103,500 annually for a single person. Eligible participants can sign up for one of the 1,000 cards on a first-come, first served basis by taking a [brief survey](#). After using the funds, participants can take a second survey to have another \$160 loaded onto their cards for a total of \$320. The funds can be loaded on to Clipper cards or used to purchase fares from BART, AC Transit, BayWheels bike share, Lime and VeoRide E-scooters, Amtrak and other forms of public transportation.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

The annual staff wellness event was held on June 28th at San Joaquin Miller Park. Staff enjoyed group activities, massages, hiking, music, and great food.

Hiring was paused as the City Council finalized the FY 2024-2025 budget in late June, impeding the Program’s ability to fill staff vacancies.



City Human Resources continues to send us qualified candidates for the Assistant and Associate Instructor but there have been no applicants for Early Head Start or Head Start Instructor. We recently received candidates for the Early Childhood Center Director position and have begun scheduling interviews.

PARTNERS:

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	27/26 (103.4%)	27/33 (81.2%)	54/59 (91.5%)
Brighter Beginnings	78/100 (78%)	20/20 (100%)	98/120 (81.7%)
Laney	N/A	47/48 (97.9%)	58/64 (90.1%)
Merritt	N/A	11/16 (68.8%)	

Brighter Beginnings

Over 60 children and families attended the graduation socialization event and 21 fathers participated in the fatherhood celebration in June. Brighter Beginnings supported more children with IEPs or IFSPs during PY 23-24 compared to PY 22-23. Staff also reported that the monthly meeting with the Mental Health Consultant was very helpful. Based on community need, Brighter Beginnings intends to prioritize enrollment for pregnant participants in PY 2024-25.

Family Child Care

In June the new Tiny Steps Education Coach conducted site visits for to conduct observations and build relationships. The Tiny Steps team met with their mental health consultant to discuss developing a training on ways to support children exhibiting challenging behaviors and how to design inclusive activities.

Peralta

29 children will transition to kindergarten or transitional kindergarten in August 2024. Peralta currently has two vacancies for staffing positions and is accepting applications from candidates.

DATA & ONGOING MONITORING

The Program has received notification that a Focus Area 2 review and CLASS will both be conducted during the 2024-25 Program Year. The monitoring protocol was also released by the Office of Head Start and includes information on when each type of monitoring review begins.

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	October 2024
FA2	FA2 reviews are conducted using a combination of virtual and on-site monitoring.	October 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or onsite formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted virtually or in person.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

Starting on October 1st, the Program may receive a 45-day notification that will indicate when the CLASS and Focus Area 2 reviews will occur. Information will be released to families, Program staff, the Parent Policy Council and Advisory Board as it is received.

The Program received the official Risk Assessment Notification report on June 5th. The Program was cited for two areas of noncompliance. If not corrected, they will become deficiencies. If a deficiency is not corrected, then the program funding can be reduced/retracted.

Finding #1: Area of Non-Compliance: Safety Practices 1302.90(c)(1)(iii). Violation of Children's Rights.

Finding #2: Area of Non-Compliance #2: Systems for Program Management and Improvement 1302.102(d)(1)(ii). Failure to Report on-time.

The Program now has 120 days (until October 2, 2024) to demonstrate systems are in place to correct and sustain changes for improved program services.

The Program's ERSEA and Data Management team is piloting the use of a new software management system to manage attendance and reporting for the California General Child Care Program called Hubbe. The Hubbe system is currently used statewide to manage Quality Improving Rating Scores and is designed specifically to adhere to state reporting standards set by the California Department of Education and California Department of Social Services.

UPCOMING

- Home-Based Program Pre-Service: July 8th- July 12th
- Home-Based Program begins PY 2024-25: July 15th
- Head Start Program Enrollment clinics: July 8th- July 26th
- Peralta Pre-Service: July 31st and August 8th
- City of Oakland Grantee Pre-Service: July 29th-August 9th
- City of Oakland Head Start Program center start date: August 12th
- Tiny Steps Pre-Service: August 20th and 27th

Early Childhood Education and Head Start Acronyms

ABA: Applied Behavioral Analysis

AB: Advisory Board

ACF: Administration of Children and Families

ACL: All County Letter

AI: Administrative Instruction

AMI: Area Median Income

APE: Adaptive Physical Education

APP: Alternative Payment Program

ARPA: American Rescue Plan Act

ASQ: Ages & Stages Questionnaire

ASQ-SE: Ages & Stages Questionnaire- Social Emotional

CA CSEFEL: California Collaborative on the Social and Emotional Foundations for Early Learning

CACFP: Child and Adult Care Food Program

CAL SAC: CA School Age Consortium (fiscal agent for First 5 and other agencies to assist with stipends for staff)

CAP: Corrective Action Plan

CALWORKS: California Work Opportunity and Responsibility to Kids

CCL: Community Care Licensing

CCTR: General Child Care and Development

CDC: Child Development Center

CDE: California Department of Education

CDSS: California Department of Social Services

CHSA: California Head Start Association

CLASS: The Classroom Assessment Scoring System

COO: City of Oakland

CP: ChildPlus

CPID: Child Plus ID

CSPP: CA State Pre School Program

DRDP: Desired Results Developmental Profile

DRS: Designated Renewal System

ECE: Early Care and Education

ECERS: Early Childhood Environment Rating Scale

ECLKC: Early Childhood Learning & Knowledge Center

EENFS: Early Education and Nutrition Fiscal Services

EHS: Early Head Start

ELL: English Language Learners

ELOF: Early Learning Outcomes Framework

EPSDT: Early Periodic Screening Diagnosis Treatment

ERSEA: Eligibility, Recruitment, Selection, Enrollment & Attendance

FA: Family Advocate

FA1/FA 2: Focus Area 1, Focus Area 2 reviews by the Office of Head Start

FCC: Family Child Care

FERPA: Family Educational Rights and Privacy Act

GPF: General Purpose Fund (City of Oakland funds)

HS: Head Start

HSD: Human Services Department

HSELOF: Head Start Early Learning Outcomes Framework

HSES: Head Start Enterprise System: where you submit the PIR

HSPPS: Head Start Program Performance Standards (available through [ECLKC](#))

IDEA: Individuals with Disabilities Education Act

IFSP: Individualized Family Service Plan

IEP: Individual Education Plan

ITERS: Infant/Toddler Environmental Rating Scale

LDO (waiver): Local Design Option
LEA: Local Education Agency
LEC: Life Enrichment Committee
LRE: Least Restrictive Environment
OCI: Oakland Children's Initiative/Measure AA
OTP: Overtime Pay
PAT: Parents As Teachers (curriculum)
PBS: Positive Behavior Supports
PC: Parent Policy Council
PFCE: Parent, Family, and Community Engagement (PFCE) Framework
PIR: Program Information Report
PI: Program Instruction
PLIS: Preschool Language Information System
Pre-bid: got quotes for a service/product
QCR: Quality Control Report
QIP: Quality Improvement Plan
QRIS: Quality Rating Improvement System
SACDC: San Antonio Community Development Center
SAP: San Antonio Park
RAN: Risk Assessment Notification
RFP: Request for Proposal
RFQ: Request for Qualification
SELPA: Special Education Local Planning Area
SNAP: Supplemental Nutrition Assistance Program
SR: School Readiness
TANF: Temporary Assistance to Needy Families
TK: Transitional Kindergarten

USDA: United States Department of Agriculture

WIC: Supplemental Assistance for Women and Children

City of Oakland Head Start Program Community Partner Acronyms

4Cs: Community Child Care Council

ACCCPC: Alameda County Child Care Planning Council

ACBHCS: Alameda County Behavioral Health Care Services Agency

ACO-CAP: Alameda County Community Action Partnership

ACDCFS: Alameda County Department of Child and Family Services/Child Support Services

ACMHS: Asian Community Mental Health Services

AHS: Asian Health Services

Alameda County CalFresh/SNAP

BB: Brighter Beginnings

BFWC: Building Futures for Women and Children

BOS: Board of Supervisors

CCCR&RN: California Child Care Resource and Referral Network

CAEYC: California Association for the Education of Young Children

CalSAC: California School Age Consortium

CWS: Child Welfare Services

DDS: Department of Developmental Services

EBAC: East Bay Agency for Children

EOCP: East Oakland Community Project

FFD: Family Front Door

FJC/FVLC: Alameda County Family Justice Center/Family Violence Law Center

FRN: Family Resource Navigators

NAHC: Native American Health Center

OFCY: Oakland Fund for Children and Youth

OHA: Oakland Housing Authority

OHS: Office of Head Start

OUSD: Oakland Unified School District

PICO: Private Industry Council Oakland

QIP: Quality Improvement Plan

RCEB: Regional Center of the East Bay

ROOTS Community Health Clinic

SMU: Samuel Merritt University

TLG: Through the Looking Glass

UPK: Universal Pre-Kindergarten

WestEd: Institute for Early Childhood Professional Development

WOYC: Week of the Young Child

Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Available
a. Personnel	\$ 5,772,641.00	\$ -	\$ 3,832,791.75	\$ 1,939,849.25
b. Fringe Benefits	\$ 2,395,880.00	\$ -	\$ 2,395,880.00	\$ 0.00
c. Travel	\$ 36,800.00	\$ -	\$ 4,396.87	\$ 32,403.13
d. Equipment	\$ -	\$ -	\$ -	\$ -
e. Supplies	\$ 387,537.00	\$ 118,364.14	\$ 203,241.56	\$ 65,931.30
f. Contractual	\$ 3,590,866.00	\$ 18,411.99	\$ 1,647,881.88	\$ 1,924,572.13
g. Construction	\$ -	\$ -	\$ -	\$ -
h. Other	\$ 917,952.00	\$ 13,788.51	\$ 595,235.44	\$ 308,928.05
i. Total Direct Charges	\$ 13,101,676.00	\$ 150,564.64	\$ 8,679,427.49	\$ 4,271,683.87
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 313,439.59	\$ 69,417.41
k. TOTALS	\$ 13,484,533.00	\$ 150,564.64	\$ 8,992,867.08	\$ 4,341,101.28

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

ne)

% of Budget Spent
66%
100%
12%
0%
83%
46%
0%
66%
67%
82%
68%

|

Head Start Budget Summary - Federal Basic
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,444,010.00	\$ -	\$ 1,636,119.67	\$ 807,890.33	67%
b. Fringe Benefits	\$ 1,131,936.00	\$ -	\$ 1,131,936.00	\$ -	100%
c. Travel	\$ 18,256.00	\$ -	\$ 2,424.55	\$ 15,831.45	13%
d. Equipment		\$ -	\$ -	\$ -	-
e. Supplies	\$ 163,808.00	\$ 54,484.46	\$ 43,392.24	\$ 65,931.30	60%
f. Contractual	\$ 1,530,929.00	\$ 12,160.26	\$ 847,490.78	\$ 671,277.96	56%
g. Construction		\$ -	\$ -	\$ -	
h. Other	\$ 263,115.00	\$ 6,970.14	\$ 132,846.81	\$ 123,298.05	53%
i. Total Direct Charges	\$ 5,552,054.00	\$ 73,614.86	\$ 3,794,210.04	\$ 1,684,229.10	70%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 138,002.89	\$ 24,865.11	85%
k. TOTALS	\$ 5,714,922.00	\$ 73,614.86	\$ 3,932,212.94	\$ 1,709,094.20	70%

Early Head Start Budget Summary - Federal Basic
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,328,631.00	\$ -	\$ 2,196,672.08	\$ 1,131,958.92	66%
b. Fringe Benefits	\$ 1,263,944.00	\$ -	\$ 1,263,944.00	\$ 0.00	100%
c. Travel	\$ 18,544.00	\$ -	\$ 1,972.32	\$ 16,571.68	11%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 223,729.00	\$ 63,879.68	\$ 159,849.32	\$ -	100%
f. Contractual	\$ 2,059,937.00	\$ 6,251.73	\$ 800,391.10	\$ 1,253,294.17	39%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 469,207.00	\$ 6,818.37	\$ 462,388.63	\$ -	100%
i. Total Direct Charges	\$ 7,363,992.00	\$ 76,949.78	\$ 4,885,217.45	\$ 2,401,824.77	67%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 175,436.69	\$ 44,552.31	80%
k. TOTALS	\$ 7,583,981.00	\$ 76,949.78	\$ 5,060,654.14	\$ 2,446,377.08	68%

Head Start T/TA Budget Summary - Training and Techinal Assistance
Report as of 07/05/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 12,187.25	\$ -	\$ 11,930.27	\$ 256.98	98%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 1,000.00			\$ 1,000.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 53,564.75	\$ -	\$ 16,602.17	\$ 36,962.58	31%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 28,532.44	\$ 38,219.56	43%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 28,532.44	\$ 38,219.56	43%

Early Head Start T/TA Budget Summary - Training and Techinal Assistance
Report as of 07/05/24 - Payroll to 03/29/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 33,322.00	\$ -	\$ 12,331.13	\$ 20,990.87	37%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 34,078.00	\$ -	\$ 15,658.75	\$ 18,419.25	46%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 51,478.00	\$ -	\$ 20,661.17	\$ 30,816.83	40%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 48,651.05	\$ 70,226.95	41%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ -	\$ 48,651.05	\$ 70,226.95	41%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 968,498.10	\$ -	\$ 968,498.10	\$ -	100%
b. Fringe Benefits	\$ 783,199.66	\$ -	\$ 783,199.66	\$ -	100%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 362,411.00	\$ 100,032.80	\$ 262,378.20	\$ -	100%
f. Contractual	\$ 600,000.00	\$ -	\$ 600,000.00	\$ -	100%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 573,764.24	\$ -	\$ 573,764.24	\$ -	100%
i. Total Direct Charges	\$ 3,287,873.00	\$ 100,032.80	\$ 3,187,840.20	\$ -	100%
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 76,892.00	\$ -	100%
k. TOTALS	\$ 3,364,765.00	\$ 100,032.80	\$ 3,264,732.20	\$ -	100%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

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	\$ 5,076.58	\$ 27,423.42	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500.00	\$ 5,076.58	\$ 27,423.42	\$ -	100%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500.00	\$ 5,076.58	\$ 27,423.42	\$ -	100%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,594,588.00	\$ -	\$ 324,289.57	\$ 1,270,298.43	20%
b. Fringe Benefits	\$ 1,250,899.00	\$ -	\$ 96,198.81	\$ 1,154,700.19	8%
c. Travel	\$ -	\$ -		\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 168,949.17	\$ 105,639.80	\$ 13,221.28	\$ 50,088.09	70%
f. Contractual	\$ 1,100,853.26	\$ 15,826.25	\$ 146,204.97	\$ 938,822.04	15%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 257,154.30	\$ 10,969.71	\$ 22,525.11	\$ 223,659.48	13%
i. Total Direct Charges	\$ 4,372,443.73	\$ 132,435.76	\$ 602,439.74	\$ 3,637,568.23	17%
j. Indirect Charges	\$ 147,857.00		\$ 7,601.81	\$ 140,255.19	5%
k. TOTALS	\$ 4,520,300.73	\$ 132,435.76	\$ 610,041.55	\$ 3,777,823.42	16%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,464,640.00	\$ -	\$ 229,278.25	\$ 1,235,361.75	16%
b. Fringe Benefits	\$ 1,143,337.00	\$ -	\$ 222,602.11	\$ 920,734.89	19%
c. Travel	\$ -	\$ -		\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 45,172.19	\$ 7,388.91	\$ 1,491.18	\$ 36,292.10	20%
f. Contractual	\$ 1,611,005.31	\$ 7,656.37	\$ 314,747.39	\$ 1,288,601.55	20%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 52,166.49	\$ 1,535.53	\$ 4,325.82	\$ 46,305.14	11%
i. Total Direct Charges	\$ 4,316,320.99	\$ 16,580.81	\$ 772,444.75	\$ 3,527,295.43	18%
j. Indirect Charges	\$ 136,201.00	\$ -	\$ 822.65	\$ 135,378.35	1%
k. TOTALS	\$ 4,452,521.99	\$ 16,580.81	\$ 773,267.40	\$ 3,662,673.78	18%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 210,631.16	\$ 6,427.99	\$ 94,252.77	\$ 109,950.40	48%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 14,500.00	\$ -	\$ 11,253.21	\$ 3,246.79	78%
i. Total Direct Charges	\$ 225,131.16	\$ 6,427.99	\$ 105,505.98	\$ 113,197.19	50%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 225,131.16	\$ 6,427.99	\$ 105,505.98	\$ 113,197.19	50%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 07/05/24 - Payroll actual up to 03/29/24 & projected (April/May/June)

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,658,435.00	\$ -	\$ 1,658,435.00	\$ -	100%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 1,368,961.00	\$ -	100%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 163,356.00	\$ -	\$ 163,356.00	\$ -	100%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,190,752.00	\$ -	\$ 3,190,752.00	\$ -	100%
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 155,060.00	\$ -	100%
k. TOTALS	\$ 3,345,812.00	\$ -	\$ 3,345,812.00	\$ -	100%

Child and Adult Care Food Program FY2023-24

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: May-24

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
1 1	Full Day 85th Avenue I	237.00	264.00	220.00	22.00	entire site (50)	16.00	16.00	1.00	352.00	NO	NO
1 2	Full Day 85th Avenue II	114.00	131.00	112.00	22.00	entire site (50)	10.00	16.00	1.00	352.00	NO	NO
1 3	Full Day 85th Avenue III	105.00	107.00	65.00	22.00	entire site (50)	8.00	16.00	1.00	352.00	NO	NO
2 4	Full Day Arroyo Viejo	64.00	67.00	49.00	21.00	16	12.00	12.00	1.00	252.00	NO	NO
3 5	Full Day BROADWAY/INFANT	72.00	85.00	77.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	108.00	149.00	113.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	108.00	130.00	99.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
4 8	Full Day Brookfield 1	218.00	236.00	179.00	22.00	entire site (48)	16.00	16.00	1.00	352.00	NO	NO
4 9	Full Day Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	NO	NO
5 10	Full Day Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	98.00	139.00	76.00	22.00	18	16.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	127.00	131.00	120.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	114.00	125.00	115.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
9 15	Full Day Manzanita / Brookfield	176.00	248.00	233.00	22.00	20	16.00	20.00	1.00	440.00	NO	NO
10 16	Full Day San Antonio CDC 1	291.00	313.00	262.00	22.00	entire site (24)	24.00	24.00	1.00	528.00	NO	NO
11 17	Full Day San Antonio Park I	35.00	46.00	24.00	9.00	8	8.00	9.00	1.00	81.00	NO	NO
11 18	Full Day San Antonio Park II	154.00	170.00	151.00	22.00	8	10.00	9.00	1.00	198.00	NO	NO
12 19	Full Day Sungate I	320.00	404.00	341.00	22.00	24	24.00	24.00	1.00	528.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	132.00	117.00	109.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14 22	Full Day West Grand (Infant)	118.00	122.00	103.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 23	Full Day West Grand (Older)	137.00	144.00	130.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 24	Full Day West Grand (Young)	115.00	116.00	104.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
	TOTAL	2,843.00	3,244.00	2,682.00	423.00		272.00	366.00		6,354.00		
	HS	1,541.00	1,812.00	1,458.00	262.00							
	EHS	1,302.00	1,432.00	1,224.00	161.00							

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by: Sarah Trist
Sarah Trist (Jun 17, 2024 15:01 PDT)

Sarah Trist
Health & Human Services Program Planner

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

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

Avg Daily Participation **147.45**

=(max meals)/(max days)

ADP ENTRY **148.00**

Prepared by : **Michael Fries**

Fiscal Approval: Kurry Foley
Kurry Foley (Jun 20, 2024 13:04 PDT)

Kurry Foley
Human Services Fiscal Manager

City of Oakland

PURCHASE CARD TRANSACTION LOG

DATE:

07/09/24

Cardholder Name: **Diveena Cooppan**

PRINT NAME

June 2024

Transaction Period (Month / Year)

TO

June 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:

 Diveena Cooppan (Jul 9, 2024 09:55 PDT)	Date Jul 9, 2024	510-238-3165	 Annie Friberg (Jul 10, 2024 09:29 PDT)	Date Jul 10, 2024
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CARDHOLDER'S SIGNATURE AND DATE

PHONE NUMBER (REQUIRED)

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	5/28/24	ALLSCAN	Applicant's Fingerprints	93.00		
2			1.2128.78231.52211.1006678.YS13 award 24286			
3	6/1/24	THE WEBSTAURANT	Per CACFP 15-2016 - Syrup	282.45		
4			1.2102.78231.52911.1006657.YS13 24277			
5	5/31/24	WALMART.COM	Home Based Materials for Socialization	205.78		
6			1.2128.78231.52630.1006667.YS13 24286			
7	6/4/24	THE PACE SUPPLY CORP	Drain/Stopper Equipment for Central Kitchen	405.65		
8			50% 1.2128.78231.52919.1006667.YS13 24286 50% 1.2128.78231.52919.1006678.YS13 24286			
9	6/6/24	VIMEO.COM	Vimeo Subscription	108.00		
10			50% 1.2128.78231.55212.1006667.YS13 24286 50% 1.2128.78231.55212.1006678.YS13 24286			
11	6/8/24	TARGET	REFUND	(0.20)		
12						
13	6/7/24	TARGET	Accommodations for participants with disabilities.	56.16		
14			1.2102.78231.52911.1006657.YS13 24277			
15	6/8/24	AMAZON	Mics for CLASS recordings	35.08		
16			50% 1.2128.78231.52213.1006667.YS13 24286 50% 1.2128.78231.52213.1006678.YS13 24286			
17	6/10/24	UCLA EXTENSION	Early Educator Administrator Certificate	396.00		
18			50% 1.2128.78231.55212.1006669.YS13 24286 50% 1.2128.78231.55212.1006688.YS13 24286			
19	6/10/24	UCLA EXTENSION	Early Educator Administrator Certificate	450.00		

20			50% 1.2128.78231.55212.1006669.YS13 24286 50% 1.2128.78231.55212.1006688.YS13 24286			
21	6/10/24	SPROUTS	Fruit Spreads	159.86		
22			1.2102.78231.52911.1006657.YS13 24277			
23	6/17/24	AMAZON	Staff Wellness Items	162.96		
24			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
25	6/24/24	DOLLAR TREE	Staff Wellness Items	99.63		
26			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
27	6/25/24	WALMART	Staff Wellness Items	38.15		
28			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
29	6/26/24	AMAZON	Staff Wellness Items	97.79		
30			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
31	6/26/24	ALLSCAN	Applicant's Fingerprints	93.00		
32			1.2128.78231.52211.1006678.YS13 award 24286			
33	6/27/24	AMAZON	Staff Wellness Items	49.31		
34			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
35	6/27/24	AMAZON	Staff Wellness Items	52.75		
36			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
37	6/27/24	AMAZON	Staff Wellness Items	2,125.71		
38			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
39	6/26/24	T-SHIRT SOURCE	Staff Wellness Items - Tshirt	2,881.41		
40			50% 1.2128.78231.52921.1006667.YS13 24286 50% 1.2128.78231.52921.1006678.YS13 24286			
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Document Total	7,792.49
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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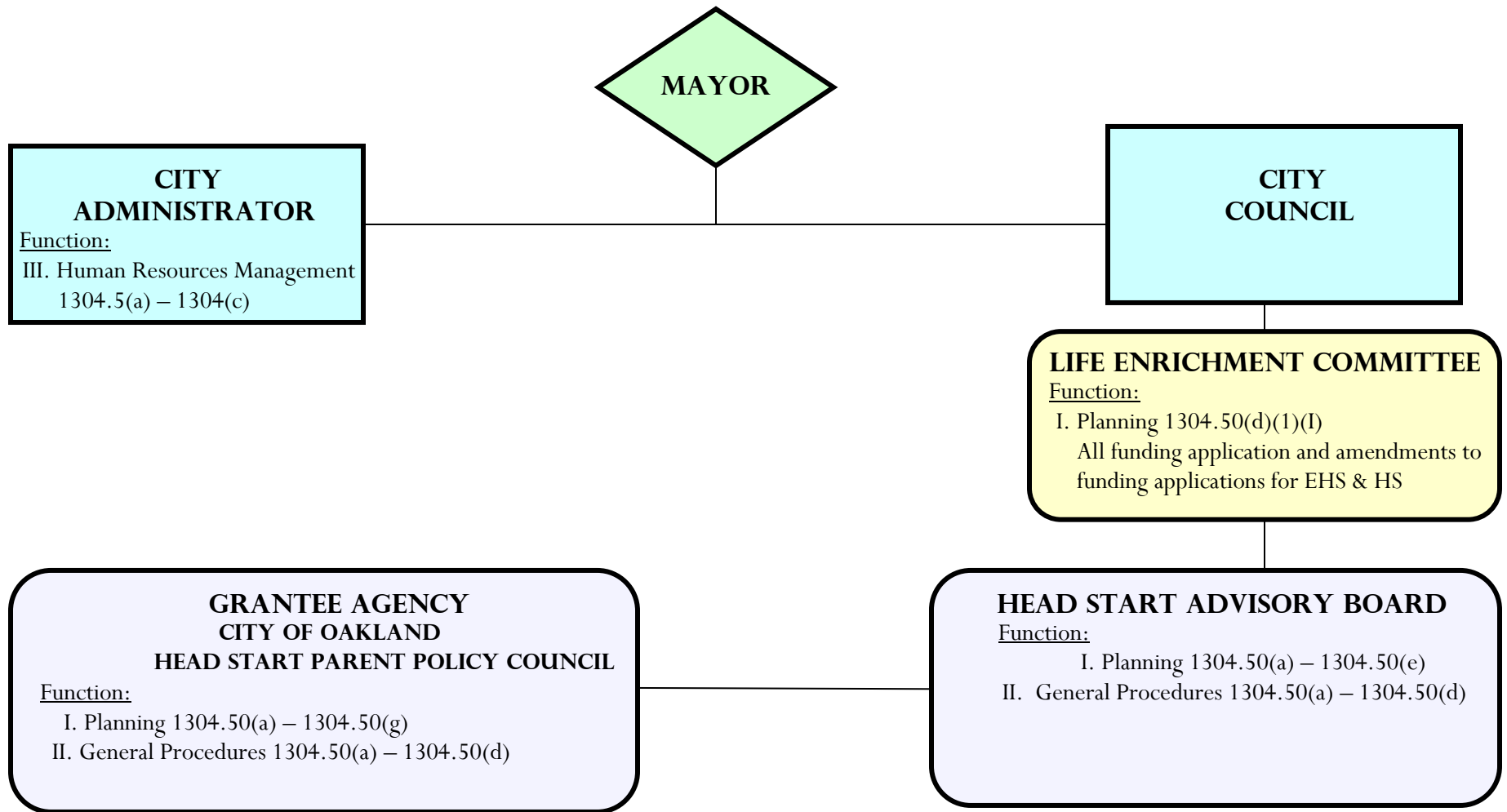
Program Governance (Parent Policy Council and Advisory Board) & Impasse Procedures (2-parts)

Subject:	Program Governance (Parent Policy Council & Advisory Board)	Policy #:	(if applicable)
HSPPS Subpart:	Program Governance		
HSPPS and other regulations:	<p>Performance Standard: 1301.2 - Governing Body Responsibilities; Sec. 642 (E) - Powers and Functions of Head Start Agencies</p> <p>(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high-quality program.</p> <p>(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 C1301.13.</p>	Parent Policy Council Approval Date:	N/A
State Regulations:	NA	Advisory Board Approval Date:	N/A
Effective Date:	July 1, 2021	Revised Date:	August 1, 2023
Policy Statement and Detailed Procedures			
Policy Statement:	The City of Oakland Head Start Parent Policy Council and Advisory Board (the designee of the Oakland City Council), in a shared governance structure, will be knowledgeable about their roles and responsibilities, as the Head Start Grantee, to implement a high-quality program, as well as their role in resolving possible program disputes that may arise.		
Rationale:	Partnering with parents (Parent Policy Council) and the governing body (Advisory Board), to share the responsibility of making decisions for the program.		



Policy Statement and Detailed Procedures	
Responsibility:	Program Director, Program Management, Program Supervisors, and Program Coordinators
Monitoring:	<ul style="list-style-type: none"> Monthly monitoring that Advisory Board Meeting agendas and materials (aka Meeting Agenda Packets) are shared with the City of Oakland Records Office, (for public posting), Center Directors, and Family Advocates, so that parents at each site, can receive individual copies of meeting agenda packets, with support from the Center Director, Family Services & Engagement Coordinator, School Readiness Coordinator, and Early Learning Specialist.
Procedure:	<ol style="list-style-type: none"> The Head Start Parent Policy Council and Advisory Board will ensure compliance with Federal laws and regulations, including the Head Start Program Performance Standards, as well as applicable State and local laws and regulations. The Head Start Parent Policy Council and Advisory Board will receive annual orientation and Governance training regarding the structure of shared governance, including the need for both the Parent Policy Council and Advisory Board approve policies and procedures. Each new Parent Policy Council and Advisory Board member will receive an orientation, that includes Bylaws which set forth the roles of each body, to assure understanding of the Head Start Philosophy, role of parents, the Parent Policy Council, and the Advisory Board, in a shared governance structure, including the need for both, the Parent Policy Council and Advisory Board. The Advisory Board (on behalf of the Oakland City Council) is fiscally and legally accountable for overseeing the Head Start program, including taking general responsibility for guiding and supporting the planning, general procedures, ongoing monitoring, and budget and fiscal management. The Parent Policy Council works with the Advisory Board to ensure that there is an internal control structure to a) safeguard Federal funds, with an Approved Cost Allocation Plan, b) comply with laws and regulations that have an impact on financial statements, c) detect or prevent non-compliance, and d) receive monthly fiscal reports (including budget expenditure reports, Child & Adult Care Food Program Reports, Purchase Card Reports) and monitor staff implementation of program corrective actions. Members of the Parent Policy Council and Advisory Board support the program by: <ol style="list-style-type: none"> Identifying and developing resources to augment Federal funds; Visiting or volunteering in classrooms and with other program activities;

Policy Statement and Detailed Procedures	
	<p>c. Becoming involved in the Self-Assessment process;</p> <p>d. Participating in joint training opportunities.</p> <p>e. Obtaining feedback from parents and community members about the quality of services being delivered; and</p> <p>f. Participating as a Community Representative on the Parent Policy Council (optional) and/or participating on the Advisory Board as a Parent Policy Council Liaison (optional).</p> <p>6. The Head Start Program Director and Parent Policy Council Chair, provides a monthly report to the Advisory Board that comprises grant application requests, program progress reports, financial reports, results of monitoring reports – including areas of non-compliance, as well as program strengths, and other data including information on child outcomes.</p>
Documentation:	<ul style="list-style-type: none"> • Monthly Meeting Agendas and Minutes; • Shared Governance Diagram; • Internal Dispute Resolution (Impasse Procedure)
Timeframe:	<ul style="list-style-type: none"> • Monthly (following the monthly Parent Policy Council Meeting)





Internal Dispute Resolution Procedure (Impasse Procedure)

Subject:	Program Governance (Parent Policy Council & Advisory Board)	Policy #:	(if applicable)
HSPPS Subpart:	Internal Dispute Resolution Procedure (Impasse Procedure)		
HSPPS and other regulations:	Performance Standard 1304.50(h) — <i>Internal Dispute Resolution</i> (1) Each grantee and delegate agency and Policy Council or Policy Committees jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	Parent Policy Council Approval Date:	N/A
State Regulations:	NA	Advisory Board Approval Date:	N/A
Effective Date:	July 1, 2021	Revised Date:	August 1, 2023
Policy Statement and Detailed Procedures			
Policy Statement:	Oakland Head Start Advisory Board (governing body) and Parent Policy Council (policy group) will jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.		
Rationale:	Partnering with parents to share the responsibility of making decisions for the program.		
Responsibility:	Head Start Program Director and Designated Management Staff		
Procedure:	1. If, at any time, the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council disagree on any item that requires their joint approval, a Dispute Resolution Committee will be established with two representatives each from the City Council and/or its designee (the Head Start Advisory Board) and Parent Policy Council. An impartial fifth member, who will be approved by both parties, will be added in the event there is a tie vote.		

Policy Statement and Detailed Procedures	
	<p>2. The Dispute Resolution Committee will meet and attempt to resolve the disagreement. If the Committee is unable to agree, the Committee will declare an impasse.</p> <p>3. Once the dispute is determined to be at impasse, the Program will inform the San Francisco Regional Office of ACF within ten days of the dispute. If the dispute is one that, if not resolved, could lead to termination or denial of refunding of the Head Start grant, the Regional Office will be notified immediately.</p> <p>4. If the meetings with the Regional Office fail to assist in resolving the dispute between the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council, the issues will be submitted to a professional mediator within ten days after determining that no resolution is possible with Regional assistance. (The Regional Office will be requested to assist in selecting a mediator if necessary.)</p> <p>5. Once the mediator is contacted and the first meeting is arranged, the Regional Office will be notified of the time and place. It is expected that the designated representatives of both the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council will attend any meetings requested by the mediator. The Human Services Department (HSD) Director is authorized to arrange all logistics with the mediator and to inform the City Council and/or its designee (the Head Start Advisory Board) and Parent Policy Council when a mediator has been selected and the plans for any meetings or other activities that are requested by the mediator.</p> <p>6. If the conflict relates to refunding, the mediation process must be completed 15 days prior to the refunding date, unless the mediator indicates in writing that additional time will result in a successful resolution of the conflict. If this is the case, Oakland Head Start would request additional time to complete the mediation process.</p> <p>7. Once the mediation process is completed and a report is prepared, a copy will be provided to members of the City Council and/or its designee (the Head Start Advisory Board) and the Parent Policy Council and to the ACF Regional Office (San Francisco).</p>
Documentation:	<ul style="list-style-type: none"> • Meeting Minutes and Agenda
Timeframe/Frequency:	<ul style="list-style-type: none"> • As needed



ANNUAL REPORT



Program Year 2022-23 Overview

DIRECTOR'S MESSAGE

Diveena Cooppan, Head Start Program Director
Human Services Manager, Early Childhood and
Family Services

The annual report is an opportunity to share the work of the City of Oakland Head Start Program. The program offers a wide range of services to participants and links to external stakeholders to make a tangible difference in children's and their family's lives. This past year, the education, school readiness, health, nutrition, family, and disability services of the City of Oakland Head Start Program served a total of 578 children from 455 families during PY 22-23.

The program has prioritized race and equity initiatives during PY 22-23. We hired a Race and Equity Fellow to conduct a diversity, equity, inclusion, and belonging (DEIB) assessment, develop policies, and identify metrics for measuring how well the program is advancing DEIB. Leadership staff also participated in the Office of Head Start Region 9 Equity Cohort to help shape the program's equity strategy. 12 staff including teachers and Center Directors participated in the 2022-2023 Community of Practice on the 10 Promising Practices in Early Learning for Black Boys, led by Oakland Starting Smart and Strong. Lastly, in partnership with the Regional Office, the program hosted a screening and panel discussion for the film Black Boys.

In PY 22-23 the program was fully in-person following the Covid pandemic, but the effects have had lasting impacts on families, staff, and the program as a whole. Our staff and families' wellness has been affected. The national staffing crisis in early education added further strain to our team and families accessing and awaiting services.

Despite the many challenges, the program team delivered services and found a great partnership with our leadership and community partners to move our work forward. A highlight of the year was the amazing engagement of City of Oakland Head Start family members at Head Start conferences, Oakland parades, and city-hosted events that represented our program and led the way in creating partnerships, and innovative ideas and pushing for greater quality across the program.



ADVISORY BOARD

2022-23 Advisory Board Members

- Molly Tafoya, Chair
- Alysoun Bonde, Vice Chair
- Dr. Javay Ross
- Kevin Bremond
- Dr. Mariamawit Tamerat
- Reverend Annette Howard
- Dr. Jei Watkins
- Christina Michaud
- Julia Forte Frudden

PARENT POLICY COUNCIL

- To Niya Scott-Smith, Chair, Community Representative
- Sharon Brown, Vice Chair, Brookfield HS
- Justine Sharifi, Secretary, Broadway EHS
- Madeleine Grasso, Assistant Secretary, Laney Children's Center
- Quizhu Xiong, Treasurer, Community Representative and Home-Based Program
- Cheryl Hidalgo, Assistant Treasurer and Parliamentarian, Franklin HS
- Briana Barnes, West Grand EHS
- Marsha Ormond, San Antonio Park EHS
- Sara Acevedo-Rodriguez, Sungate HS
- Shalimar Carliss, Lion Creek EHS/HS
- Kinfé Gebresilase, Merritt Children's Center
- Lisa Bautista, Brighter Beginnings Home-Based Program
- Shadeema McDonald, Arroyo Viejo EHS
- Monica Armstrong, 85th Avenue EHS/HS
- Yesenia Garcia, San Antonio CDC HS
- Dan Yu Huang, Grantee Home-Based Program
- Sherryl Hairston, BANANAS Tiny Step Family Child Care Program
- Dionnona Price, Tassafaronga HS

PARENT POLICY COUNCIL

Alternate Members

- Kenneesha Y. Fobbs, Brookfield HS
- Shakila Caldwell, Broadway EHS
- Kehinda Adigun, Franklin HS
- Trang Nguyen, San Antonio Park EHS
- Phuong Nguyen, Sungate HS
- Jessica Fernandez, Lion Creek EHS/HS
- Santos Bautista, Merritt HS
- Cecilia Ramos, Brighter Beginnings Home-Based Program
- Stephanie Flores, Arroyo Viejo EHS
- Lashawnda Hicks, 85th Avenue EHS/HS
- Hanzhen Chen and Trang Nguyen, Grantee Home-Based Program

PROGRAM GOALS

01

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

02

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

03

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

PROGRAM MAKEUP

Racial Demographics of Program Participants

The Head Start Program service area covers the entire city of Oakland. There are Head Start grantee, partner, and Family Child Care centers located in the following zip codes: 94619 (Merritt), 94606 (Manzanita, San Antonio CDC, and San Antonio Park), 94607 (Laney), 94605 (two Family Child Care sites), 94601 (Sungate), 94603 (Brookfield and two Family Child Care sites), 94612 (Broadway and West Grand), and 94621 (Lion Creek, 85th, and three Family Child Care sites), 94610 (one Family Child Care site) and 94618 (one Family Child Care site).

Cumulatively, the Program served 342 children in Early Head Start and 238 children in Head Start during FY 22-23. Table 1 shows the breakdown of total children enrolled at any point in the program year by program option.

Program Option	Funded Enrollment	Cumulative Enrollment ¹
Center-based	330	292
Home-based	233	225
Family Child Care	59	62
Program Option	Funded Enrollment	Cumulative Enrollment
Grantee EHS	169	194
Grantee HS	144	131
Partner EHS	161	148
Partner HS	148	107

Table 1: City of Oakland Head Start Program Enrollment FY 22-23

The average monthly enrollment was 73% during the 2022-2023 program year. Average enrollment was higher for Early Head Start (81%) compared to Head Start (65%) primarily due to staffing.

In FY 22-23, 52.5% of Program participants were identified as female, and 47.5% of Program participants were identified as male. Table 2 demonstrates the racial demographics of Program Participants in FY 22-23.

Table 2: Racial/Ethnic Demographics of Program Participants FY 22-23

American Indian or Alaskan Native	0%
Asian	19%
Black or African American	35%
Hispanic/Latino	35%
Multiracial	6%
White	2%

PROGRAM MAKEUP

Primary Languages Spoken by Program Participants

The primary languages spoken by Program participants in FY 22-23 were Cantonese, English, Mandarin, and Spanish.

Arabic	2%
Cantonese or Mandarin	14 %
English	46%
Other (includes Mam, Tagalog, Tigrinya, Vietnamese, and Yoruba)	6%
Spanish	32%

Table 3: Program Primary Languages Spoken by Program Participants FY 22-23

As defined by the federal Head Start Program Performance Standards, children are categorically eligible for Head Start if they are:

1. Children in families enrolled in a Public Assistance Program (CalFRESH, CalWORKS, SSI, or TANF)
2. Children experiencing homelessness as defined by the McKinney Vento Act
3. Children in foster care
4. Children in families with income under the Federal Poverty Level

In FY 22-23, 25% of families served by the Program were eligible for Head Start because their income was at or below the Federal Poverty Level (FPL), which equates to making \$30,000 for a family of four in 2023. Most program participants are eligible for Head Start through receiving Public Assistance (including SNAP/CalFresh, CalWORKS, SSI, or TANF). The total percentage of participants eligible for Head Start through Public Assistance increased from 13% in FY 21-22 to 39% in FY 22-23.

Enrollment by Eligibility Type

Table 4: Enrollment by Eligibility Type for Program Participants FY 22-23

Income at/below FPL	25%
Income 100-130% FPL	8%
Homeless	18%
Receiving Public Assistance	39%
Child Welfare Involvement	3%
Over Income/Other (includes IEP or IFSP)	8%

During Program Year 2022-2023, the average monthly attendance program-wide was 80%. Head Start program participants had higher attendance overall than Early Head Start program participants.

EDUCATION & SCHOOL READINESS

School Readiness Goals

GOAL 01

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

GOAL 02

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

GOAL 03

Children increase their ability to explore, observe, investigate objects, and pursue knowledge about them.

GOAL 04

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



EDUCATION & SCHOOL READINESS

In FY 22-23, 130 children were eligible for Transitional Kindergarten or Kindergarten (TK/K). 69 children were eligible for TK and 61 children were eligible for kindergarten in the 2023-2024 school year.

Compared to the 2021-2022 program year, the Program made progress towards meeting those goals especially in School Readiness Goal 3 (Children will increase their ability to explore, observe, investigate objects (living and non-living things) in the environment and become increasingly sophisticated in pursuing knowledge about them.) School Readiness Goal 4 (Children will demonstrate increasing precision, strength, coordination, and efficiency when using the muscles of the hand for play and functional tasks) made the least improvement. School Readiness Goals 1 and 2 (Children will show increasing awareness of self-identity, cultural identity, family, and language in relation to others and Children will increase the use of language (verbal and non-verbal) to express and describe their feelings, ideas, and thoughts) showed some improvement, but not to the level expected.

Overall, about half of children are meeting developmental expectations. Males were less likely to meet benchmarks than females. Spanish speaking children were more likely to meet benchmarks than Cantonese speaking children. Early Head Start children showed growth in Social Emotional Understanding (SED2), Symbolic Play (SED 5) and Cause and Effect (COG 8) while Head Start children showed the most growth in Identity of Self (SED1) and Inquiry through Observation (COG 9), both School Readiness Goal measures.

During FY 22-23, the Program resumed use of the Pre-K Classroom Assessment Scoring System (CLASS). These CLASS observations were used to help identify staff for coaching and instructional development opportunities in FY 23-24. In November 2022, the Program hosted visitors from the Office of Head Start and federal Administration of Children and Families for a tour of the Mobile Classroom RV and site visits at the 85th and Lion Creek Crossing sites. The visits focused on supporting families experiencing homelessness in Oakland. In January and March, the School Readiness and Education team expanded with the addition of two Early Childhood Specialists to provide support and supervision to Center Directors and direct service staff.

During the spring, staff from the Program attended the California Head Start Association Early Childhood Education STEM (Science, Technology, Engineering, and Mathematics) Conference. A total of 12 program staff and Parent Policy Council members attended, including Management, Center Directors, Teachers, Home Visitors, and the Parent Policy Council Chair. The conference focused on creatively integrating STEM concepts into the early childhood education classroom, teaching practices, and learning experiences for young children so they engage in STEM concepts in developmentally appropriate ways.

DISABILITY & MENTAL HEALTH

The Program supported 60 children with IEPs and IFSPs and 10 children with referrals still pending evaluation. The Program contracted with two local agencies, Through the Looking Glass and Lincoln Families, to provide Mental Health consultation. This included support for our Family Child Care centers, where a Mental Health consultant provided a monthly roundtable discussion open to the Family Childcare providers. To promote understanding of social and emotional development, the Program also hosted educational opportunities for caregivers and staff on topics such as: "Speech and Language Learning in Early Childhood" and "Supporting Children with Autism."

In the summer of 2023, the Program partnered with Through the Looking Glass to host Developmental Playgroups for 11 children at Brookfield and Lion Creek Crossing. The playgroups promoted social-emotional wellbeing and the development of self-regulation through play and environmental exploration. The playgroups were also accompanied by weekly parent workshops for participating families.



PHYSICAL HEALTH & NUTRITION

Physical Health and Nutrition Services

At the end of enrollment, over 98% of children in the Program had health insurance and a medical home. 97% were up to date with all immunizations. 90% of total program participants had access to dental care, up 8% (from 82%) in Program Year 2021-22. 87% of all children who participated in the program at any time were up to date on dental exams. The FY 22-23 Program Information Report (PIR) demonstrated that 72% of children in the program were up to date with preventative and primary health care, an increase of 13% from the previous year. Further, the percentage of families who reported receiving CalFresh benefits nearly doubled, from 35% to 64%.²

The City's Nutrition Program served over 230 children at the nine directly operated centers and celebrated the diversity of the community by serving new meals, such as Cuban rice, beans and tomatoes and tofu noodle stir fry with Bok choy. Fan favorites included spaghetti, sloppy joes, and salmon sliders!

In addition to serving meals at the centers, the Nutrition Program also partnered with the Alameda County Food Bank to organize a monthly produce and dry food distribution for families enrolled in the Home-Based program. The Program also participated in the national student of the nutrition and physical environment for Children and Adult Care Food Program (CACFP) child care programs. Brookfield served as the Program's representative site.

Lastly the Program partnered with the Alameda County Food Bank and Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program for nutrition and health education for families and staff.



FAMILY SERVICES & COMMUNITY ENGAGEMENT

Family Services and Community Engagement Services

Averaging the scores across all Family Outcomes Assessments of FY 22-23, families scores increased across all domains in the Family Outcome Assessment. Families scored the highest on the domains of Promoting their Primary Language, Safety, and Health for the second consecutive year. To support families to meet their basic needs, during FY 22-23, 130,600 diapers were distributed to center-based Early Head Start families, generating an estimated \$47,000 in savings for families. The Alameda County- Oakland Community Action Partnership (AC-OCAP) allocated \$125,000 to provide Head Start families \$250 worth of financial assistance through a gift card.

To capture the full impact of homelessness more accurately on families in Head Start, the Program held additional training on implicit bias and the definition of homelessness under the McKinney Vento Act. The Family Services team and Data Management team worked together to create a new data collection and analysis method for identifying families experiencing homelessness in FY 2022-2023. 15% of families reported experiencing homelessness during FY 22-23. Of these families, 42% acquired housing during the program year, an increase of 7% from FY 21-22.

Family Engagement events included a backpack giveaway in September 2022 in partnership with the Veterans of War, where 300 backpacks and school supplies were given to Head Start families. In April 2023, 855 program staff, children, families, and partners attended the annual Head Start Day at Fairyland, where the Fairyland for All Initiative was launched.



Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$2,268,328	\$0	\$870,115
Fringe Benefits	\$1,009,275	\$0	\$368,240
Travel	\$2,256	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$137,015	\$0	\$86,747
Contractual	\$1,428,367	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$192,797	\$66,752	\$363,720
Total Direct Charges	\$5,038,038	\$66,752	\$1,688,822
Indirect Charges	\$158,783	\$0	\$61,473
Total	\$5,196,821	\$66,752	\$1,750,295

Early Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$3,061,212	\$0	\$273,154
Fringe Benefits	\$1,124,382	\$0	\$415,250
Travel	\$2,544	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$178,111	\$0	\$145,000
Contractual	\$1,917,596	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$372,113	\$118,878	\$410,153
Total Direct Charges	\$6,655,958	\$118,878	\$1,243,557
Indirect Charges	\$214,285	\$0	\$69,322
Total	\$6,870,243	\$118,878	\$1,312,879



INFORMATION ITEM

06/02/2024

Oakland CA

***Oakland Head Start Parent Policy Council Member
and Advisory Board Members***

Dear Sir/Ma,

Being a part of this organization, about which I care so much. I write this suggestion bearing in mind an understanding and open-minded recipient at the other end. Based on my observations as a *Policy Council Representative Member, Oakland Manzanita Head Start*.

I hope you will review these suggestions and take the appropriate actions. A thoughtful look will be invaluable, using Manzanita Head Start 2701 22nd Ave Oakland CA 94606 as a case study.

1. Parent should choose one convenient day in the school year as part of requirement to enroll their kids in the program before being enrolled (this should be mandatory). It will help parent in home based follow up teaching and family involved education. It will be rotational for all the parents in the program through out each school year.
2. Incentive (maybe cash or gift card or whatever appropriate) to encourage parent to volunteer to be in the classroom for a minimum of 2 hours once a year in every school year. When necessary and appropriate, special accommodations shall be made for parents with "special" conditions who can't be physically present.
3. Need to adopt Preschool **(STEM)** Science Technology Engineering and Math. The need to train teachers how to use them.

INFORMATION ITEM

4. Need to create full grass-root family-based resource division in Head Start, to directly manage family need, orientate families and help them develop interest in all child base educational activities and family based educational programs
5. Teachers remuneration; teachers help guide the foundation of every child (community) therefore a happy teacher is a happy community. Annual **SERVICE REMUNERATION aside regular paycheck**. Should a teacher resign earlier, the teacher unfortunately is disqualified to receive the cash. It's important to make it annual so as to keep teachers motivated and reduce constant hiring cost and contingencies.
6. Need for special need kids; what are the limitations for the inclusion (how many special needs kids per classroom can we have) is it each classroom or program.

I acknowledge that my written suggestions may not have adequately informed you of my message appropriately, so I respectfully ask that I be given opportunity to clarify all written suggestions. Thank you for your understanding.

Yours sincerely,

Benjamin Justice

(Parent Policy Council

Representative for

Manzanita Head Start)

+1 (510) 500-7285

benjaminjustice@live.com

INFORMATION ITEM

any attachments by an individual or entity other than the intended recipient is prohibited. www.benjaminjustice.org



PROGRAM MANAGEMENT

Subject	Management System: Program Planning/Strategic Planning	Policy #	
HSPPS Subpart	J: Program Management and Quality Improvement	Policy Council Approval Date	07/21/20
HSPPS and other regulations	§1302.101	Advisory Board Approval Date	07/23/20
State Regulations		Board of Directors Approval Date	
Effective Date		Revised Date	07/16/24
Policy Statement and Detailed Procedures			
Policy Statement	<p>The Head Start planning systems and related activities are an essential part of program operations. Thoughtful planning is critical to successful programming. However, it becomes even more important as programs shift from an indefinite grant period to a five-year project period. According to the Head Start planning requirements, the <i>Federal Oversight of Five Year Head Start Grants (ACF-IM-HS-14-02)</i> indicates that the five-year grant applications require programs to describe and define:</p> <ul style="list-style-type: none"> • Long-term goals they will accomplish during the five-year period • Short-term objectives • Expected outcomes that are aligned with the goals and objectives • Data tools and methods for tracking progress toward their goals, objectives, and expected outcomes <p>Grantees report on this progress in their yearly continuation applications over the course of the five-year project period.</p>		
Rationale	<p>The purpose of the planning process is to establish and maintain a systematic approach to decision-making about the direction and scope of programs and services offered by City of Oakland Head Start. The planning process provides overall direction for the City Council and/or its designee (the Head Start Advisory Board), Policy Council and staff.</p> <p>Main components of the planning process include: Community Assessment, Self-Assessment, Long-range Goals and Short-term Objectives, Strategies, Expected Outcomes over 5-years; Criteria for Recruitment, Selection and Enrollment Priorities, and funding applications.</p> <p>Additional Head Start planning requirements include: HEAD START ACT 641(A)(g)(2)(A): Standards: Monitoring of Head Start Agencies and Programs - Self-Assessments:</p>		

Policy Statement and Detailed Procedures	
	<p>(1) IN GENERAL- Not less frequently than once each program year, with the consultation and participation of Policy Councils and, as applicable, policy committees and, as appropriate, other community members and each Head Start agency, and each delegate agency, that receives financial assistance under this subchapter shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with standards described in subsection (a)(1).</p> <p>(2) GOALS, REPORTS, AND IMPROVEMENT PLANS-</p> <p>(A) GOALS - An agency conducting a self-assessment shall establish agency-determined program goals for improving the school readiness of children participating in a program under this subchapter, including school readiness goals that are aligned with the Head Start Child Outcomes Framework, State early learning standards as appropriate, and requirements and expectations of the schools the children will be attending.</p> <p>(B) IMPROVEMENT PLAN- The agency shall develop, and submit to the Secretary a report, to accompany its annual continuation funding grant application, an improvement plan approved by the governing body of the agency to strengthen any areas identified in the self-assessment as weaknesses or in need of improvement.</p> <p>(3) ONGOING MONITORING- Each Head Start agency (including each Early Head Start agency) and each delegate agency shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(1).¹</p> <p>*FORMER HS PERFORMANCE STANDARD 1304.51 (a) (1) (2) *(Still relevant and will be utilized in FY 2024-25): Head Start Grantee and delegate agencies must develop and implement a systematic, ongoing program planning process, in collaboration with the program's governing body, policy groups, program staff, delegate agency and other community organizations, that includes but is not limited to: Community Assessment; Self-Assessment; Grant Application; Program Goals & Objectives; Child Outcomes; Training Plan; Ongoing Monitoring, Program Information Report (PIR).</p>
Responsibility	<ul style="list-style-type: none"> • HS Program Director • HS Program Planner • All Head Start Management Staff (Content, Human Resource, Facilities & Fiscal)
Monitoring	See procedures and annual program governance and individual content area planning calendars

¹ <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-641a-standards-monitoring-head-start-agencies-programs>; 7/14/17

Policy Statement and Detailed Procedures	
Procedures	<ul style="list-style-type: none"> • The program school year begins in August. The Program will <u>initiate its multi-year strategic planning process</u> in July of each year. The planning process for all upcoming planning cycles, including 1) an Annual Overall Program Calendar; 2) a Program Governance Calendar; and 3) individual content area planning calendars for each program content area, will be reviewed and approved annually by the Policy Council (PC) and the City Council or its designee, the Head Start Advisory Board (AB) in August or September (if bodies opt for Recess in August), with existing Parent Policy Council members and again in November and December, with newly elected Parent Policy Council members for the current program year. • Written work plans to accompany content area planning calendars will then be developed by program content area coordinators, and updated annually, and reviewed and approved annually by the PC and AB in August and November, with newly elected PC Members. • Draft work plans and a A program operating budget will be presented to the Policy Council's Finance Committee or Parent Pouncil and Advisory Board for review and input at the beginning each program year, in July-August- September. • When the written plans and budget is finalized in August-September, it will be forwarded to the Policy Committee or Parent Policy Council and Advisory Board for final approval. • Written work plans will be monitored quarterly and budgets will be analyzed at management meetings to determine the need for improvement and adjustments. • Monthly Program Reports will then be forwarded to the Parent Policy Council and Advisory Board for input and approval. Written plans will be revised and budget modifications will be made, as required/needed. • The Head Start Planner will assess community needs, resources, strengths and possible challenges every five years (Community Assessment), and will conduct updates annually, for the following four years. The planning for the Community Assessment (or Community Assessment Update) will begin in September of each year and will consist of 1-2 Community Assessment Planning Meetings in the months of November and December. Attendees Participants will include Parent Policy Council and Advisory Board members, as well as community stakeholders (i.e. local community agencies, delegate agency, partners, school district, parents and program staff). In November, the first planning meeting will include the review of data collected, and the opportunity for the Parent Policy Council and Advisory Board to contribute relevant information and feedback to the development of the Community Assessment and/or update(s). • The Community Assessment and/or update(s) results will be shared and discussed with the Parent Policy Council, Advisory Board, and community

Policy Statement and Detailed Procedures	
	<p>members between January-February. Staff will use this analysis, along with the findings of the program's Self-Assessment between January- February March, to review, update, or revise long-term goals, short-term objectives, school readiness and parent, family & community engagement goals, to inform specific program direction for the existing and coming program year (i.e. priorities for selection, recruitment and enrollment, enhancements to collaboration activities with other community agencies).</p> <ul style="list-style-type: none"> Long-range goals, short-term objectives, expected outcomes and program impacts and financial goals and objectives, based on data from the Community Assessment/Update, Self-Assessment, Child Outcomes, latest PIR, Parent Survey, and Parent Policy Council and Advisory Board, program staff, and community input, will be presented to and approved by the Parent Policy Council and the City Council or its designee, the Advisory Board. Progress in meeting program goals and objectives will be tracked and reviewed regularly at Management Team and Coordinator's meetings. In January-February, Community Assessment data will be used to inform recruitment, Selection and Enrollment Priorities, and any changes to program options, will be proposed by staff and approved by the Parent Policy Council and the City Council or its designee, the Advisory Board. The joint Budget and Fiscal Committee (if available), along with Head Start Management staff, will review the budget for areas that may need changes, according to available resources. In January - February, The Head Start Program Director, Program Planner, and designated management staff, will develop the draft of the federal Head Start and other relevant funding applications, based on the above planning procedures, including a review of budget changes. In February-March, the Head Start Director will present the final application and summary to the Parent Policy Council, Advisory Board, and City Council for review and approval.
Documentation	<ul style="list-style-type: none"> See procedures
Timeframe	<ul style="list-style-type: none"> See Overall Program Planning Calendar

**City of Oakland Head Start Prenatal to 5 Program FY 2024-25
Comprehensive Program & Program Governance Planning Calendars**

ANNUAL COMPREHENSIVE PLANNING CALENDAR

July 2024			August 2024 (Re-Opening)			September 2024			October 2024		
Date: PC: 7/16 AB: 7/18	Report or Task Name PC/AB Meetings	Unit PM/PLN	Date: PC: On Recess AB: 8/22	Report or Task Name PC/AB Meetings	Unit PM/PLN	Date: PC: 9/17 AB: 9/19	Report or Task Name PC/AB Meetings	Unit PM/ PLN	Date: PC: 10/15 AB: 10/17	Report or Task Name PC/AB Meetings	Unit PM/PLN
	<ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Strategic Planning - Planning Calendars Overall & Governance Review Partner Onboarding & Review of Contracts and SOW DA Final Expenditure Report All staff Classroom Assignments Professional Development Plans 5-yr Background Check Audit Acceptance Letters ERSEA File Audit End-of-year CSPP/CDE Final Attendance Report 	FSC PM/PLN PM/PLN FSC/PM C/PD ERSEA		<ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Strategic Planning - Planning Calendars & Staff Training Budget Presentation & Staff Training Beginning of year budget presentation to Central Office CACFP Application Due PIR Activated in Child Plus (if not 7/1) Pre-Service New Staff Orientation Mandatory Child Abuse & Neglect Training Program Information Report (PIR) Start of Program Services 	FSC PM/PLN ERSEA C/PD PLN		<ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Final Budget Spend-down from Last Fiscal Year Staff Qualifications & Professional Development Plan Audit Planning for Community Assessment Update: Work Begins <i>Annual Report for Head Start, due</i> 	FSC C/PD		<ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Carryforward Request Process Final Year Report from Last Fiscal Year CLASS Audit CDE/CSPP Audit Quarterly Monitoring updates: ❖ Quarterly Goal Review ❖ Quarterly PIR Review ❖ Ongoing Monitoring Community Assessment Work (continues) 	FSC C/PD ERSEA PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2024-25
Comprehensive Program & Program Governance Planning Calendars**

November 2024			December 2024			January 2025			February 2025		
Date: PC: 11/19 AB: 11/21	Report or Task Name	Unit	Date: PC: 12/17 AB: 12/19	Report or Task Name	Unit	Date: PC: 1/14 AB: 1/16	Report or Task Name	Unit	Date: PC: 2/18 AB: 2/20	Report or Task Name	Unit
	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars: Program & Program Governance Staff Recruitment Off-site CLASS Audit CDE/CSPP & CDSS/CCTR Continuation Funding Applications for Head Start and CDE/CSPP Community Assessment Planning & Data Meeting #1 (tentative) 	PM/PLN FSC PM/PLN C/PD PM/PLN PM/ PLN		PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Mid-Year Budget Review Coach Assignment/Selection Mid-Year Performance Review Self-Assessment begins Community Assessment Planning & Data Meeting #2 (tentative) <i>Annual Report for Head Start, due</i> <i>Joint PPC/AB Meeting (tentative)</i> 	PM/ PLN FSC C/PD PM/ PLN HR/ PD PM/ PLN		PC/AB Meetings <ul style="list-style-type: none"> Community Assessment Completed Self-Assessment Completed Monthly Program Progress Report Monthly Program Financial Report Evaluation of RFP/RFQs for Next Program Year City Review of Mid-Year Budget Selection Criteria Developed Letter of Intent to Re-enroll ERSEA File Audits Practice-Based Coaching CLASS Audit Quarterly Monitoring Updates: <ul style="list-style-type: none"> Quarterly Goals PIR Ongoing Mtg. 	PM/ PLN PM/ PLN PM/ PLN FSC ERSEA C/PD PM/ PLN		PC/AB Meetings <ul style="list-style-type: none"> Selection Criteria Approved Monthly Program Progress Report Monthly Program Financial Report New Program Year Activated in Child Plus ❖ Site Selection, ❖ Opening Dates ❖ School Year Calendar, Hours of Operation 	PM/PLN ERSEA PM/PLN FSC PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2024-25
Comprehensive Program & Program Governance Planning Calendars**

March 2025				April 2025				May 2025				June 2025			
Date: PC: 3/11 AB: 3/13	Report or Task Name PC/AB Meetings <ul style="list-style-type: none">Monthly Program Progress ReportMonthly Program Financial ReportNew Selection Criteria added to Child Plus	Unit PM/PLN FSC ERSEA	Date: PC: 4/15 AB: 4/17	Report or Task Name PC/AB Meetings <ul style="list-style-type: none">Monthly Program Progress ReportMonthly Program Financial ReportDrafting of Partner Contracts for Next Program YearFinalize Next Year’s BudgetAnnual Grant Application Due (Cont. Funding)Child Selection Rosters for Newbies and ReturneesPerformance AppraisalsStaff Recruitment Off-site Quarterly Monitoring updates:<ul style="list-style-type: none">❖ Quarterly Goal❖ Quarterly PIR❖ Ongoing Monitoring	Unit PM/PLN FSC PM/PLN FSC PM/PLN ERSEA HR/PD PM/PLN	Date: PC: 5/13 AB: 5/15	Report or Task Name PC/AB Meetings <ul style="list-style-type: none">Monthly Program Progress ReportMonthly Program Financial ReportERSEA File AuditInitial Interviews for All New Families @ SitesFull Enrollment for Coming Program Year	Unit PM/PLN FSC ERSEA	Date: PC: 6/10 AB: 6/12	Report or Task Name PC/AB Meetings <ul style="list-style-type: none">Monthly Program Progress ReportMonthly Program Financial ReportFinal Fund Obligation for Program YearCSPP/CDECCTR/CDSS Program Self-Evaluation (PSE)Final PIR Reconciliation Joint PPC/AB Meeting (tentative)	Unit PM/PLN FSC PM/PLN				

**City of Oakland Head Start Prenatal to 5 Program FY 2024-25
Comprehensive Program & Program Governance Planning Calendars**

Weekly, Monthly, Quarterly, and Annual Reporting

Weekly		Monthly	Quarterly	Annually
Content Unit Data Monitoring Reports to Diveena & Data Team		End of Month Enrollment (EOM) Reported on HSES CDE/CSPP 801-A Report Program Progress & Data Accountability Report	Goals & Objectives Progress Update: Ongoing Monitoring Progress Update: Program Information Report Update:	Annual Report Full Community Assessment, then Annual updates Self-Assessment Report CACFP Application CDE/CSPP/CCTR Program Self-Evaluation HS/EHS Continuation Funding Application CDE/CSPP/CCTR Continuation Funding Application
	Individual/Unit Responsible			Abbreviations Key: Projects/Agencies/Programs
PLN	Planning		PC/AB	Policy Council/Advisory Board
CON	Content Collective		CDE/CSPP	California Department of Education/California State Preschool Program
FSC	Fiscal		CDE/PSE	California Department of Education/Program Self-Evaluation
C/PD	Coaching & Professional Development		CDSS/CCTR	California Department of Social Services/General Child Care Program (CCTR)
ERSEA	Eligibility, Recruitment, Selection, Attendance		CACFP	Child & Adult Care Food Program
PM	Program Management		SOW	Scope of Work
CD/ED	Child Development & Education		PIR	Program Information Report

**City of Oakland Head Start Prenatal to 5 Program FY 2024-25
Comprehensive Program & Program Governance Planning Calendars**

PROGRAM GOVERNANCE

July 2024			August 2024 (Recess)			September 2024			October 2024 (ERSEA)		
Date: PC: 7/16 AB: 7/18	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars Review: Program & Governance Strategic Planning Process Policies & Procedures discussion 	Unit PM. PLN PM/ PLN FSC PLN/ PM PM/ PLN	Date: PC: On Recess AB: 08/22	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Program Infor. Report (PIR) (Due: 8/30) Planning Calendars: Program & Governance Strategic Planning Process Annual CACFP Renewal Application (Due 8/15) 	Unit PM. PLN PM/ PLN FSC PL PM/ PLN	Date: PC: 9/17 AB: 9/19	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report PIR Summary (presented) Community Assessment planning begins Annual Report Due 	Unit PM. PLN PM/ PLN FSC PLN PLN	Date: PC: 10/15 AB: 10/17	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> <u>PC Member Elections at Site Level</u> (by 10/9) Monthly Program Progress Report Monthly Program Financial Report Qtly. Monitoring updates presented: Program Goals <i>PIR Summary</i> OGM Community Assessment work continues 	Unit PM. PLN
November 2024 (Disabilities & MH)			December 2024 (Health & Nutrition)			January 2025 (Self-Assessment)			February 2025 (Education)		
Date: PC: 11/19 AB: 11/21	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> New & Returning PC Members <u>Attend. New members seated at first formal PC Meeting</u> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars: Program & Governance Community Assessment Planning & Data Meeting #1 <i>CDE/CSPP & CCTR</i> Governance Training – Session I <i>*Continuation Funding Application for CDE/CSPP & CCTR (Due: 11/1)</i> 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 12/17 AB: 12/19	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> New PC Officer Elections Process Recognition of outgoing PC Members & Officers Monthly Program Progress Report Monthly Program Financial Report Self-Assessment begins (12/1-21) Community Assessment Planning & Data Meeting #2 Governance Training Session II Annual Report Due Joint PPC/AB Meeting (Tentative) 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 1/14 AB: 1/16	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Community Assessment (<i>results presented</i>) Self-Assessment (<i>results presented</i>) Qtly. Monitoring updates presented Selection Criteria discussed Governance Training Session III 	Unit PM/ PLN FSC PM/ PLN ERSEA	Date: PC: 2/18 AB: 2/20	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Governance Training Session IV Selection Criteria (<i>presented for approval</i>) Fall Child Outcomes Report 	Unit PM/ PLN FSC ERSEA EDUC

**City of Oakland Head Start Prenatal to 5 Program FY 2024-25
Comprehensive Program & Program Governance Planning Calendars**

March 2025 (Facilities)			April 2025 (Coaching)			May 2025 (School Readiness)			June 2025		
<u>Date:</u> PC: 3/11 AB: 3/13	<u>Report or Task Name</u> PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report 	<u>Unit</u> PM/ PLN FSC	<u>Date:</u> PC: 4/15 AB: 4/17	<u>Report or Task Name</u> PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Qtly. Monitoring updates presented <i>Annual HS Continuation Funding Grant Application (Due: 4/1)</i> 	<u>Unit</u> PM/ PLN PM/ PLN FSC PM/ PLN	<u>Date:</u> PC: 5/13 AB: 5/15	<u>Report or Task Name</u> PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report 	<u>Unit</u> PM/ PLN FSC	<u>Date:</u> PC: 6/10 AB: 6/12	<u>Report or Task Name</u> PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report <i>CSPP/CDE Program Self-Evaluation (PSE) (Due: 6/1)</i> <i>Joint PPC/AB Meeting (Tentative)</i> 	<u>Unit</u> PM/ PLN FSC PM/ PLN

City of Oakland
Head Start Advisory Board
FY 2023-24
BYLAWS

ARTICLE I

Name

The name shall be the Head Start Advisory Board of the City of Oakland, California, established by Motion of the City Council on November 28, 2000 and confirmed by Resolution No. 76996 C.M.S. passed on March 12, 2002; rescinded in May 20, 2014; and ordained by the Oakland City Council, by Resolution No. 13230, re-establishing the Head Start Advisory Board in Accordance with the City Charter Section 601.

ARTICLE II

Purpose

The Head Start Advisory Board (HSAB) is created to assist the Oakland City Council in its Governance role for the Head Start Program. The HSAB is involved in all of the "must approve" items in the Head Start Performance Standards that require the approval of the City Council except Human Resource Management which is the authority of the City Administrator and the City Personnel Department.

ARTICLE III

Functions and Duties

- Section 1.** The functions and duties of the Head Start Advisory Board shall include providing advice and recommendations to the City Council about the Head Start program in the following areas:
- a. The procedure for program planning, which describes how and when significant planning activities for the Head Start program occur.
 - b. The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.
 - c. The program's philosophy and multi-year goals and annual objectives.

- d. The selection of any new delegate agencies to operate part of the program.
- e. All funding applications for the Head Start program.
- f. The composition of the Head Start Parent Policy Council and the procedures by which policy group members are chosen.
- g. Procedures for hearing and resolving community feedback about the Head Start program.
- h. Procedures that describe how the Board, Head Start Parent Policy Council and City Council will implement those activities that are shared functions between the Governing Body and Parent Policy Council as required by Head Start Performance Standards.

Section 2.

In the performance of its duties, the Board shall:

- a. participate in mandated planning activities in accord with the program calendar and planning procedure, Head Start funding guidance and regulations.
- b. participate in the budget process for the Head Start program, including recommending the adoption of budgets that support the attainment of program goals and objectives, receiving regular reports on program expenditures and making recommendations for changes if appropriate.
- c. work with staff to ensure that all activities are made publicly available and accessible.

Section 3.

In addition to the functions and duties described in Sections 1. and 2. above, the HSAB shall perform the following:

- a. The HSAB shall, in consultation with the City Administrator, establish rules and procedures for the conduct of its business. Such procedures shall include those required to maintain the Head Start program in good standing.
- b. The HSAB shall submit regular, publicly-available reports and information (orally and/or in writing) to the City Council's Life Enrichment Committee, or any other committee designated as the liaison to the Board. The Board shall report on their recommendations for planning, general procedures, and for other major programmatic decisions; and, on the progress of the Head Start Program in meeting its stated goals and objectives. The frequency of reporting shall be based on the decision-making requirements of the governing body as

outlined in the HSAB planning procedures. These reports shall occur no less than semi- annually. Each year, the Board shall review the goals and objectives of the City Council to better integrate the activities of the Board with those of the City's overall activities.

- c. The HSAB shall submit its recommendations for action on those Head Start items that require Council approval with sufficient time for meeting the time frames mandated by the Federal Government.

ARTICLE IV

Membership

Section 1. Composition

The HSAB shall be composed of at least 9 members appointed by the Mayor. Members of the HSAB must reside or conduct business in the City of Oakland and be directly involved in at least one of the following interests:

- a. Public Education—knowledge of issues in early education and kindergarten-transition issues and services to children with disabilities.
- b. Public Health—knowledge of issues and services in health, including general health, nutrition, mental health, and dental health.
- c. Family Services—knowledge of issues relating to low-income families and general approaches to services for families.
- d. Childcare/Child Development—knowledge of issues related to early care and education and transitions to focus on families involved in Welfare Reform.
- e. Management and Administration—knowledge of business practices, budgeting and accountability systems.
- f. Human Resources—knowledge of training, organizational structure and design.
- g. State and Federal Government—knowledge of and relationship to State and Federal Officials representing the City of Oakland.
- h. Head Start parent or alum (parent or guardian)--knowledge of the direct impact of Head Start as a parent or guardian of a current or former student OR as alum themselves.

Additional members may be added to represent other interests, with the

approval of the City Council and with appropriate changes to City documents required to create such Boards.

Section 2 Terms

- a. Members of the HSAB shall serve for a term of at least three calendar years. Board members may serve a maximum of four consecutive three-year terms.
- b. A currently seated member may continue to serve on the Board until the Mayor and Life Enrichment Committee name a replacement. But in no event shall the member serve more than one year beyond the end of the member's term.
- c. The City Council may reconsider its decision to create and maintain a Head Start Advisory Board as a means of carrying out its governance responsibilities for the Head Start program. In the event it is determined that the Head Start Advisory Board will be disbanded, the terms of all members shall cease on the date determined by the City Council.

Section 3. Removal

- a. To ensure the City's full compliance with Head Start requirements, the participation of Head Start Advisory Board members in the designated activities is essential. Attendance at regularly scheduled and special meetings of the Board will provide the involvement and deliberations needed to make sound decisions and recommendations about the City's Head Start program.

Removal by the Head Start Advisory Board

- b. A member may be removed pursuant to Section 601 of the City Charter, for, among other things, a conviction of a felony, misconduct, incompetence, or inattention to or inability to perform duties. Absence from three consecutive regular meetings shall constitute cause for removal.
- c. A proposal to remove a member may be considered at a regular or special meeting of the Board. The reasons for the proposed removal shall be clearly stated for the consideration of the membership. The Board member being considered for removal may request an opportunity to respond to the concerns raised by the Board. If a majority of those present vote for removal, the Board's recommendation shall be forwarded to the Life Enrichment Committee of the City Council with a request for a replacement member in the same category as that represented by the member proposed for removal.

- d. The removal recommendation shall automatically take effect within 60 days from the date of the presentation to the Life Enrichment Committee, in the event that Committee takes no action on the proposal for removal.

Removal by the City Council

- e. The City Council's Life Enrichment Committee has the discretion, by majority vote, to remove a member from the Head Start Advisory Board.

ARTICLE V

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.

ARTICLE VI

Meetings

Section 1

- a. All regular and special meetings of the Board will comply with the requirements of the Sunshine Ordinance and Brown Act. Minutes shall be

taken and maintained in official files for review upon request by interested parties.

- b. Regular meetings of the Board shall be held at the time and place designated by the Board each year at its first meeting in September. In FY 23-24, meetings are currently held from 3:30-5:00pm, unless otherwise agreed upon and deemed necessary by the Advisory Board.
- c. Meetings called for special purposes to meet critical deadlines, and scheduled at a time and/or place different from regular meetings shall be designated special meetings.
- d. A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Board for the purpose of conducting business. In the absence of a quorum, no information may be presented, and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.
- e. Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
- f. The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:
 - 1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board's Bylaws and procedures;
 - 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
 - 3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

ARTICLE VII

Committees

Section 1.

- a. The Board may from time to time establish ad hoc committees.
- b. In order to expedite the work of the Board, the membership may agree to work jointly with Policy Council (PC) committees in the mandated activities prescribed in the Head Start Performance Standards as described in Article III.
- c. Section 1. above.

ARTICLE VIII

Standards of Conduct

Section 1.

- a. Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:
 - i. Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.
 - ii. Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.
 - iii. Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Parent Policy Council and other appropriate approving authorities of the City.
 - iv. No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.
 - v. Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Parent Policy Council and the City Council Committee designated responsibility for the Board.
- b. Failure to adhere to these Standards of Conduct may result in sanctions, including the recommendation for removal of any Board member.

ARTICLE IX

Governance Procedures

Section 1.

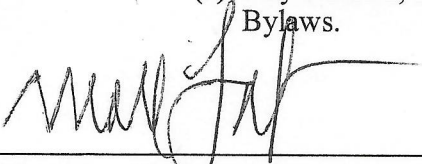
- a. The Head Start Advisory Board will adopt, and recommend to the City Council, procedures for implementing shared governance that include each of the enumerated responsibilities in Article III. Section 1 above. Those procedures shall be approved by the Head Start Parent Policy Council prior to being recommended to the City Council.
- b. The Advisory Board may prescribe and enforce such general and specific rules and regulations as deemed necessary to the general operations and conduct of the Advisory Board.
- c. Roberts Rules of Order shall be used as the guiding procedures for the conduct of Board activities.

ARTICLE X

Amendments

Section 1.

- a. These Bylaws shall be reviewed by the Advisory Board annually, or more frequently if deemed necessary.
- b. Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:
 - (1) The Advisory Board may adopt amendments to these Bylaws at any regular meeting of the Advisory Board, by a majority of those present, provided that such proposed amendments have been provided to all Advisory Board members at least ten (10) days prior to the meeting.
 - (2) Adopted amendments shall be proposed to the City Council Life Enrichment Committee annually or as necessary.
 - (3) City Council, on its own initiative, may propose amendments to these Bylaws.



Chairperson Signature

9/21/23

Date