



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 03-13-25

3:30-5:00pm

In person Meeting Location:

*Oakland City Hall
1 Frank H. Ogawa Plaza, City Council Chambers*

Virtual Zoom Meeting Location for Public Participation Only

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

Please See the Agenda to Participate in The Meeting

Thank you!!

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM**

ADVISORY BOARD MEETING

Day & Time: Thursday, 03-13; 3:30-5:00pm

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

AGENDA

I. CALL TO ORDER / ROLL CALL: *Host/Program Staff*

Molly Tafoya, *Chair*

Dr. Javay Ross, *Member*

Dr. Jei Watkins, *Member*

Christina Michaud, *Vice Chair*

Kevin Bremond, *Member*

Alysoun Bonde, *Member*

Dr. Mariamawit (Mari) Tamerat, *Member*
(*Excused*)

Julia Forte Frudden, *Member*
(*1 Vacant Seat*)

1. Call for Public Comment

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

1. Review and Approval of Advisory Board Meeting Agenda, March 13, 2025

2. Review and Approval of Advisory Board Meeting Minutes, February 20, 2025

III. ACTION ITEMS:

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

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

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

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

b. Purchase Card Report – February 2025

3. FY 25-26 Selection Criteria

4. Policies & Procedures

- Active Shooter, Threatening, or Violent Situation
- Fire and Earthquake Safety Protocol
- Safety Training
- Any additional

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. Current Program Updates:

- ERSEA Training (see packet)
- Recap of FY 24-25 Virtual Governance Training with Breakwater Associates, Saturday, March 8, 2025 (Recording of Governance Training, available)
- Focus Area 2 Monitoring Review (March 17 – 21, 2025) – *Program Governance*
- Program Governance & Impasse Proceedings Policy & Procedure (see packet)
- Strategic Planning Policy & Procedure (see packet)
- FY 22-26 Program Goals (see packet)
- FY 24-25 Program Planning Calendar (see packet)

- Proposed FY 24-25 Governance Training Calendar
- ICE Protocol for Program

2. Communication from Office of Head Start:

- Office of Head Start – Chronic Under-Enrollment Letter (see packet)
- Office of Head Start - Funding Guidance Letter – FY 25-26 Head Start Continuation Funding Application (see packet)

3. Standing Program Updates:

- RAN-CAP (see packet)
- Upcoming Oakland Children’s Initiative (OCI) Community Listening Sessions (see packet)

VI. OPEN FORUM

VII. ADJOURNMENT

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

Day & Time: Thursday, 2-20-2025; 3:30-5:00pm

In Person Location: Oakland City Hall

1 Frank H. Ogawa Plaza; Council Chambers

Zoom Meeting

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Christina Michaud, *Vice Chair*
Dr. Javay Ross
Dr. Jei Watkins
Julia Forte Frudden

Advisory Board Members Excused:

Alysoun Bonde
Dr. Mariamawit (Mari) Tamerat
Kevin Bremond

Public participants:

Sarah Silva, *Bananas, Inc.*
Kym Johnson, *Bananas, Inc.*
To Niya Scott-Smith, *Parent*
Policy Council Chair

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Trisha Barua, *HHS Planner, HS/EHS*
Krischa Esquivel, *Education Manager*
Emari Dimagiba, *Health & Human Services Planner*
Betty Ly, *Safety Analyst*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Valeria Vallejo, *Office Assistant I*
Teresa Sal, *Program Analyst I*
Monique Young, *Head Start Supervisor*
Kurry Foley, *Fiscal Manager*
Lisa Taylor, *Family & Community Engagement*
Coordinator
Alisa Burton, *Head Start Supervisor*
Equal Access - *International Contact Interpretation Team*
(4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Director Cooppan at 3:30 PM.

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

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

Chair, Molly Tafoya, called for a motion to approve the February 20, 2025, Advisory Board Meeting Agenda. Member Christina Michaud seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

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

Member Michaud, motioned to approve the January 16, 2025, Meeting Minutes with edits.

Member Julia Forte Frudden seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Election of Advisory Board Officers:

Chair: *Molly Tafoya, Elected*

Vice Chair: *Christina Michaud, Elected*

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

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

Member Forte Frudden, motioned to approve the Monthly Progress Report:

Member Dr. Javay Ross seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

- Brookfield Head Start will be closed for the remainder of the program year, due to an electrical panel issue requiring a full system replacement. After assessing the situation, families were engaged in a well-attended evening meeting to discuss relocation options. All affected families have been assigned to new sites. The program is working with the Department of Public Works to determine the next steps, and currently in the assessment and vendor selection phase. Potential one-time funding from Head Start may be explored for necessary repairs. Licensing protocols have been followed.

To accommodate relocated families, Head Start places children where space is available across different program sites. Recognizing potential transportation challenges, the Family Services Coordinator met with families and efforts are underway to provide bus passes for families in need. Discussions are ongoing.

- Specific guidance from Human Resources will be obtained. Program has been informed that there are two primary pathways for salary increases: Through the collective bargaining process, where negotiations occur as part of Union agreements, or via a directive from City Council, which must be voted on and approved. The decision on which pathway to pursue typically originates from the City Administrator's Office in coordination with Human Resources. Since the -City of Oakland is currently in the bargaining process, further clarification may be needed to determine the exact decision-making authority. We will research that information and let you know, in addition to the under-enrollment plan, the longevity pay, and sign on bonuses.

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

- a.** Monthly Financial Report (Expenditures, CACFP Report) December 2024/January 2025
- b.** Purchase Card Report January 2025
- c.** *Expenditure Report on Mental Health & Disabilities Services *(Information only)

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

Chair Tafoya motioned to approve the Purchase Card Report December 2024/January 2025: *Member Dr. Ross seconded the motion.* Motion carried. Vote: (4)-ayes, (0)-nays, (1)-abstentions, (0) no response

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

Parent Policy Council Updates could not be provided, due to the Advisory Board Meeting reaching its time limit.

V. INFORMATION ITEMS: Diveena Cooppan & Program Staff

1. Proposed AB Meeting Agenda, March 13, 2025
2. FY 24-25 Community Assessment Update – Summary (see handout) – Please review the final community assessment that includes feedback received.
3. FY 25-26 Selection Criteria (see handout)- Please review the handout. This document be voted on in March.
4. Focus Area 2 Monitoring Review (March 17-21, 2025)
 - FA2 Protocol: At-a-Glance – Governing Body & Policy Council Discussions (see handout)
5. FY 24-25 Virtual Governance Training with Breakwater Associates, Saturday, March 8th, 2025 (exact time TBD)
6. FY 22-26 Program Goals (see handout)
7. Standing Program Updates
 - RAN-CAP (see handout)
8. Black Joy Parade, Sunday, February 23, 2025 (Meeting: 9:00am-1:00pm)
9. Measure C (Children’s Health & Child Care Initiative for Alameda County) Virtual and In-Person Listening Session – March 1, 2025; 9:00am-12:00pn- Focus: Family, Friend & Neighbor Care (FFN)

VI. OPEN FORUM

VII. ADJOURNMENT

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

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II



Child celebrating Black History Month at Broadway Early Head Start

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

PROGRAM INFORMATION REPORT (PIR) MIDYEAR REVIEW

The Office of Head Start PIR provides comprehensive data on services, staff, children, and families served by Head Start programs nationwide. All recipients of federal funds must complete PIR for their programs annually. City of Oakland Head Start reviews PIR periodically to evaluate trends and ensure that this data is aligned with the Program's activities.

Enrollment

Children by Age (PIR A.10)

Participant Age (Years)		
<1	11.2%	<i>One-third (33.6%) of children participants were 2 years old (*at public school age cut-off date).</i>
1	17.4%	
2	33.6%	
3	20.2%	
4	17.6%	
5+	0.0%	

Eligibility Status based on Documentation (PIR A.13)

Public Assistance	55.7%	<i>Over half (55.7%) of participants are eligible for Head Start using public assistance documentation (TANF, SSI, and SNAP). 80% of those eligible using public assistance documentation receive SNAP.</i>
Other Eligibility (over-income)	5.3%	
Income 100-130%	3.2%	
Income < 100% Federal Poverty Line	13.7%	
Homeless	20.4%	
Foster care	1.9%	

Demographics

Race/Ethnicity	% of Participants (PIR A.25)	% of Teaching Staff (PIR B.13)
Hispanic	51.3%	44.0%
American Indian or Alaska Native	0.2%	1.1%
Asian	16.6%	26.4%
Black or African American	26.3%	25.3%
Native Hawaiian or other Pacific Islander	0.2%	0.0%
White	3.8%	0.0%
Biracial/Multi-Racial	1.3%	1.1%
Other	0.4%	2.2%

Primary Language (PIR A.26)

English	34.5%
Spanish	37.8%
East Asian Languages	14.9%
Middle Eastern & South Asian Languages	3.2%
Other	1.9%
African Languages	1.1%
European & Slavic Languages	0.6%
Unspecified	0.2%
American Sign Language	0.2%
Native Central American, South American, and Mexican Languages	5.7%

Dual Language Learners (PIR A.27)	72.1%
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Health

Medical Insurance and Medical Home (PIR C.1-C.6)

- *All participants, except for 5 recently enrolled children, have documented medical insurance and a medical home.*
- *Children and adult women (pregnant participants) have been connected to care and those few who need connection are being supported by staff to connect to partners such as office of dental health, county health insurance technicians, local medical providers.*

Most Common Chronic Conditions (PIR C.8-C.9)

- *Early Head Start: Asthma(6), Autism (5), Severe Allergies(5), Vision(6)*
- *Head Start: Asthma (19), Autism (15), Life Threatening allergies (8), and Vision (8)*

Pregnant Participants Medical and Wellbeing Services (PIR C.14-C.16)

- *21/21 families have been receiving information on nutrition, safe sleep practices, risk of drugs, breast feeding, and fetal development.*
- *16/21 pregnant participants enrolled in 3rd trimester*
- *9/21 pregnant participants are considered as high-risk pregnancies by their medical provider*

Completion of Oral Treatment (PIR C.21)

- *Early Head Start: 156/257 participants received dental exam DURING program year.*
- *Head Start: 135/208 participants received dental exam DURING program year*
 - ➔ *These counts include children who are not yet due for a dental exam (under 12 mo of age) as well as participants who received exam outside of program year but they may be up to date.*
 - ➔ *24 total participants have identified concerns, 7 of whom completed treatment. Many children are in the treatment process, and this health item is not marked as “complete” until the treatment is finished.*

Family Services

Family Services Received (PIR C.44)	
Asset Building Services	18.4%
Assistance in enrolling in education or job training program	25.2%
Education on health/consequences of tobacco	31.5%
Education on nutrition	75.3%
Father engagement - Parenting education workshops	33.8%

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Social Services PIN 25-03-CCP \(02/06/25\)](#): Statewide Child Care Program Webinar on SB 234: Keeping Kids Close to Home Act for FCCs on February 25.
- [California Department of Social Services PIN 25-04-CCP \(02/06/25\)](#): Statewide Child Care Program Webinar on Safety, Disaster Recovery, Health, and Food Benefits on March 25.
- [California Department of Education Management Bulletin 25-01 \(02/19/25\)](#): Monthly 801A Requirements and Instructions for CSPP operated at Community-Based Organizations.

SPOTLIGHT: MOBILE CLASSROOM

How is the Mobile Classroom structured?

- Classroom is set up indoor and outdoor for individual 1 ½ hours of home visit per family with their home visitor.
- Once a week, home visits are conducted for families at Lincoln Square Park in Chinatown and Ira Jenkins Park and Recreation Center in Deep East Oakland
- The Program is serving up to 24 families who are categorically eligible as homeless and those who prefer to meet at the Mobile Classroom due to their living arrangements. Attendance varies based on family situations.

What are some activities and resources for Mobile Classroom participants?

- Swimming lessons for caregiver and child is provided every Thursday at Larry E. Reid/East Oakland Sports Center for interested families.
- Balance Bike lessons for caregiver and child is provided every Monday at Lincoln Square Park for interested families.
- Socializations on the 4th Friday of the month for families to come together, learn how to support their children's learning and development, parenting practices and self-care, build relationships with caregivers and other children, connect with community resources, and share their own experiences.
- Health Fairs are held 2-4 times a year for pregnant participants and children to receive dental exams, hearing and vision screenings, and growth assessments.
- Participants are connected to community partners who attend and enroll families to their services, include WIC, CalFresh, Brilliant Baby, Black Infant Health, and more.

How does the Mobile Classroom meet family needs?

- The Mobile Classroom is an essential resource that supports families as lifelong educators for their children, family connections to peers and community, and positive parent-child relationships.
- Families receive classroom learning environment experiences that are close to their neighborhood. These experiences support caregivers' roles as their children's first teachers.
- Caregivers have regular access to community information and neighborhood resources. Programs like swimming lessons, exercise and dance classes, sports, free tax services, food pantries, and the summer food program are all examples of resources available to families.

What are some Home Visitor perspectives on the Mobile Classroom?

- *"Families enjoy and are excited to have their visit and socialization within the Mobile Classroom. They learn so much about how to engage and support their child's learning and development. They love the green classroom!!!"*
- *"Children look forward to coming to the visit to be in the green classroom and play with the materials inside and out. They also like to visit the local park there afterward every time they come."*
- *"Home Visitors like to provide children and families a different environment to learn in. It's nice to be outdoors with families!!"*

PY 24-25 Mobile Classroom Highlights



Socializations, Health/Dental Checks, Home Visit, and Swimming Lesson



Black Joy Parade: Head Start Community Members with the Mobile Classroom

ATTENDANCE & ENROLLMENT

- Brookfield Head Start
 - Closed due to emergency renovations.
 - All enrolled families were offered alternative placements and were transferred to their new program options.
- Electronic Attendance
 - To improve attendance data entry, tracking, and monitoring, the program started piloting real-time electronic attendance data entry at 2 centers. Families enter attendance during sign-in/sign-out.
 - Two additional centers will pilot electronic attendance in March.
 - Full implantation will happen at the beginning of the upcoming school year.
- Enrollment:
 - The following sites have started enrolling additional participants due to hiring of new staff: Merritt, Home-Based, and Arroyo Viejo.
- Recruitment:
 - Staff showcased the Mobile Classroom at the Black Joy Parade and distributed 500+ recruitment materials to Oakland families at the parade.

HEALTH & NUTRITION

- Health screenings and dental exams took place at Home-Based socializations in February. Asian Health Services and the Program's Nurse Case Manager conducted these screenings.
- Health Team has been collaborating with Home Visitors with Pregnant Participant caseloads to support with case management needs.
- Health Team has been collaborating with Home Visitors and Family Services Specialists to make referrals to Family Justice Center and WIC for children enrolling with the status of homeless.



*Meal of the Month:
Celebrating Black History Month with
Collard Greens, Black Eyed Peas, and
Cornbread.*

*Children made cornbread as a
food activity in February. This
delicious and nutritious activity
supports learning and
development in young children.*

*Food activities are a
collaboration between the
Program's Education and Health
Teams.*

Eggless cornbread

Serves 10



- ① Preheat oven to 400°F (200°C) and grease a baking pan.
- ② In a bowl, pour together cornmeal, flour, baking powder, baking soda, and salt.
- ③ Make a well in the center of mixture and add melted butter, brown sugar, yogurt and buttermilk. Stir until combined (don't over mix).
- ④ Pour the batter into the greased pan. Bake for 20 minutes, or until golden brown on top (an inserted toothpick should come out clean). Edges should be crispy when done.

Ingredients

1 cup	Yellow cornmeal
1 cup	All-purpose flour
½ teaspoon	Baking powder
¼ teaspoon	Baking soda
½ cup	Unsalted butter
½ cup	Packed brown sugar
¼ cup	Plain yogurt
1 cup	Buttermilk

Did you know?

Having kids participate in mixing the batter can help develop fine motor skills, boost their ability to focus, and promote independence in the kitchen— all while having fun!



Nutritional information:

Calories: 245 kcal
Carbohydrates: 32g
Protein: 3g
Fat: 11g Saturated Fat: 6g
Cholesterol: 27 mg Sodium: 87 mg
Potassium: 165 mg Fiber: 1g
Sugar: 11g Vitamin A: 330IU
Calcium: 67 mg Iron: 1.1 mg

- The program is meeting the Head Start requirement to have 10% actual enrollment of children with disabilities across all Head Start and Early Head Start program options.
- 53 children have IFSPs or IEPs, a total of 12.2% of all enrolled children.

- *West Grand: Family Community Building – Decorating Wooden Frames*
- *Broadway: “50 Ways to Take a Break, 29 Ways to Care for Yourself, 100 Positive Things to Do” resource for parent*
- *San Antonio Park: Self Care Wheel*



FAMILY SERVICES & COMMUNITY ENGAGEMENT

- All sites celebrated Black History Month
- Sites kicked off Family Wellness Days, which will continue at more sites in March



Black History Month at 85th, Broadway, Franklin, and San Antonio CDC



Family Wellness Day at 85th and West Grand



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

I supported a caregiver in her job search. After five months of unemployment, she was relying on CalFresh for groceries, occasional cash-paid house cleaning to cover necessities, and rent assistance from her older children. A single parent, she met with me to discuss job search and resume assistance. I referred her to the Unity Council Career & Resource Center and advised her to call for more information. The Unity Council Career Center offers orientation sessions in English and Spanish. The parent attended a Spanish orientation session, where she received information on resume development and interview tips. After obtaining her resume, she returned to me for help with online job applications and profile creation. I assisted her in submitting online applications to Walmart, Costco, Ross, and Subway. She received email confirmations for each successful submission. Within a couple of weeks, she received a job offer and secured a part-time position at the Ross store in Oakland. – by Antonia Ochoa

HOME-BASED PROGRAM

- February socializations featured health and dental fairs, as well as the opportunity to sign up for college savings accounts through Brilliant Baby from Oakland Promise. At socializations, families also learned about other cultures through clothing and food.
- Home-based continues to provide families with bimonthly pantry, diaper, and clothing distributions.

EDUCATION & SCHOOL READINESS

- Animals/pets have been reintroduced classrooms, which will provide children more enriching experiences. There is a process for ensuring the safety of children and animals.
- The Education Team is working with Center Directors to deepen individualization practices in classrooms.
- Families are enrolling in Learning Genie, which will be the primary mode of communication with families.
- After the electrical-related closure at Brookfield, the Education Team collaborated with Brookfield staff to ensure all children were placed in a different center or a family's preferred program option by the middle of February.

PREGNANT PARTICIPANTS

- 3 new participants enrolled in February, bringing the total current enrollment to 4 pregnant participants.
- For participants who have recently completed the program, dental exam documentation was most difficult to obtain, with only 50% obtaining it prior to completion. A key barrier is faxes not being returned from dental providers.

SAFE AND SANITARY ENVIRONMENTS

- Safe and Sanitary Environments Checklist 2 on Indoor/Outdoor Environments is being completed by all Site Supervisors at Grantee and Partner sites. The Safety Analyst will conduct monitoring visits to review findings and follow up on concerns.
- The Safety Analyst distributed labeled and potted non-poisonous plants to sites.



City of Oakland Head Start staff potting safe plants to distribute to sites.

WORKFORCE DEVELOPMENT

- Apprentices are receiving transportation funds (\$400) and course completion incentives (\$500) from the Rainin and Hellman Foundations, respectively.
- Apprentices started On-The-Job training and mentorship on February 10.
- The Workforce Development Program Supervisor and Success Coordinator attended a retreat sponsored by Early Care & Education Pathways to Success (ECEPTS), which brought together a network of statewide Registered Apprenticeship Program teams.
- Planning for Tiers 2 and 3 of the Apprenticeship Program is underway. These tiers will support AA and BA degree completion and the earning of Teacher Permits.
- Cohort 2 received resume development and application support for completing the application for Early Learning Aide, which is the first step in job placement.

HUMAN RESOURCES

- New Hires: 1 Full-Time ELDE Facilities Coordinator

PROFESSIONAL DEVELOPMENT

- Teachers are working on workforce stipends, which they receive from Alameda County's Workforce Registry. Stipends are given for the completion of professional development activities and growing skillsets as educators.

Job Postings:

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

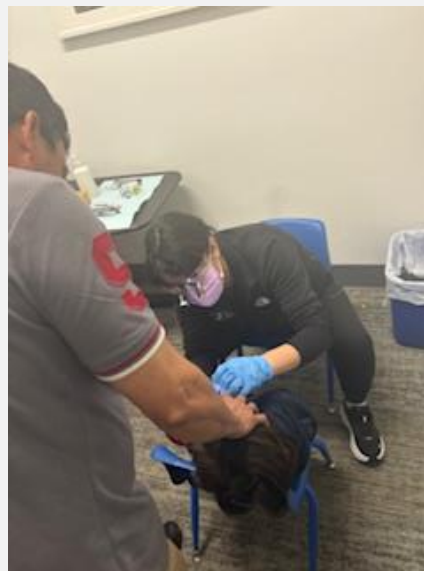
PARTNERS

Brighter Beginnings

- Brighter Beginnings hosted love and appreciation Valentine's Day socialization.
- 5 participants received dental exams in a Dental Socialization.
- All staff participated in a HIPAA annual training.
- New hire began seeing clients.
- Family Partnership Agreements completed for vacant caseloads.



Children sharing the Valentine's Day art projects (above) and dental socialization highlights (below)



Tiny Steps: Family Child Care

- Tiny Steps providers participated in a training on safety and responding to stress when caring for children who are neurodivergent or who experience challenging behaviors.
- Tiny Steps and City of Oakland Head Start staff went out to all FCC sites to conduct water lead and paint lead testing.
- Tiny Steps staff are supporting FCC providers who are interested in pursuing their Teacher's Permit
- Tiny Steps staff are monitoring completion of 2nd Education Home Visits and creating Lesson Plans for FCC providers to use.

Peralta

- Staff are working with families to support Kindergarten transitions efforts.
- Trainings for families on mental health, disabilities, and well-being were conducted by the following organizations: Family Resource Navigators, Trauma Recovery Center, and Young Parent Network.
- Families received information on transitional housing and resource & referral agencies.

DATA & ONGOING MONITORING

- Coordinated Program Information Report (PIR) data checks across content areas.
- Completed an attendance review project to see if OUSD PD days impact attendance at Program sites. This information will inform the Program's PD day scheduling.
- Provided project management support for Federal Review/FA2 preparation.

UPCOMING EVENTS

- **Oakland Children's Initiative Community Listening Sessions**
 - Wed, March 12, 5:30-8:30pm: Virtual session on [Zoom](#)
 - Sat, March 15, 9:00am-12:00pm: Center of Hope Community Church (8411 Macarthur Blvd)
 - Thu, March 20, 5:30-8:30pm: Trybe (655 International Blvd)
- **Friday, April 11: Family Day @ Fairyland for Week of the Young Child**



Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 01/31/25 - Payroll from 07/01/2024 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 6,219,172.00	\$ -	\$ 3,162,108.80	\$ 3,057,063.20	51%
b. Fringe Benefits	\$ 2,776,384.00	\$ -	\$ 2,333,327.64	\$ 443,056.36	84%
c. Travel	\$ 49,948.00	\$ -	\$ 8,328.62	\$ 41,619.38	17%
d. Equipment		\$ -	\$ -	\$ -	0%
e. Supplies	\$ 519,841.00	\$ 81,197.84	\$ 366,062.05	\$ 72,581.11	86%
f. Contractual	\$ 2,986,537.00	\$ 199,853.25	\$ 437,684.78	\$ 2,348,998.97	21%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 781,847.00	\$ 9,626.54	\$ 661,031.49	\$ 111,188.97	86%
i. Total Direct Charges	\$ 13,333,729.00	\$ 290,677.63	\$ 6,968,543.38	\$ 6,074,507.99	54%
j. Indirect Charges	\$ 463,328.00	\$ -	\$ -	\$ 463,328.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 290,677.63	\$ 6,968,543.38	\$ 6,537,835.99	53%

Summary of Categories

a. Personnel	all salaries paid out to staff, also includes cost of substitute teachers from temp agency
b. Fringe Benefits	monies for paid leave, retirement, health/welfare.
c. Travel	money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations
d. Equipment	purchases of equipment greater than \$5,000
e. Supplies	includes office supplies, children and family service supplies, food service and other supplies
f. Contractual	includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health
h. Other	rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development
j. Indirect Charges	costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate

Head Start Budget Summary - Federal Basic
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,674,073.00	\$ -	\$ 1,154,764.92	\$ 1,519,308.08	43%
b. Fringe Benefits	\$ 1,350,044.00	\$ -	\$ 828,803.08	\$ 521,240.92	61%
c. Travel	\$ 16,579.00	\$ -	\$ 3,512.25	\$ 13,066.75	21%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 220,000.00	\$ 33,676.19	\$ 177,664.70	\$ 8,659.11	96%
f. Contractual	\$ 1,064,098.00	\$ 163,872.90	\$ 377,128.20	\$ 523,096.90	51%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 255,644.00	\$ 5,202.10	\$ 249,904.87	\$ 537.03	100%
i. Total Direct Charges	\$ 5,580,438.00	\$ 202,751.19	\$ 2,791,778.02	\$ 2,585,908.79	54%
j. Indirect Charges	\$ 199,218.00	\$ -	\$ -	\$ 199,218.00	0%
k. TOTALS	\$ 5,779,656.00	\$ 202,751.19	\$ 2,791,778.02	\$ 2,785,126.79	52%

Early Head Start Budget Summary - Federal Basic
Report as of 01/31/25 - Payroll 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,402,304.00	\$ -	\$ 2,007,343.88	\$ 1,394,960.12	59%
b. Fringe Benefits	\$ 1,362,593.00	\$ -	\$ 1,504,524.56	\$ (141,931.56)	110%
c. Travel	\$ 21,369.00	\$ -	\$ 2,703.65	\$ 18,665.35	13%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 299,841.00	\$ 47,521.65	\$ 188,397.35	\$ 63,922.00	79%
f. Contractual	\$ 1,849,275.00	\$ 35,980.35	\$ 60,556.58	\$ 1,752,738.07	5%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 398,394.00	\$ 4,813.78	\$ 350,025.90	\$ 43,554.32	89%
i. Total Direct Charges	\$ 7,333,776.00	\$ 88,315.78	\$ 4,113,551.92	\$ 3,131,908.30	57%
j. Indirect Charges	\$ 253,471.00	\$ -	\$ -	\$ 253,471.00	0%
k. TOTALS	\$ 7,587,247.00	\$ 88,315.78	\$ 4,113,551.92	\$ 3,385,379.30	55%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 6,000.00	\$ -	\$ 1,071.92	\$ 4,928.08	18%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 60,672.80	\$ -	\$ 14,761.31	\$ 45,911.49	24%
i. Total Direct Charges	\$ 66,672.80	\$ -	\$ 15,833.23	\$ 50,839.57	24%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,672.80	\$ -	\$ 15,833.23	\$ 50,839.57	24%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 6,000.00	\$ -	\$ 1,040.80	\$ 4,959.20	17%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual		\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 112,878.00	\$ -	\$ 16,801.41	\$ 96,076.59	15%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 17,842.21	\$ 101,035.79	15%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878.00	\$ -	\$ 17,842.21	\$ 101,035.79	15%

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 396,294.00	\$ -	\$ 223,797.07	\$ 172,496.93	56%
b. Fringe Benefits	\$ 318,849.00	\$ -	\$ 177,677.41	\$ 141,171.59	56%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 1,240.51	\$ 3,759.49	25%
f. Contractual	\$ 170,881.00	\$ 25,652.11	\$ 32,973.82	\$ 112,255.07	34%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 891,024.00	\$ 25,652.11	\$ 435,688.81	\$ 429,683.08	52%
j. Indirect Charges	\$ 88,268.00		\$ -	\$ 88,268.00	0%
k. TOTALS	\$ 979,292.00	\$ 25,652.11	\$ 435,688.81	\$ 517,951.08	47%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 382,174.00	\$ -	\$ 183,492.70	\$ 198,681.30	48%
b. Fringe Benefits	\$ 307,483.00	\$ -	\$ 142,011.18	\$ 165,471.82	46%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 547.16	\$ 4,452.84	11%
f. Contractual	\$ 973,605.00	\$ 7,695.63	\$ 104,827.56	\$ 861,081.81	12%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 1,668,262.00	\$ 7,695.63	\$ 430,878.60	\$ 1,229,687.77	26%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,668,262.00	\$ 7,695.63	\$ 430,878.60	\$ 1,229,687.77	26%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000.00	\$ 47.18	\$ 51,048.42	\$ 208,904.40	20%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other		\$ -		\$ -	0%
i. Total Direct Charges	\$ 260,000.00	\$ 47.18	\$ 51,048.42	\$ 208,904.40	20%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 260,000.00	\$ 47.18	\$ 51,048.42	\$ 208,904.40	20%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,863,655.28	\$ -	\$ 508,228.85	\$ 1,355,426.43	27%
b. Fringe Benefits	\$ 1,462,157.72	\$ -	\$ 281,532.58	\$ 1,180,625.14	19%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 20,000.00	\$ -	\$ 11,137.50	\$ 8,862.50	56%
i. Total Direct Charges	\$ 3,345,813.00	\$ -	\$ 800,898.93	\$ 2,544,914.07	24%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,345,813.00	\$ -	\$ 800,898.93	\$ 2,544,914.07	24%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 821,002.66	\$ -	\$ 379,823.59	\$ 441,179.07	46%
b. Fringe Benefits	\$ 659,493.94	\$ -	\$ 297,831.49	\$ 361,662.45	45%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 740,775.30	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 430,789.92	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 712,694.95	\$ -	\$ 72,550.94	\$ 640,144.01	10%
i. Total Direct Charges	\$ 3,364,756.77	\$ -	\$ 750,206.02	\$ 1,442,985.53	22%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,756.77	\$ -	\$ 750,206.02	\$ 1,442,985.53	22%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 01/31/25 - Payroll from 07/01/24 to 01/31/25

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

Child and Adult Care Food Program FY2024-25

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

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: January-25

		Facility Number	Facility Name	Meal Types Claimed (x)				Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
				AM Snack	Breakfast	Lunch	PM Snack								
1	1	Full Day	85th Avenue I	2.00	70.00	73.00	66.00	20.00	entire site (50)	16.00	16.00	1.00	320.00	NO	NO
1	2	Full Day	85th Avenue II	5.00	95.00	105.00	97.00	21.00	entire site (50)	10.00	16.00	1.00	336.00	NO	NO
1	3	Full Day	85th Avenue III	4.00	200.00	224.00	195.00	21.00	entire site (50)	8.00	16.00	1.00	336.00	NO	NO
2	4	Full Day	Arroyo Viejo	1.00	31.00	33.00	32.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3	5	Full Day	BROADWAY/INFANT	3.00	48.00	55.00	51.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
3	6	Full Day	BROADWAY/RM 3 (TODDLER)	3.00	89.00	121.00	113.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
3	7	Full Day	BROADWAY/RM 4 (TODDLER)	4.00	82.00	101.00	91.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
4	8	Full Day	Brookfield 1	8.00	204.00	231.00	188.00	20.00	entire site (48)	16.00	16.00	1.00	320.00	NO	NO
4	9	Full Day	Brookfield 2	4.00	60.00	89.00	84.00	20.00	entire site (48)	16.00	16.00	1.00	320.00	NO	NO
5	10	Full Day							-				-	NO	NO
6	11	Full Day							-				-	NO	NO
7	12	Full Day	Franklin	8.00	154.00	169.00	151.00	21.00	18	16.00	32.00	1.00	672.00	NO	NO
8	13	Full Day	Lion's Creek 1	5.00	141.00	169.00	135.00	20.00	18	16.00	16.00	1.00	320.00	NO	NO
8	14	Full Day	Lions Creek 2	7.00	96.00	113.00	102.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
9	15	Full Day	Manzanita / Brookfield	7.00	139.00	161.00	154.00	19.00	20	16.00	20.00	1.00	380.00	NO	NO
10	16	Full Day	San Antonio CDC 1	9.00	169.00	204.00	194.00	20.00	entire site (24)	24.00	24.00	1.00	480.00	NO	NO
11	17	Full Day	San Antonio Park I	5.00	84.00	116.00	93.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
11	18	Full Day	San Antonio Park II	6.00	79.00	97.00	86.00	21.00	8	10.00	9.00	1.00	189.00	NO	NO
12	19	Full Day	Sungate I	9.00	147.00	173.00	155.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
12	20	Full Day	Sungate II						0	-	16.00	1.00	16.00	NO	NO
13	21	Full Day	Tassafaronga	3.00	87.00	98.00	89.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14	22	Full Day	West Grand (Infant)	3.00	98.00	101.00	98.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
14	23	Full Day	West Grand (Older)	5.00	61.00	66.00	59.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
14	24	Full Day	West Grand (Young)	4.00	119.00	129.00	116.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
		TOTAL		105.00	2,253.00	2,628.00	2,349.00	424.00		272.00	326.00		6,198.00		
		HS		58.00	1,409.00	1,644.00	1,459.00	264.00							
		EHS		44.00	844.00	984.00	890.00	160.00							

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

Certified by: Emari Dimagiba
Emari Dimagiba (Feb 24, 2025 10:58 PST)

Emari Dimagiba
Head Start Health Manager

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

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

Avg Daily Participation **125.14**

=(max meals)/(max days)

ADP ENTRY **126.00**

Prepared by : Michael Fries

Fiscal Approval: Kerry Foley
Kerry Foley
Human Services Fiscal Manager

City of Oakland

PURCHASE CARD TRANSACTION LOG

DATE:

03/06/25

Cardholder Name: **Diveena Cooppan**

PRINT NAME

February 2025

Transaction Period (Month / Year)



TO

February 2025

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 (Mar 7, 2025 14:53 PST)	Date	510-238-3165	 Curry Foley (Mar 7, 2025 15:59 PST)	Date
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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	01/29/25	TARGET	SUNGATE SOCIALIZATION	36.02		
2			1.2128.78231.52921.1006686.YS13.24295			
3	02/05/25	VIMEO	CLASS RECORDING	108.00		
4			47% 1.2128.78231.55212.1006668.YS13 24295 53% 1.2128.78231.55212.1006686.YS13 24295			
5	02/04/25	WALMART	REFUND	(70.98)		
6						
7	02/07/25	UCLA EXTENSION	CLASS REQUIREMENT - DIRECTOR	450.00		
8			47% 1.2128.78231.55212.1006668.YS13.24295 53% 1.2128.78231.55212.1006686.YS13.24295			
9	02/12/25	WALMART	PULLUPS - WG & BROOKFIELD	55.00		
10			1.2128.78231.52921.1006686.YS13.24295			
11	02/15/25	AMAZON	BLACK JOY PARADE - RECRUITMENT MATERIALS	161.25		
12			47% 1.2128.78231.55212.1006668.YS13.24295 53% 1.2128.78231.55212.1006686.YS13.24295			
13	02/16/25	AMAZON	BLACK JOY PARADE - RECRUITMENT MATERIALS	537.04		
14			47% 1.2128.78231.55212.1006668.YS13.24295 53% 1.2128.78231.55212.1006686.YS13.24295			
15	02/16/25	AMAZON	BLACK JOY PARADE - RECRUITMENT MATERIALS	635.11		
16			47% 1.2128.78231.55212.1006668.YS13.24295 53% 1.2128.78231.55212.1006686.YS13.24295			
17	02/21/25	AMAZON	BOOK REQUIREMENT FOR UCLA EXENTSION CLASS	26.83		

18			47% 1.2128.78231.55212.1006668.YS13.24295 53% 1.2128.78231.55212.1006686.YS13.24295			
19	02/21/25	WALMART	CARTS FOR SITES (FIELDTRIPS)	473.13		
20			80% 1.2128.78231.55212.1006668.YS13.24295 20% 1.2128.78231.55212.1006686.YS13.24295			
21	02/24/25	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
22			1.2128.78231.52211.1006686.YS13.24295			
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Document Total	2,504.40
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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150 Frank H. Ogawa Plaza, Suite 5352 Oakland, CA 94612
 TEL: (510) 238-3165 FAX: (510) 238-6784 www.oaklandheadstart.com

2025 SELECTION CRITERIA

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

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

RATIONALE:

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

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

ELIGIBILITY CRITERIA:

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

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

Income Category: Federal Poverty Level (updated annually)

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

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

2025 FEDERAL POVERTY GUIDELINES

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

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

Over-income families:

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

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

Early Head Start: 0 to 3 years old

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

Head Start Preschool: 3 to 5 years old

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

DISABILITIES:

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

PARENTAL STATUS/OTHER SITUATIONS:

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

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

Active Shooter – Threatening – Violent Situation

HSPPS Subpart:	Head Start Program Performance Standards Subpart D-Health Program Services	Health Services Advisory Committee Review Date:	
HSPPS and other regulations:	1302.47(b)(4) (i)(G) 1302.47(8) 9.2.4.3 Caring for our Children National Health and Safety Standards	Policy Council Approval Date:	
State Regulations:	Title 22, Section 72553	Advisory Board Approval Date:	
Effective Date:	02/05/2022	Revised Date:	11/30/2023 02/28/2025
Policy Statement and Detailed Procedures			
Policy Statement:	This policy establishes emergency response procedures to protect infants, toddlers, preschoolers, and staff during an active shooter situation. This policy aligns with Head Start Performance Standards (45 CFR §1302.47) and guidance from the U.S. Department of Homeland Security (DHS) and FEMA.		
Rationale:	An Active Shooter/Threatening Situation Policy is essential in a childcare center to protect the lives of infants, toddlers, preschoolers, staff, and families in the event of an armed threat. Given the vulnerabilities of young children and the increasing frequency of active shooter incidents in public settings, it is critical to have a structured emergency response plan in place.		
Responsibility:	<ul style="list-style-type: none"> • Center Directors • School Readiness Coordinator • Education Program Supervisor • Facilities & HR Supervisor • Program Operations Manager • Facilities & Safety Program Operations Manager • Education Manager • Head Start Director 		
Monitoring:	1. The Safety Analyst will monitor that emergency drill logs semiannually when monitoring SSE checklist #2		

Policy Statement and Detailed Procedures	
	<ol style="list-style-type: none"> 2. The Program Planner for Data Management and CQI will review all Unusual Incident Reports on a quarterly basis for trends and to highlight concerns to bring to the Management team.
Procedure:	<p>PROCEDURES</p> <p>This policy applies to all staff, volunteers, children, parents, and visitors in the facility, including classrooms, playgrounds, and administrative areas.</p> <p>Definitions</p> <ul style="list-style-type: none"> • Active Shooter: An individual actively engaged in killing or attempting to kill people in a confined and populated area. • Lockdown: Securing children and staff in a safe location within the facility to minimize exposure to threats. • Threatening Situation: A dangerous situation nearby that could be harmful. <p>If an Active Shooter is Outside the Facility</p> <ol style="list-style-type: none"> 1. Lock all exterior doors and windows. 2. Move children and staff to interior rooms away from windows and doors. 3. Turn off lights, silence cell phones, and keep children quiet. 4. Notify 911 and provide location details. 5. Wait for law enforcement's all-clear signal before unlocking doors. <p>If an Active Shooter is Inside the Facility</p> <ol style="list-style-type: none"> 1. Lock all classroom doors immediately. 2. Barricade doors with furniture if possible. 3. Keep children low to the ground, out of sight. 4. Remain silent and turn off lights. 5. If safe, evacuate through secondary exits. 6. If unable to evacuate, hide and stay silent until law enforcement arrives.

Policy Statement and Detailed Procedures

If an Active Shooter is in Close Proximity

1. Follow Run-Hide-Fight procedures (for staff only):

- a. **Run:** Enter the center and follow the lockdown process

Evacuation Plan (If Safe to Do So)

- Use designated emergency exits.
- Take emergency contact forms and attendance sheets.
- Move to a pre-identified safe location.
- Conduct reunification procedures with parents/guardians.

Communication & Notification

- **Call 911** and provide details (location, shooter description, weapons, number of people).
- **Use emergency alert systems** (speaker system, mass text alerts, alarms).
- **Notify parents** via Learning Genie when safe or call once children are safe.

Lockdown Process: This is to be used in the event of danger on site, at the demand of law enforcement or at the discretion of the Center Director if a situation feels unsafe.

- Ensure all doors are locked
- Ensure lights are off
- Ensure windows are closed and any blinds are closed
- Ensure children are sitting quietly
- Have walkie talkies and cell phones (if on your person) in quiet mode
- If active shooting is taking place, ensure children are under tables and protected
- Move children away from doors and windows or where they can be seen.
- Place thick barriers (furniture, bookcase) between windows, doors, and the children.
- Lie down or get as low to the floor as possible.
- Make it a game for the children; have children hide in closets, cabinets, bathrooms.
- When safe, call 911 or text your direct supervisor to call 911

Policy Statement and Detailed Procedures

Center Director:

- Tell staff on walkie talkies that lockdown is in effect
- Get total number of children and staff on site to report to direct supervisor
- Silence devices such as cell phones and two-way radios.
- Account for all children and staff present.
- If possible, quietly call 9-1-1 to alert police of the shooter/violent situation and your location.
- If possible, quietly inform supervisor through text of the situation.
- Provide first aid and give medication as needed.

Teachers:

- Follow Center Director instructions
- Count heads.
- Comfort children and keep them as quiet as possible; make it a game to be “quiet as a mouse”. Account for all children present and take attendance periodically.
- Turn off all sources of noise (e.g. cell phone ringers, two-way radios).
- If possible, quietly call 9-1-1 to alert police of the shooter/violent situation and your location.
- Provide first aid and gives medication as necessary.

Home-Based – Home visit:

- Home Visitor is made aware of situation and declares emergency at the home visit location:
- Evacuate home using a safe route away from gunfire or person’s voice with family and children.
- Move quickly and as safely as possible.
- Once evacuated, find a place to hide, lie down, or get as low as possible.
- Comfort children and keep them as quiet as possible; make it a game to be “quiet as a mouse”.
- Take count of children and family members.
- Turn off all sources of noise (e.g. cell phone ringers, two-way radios).
- If possible, quietly call 9-1-1 to alert police of the shooter/violent situation and your location.
- Provide first aid and give medication as necessary.

Policy Statement and Detailed Procedures

- Lie low until first responder or law enforcement or authorized individual arrive, or when situation is clear.
- Contact supervisor of the event and provide the health and safety status of family and home visitor.
- Mental Health consultation is provided to family and home visitor to address the trauma from the incident as needed.

Home-Based - Socialization:

- **Home Visitor is made aware of situation and declares emergency during socialization location:**
- Close and lock door from inside the room.
 - If in a room that is not enclosed with doors, take cover and stay quiet.
- Direct children and parents to sit in safest area.
- Turn off lights.
- Move children away from doors and windows or where they can be seen.
- Place barriers (furniture, bookcase) between windows, doors, and the children.
- Lie down or get as low to the floor as possible.
- Make it a game for the children; have children hide in closets, cabinets, bathrooms.
- Silence and/or turn off all sources of noise (cell phone ringers, two-way radios).
- When safe, quietly call 9-1-1 to alert police of your location.
- Lie low until first responder or law enforcement or authorized individual arrived or when situation is clear.

AFTER the incident:

- Follow first responder's instructions.
- Initially first responders consider every adult a possible threat.
- Stay in safe area until further instructions from law enforcement or authorized individual.
- Contact supervisor of the event and provide the health and safety status of family and home visitor.
- Mental Health consultation is provided to family and home visitor to address the trauma from the incident as needed.

Reunification

- Children will be released only to authorized parents/guardians with proper identification.
- Staff will maintain child attendance logs throughout the emergency.

Counseling & Support

- Mental health support services will be offered to children, families, and staff.
- Crisis debriefings will be held within 48 hours of the event.

Incident Reporting & Review

- Follow the unusual incident reporting process anytime a lockdown or shelter in place situation occurs.

If There is a Threatening Situation:

Shelter in Place Process:

- Ensure all doors are locked
- Ensure windows are closed and any blinds are closed
- Have walkie talkies on silent.
- Move children away from doors and windows

Center Director:

- Tell staff on walkie talkies that a shelter in place is in effect
- Get total number of children and staff on site to report to direct supervisor
- Account for all children and staff present.
- Inform supervisor through phone of the situation.

Teachers:

- Follow Center Director instructions
- Count heads.

Home-Based – Home Visit/Socialization:

- **Home Visitor is made aware of situation and declares a shelter in place:**
- Close and lock door from inside the room.
- Direct children and parents to sit in safest area.

Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> • Move away from doors and windows • Shelter in place will be lifted when first responder or law enforcement or authorized individual onsite gets notice that the situation is clear. <p>Communication & Notification</p> <ul style="list-style-type: none"> • Use emergency alert systems (speaker system, mass text alerts, alarm) <p>Drills/Practice:</p> <ul style="list-style-type: none"> • Drills are held monthly.
Documentation:	<ul style="list-style-type: none"> • Monthly Emergency Drill log • Training documentation • Sign In Sheets, Agendas, Handouts, Training Evaluations • ChildPlus Unusual Incident Report module
Timeframe:	<p>Monthly practice</p> <p>Annual Review</p>

Fire and Earthquake Drill Protocol

HSPPS Subpart:	Head Start Program Performance Standards Subpart D-Health Program Services	Health Services Advisory Committee Review Date:	N/A
HSPPS and other regulations:	1302.47(b)(4)(i)(G) 1302.47(8) Chapter 9.2.4.3 Caring for our Children National Health and Safety Standards	Policy Council Approval Date:	
State Regulations:	CCL 101174(d)	Advisory Board Approval Date:	
Effective Date:	07/2013	Revised Date:	02/26/2025
Policy Statement and Detailed Procedures			
Policy Statement:	<p>This Fire and Earthquake Drill Policy establishes procedures for ensuring the safety of infants, toddlers, preschoolers, and staff in the event of a fire or earthquake. It aligns with California Child Care Licensing Regulations (Title 22, Section 101174 & 101175) and follows best practices from FEMA, the California Department of Social Services (CDSS), and the California Office of Emergency Services (Cal OES).</p> <p>The City of Oakland (COOHS) program's policy is to provide staff with guidance on how to conduct a fire and earthquake drill as well as the procedures in the event there is a fire or earthquake emergency. Staff receive ongoing training which is provided by emergency management agencies, consultants, staff, or emergency/law enforcement personnel who are qualified and experienced in disaster response.</p>		
Rationale:	<p>The program aims to ensure the health and safety of all children and staff. As such, staff will receive training and guidance on how to handle a fire and earthquake emergency which will help to facilitate adults and children to remain calm and act rapidly in an orderly manner during any emergency situation.</p>		
Responsibility:	<ul style="list-style-type: none"> • Center Directors • School Readiness Coordinator 		

Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> • Education Supervisor • HR & Facilities Supervisor • Safety Analyst • Safety & Facilities Program Operations Manager • Education Manager • Program Operations Manager • Head Start Director
Procedure:	<p>This policy applies to all staff, children, volunteers, and visitors in the facility, including classrooms, outdoor play areas, and administrative spaces.</p> <p><u>Fire Prevention & Preparedness</u></p> <ul style="list-style-type: none"> • Fire extinguishers must be checked monthly and serviced annually. • Flammable materials must be stored safely and away from heat sources. • Emergency exits must be clearly marked, unobstructed, and easily accessible. • Each classroom must have an emergency evacuation plan posted near the door. <p><u>FIRE DRILL PROCEDURES:</u></p> <ol style="list-style-type: none"> 1. Create an earthquake drill signal. 2. Ring the signal at the beginning of the drill 3. Staff will have the children calmly line up (one adult at the front of line and another adult at the end). <ol style="list-style-type: none"> a. Homebase will have children and caregiver(s) calmly line up (one Homebase staff at the front of the line and another at the end). b. EHS: mobile infants or young children, place them in cribs and ensure the wheels are unlocked for easy movement. 4. Staff will conduct head count before leaving the building 5. Designated staff will quickly check all areas of the classroom/socialization room for children and close doors behind them. 6. Assigned staff will take sign-in/sign-out sheet, emergency cards, emergency kits, first aid kits, and red medication backpack.

Policy Statement and Detailed Procedures

7. Once outside at your nearest approved location or a specified place on your Emergency Disaster Plan LIC 610 form), a head count should be taken from the sign-in/sign-out.
8. Staff will complete the posted fire drill log

FIRE EVACUATION:

In the event of a fire follow steps **1-6** as detailed above and:

1. Render first aid if necessary
2. Notify police and/or fire department
3. Upon arrival at the temporary site, contact your cluster lead
4. Begin contacting families.
5. Children and caregivers will not return to the center/socialization site until the fire department officially declares the area safe

Education Leadership will:

- a. Notify the Program Director of the evacuation
- b. Communicate next steps to the School Readiness Coordinator/Education Supervisor if applicable
- c. Notify the Community Care Licensing Analyst within three hours of notification and follow the process for submitting the Unusual Incident form LIC 624B. (Refer to the Unusual Incident Policy and Procedure.)
- d. Contact the HR & Facilities Supervisor and Safety & Facilities Program Operations Manager for site repairs or remediation if applicable.

EARTHQUAKE DRILL PROCEDURES:

HEAD START (Center based, FCC, Socialization room):

1. Create an earthquake drill signal.
2. Ring the signal at the beginning of the drill
3. Staff will help guide children to seek shelter under a desk or table by holding onto its two legs (stand in doorways if possible)
 - a. Keep away from windows and mirrors

Infant/Toddlers:

1. Create an earthquake drill signal.
2. Ring the signal at the beginning of the drill
3. Get all of the infants
4. **DROP:** Get down on the ground and hold them close to your chest.

Policy Statement and Detailed Procedures

5. **COVER:** Get under something sturdy, like a table and hold the infants or toddlers close to your chest

- a. Keep away from windows and mirrors'

EARTHQUAKE PROCEDURE:

In the event of an earthquake follow steps **1- 2** as detailed above and:

1. When the earthquake is over, assess the conditions and shut off all utilities.
2. If needed, relocate to the nearest approved location or a place specified on the Emergency Disaster Plan (LIC 610). Leave note indicating the temporary site on your center/home.
3. Gather children and the first aid kits, emergency kits, emergency cards, sign-in/sign-out sheet, and red medication backpack.
 - a) When relocating non mobile infants or young children, place them in cribs and ensure the wheels are unlocked for easy movement.
4. Designated staff will quickly conduct a sweep of all areas of classrooms before evacuation.
5. Move away from buildings and power lines
6. Render first aid if necessary
7. Notify the police and/or fire department if applicable
8. Upon arrival at the temporary site, contact your cluster lead
9. Begin contacting families.
10. Children and caregivers will not return to the center/socialization site until the fire department officially declares the area safe

Education Leadership will

- a) Notify the Program Director of the evacuation
- b) Communicate next steps to the School Readiness Coordinator/Education Supervisor if applicable
- c) Notify the Community Care Licensing Analyst within three hours of notification and follow the process for submitting the Unusual Incident form LIC 624B. (Refer to the Unusual Incident Policy and Procedure.)
- d) Contact the HR & Facilities Supervisor and Safety & Facilities Program Operations Manager for site repairs or remediation if applicable.

Policy Statement and Detailed Procedures	
	In the event that the center or socialization room is unsafe to return Center Director will follow the process detailed in the Emergency Closure Policy.
Monitoring:	<ol style="list-style-type: none"> 1. The Safety Analyst will monitor that emergency drill logs semi-annually when monitoring SSE checklist #2 2. The Program Planner for Data Management and CQI will review all Unusual Incident Reports on a quarterly basis for trends and to highlight concerns to bring to the Management team.
Documentation:	<ul style="list-style-type: none"> • Monthly Emergency Drill Log • Safe and Sanitary Environments Checklist #2 • ChildPlus Unusual Incident Report module
Timeframe:	<p>Monthly</p> <p>Ongoing</p>

ERSEA TRAINING

City of Oakland Head Start
Program Year 2024-25

1



ELIGIBILITY



RECRUITMENT



SELECTION



ENROLLMENT



ATTENDANCE

WHAT IS ERSEA?

2

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

SELECTION

PS 1302.14

3

Following selection criteria will be used to formally select children and families to participate in the City of Oakland Head Start and Early Head Start (HS/EHS) Program. Oakland HS/EHS has developed a point system that uses the [ChildPlus](#) software database to generate a waiting list of eligible families. The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins. Program applications received are ranked and placed on a priority list according to this system and participants are selected from the list as vacancies occur.

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

2024 SELECTION CRITERIA

4

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

RECRUITMENT

PS 1302.13

5

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

PROGRAM OPTIONS

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

CENTER-BASED (Classroom Setting)

Hours: 8:30 am – 4:30 pm

EARLY HEAD START: <ul style="list-style-type: none"> ♦ Broadway – 2619 Broadway <ul style="list-style-type: none"> • 0 – 3 years ♦ West Grand – 1058 West Grand <ul style="list-style-type: none"> • 0 – 3 years ♦ San Antonio Park – 1701 E. 19th St. <ul style="list-style-type: none"> • 18 months – 3 years ♦ Arroyo Viejo Park – 7701 Krause Ave <ul style="list-style-type: none"> • 18 months – 3 years 	HEAD START: 3 – 5 years <ul style="list-style-type: none"> ♦ Brookfield – 9600 Edg Ave ♦ Franklin – 1010 E. 15th Street ♦ Manzanita – 2701 22nd Ave ♦ San Antonio CDC – 2228 East 15th St. ♦ Sengate – 2563 International Blvd. ♦ Tansafaranga – 975 83th Ave. ♦ Laney College – 900 Fallon Street ♦ Merritt College – 12500 Campus Drive
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EARLY HEAD START & HEAD START:

- ♦ 85th Avenue – 8501 International Blvd.
 - 0 – 5 years
- ♦ Lion Creek – 8818 Lion Way, Suite #110
 - 18 months – 3 years

Family Child Care Providers (Homes)

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

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

HOME-BASED PROGRAM

The Home-Based Program option offers weekly 90-minute home educational visits with parent(s) and/or guardians from a Childhood Education Specialist to cover developmental education for pregnant women, infants, and children 2-5 years old. In addition to families receiving services right in their own home, the program also

2024-2025 CITY OF OAKLAND PROGRAM OPTIONS

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- ▶ COO must determine that families applying for enrollment meet income, age, and locally determined requirements for selection to participate in HS/EHS.
- ▶ Before any child or pregnant mother is considered for enrollment, all families applying for services must meet with ERSEA staff to verify eligibility documentation provided.

ELIGIBILITY

PS 1302.12

7

Early Head Start	Pregnant women	AGE REQUIREMENTS
	Children 0-3 years	
Head Start Preschool	Children 3-5 years Children turning 3 years by December 1 TK eligible children are age- eligible for Head Start Preschool.	

8

Income – Federal Poverty Level Guidelines.

Public Assistance – TANF, SNAP, and SSI.

Homeless – as defined in the The McKinney-Vento Act.

Foster Care – including kinship care placements.

ELIGIBILITY CATEGORIES

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

2025 FEDERAL POVERTY GUIDELINES

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

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- For eligibility, the program may reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.
- Families who exceed the FPL guidelines may submit housing and utility expenses.
- ERSEA staff will determine if a family spends more than 30 percent of their total gross income on housing costs.

EXCESSIVE HOUSING COSTS

PS 1302.13(i)

11

- COO will provide services to 100% of the children it is funded to serve.
- COO will fill any vacancy within 30 days.
- COO will make accommodations for children with special needs without discrimination.
- COO will not expel any child from any program option, including partners, due to the child's behavior.
- Temporary suspension of a child will be severely limited and implemented as a last resort in extraordinary circumstances where there is a serious safety threat.

ENROLLMENT

PS 1302.15

12

Full Enrollment Initiative Policy Requirements

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

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

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

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



DEPARTMENT OF
CHILDREN & FAMILIES



13

Full Enrollment Initiative Policy Requirements

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

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

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

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

Appeal Process ACE-PI-HS-18-04

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



DEPARTMENT OF
CHILDREN & FAMILIES



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

ATTENDANCE

PS 1302.16

15

- Approve ERSEA Policies & Procedures, including the Annual Selection Criteria.
- Ensure ERSEA aligns with the program's Community Needs Assessment.
- Review monthly enrollment reports to ensure full enrollment.
- Assess attendance trends and strategies for reducing chronic absenteeism.

GOVERNING BODY'S ROLE IN ERSEA OVERSIGHT

16



Program Governance, Data Management, and Continuous Quality Improvement

Program Governance (Parent Policy Council & Advisory Board)

HSPPS Subpart:	Program Governance	HSAC Approval Date (as needed):	N/A
HSPPS and other regulations:	Performance Standard: 1301.2 - Governing Body Responsibilities; Sec. 642 (E) - Powers and Functions of Head Start Agencies	Parent Policy Council Approval Date:	06/11/2024
State Regulations:	N/A	Advisory Board Approval Date:	08/15/2024
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 mayoral-appointed liaison of the Oakland City Council), in a shared governance structure, shall be knowledgeable about their roles and responsibilities to implement a high-quality program and their role in resolving possible program disputes that may arise.		
Rationale:	Partnering with caregivers on the Parent Policy Council and members of the Advisory Board to share the responsibility of making decisions for the program.		
Responsibility:	Program Director Program Management Program Supervisors Program Coordinators		
Monitoring:	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), and Program Staff, including 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"> 1. 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. 2. The Head Start Parent Policy Council and Advisory Board will receive annual orientation and Governance training regarding 		

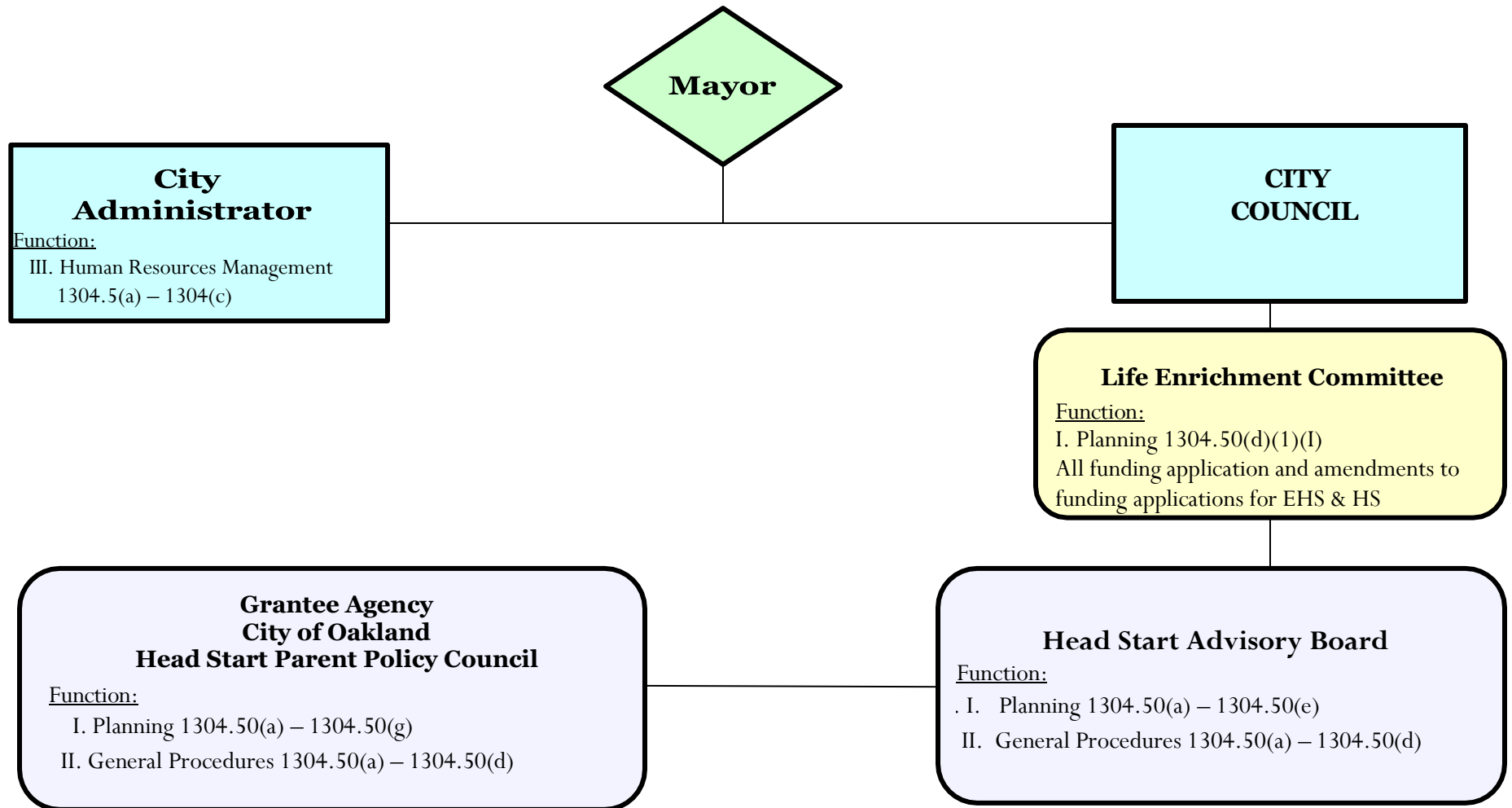
	<p>the structure of shared governance, including the need for both the Parent Policy Council and Advisory Board approve policies and procedures. Each new Parent Policy Council and Advisory Board member will receive an orientation, that includes Bylaws which set forth the roles of each body, to assure 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.</p> <ol style="list-style-type: none"> 3. The Advisory Board (the mayoral-appointed liaison 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. 4. The Parent Policy Council works in partnerships 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. 5. Members of the Parent Policy Council and Advisory Board support the program by: <ol style="list-style-type: none"> a. Identifying and developing resources to augment Federal funds b. Visiting or volunteering in classrooms and with other program activities; Becoming involved in the Self-Assessment process c. Participating in joint training opportunities. d. Obtaining feedback from parents and community members about the quality of services being delivered e. 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). 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
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Program Governance, Data Management, and Continuous Quality Improvement

	reports – including areas of non-compliance, as well as program strengths, and other data including information on child outcomes.
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 (Parent Policy Council Meeting always precedes the Advisory Board Meeting)



Shared Governance Structure





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) — Internal Dispute Resolution (1) Each grantee [and delegate agency, if applicable] 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:	06/11/2024
State Regulations:	NA	Advisory Board Approval Date:	08/15/2024
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:	<ol style="list-style-type: none">1. If, at any time, the City Council and/or its mayoral-appointed liaison (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 liaison (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.
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Policy Statement and Detailed Procedures

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.
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.
4. If the meetings with the Regional Office fail to assist in resolving the dispute between the City Council and/or its liaison (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.)
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 liaison (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.
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.
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 liaison (the Head Start Advisory Board) and the Parent Policy Council and to the



	ACF Regional Office (San Francisco).
Documentation:	<ul style="list-style-type: none">• Meeting Minutes and Agenda
Timeframe/Frequency:	<ul style="list-style-type: none">• As needed



PROGRAM MANAGEMENT – PROGRAM/STRATEGIC PLANNING

HSPPS Subpart:	J: Program Management and Quality Improvement	Program Management Advisory Committee Review Date:	N/A
HSPPS and other regulations	§1302.101	Policy Council Approval Date:	07/16/24
State or Local Regulations:	N/A	Advisory Board Approval Date:	09/26/24
Effective Date:	07/16/24; 09/26/24	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 PROGRAM 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 Resources, Facilities & Fiscal)

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	
Procedure:	<ul style="list-style-type: none"> • The program school year begins in July. 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 Comprehensive Program Calendar; 2) and a Program Governance Calendar, will be reviewed and approved annually by the Parent 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. • A program operating budget will be presented to the Parent Policy Council's Finance Committee or Parent Council and Advisory Board for review and input at the beginning each program year, in July or September. • When the budget is finalized in July or 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. 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-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.
Monitoring:	<ul style="list-style-type: none"> See procedures and Annual Comprehensive & Program Calendars
Documentation:	<ul style="list-style-type: none"> See procedures
Timeframe:	<ul style="list-style-type: none"> See Annual Comprehensive & Program Governance Planning Calendar

PY 2022-2026
PROGRAM GOALS & OBJECTIVES
"At-a-Glance" & "Detailed"

1

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

2

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

3

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

GOAL 1: FAMILY WELL-BEING

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

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

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

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

GOAL 2: COMMUNITY ENGAGEMENT

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

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

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

GOAL 3: SCHOOL READINESS

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

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

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

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

SCHOOL READINESS GOALS

GOAL 1:

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

SED 1: Identity of Self in Relation to Others

GOAL 2:

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

LLD 4: Reciprocal Communication & Conversation

ELD 2: Self Expression in English/Expressive English

GOAL 3:

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

COG 9: Inquiry through Observation/ Investigation

ALT-REG 4: Curiosity and Initiative in Learning

GOAL 4:

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

PD-HLH 4: Fine Motor Manipulative Skills

SCHOOL READINESS

How is School Readiness defined?

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

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

Schools are ready to receive children.

COMPLIANCE REQUIREMENTS- HSPPS 1302.102



Establish
Program goals

Every 5 years,
with updates
annually



Monitor
program
performance

Annual self
assessment, file
audits



Assess
progress
towards
meeting goals

Are we meeting
benchmarks set
for each
program goal



Use data for
continuous
program
improvement

Community needs
assessment
Selection criteria



Report out to
Advisory Board, &
Parent Policy
Council

Program Information
Report
Monthly Program
reports
Annual Report to City
Council

**CITY OF OAKLAND HEAD START
PROGRAM GOALS PY 2022-2026**

GOAL 1: Family Well-Being:

The City of Oakland's Head Start Program will collaborate and partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe and secure environments for young children to learn and grow.

Objective A: On an annual basis, collect quantifiable data on the number of families that are food or housing insecure through the family outcomes assessment that is collected three times per year.	Objective B: By the end of the Head Start grant cycle, develop a parent advocacy component within the program that pools resources and knowledge from various parent advocacy groups within the city.	Objective C: By the end of the Year 2, implement a trauma informed approach in the program that considers the social-emotional needs of families.
Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none">Review the family outcomes assessment tool to ensure it can collect food and housing insecurity dataAdminister the family outcomes assessment tool three times per year, at the beginning of the school year, once in the Winter, and a final in the springWork with families to connect the entire household to a medical home and medical insurance coverageWork with families to develop specific goals to address their food and housing needsProvide case management that includes providing resources, partnerships, and other strategies to families that are at risk to ensure goal completionAnalyze family outcomes data to determine progress made through the intentional case management of the program	Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none">Convene a task force or coalition of community-based leaders to develop a Family Advocacy Academy within the programAdminister a survey to families to understand their needs and prioritiesDevelop a Family Advocacy Academy Charter to define the scope of the AcademyPlan for the implementation of the Family Advocacy AcademyRecruit parents to pilot the Family Advocacy AcademyIdentify various community organizations where members of the Policy Council can serve as representatives of the Head Start program	Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none">Identify a valid and reliable assessment tool to analyze program’s organizational readinessConduct an organizational readiness assessment on trauma informed care to determine the systemic changes needed, as well as the organization’s ability and resources needed to become a trauma informed agencyAnalyze services provided to children and families in the program and the results of assessments to determine the need for enhanced trauma informed strategies/careAnalyze services provided to pregnant women in the program and the results of post-natal depression assessments to determine the need for enhanced mental health strategiesTrack the number of mental health referrals initiated by staff to analyze the mental health needs of children and familiesPartner with trauma informed organizations, such as ReCast
Rationale: The majority of low-income Oaklanders live in neighborhoods affected by systemic and institutionalized racism with sub-standard housing stock, underfunded schools, lack of access to fresh food, higher levels of crime, air quality issues, and disparate health outcomes, particularly in child and maternal health and asthma rates. The City was also gravely impacted by the COVID-19 Pandemic, which has disproportionately affected the black and brown communities of the city, overtaxed the health care system, increased morbidity, and led to dramatic job loss and economic downturn. Families are now being faced with skyrocketing inflation costs. Payscale, a service which compares local cost of living, reflects that the cost of living in Oakland is 49% higher than the national average, with housing costs being 118% higher, transportation costs being 30% higher, groceries being 26% higher, and utilities being 14% higher than the national average.		
Data, Tools, or Methods for Tracking Progress above: Family Outcomes Assessment; Family Partnership Agreements; Family Advocacy Academy Survey Results, ChildPlus for tracking Mental Health, and the FAA Charter		Expected Outcomes: Healthy and secure families within the city.
Expected Challenges: <ul style="list-style-type: none">Lack of resources and resources are dependent on systems that are outside of the Head Start program’s control, such as housing stock, lack of affordable and regional housing, and a lack of a federal response).Lack of resources to properly facilitate participation from parents of different backgrounds, including those with language translation needs, those with childcare and financial needs, that need to be addressed to participate.Lack of “dedicated” staff to champion this goal.Lack of mental health services that meet the cultural and linguistic needs of children and families.		

**CITY OF OAKLAND HEAD START
PROGRAM GOALS PY 2022-2026**

GOAL 2: COMMUNITY ENGAGEMENT:

The City of Oakland's Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.

Objective A: Conduct an annual review of existing community partnerships to assess how the program engages with the partnerships as well as how the partnerships are meeting the needs of the program's families.	Objective B: Work with Oakland Unified School District, and other community based ECE programs, to implement the new Universal Pre-Kindergarten (UPK) infrastructure within the city and county by 2025 through actively participating in monthly, quarterly, and annual meetings.
Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none"> • Develop a community partners database for the program • Asses the level of participation of the program within these partnerships • Analyze how the program is using the results and benefits of these partnerships to help families in the program • Conduct a gap analysis of parent needs and existing community partnerships 	Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none"> • Understand the UPK framework that is being issued by the CDE and its implications • Actively participate in the OUSD committees and meetings that are being held within the city • Share program data and metrics to assist in the development of the framework for the city • Offer design solutions to the new city-wide UPK model that includes participation of children of all abilities, including children with disabilities
Rationale: California, Alameda County and the City of Oakland are in the process of investing significant resources in early care and education. For example, Alameda County's Measure C – Children's Health and Child Care Initiative, and City of Oakland's Measure AA Education Parcel Tax, both of which may provide additional funding for the early care and education community within Alameda County. In addition, the state is currently in the process of implementing it's California All Kids Master Plan for Early Learning and Care. The state's UPK Master Plan will invest upwards of \$2.7 billion into the ECE field to expand the transitional kindergarten opportunities for four-year-old children. The UPK Master Plan, while still in its initial phases, allows local education agencies to partner with existing ECE providers, such as the City's Head Start Program, to implement quality pre-kindergarten programming for children. These initiatives provide the City of Oakland's Head Start program with the opportunity to take a key leadership role in the framework of the Early Childhood Education landscape in the city.	
Data, Tools, or Methods for Tracking Progress above: Partnership Analysis Report, Formation of New Partnerships that Address the Gap Analysis, Community Partners Database, and Attendance/Leadership Roles in UPK Partnership Meetings	
Expected Outcomes: Systemic changes to the early childhood education landscape.	
Expected Challenges: <ul style="list-style-type: none"> • Time and resources to accomplish the goal. • Lack of "dedicated" staff to champion this goal. • Lack of resources and resources are dependent on systems that are outside of the Head Start program's control. • Shifts in the age of the children requires adaptation of facilities and staffing to meet community need (i.e., moving to serving more infants and toddlers) 	

**CITY OF OAKLAND HEAD START
PROGRAM GOALS PY 2022-2026**

GOAL 3: SCHOOL READINESS:

The City of Oakland's Head Start Program will provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.

Objective A: By the third year of the grant cycle, align the program's school readiness goals with the kindergarten readiness expectations as defined by the Kindergarten Readiness Assessment.	Objective B: By the third year of the grant cycle, conduct a Diversity Equity Inclusion and Belonging (DEIB) assessment of the program's strategies for diversity, equity, inclusion, and belonging in all educational settings.	Objective C: By the end of the grant period, develop formalized workforce development partnerships that build a staffing pipeline of future Head Start staff (e.g., developing a quality workforce).
Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none"> • Review and understand the expectations of the schools that Head Start children transition into • Identify school readiness needs of children with Individualized Education Plans, as well as children in the referral process • Develop individualized training cohorts to support teaching staff in their use of developmental assessment data to enhance their teaching practices • Provide enhanced coaching to teaching staff on individualization, especially for children with identified disabilities or special needs • Enhance the role of the Transition Team that collaborates with OUSD • Compare program's existing school readiness goals with those of kindergarten expectations • Revisit the School Readiness Committee Charter 	Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none"> • Set up roles and responsibilities for a Race and Equity Fellow in partnership with Race & Equity Department • Research existing datasets and measurement tools to assess DEI practices • Develop a plan for the implementation of DEIB strategies into educational settings • Establish policies and procedures to support DEIB practices throughout the program • Provide DEIB training to staff, parents, partners and HSAB 	Activities/Action Steps to Meet Objective Above: <ul style="list-style-type: none"> • Assess the staffing needs of the program and the skillsets required for entry-level positions • Create an internal teacher assistant apprenticeship program that provides interested parents with opportunities to gain paid, hands-on classroom experiences, while at the same time attending a CDA program. • Update HS/EHS teaching job specs • Visit the CDA or other credentialing programs to supplement the CDE Child Development Permits • Form partnerships with community colleges or other workforce development organizations to develop apprenticeship programs for HS/EHS
Rationale: The National Association for the Education of Young Children (NAEYC) recently (June-July 2021) surveyed 7,500 child care providers across the country. More than half of respondents reported experiencing greater difficulties with recruiting and retaining staff. Among ECE providers that operated center-based settings, 80% reported experiencing staffing shortages. In California, the child care workforce continues to be 10% smaller than it was before the pandemic, according to the Bureau of Labor Statistics.		
Data, Tools, or Methods for Tracking Progress above: Revised School Readiness Goals, Child Outcomes Report, DEIB Assessment Results, Workforce Development Partnerships		
Expected Outcomes: Children will be ready for school.		
Expected Challenges: <ul style="list-style-type: none"> • Time and resources to accomplish the goal. • Lack of "dedicated" staff to champion this goal. • Lack of resources and resources are dependent on systems that are outside of the Head Start program's control. • Development of the workforce pipeline may take several years. 		

**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		
<u>Date:</u> PC: 7/16 AB: 7/18	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u> PC: On Recess AB: 8/22	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u> PC: 9/24 AB: 9/26	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u> PC: 10/15 AB: 10/17	<u>Report or Task Name</u>	<u>Unit</u>
	PC/AB Meetings	PM/PLN		PC/AB Meetings	PM/PLN		PC/AB Meetings	PM/ PLN		PC/AB Meetings	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 	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	Unit PM/PLN	Date: PC: 4/15 AB: 4/17	Report or Task Name PC/AB Meetings	Unit PM/ PLN	Date: PC: 5/13 AB: 5/15	Report or Task Name PC/AB Meetings	Unit PM/ PLN	Date: PC: 6/10 AB: 6/12	Report or Task Name PC/AB Meetings	Unit PM/ PLN
	<ul style="list-style-type: none">Monthly Program Progress ReportMonthly Program Financial ReportNew Selection Criteria added to Child Plus	FSC ERSEA		<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	FSC PM/ PLN FSC PM/ PLN ERSEA HR/PD PM/ PLN		<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	FSC ERSEA		<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 <i>Joint PPC/AB Meeting (tentative)</i>	FSC

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

Weekly, Monthly, Quarterly, and Annual Reporting

Monthly		Quarterly	Annually
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 to Public (Per HSPPS) Annual Program Report to City Council (Per HSD/ECFS) 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 Applications
	Individual/Unit Responsible		Abbreviations Key: Projects/Agencies/Programs
PLN CON FSC C/PD ERSEA PM CD/ED	Planning Content Collective Fiscal Coaching & Professional Development Eligibility, Recruitment, Selection, Attendance Program Management Child Development & Education	PPC/AB CDE/CSPP CDE/PSE CDSS/CCTR CACFP SOW PIR	Parent Policy Council/Advisory Board California Department of Education/California State Preschool Program California Department of Education/Program Self-Evaluation California Department of Social Services/General Child Care Program (CCTR) Child & Adult Care Food Program Scope of Work 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		
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			December 2024			January 2025			February 2025		
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 (results presented) Self-Assessment (results presented) 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 (presented for approval) 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			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 Report Monthly Program Financial Report 	Unit PM/ PLN FSC	Date: PC: 4/15 AB: 4/17	Report or Task Name 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> 	Unit PM/ PLN PM/ PLN FSC 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 Report Monthly Program Financial Report 	Unit PM/ PLN FSC	Date: PC: 6/10 AB: 6/12	Report or Task Name 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> 	Unit PM/ PLN FSC PM/ PLN



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

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

The plan includes the following:

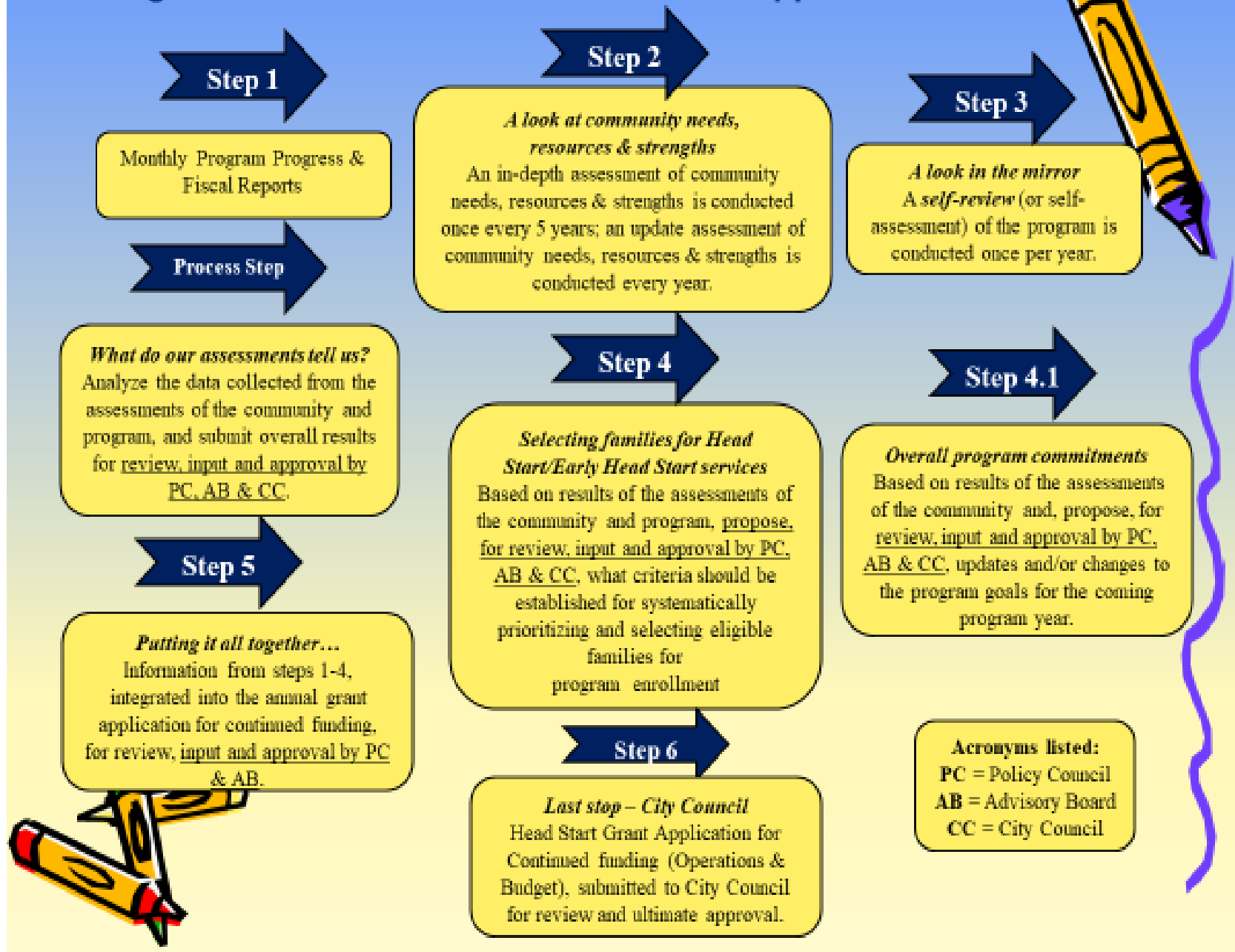
- Training on those functions that are shared between the Parent Policy Council and Advisory Board, and that cannot be carried out without the express approval of both bodies;
- Discussion of the critical issues that shared between the two bodies and must be approved by both including:
 - Criteria for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

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

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

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

Program Governance Processes: “Must Approve Actions”



CITY OF OAKLAND
HEAD START PARENT POLICY COUNCIL & ADVISORY BOARD

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

TOPIC	DATE	PRESENTER
SESSION I: REVIEW OF PARENT POLICY COUNCIL (PPC) & ADVISORY BOARD (AB) <ul style="list-style-type: none"> ➤ Head Start & Program Funding Structure ➤ Program Governance Processes ➤ “Policy Council & You” Governance Training/PPC Orientation <ul style="list-style-type: none"> ○ Introduction/Review of Policy Council Bylaws FY 24-25 ○ Parent Policy Council/Advisory Board Roles & Responsibilities ○ Brown Act, Sunshine Ordinance & Parliamentary Procedures ○ City Council & its relationship to Advisory Board and Parent Policy Council 	Dec 30, 2024	Tracey Black
SESSION II: REVIEW OF PC AND AB ROLES & RESPONSIBILITIES CONTINUED... <ul style="list-style-type: none"> ➤ Program Design & Operations Training <ul style="list-style-type: none"> ○ Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) ○ Review of Monthly Program Progress Report (Reflects Service Delivery; Program Options; Content Areas; Ongoing Monitoring Results) ➤ Budget/Fiscal Training <ul style="list-style-type: none"> ○ Review Monthly Financial Reports 	January 2025	Diveena Cooppan/ Tracey Black/ Everardo Mendoza/Trisha Barua/Kurry Foley
SESSION III: STRATEGIC PLANNING PROCESSES <ul style="list-style-type: none"> ➤ Head Start Program Performance Standards (August 2024) ➤ Community Assessment & Community Assessment Update ➤ Self-Assessment ➤ Selection Criteria ➤ Goals & Objectives ➤ Fiscal Training (started...) 	February 2025	Diveena Cooppan/ Tracey Black/Trisha Barua/Everardo Mendoza/Kurry Foley
SESSION IV: GOVERNANCE TRAINING WITH BREAKWATER ASSOCIATES & Content Areas: <ul style="list-style-type: none"> ➤ Governance Role and Training ➤ Regulations Guiding the Head Start Grant ➤ Office of Head Start ➤ Oakland Head Start within the City of Oakland (Governance Structure) ➤ Program Performance & Compliance Reports ➤ Overview of Strategic Planning Process ➤ ERSEA Training 	March 2025	Diveena Cooppan/ Trisha Barua/ Sarah Chao Content Coordinators/ Tracey Black
Session V: Content Areas (TBD)	April 2025	Content Team Members
Session VI: Content Areas (TBD)	May 2025	Content Team Members
Session VII: Content Areas (TBD)	June 2025	Content Team Members

PROTOCOLS FOR ICE ACTIONS AND INQUIRIES

Early childhood and Family Services Division

The Early Childhood and Family Services Division stands behind a commitment to do everything possible to ensure our centers are safe spaces for all children, families, and staff regardless of immigration status. **We have developed a series of protocols for staff to follow in the case of ICE actions or inquiries.** In addition to the protocols, we encourage staff and community to follow the Dos and Don'ts if contacted by ICE.

IMPORTANT: ALWAYS KEEP OFFICE/CLASSROOM DOORS LOCKED AT ALL TIMES.

**CONTACT MANAGEMENT BY CALLING CENTRAL
OFFICE FRONT DESK (510) 238-3165
IF CONTACTED DIRECTLY BY ICE**

DO :

1. **Stay Focused.** In high-stress situations, people are more likely to ramble or say something without thinking. Be polite and remain calm. By maintaining a positive demeanor, you can help de-escalate a contentious situation.
2. **Repeat yourself.** A common tactic by law enforcement is to ask the same question over and over again, in hopes of eliciting their desired response.

DONT :

1. **DO NOT**, under any circumstances, provide or offer any information about an individual student, family, or employee, regardless of the reason given for seeking the information unless directed to by a manager.
2. **DO NOT** answer any questions about a student, family, or employee, regardless of how innocent the question seems.
3. **DO NOT panic.** Remember to breathe and remain calm.
4. **DO NOT** interfere or obstruct enforcement engaged in the lawful conduct of their duties.

Key Contact Information

Central Office Front Desk: (510) 238-3165
Education Manager (Krischa Esquivel) : (510) 918-1799
Prog. Ops. Manager (Sarah Trist) : (510) 604-5866



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

February 26, 2025

Mr. Jestin Johnson, Chair
Oakland, City of
150 Frank H Ogawa Plz
Ste 5352
Oakland, CA 94612-2093

Re: Grant No. 09CH012060

Dear Mr. Johnson,

We are writing to inform you that the Office of Head Start (OHS) has designated Oakland, City of, Grant No. 09CH012060, chronically underenrolled, pursuant to Section 641A(h)(5) of the Head Start Act. Given the measurable progress towards full enrollment, OHS will not reduce Oakland, City of base grant at this time. However, please be advised that OHS recognizes that your agency will likely have unobligated funds at the end of the current fiscal year, and that these funds may be subject to recapture. As a reminder, you have the option to apply for a Change in Scope to reduce your funded enrollment and apply funds to other budget line items that will address under-enrollment, such as compensation for staff.

Background:

On July 12, 2023, OHS conducted an underenrollment meeting with Oakland, City of to identify the underlying issues and challenges preventing the achievement of full enrollment in its Head Start Preschool and Early Head Start Programs. As a result of the meeting, Oakland, City of, in collaboration with OHS, implemented a 12-month plan to achieve and maintain its funded enrollment. However, Oakland, City of did not achieve at least 97 percent enrollment at the completion of the 12-month period.

Section 641A(h)(5)(A) of the Head Start Act authorizes OHS to review and adjust the funding and enrollment of grant recipients determined to be "chronically underenrolled." Specifically, if after receiving technical assistance and implementing a plan to correct underenrollment for a period of 12 months, a grant recipient remains enrolled at less than 97 percent of funded enrollment, the Secretary may (i) designate the grant recipient as chronically underenrolled; and (ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled.

Pursuant to Section 641A(h)(5)(B) of the Head Start Act, OHS has determined that Oakland, City of is eligible for a waiver from the recapture, withholding, or reduction of its base grant according to (ii) the shortfall can reasonably be expected to be temporary.

OHS remains committed to continuing to support Oakland, City of in achieving and maintaining full enrollment while

maintaining the highest quality of services for children and families. Therefore, OHS will watch your program's Head Start and Early Head Start Programs enrollment for six months and continue to provide technical assistance as needed. Continued eligibility for the waiver will be re-evaluated in six months. Monthly enrollment must continue to be reported by center and program option using the Center Level Reporting Spreadsheet until further notice. Once your program is able to achieve and maintain at least 97 percent enrollment for six consecutive months, a Chronically Underenrolled Designation Removal Letter will be issued. This letter will serve as official notice that the designation of "chronically underenrolled" has been lifted.

Please be advised that the inability to achieve and maintain at least 97 percent enrollment for six consecutive months following this "chronically underenrolled" designation may result in OHS taking further action to reduce Oakland, City of's base grant and funded enrollment pursuant to Section 641A(h)(5) of the Head Start Act.

Please contact your Regional Office if there are any questions or concerns. Thank you for all that you do on behalf of children and families.

For more information about the chronically underenrolled designation, please see [ACF-PI-HS-18-04](#).

Sincerely,

/ Heather Wanderski/

Heather Wanderski
Director, Division of Program Operations
Office of Head Start
Administration for Children and Families

ATTACHMENT A

[Sec. 641A Standards; Monitoring of Head Start Agencies and Programs](#)

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

- (i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;
- (ii) the shortfall can reasonably be expected to be temporary; or
- (iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

- (i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.
- (ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.
- (iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.
- (iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

January 30, 2025

Grant No. 09CH012060

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by April 1, 2025.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$5,845,880	\$7,765,547
Training and Technical Assistance	\$66,752	\$118,878
Total Funding		\$13,797,057

Program	Head Start	Early Head Start
Federal Funded Enrollment	292	330

Period of Funding: 07/01/2025 - 06/30/2026

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3.01 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

Addressing Staffing Challenges through Grant Applications

Programs are strongly encouraged to make necessary changes to stabilize the Head Start workforce and must consider the staffing and training needs for their proposed program design,

including necessary compensation and staff supports to implement a sustainable high-quality program. Further guidance on strategies to support the Head Start workforce can be found in ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce.

Additional guidance on making program adjustments necessary to maintain a high-quality program with qualified staff can be found in ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

Program Improvement (One-Time) Requests & Request Related to Health and Safety

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the *Supplement or Supplement—Facilities 1303* amendment type in HSES. Please select the appropriate amendment based on the description in HSES. Requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications, including costs necessary to determine eligibility to submit a 1303 application, and/or costs necessary to prepare and submit a 1303 application); minor repairs and enhancements; playground installations or upgrades; funding to support transportation needs with making investments in buses or other vehicles necessary to operate the program; or security and surveillance investments to assure maximum safety of children. Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding *Application Instructions* or program improvement needs and requests, please contact Laura Candeloro, Head Start Program Specialist, at 415-437-8653 or Laura.Candeloro@acf.hhs.gov or Jessica Burnham, Grants Management Specialist, at 816-426-2279 or jessica.burnham@acf.hhs.gov.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Cynthia Yao/

Cynthia Yao

Regional Program Manager
Office of Head Start

Corrective Action Plan
Version Date: December 5, 2024

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

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

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

Corrective Action Plan

Version Date: December 5, 2024

Actions Taken to Strengthen Systems Program-wide

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

Corrective Action Plan

Version Date: December 5, 2024

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

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

Corrective Action Plan

Version Date: December 5, 2024

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

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

Actions Taken to Strengthen Systems Program-wide

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

Corrective Action Plan

Version Date: December 5, 2024

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

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

Oakland Children's Initiative
Upcoming Listening Sessions

Are you a parent, caregiver, child care provider,

“Let Your Voice Be Heard!...”

In collaboration with the Oakland Children's Initiative (OCI), First 5 Alameda is holding upcoming listening sessions throughout the city of Oakland for parents, caregivers, child care providers, early care educators, and community members to share their feedback, insights, and expertise to inform priorities for future investments in Oakland Children's Initiative and Measure C funding.

All sessions are in person, except for the session on March 12th, which is virtual. The subject matter for each session, will be the same:

- **Wednesday, March 12, 2025, 5:30 PM – 8:30 PM: Virtual Listening Session**
 - Zoom, bit.ly/March1-ListeningSession
 -
- **Saturday, March 15, 2025, 9:00 AM – 12:00 PM: In-Person Listening Session**
 - Center of Hope Community Church, 8411 Macarthur Blvd., Oakland, CA 94605
 -
- **Thursday, March 20, 2025, 5:30 PM – 8:30 PM: In-Person Listening Session**
 - Trybe, 655 International Blvd., Oakland, CA 94606

See flyers in multiple languages, attached.

JOIN US!

Oakland Children's Initiative Community Listening Sessions

Early Education Fund

Are you interested in the future of early care and education in the City of Oakland? Please join First 5 Alameda County for a series of community listening sessions to help inform priorities for the Oakland Children's Initiative Early Education Fund. Join us in-person or for our virtual session and ensure your voice is heard.



**Thursday,
March 6**
5:30 - 8:30pm

Lincoln Families
150 Linden St,
Oakland, CA 94607



**Wednesday,
March 12**
5:30 - 8:30pm

Join Virtually
Via Zoom:
[bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)



**Saturday,
March 15**
9am - 12pm

Center of Hope
Community Church
8411 Macarthur Blvd,
Oakland, CA 94605



**Thursday,
March 20**
5:30 - 8:30pm

Trybe
655 International Blvd
Oakland, CA
94606

▶ **Learn more at first5alameda.org**

Interpretation will be available in Spanish and Chinese.
Food and child care will be provided in-person.



¡ACOMPÁÑENOS!

Sesiones de escucha comunitaria de la Iniciativa para niños de Oakland

Fondo de Educación Temprana

¿Está usted interesado en el futuro del cuidado y la educación temprana en la ciudad de Oakland? Únase a First 5 del Condado de Alameda para una serie de sesiones de escucha comunitaria para ayudar a informar las prioridades para el Fondo de Educación Temprana de la Iniciativa Infantil de Oakland. Acompáñenos en persona o a través de nuestra sesión virtual para asegurarse que su voz sea escuchada.



**Jueves,
6 de Marzo**
5:30 - 8:30pm

Lincoln Families
150 Linden St,
Oakland, CA 94607



**Miércoles,
12 de Marzo**
5:30 - 8:30pm

Vía Zoom:
[bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)



**Sábado,
15 de Marzo**
9am - 12pm

Center of Hope
Community Church
8411 Macarthur Blvd,
Oakland, CA 94605



**Jueves,
20 de Marzo**
5:30 - 8:30pm

Trybe
655 International
Blvd Oakland, CA
94606

Obtenga más información en first5alameda.org

Interpretación disponible en español y chino. Se
proporcionará comida y cuidado infantil en persona.



邀請大家參加!

屋崙兒童倡議 社區聆聽會

早期教育基金

您是否對屋崙市育兒服務和教育的未來這個話題感興趣? 請參加First 5阿拉米達縣組織的一系列社區聆聽會, 就屋崙兒童倡議早期教育基金的優先事項提供您寶貴的意見。請親臨現場或參加我們的線上會議, 確保您的意見與建議被聽到。



3月6日
星期四

下午 5:30 - 8:30

Lincoln Families

150 Linden St,
Oakland, CA
94607



3月12日
星期三

下午 5:30 - 8:30

Zoom視頻會議:

[bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)



3月15日
星期六

上午 9 - 12

希望中心社區教堂
(Center of Hope
Community Church)

8411 Macarthur Blvd,
Oakland, CA 94605



3月20日
星期四

下午 5:30 - 8:30

Trybe

655 International Blvd
Oakland, CA
94606



請訪問我們的官網: first5alameda.org

將提供西班牙語和中文口譯服務。
現場將提供餐飲和托兒服務。



به ما بپیوندید!

طرح کودکان اوکلند

جلسه های نظرخواهی اجتماع

صندوق آموزش اولیه

آیا به آینده آموزش و پرورش اولیه در شهر اوکلند علاقه مند هستید؟ لطفاً برای مجموعه ای از جلسه های نظرخواهی اجتماع به منظور کمک به شناسایی اولویت ها برای صندوق آموزش اولیه طرح کودکان اوکلند به First 5 شهرستان آلامدا بپیوندید. به صورت حضوری یا از طریق جلسه مجازی به ما بپیوندید و مطمئن شوید صدای شما شنیده شود.



پنج شنبه،
20 مارس

5:30 – 8:30 ب.ظ

Trybe
655 International Blvd
Oakland, CA
94606



شنبه،
15 مارس

9 ق.ظ – 12 ب.ظ

Center of Hope
Community Church
8411 Macarthur Blvd,
Oakland, CA 94605



چهارشنبه،
12 مارس

5:30 – 8:30 ب.ظ

به صورت مجازی از
طریق زوم:
[bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)



پنج شنبه،
6 مارس

5:30 – 8:30 ب.ظ

Lincoln Families
150 Linden St, Oakland,
CA 94607

اطلاعات بیشتر در first5alameda.org

ترجمه شفاهی به اسپانیایی و چینی در دسترس خواهد بود.
غذا و نگهداری کودک به صورت حضوری ارائه خواهد شد.



ចូលរួមជាមួយយើងខ្ញុំ!

គំនិតផ្តួចផ្តើមរបស់កុមារនៅទីក្រុង Oakland វគ្គស្តាប់សហគមន៍ មូលនិធិអប់រំបឋមរ៉យ

តើអ្នកចាប់អារម្មណ៍នឹងអនាគតនៃការថែទាំ និងអប់រំបឋមរ៉យនៅទីក្រុង Oakland
ដែរឬទេ? សូមចូលរួមជាមួយ 5 First Alameda County
សម្រាប់សិរីវគ្គស្តាប់សហគមន៍ដើម្បីជួយជូនដំណឹង
អំពីអាទិភាពសម្រាប់មូលនិធិអប់រំបឋមរ៉យនៃគំនិតផ្តួចផ្តើមរបស់កុមារនៅទីក្រុង
Oakland។ ចូលរួមជាមួយយើងខ្ញុំដោយផ្ទាល់ ឬសម្រាប់វគ្គតាមអនឡាញរបស់យើង
ហើយធានាថា សំឡេងមតិរបស់អ្នកត្រូវបានគេស្តាប់។
ចូលរួមជាមួយយើងខ្ញុំដោយផ្ទាល់ ឬសម្រាប់វគ្គតាមអនឡាញរបស់យើង
ហើយធានាថា សំឡេងមតិរបស់អ្នកត្រូវបានគេស្តាប់។



**ថ្ងៃព្រហស្បតិ៍ទី
6 ខែមីនា**

ម៉ោង 5:30 - 8:30 យប់

Lincoln Families
150 Linden St,
Oakland, CA 94607



**ថ្ងៃពុធទី
12 ខែមីនា**

ម៉ោង 5:30 - 8:30 យប់

ចូលរួមតាមអនឡាញតាម
យ:កម្មវិធី Zoom៖
[bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)



**ថ្ងៃសៅរ៍ទី
15 ខែមីនា**

9 ព្រឹក - 12 ថ្ងៃត្រង់

Center of Hope
Community Church
8411 Macarthur Blvd,
Oakland, CA 94605



**ថ្ងៃព្រហស្បតិ៍ទី 20
ខែមីនា**

ម៉ោង 5:30 - 8:30 យប់

Trybe
655 International Blvd
Oakland, CA
94606

▶ ស្វែងយល់បន្ថែមនៅលើគេហទំព័រ first5alameda.org

នឹងមានផ្តល់ជូនសេវាបកប្រែផ្ទាល់មាត់ជាភាសាអេស៉្បាញ និងចិន។
នឹងផ្តល់ជូនអាហារ និងសេវាមើលថែទាំកូនដោយផ្ទាល់។




SUMALI SA AMIN!


Oakland Children's Initiative Mga Sesyon sa Pakikinig ng Komunidad

Pondo ng Maagang Edukasyon


Interesado ka ba sa kinabukasan ng maagang pangangalaga at edukasyon sa Lungsod ng Oakland? Mangyaring sumali sa First 5 Alameda County para sa isang serye ng mga sesyon ng pakikinig sa komunidad para makatulong na ipaalam ang mga priyoridad para sa Pondo ng Maagang Edukasyon ng Oakland Children's Initiative. Sumali sa amin nang personal o para sa aming virtual na sesyon at tiyaking maririnig ang iyong boses.


**Huwebes,
Marso 6**
5:30 - 8:30pm


Lincoln Families
150 Linden St,
Oakland, CA 94607


**Miyerkules,
Marso 12**
5:30 - 8:30pm

Sumali nang Virtual
gamit ang Zoom:
[bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)


**Sabado,
Marso 15**
9am - 12pm

Center of Hope
Community Church
8411 Macarthur Blvd,
Oakland, CA 94605


**Huwebes,
Marso 20**
5:30 - 8:30pm

Trybe
655 International Blvd
Oakland, CA
94606

▶ **Matuto pa sa first5alameda.org**

Magiging available ang interpretasyon sa Spanish at Chinese.
Ibibigay nang personal ang pagkain at pangangalaga sa bata.



THAM GIA CÙNG CHÚNG TÔI!

Sáng kiến Vì Trẻ em Oakland Các Buổi Nghe Ý Kiến Cộng Đồng Quỹ Giáo Dục Mầm Non

Quỹ Giáo Dục Mầm Non

Quý vị có quan tâm đến tương lai của công tác chăm sóc và giáo dục mầm non tại Thành phố Oakland không? Xin mời quý vị tham gia cùng First 5 Alameda County trong các buổi lắng nghe ý kiến cộng đồng để giúp xác định các điểm ưu tiên cho Quỹ Giáo Dục Mầm Non của Sáng Kiến Vì Trẻ Em Oakland. Quý vị có thể tham gia trực tiếp hoặc qua phiên họp trực tuyến – nơi tiếng nói của quý vị được lắng nghe.



**Thứ Năm, ngày
6 tháng 3**
5:30 - 8:30 tối

Lincoln Families
150 Linden St, Oakland,
CA 94607



**Thứ Tư, ngày
12 tháng 3**
5:30 - 8:30 tối

Tham gia trực tuyến qua
Zoom: [bit.ly/March1-
ListeningSession](https://bit.ly/March1-ListeningSession)



**Thứ Bảy, ngày
15 tháng 3**
9:00 sáng – 12:00 trưa

Center of Hope
Community Church
8411 Macarthur Blvd,
Oakland, CA 94605



**Thứ Năm, ngày
20 tháng 3**
5:30 - 8:30 tối

Trybe
655 International Blvd
Oakland, CA
94606



Tìm hiểu thêm tại first5alameda.org

Chúng tôi sẽ cung cấp dịch vụ dịch thuật tiếng Tây Ban Nha và tiếng Trung.
Thức ăn và dịch vụ chăm sóc trẻ sẽ được cung cấp tại các buổi họp trực tiếp.

