



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

MEETING AGENDA – FINAL

Thursday, 11-21-24

3:30-5:00pm

In person Meeting Location:

Oakland City Hall

1 Frank H. Ogawa Plaza, City Council Chambers

Virtual Zoom Meeting Location for Public Participation Only

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

Please See the Agenda to Participate in The Meeting

Thank you!!

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

ADVISORY BOARD MEETING

Day & Time: Thursday, 11-21-24; 3:30-5:00pm
In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza;
City Council Chambers

AGENDA

- I. CALL TO ORDER / ROLL CALL:** *Host/Program Staff*
- | | | |
|----------------------------|----------------------------------|---|
| Molly Tafoya, <i>Chair</i> | Dr. Javay Ross | Dr. Jei Watkins |
| Alysoun (Aly) Bonde, | Kevin Bremond | Christina Michaud |
| <i>Vice Chair</i> | Dr. Mariamawit (Mari)
Tamerat | Julia Forte Frudden
<i>(Vacant Seat)</i> |
1. Public Comment
- II. APPROVAL OF AGENDA ITEMS:** *Molly Tafoya, Chair*
1. Review and Approval of **Advisory Board Meeting Agenda, November 21, 2024**
 2. Review and Approval of **Advisory Board Meeting Minutes, October 17, 2024**
- III. ACTION ITEMS:**
1. **Monthly Progress Report Update:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Report – *October 2024*
 2. **Monthly Financial Report:** *Kurry Foley, HSD Budget & Fiscal Manager*
 - a. Monthly Financial Report (Expenditures, CACFP Report)
 - b. Purchase Card Report – *August, September, and October 2024*
 - c. Final FY23/24 Reconciled Financial Report
 3. **FY 24-25 Change of Scope Request**
 4. **FY 24-25 Oakland Children’s Initiative (OCI) Contract**
- 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. FY 23-24 Program Information Report (PIR) Overview
 2. FY 24-25 COO HS/EHS Wage & Compensation Study
 3. FY 24-25 CLASS Review/Implementation – *in progress*
 4. Standing Program Updates:
 - Human Services Department Director Position
 - Personnel
 - FY 24-25 City Budget
 - Measure C (Children’s Health & Child Care Initiative for Alameda County)

- a. Upcoming Listening Sessions (see handout in agenda packet)
- Seeking Volunteers for Human Services Department “Community Day of Thanks” events, November 25 and November 26 (see handout in agenda packet)
- First 5 Alameda Help Me Grow - List of Holiday Resources
- FY 24-25 Advisory Board Bylaws

VI. OPEN FORUM

VII. ADJOURNMENT

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

Day & Time: Thursday, 10-17-2024; 3:30-5:00pm

In Person Location: Oakland City Hall;

1 Frank H. Ogawa Plaza; Council Chambers

Zoom Meeting

*** MEETING MINUTES**

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

Advisory Board Members Present:

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

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Tracey Black, *Manager; Governance & Contracts*
Sarah Trist, *Manager; Program Operations*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Kurry Foley, *Manager; HSD Budget & Fiscal Unit*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Trisha Barua, *HHS Planner, HS/EHS*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Clara Sanchez, *Administrative Assistant II*
Valeria Vallejo, *Office Assistant I*
Michael Fries, *Program Analyst I*
Equal Access - *International Contact Interpretation Team*
(4 members present)

Advisory Board Members Excused:

Kevin Bremond
Dr. Mariamawit Tamerat

I. ROLL CALL:

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

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of October 17th, 2024, Meeting Agenda

- *Chair Molly Tafoya, called for a motion to approve the October 17th, 2024, AB Meeting Agenda.*
- ✓ *Member Julia Forte Frudden seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-*

abstentions, (0) no response

2. Review and Approval of September 26th, 2024, Advisory Board Minutes

- Chair Tafoya, motioned to approve the September 26th, 2024, Meeting Minutes.
- ✓ Member Forte Frudden *seconded the motion*. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

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

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

- Chair Tafoya, motioned to approve the Monthly Progress Report:
- ✓ Vice Chair, Alysoun Bonde *seconded the motion*. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Question: With the limitations of under-enrolled centers, how we can be flexible in working around those constraints? Are we able to expand, maybe, home-based options when we have hit issues with some of our center-based enrollments, teacher shortages and all the concerns that were raised at Tuesday’s City Council’s Meeting?

–**Response:** The key factor in determining family placements is the selection criteria which affects their position on the waitlist. Once on the waitlist, families are asked for their first, second, and third choices. When assigning spots, those at the top of the list are offered their first choice.

In terms of staffing, the guidance we follow is to avoid closing locations for the sake of consolidating staff. For example, while we could shift staff to one location and fill it to capacity, this would mean closing other sites.

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

a. Monthly Financial Report (Expenditures, CACFP Report, Purchase Card Report) July/August 2024

- Chair Tafoya motioned to move the Monthly Budget Report to July/August:
- ✓ Member Forte Frudden *seconded the motion*. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

- **Question:** Is there a breakdown of how much each site will receive from the grants?

– **Response** A comprehensive cost allocation plan outlines how funding is distributed and utilized. The program operates with blended funding. Sites funded by the Oakland Children’s Initiative Measure AA funding is separate from the Federal funding.

3. FY 24-25 Change of Scope Request – *Reduction in Slots, please refer to packet.*

– **Question:** If you could explain about the sites that are not included in this request, Arroyo, Tassafaronga, and Franklin?

– **Response:** The three sites in question are not federally funded. They are supported by the Oakland Children’s Initiative Measure AA, which is a different funding source. This change of scope only applies only to Head Start federally funded sites.

- **Question:** How hard will it be to get spaces back in the future? **Response:** All facilities and locations remain. The key will be the money to keep the salaries at a level where people will want to come and work with the program, The [Office of Head Start] has recommended Changes in Scopes in relation to “under enrollment”, as well as the “final rule” changes that are coming about. Based on Congress, they will determine whether more funding comes through or not and how.

- **Question:** How many Level II and Level III positions would this open?

- **Response:** This will go through the [City] Classification process. The final salary comes through the full Civil Service process and the negotiations, and then determined by budget. **Question:** – Are factors such as loan repayment, housing support, down payments assistance on houses being considered.?

- **Response:** At the county level, Measure C and Children’s Initiative are opportunities. Partnering with Workforce and other divisions to find solutions.

- **Questions:** 1) Does this also have anything to do with the roll out of Universal Pre-K and if so, can we re-license to serve younger ages?

2) Are College/Career Job Fairs part of the recruitment outreach?

3) If the plan is to decrease the number of slots, what is the plan to increase the number of slots, once the hiring is approved?

4) Is there an opportunity for a teacher to move up in leadership? There should be another way, other than pitting families against teachers.

- **Response:** The journey level [with multiple steps] is looking at a way for teachers to grow, while remaining in the profession, so that they do not have to leave the profession to continue their career growth. Recruitment is taking place at college job fairs – these are the very outreach events that we attend [to recruit for outreach positions]. With regard to Universal Pre-K, there is an impact - younger three-and four-year olds enrolling in the program. Oakland Children’s Initiative (OCI) and Measure C are possible funding opportunities to support increasing slots and applying for state or federal funding opportunities.

Outreach occurred at Community College Job Fairs. With regard to the OCI sites, similar to the Head Start sites, personnel vacancies impact enrollment. Given that OCI is a reimbursement contract, we are reimbursed the amount spent. Increase in staffing at the OCI sites, will increase enrollment, which will then result in increased spending.

- **Question:** When does this change start for the slots?

Response: Program is trying to avoid being placed in a chronic under-enrollment plan and lose funding. The timeline for submitting the application is by the end of next week [October 25th], then there will be room to make changes, if needed.

– **Question:** What happens to the children who are already enrolled, when there are more children than slots?

- **Response:** No child, currently enrolled, will lose their slot if the reduction is approved.
- **Question:** Can you confirm that the contract with First 5 is a reimbursement contract and that is not something that can be negotiated, whether the contract can be front-loaded or if it is reimbursement, with your contract with First 5/OCI?
- **Response:** The current contract with First 5/OCI, is a reimbursement model. Given staffing and multiple funding streams that are tracked, the reimbursement model works best. First 5 did give the opportunity to accept an advancement. However, Fiscal advisement was to maintain the reimbursement model.

The Chair recommended that the reimbursement discussion be agendaized and brought back at the next meeting for further discussion.

Question: What are the consequences if we do not vote on this now?

- **Response:** If the program does not submit it will be at risk of being placed in *Chronic Under Enrollment* status. Chronic under enrollment status means a portion of the \$13.7 million grant could be lost, in accordance with the number of slots that we are serving. The program may end up serving the same number of slots with less money, versus serving the same number of slots, keeping the funding, and increase salary opportunities. There is room for modifications and adjustments, until presented to City Council because it will not be approved until it goes through City Council.

– This matter has come to the attention of the City Administrator’s Office.

The Parent Policy Council approved the proposal for submittal. The Change of Scope plan is independent of the teacher shortage problem. Without it the program will risk losing funding.

Submission is needed by October 25th.

- *Chair Tafoya* motioned to approve a place holder submission with an intent to submit, subject to Board approval, with the opportunity to convene a Special Meeting with the Parent Policy Council and members of the public, in attendance, prior to the next Advisory Board Meeting on November 21, 2024.
- ✓ *Member Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (1) no response

4. FY 25-26 State Continuation Funding Application (CDE/CSPP & CDSS/CCTR) and CACFP Contract

- Voting did not occur. However, this item was approved for submittal by City Council on October 15, 2024.

IV. PARENT POLICY COUNCIL UPDATES:

- a. Parent Policy Council Feedback – *Chair, ToNiya Scott-Smith*

V. INFORMATION ITEMS

1. FY 24-15 Oakland Children’s Initiative (OCI) Contract & Responses to Advisory Board Questions from First 5 Alameda.
2. FY 24-25 COO HS/EHS Wage & Compensation Study
3. Final Rule – Supporting the Head Start Workforce and Consistent Quality Programming Virtual Presentation and Q&A Session – (Pending PPC/AB decision on date)
4. FY 24-25 CLASS Review/Implementation – in progress
5. Standing Program Updates:
 - FY 24-25 Community Assessment Update
 - Measure C (Children’s Health & Child Care Initiative for Alameda County)

VI. OPEN FORUM

Number of members of the public that participated in discussion related to Action Item: 4

VII. ADJOURNMENT

- Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (1) no response

Meeting adjourned at 5:29 pm

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Submitted by
Brittany Pierce
Administrative Assistant II



Mommy Spill the Tea Event at Broadway, 10/10/24

OCTOBER 2024

Parent Policy Council and Advisory Board Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	161/292	247/330	408/622
HS Enrolled/Funded (%)	55.1%	74.8%	65.6%
OCI Enrolled/Funded	13/40	4/12	17/52
OCI Enrolled/Funded (%)	(32.5%)	(33.3%)	(32.7%)
Program-wide Enrolled/Funded	174/332 (52.4%)	251/342 (73.3%)	425/674 (63.1%)
Daily-attendance	84.9%	86.2%	85.4%
Medical Home	96.4%	100%	98.5%
Health Insurance	98.8%	100%	99.5%
Physical exam/Well-baby Check	96.6%	76.3%	85%
Updated Immunizations	99.4%	94.9%	96.9%
Hearing Screening	96.4%	94.9%	96.9%
Vision Screening	97%	94.3%	95.4%
Growth Screening	98.2%	95.6%	96.7%
Dental Home	96.4%	95.2%	95.8%
Nutrition Screening	98.8%	100%	99.5%
DRDP - 1 st Assessment Completed	93%	80%	86%
1 st Education Home Visit Completed	94%	98%	96%
Developmental Screening (ASQ)	99%	100%	100%
Behavioral Screening – (ASQ-SE)	99%	100%	100%
Referrals to RCEB or OUSD	21	5	26
Children enrolled with IFSP or IEP	20	16	36
% of children enrolled with an IFSP or ISP	8.5% of actual enrollment		

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Social Services PIN 24-13.1-CCP \(10/16/24\)](#): Fire Clearance Requirements for Child Care Center Licensees and Applicants
- [California Department of Social Services CCB 24-25 \(10/31/24\)](#): Process to Assign Relinquished Funds to Child Care and Development Contractors.
- [ACF-OHS-IM-24-04 Facilities Guidance \(10/21/24\)](#): Funding process for facilities activities, based on updated Head Start Program Performance Standards. Relevant for programs utilizing Head Start funding for facilities improvement projects.
- [ACF-OHS-PI-24-06 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates \(10/31/24\)](#): Changes to [Final Rule on Supporting Head Start Workforce](#) and Consistent Quality Improvement.
- [Federal Register Notice Announcement and Correction \(10/31/2024\)](#). Technical updates that clarify implementation dates to the final rule published Aug. 21, 2024.

Program Instruction Spotlight

The Final Rule on the Head Start Workforce requires the following compensation requirements be implemented by August 1, 2031:

- [Parity 1302.90\(e\)\(1\)](#): Education staff working directly with children as part of their daily job responsibilities must receive a salary comparable to preschool teachers (or 90% of kindergarten teachers) in public school settings in the program's local school district, adjusted for qualifications, experience, job responsibilities, and schedule or hours worked.
- [Pay Scale 1302.90\(e\)\(2\)](#): Programs must establish or enhance a salary scale, wage ladder, or other pay structure that applies to all staff in the program and takes into account job responsibilities, schedule or hours worked, and qualifications and experience relevant to the position.
- [Salary Floor 1302.90\(e\)\(3\)](#): All staff must receive a salary that is sufficient to cover the basic costs of living in their geographic area, including those at the lowest end of the pay structure.
- [Wage Comparability 1302.90\(e\)\(4\)](#): Wages across Head Start Preschool and Early Head Start staff positions must be comparable.

ATTENDANCE & ENROLLMENT

The Average Daily Attendance for the month of October 2024 was 85.3% program wide, which is above the 85% average daily attendance threshold established by the Office of Head Start. The reported attendance is higher compared to the same month last program year (83.2%).

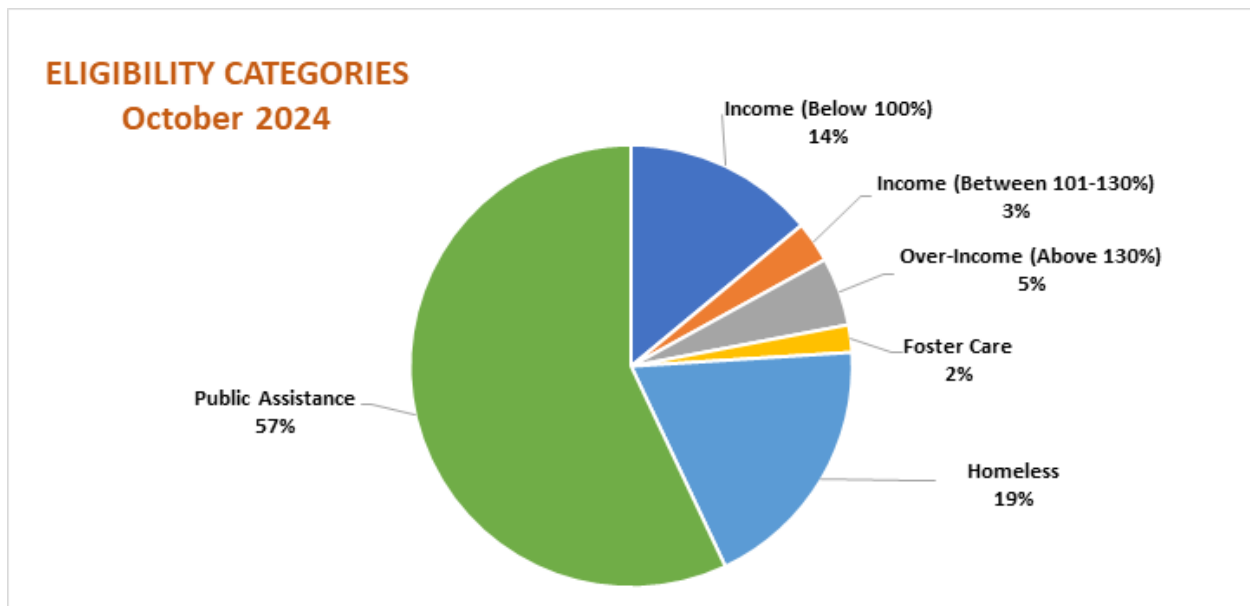
There are 295 total children waitlisted across Head Start program options:

- Early Head Start / Infant-Toddler: 167
- Head Start / Preschool: 128

Of these, 27 have been accepted into either Home-Based, Family Child Care, and Center-Based options.

Notably, 155 children have been removed from the waitlist due to the family either accepting other preschool options or moving to another area.

The majority of eligible families qualify for Head Start through Public Assistance (57%). Families experiencing homelessness are the second largest eligibility group (19%).



HEALTH & NUTRITION



Dental screenings have significantly improved this year due to a partnership with Asian Health Services, which screened all Head Start sites, including Partners (Peralta, BANANAS Tiny Steps/FCC, Brighter Beginnings/Home Visiting). This year, 86% of children have had a dental exam/screening, in comparison to 73% in PY 2023-24. Teaching staff have shared enthusiastic feedback on Asian Health Services, saying that they do a great job working with Head Start children.

Meal of the Month:

- *Green Beans*
- *Plums*
- *Sloppy Joes*

DISABILITIES & MENTAL HEALTH

Across all Head Start and Early Head Start program options, 8.5% of enrolled children (36 total) have IFSPs or IEPs. These children have the diagnosis of speech/language delay (19%), non-categorical developmental delay diagnosis (50%), and School District Autism diagnosis (30%).

In October, the Mental Health and Disabilities team presented the following Professional Development topics:

- Introduction to Trauma Responsive Practices and Resilience Building for Peralta Team (Laney and Merritt)
- Developmental Disabilities and Toilet Training for Tassafaronga Teaching Team

Upcoming Professional Development opportunities include an ASQ refresher, Understanding IFSP/IEPs, Positive Strategies to Support Social Emotional Development, and Language Enrichment Classroom Strategies.

EDUCATION & SCHOOL READINESS

In October, Early Head Start classrooms focused on activities to support children development in fine and gross motor skills, as well as sensory experiences. Head Start classrooms planned activities for children in the studies of balls, clothing, and trees. The program is continuing to monitor lesson plan implementation across sites, as well as provide home school activities for families as needed. The CLASS review process is also going well, and staff are receiving in-person coaching and training on implementing teaching strategies in filming. There are two new staff members at OCI sites, which will allow for increased enrollment starting in January 2025.

HOME-BASED PROGRAM

The Home-Based Program hosted four socialization sessions for October with two different groups. Group 1 had pregnant participants and children up to 18 months old, and Group 2 had families with children 18 months and older. The groups included Fall art activities, family yoga, a photo booth, a visit from a firefighter and fire engine. Families also had two food pantry distributions, which also included diapers.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

All sites and programs have elected their Policy Council Primary & Alternative Representative who will be sworn in at the November 2024 Parent Policy Council meeting. On October 10, 15 moms/caregivers participated in the new “Mommy Spill the Tea” event, which featured food, relaxation, art activities, and great conversation. The next Mommy Spill the Tea will take place in February 2025. 85th Ave Head Start took a field trip to Ardenwood Farm. Arroyo Viejo Early Head Start received a visit from the Oakland Fire Department’s station on 73rd Avenue on Halloween, and firefighters and their trucks will continue to visit sites throughout the year. The Family Service Team attended a Help Me Grow Connection meeting and is collaborating with other agencies including A Better Way, Help Me Grow, First Five Pediatric, and OUSD. Family Service Workers have arranged for OUSD and Enroll Oakland to come to November & December 2024 Caregiver Site Meetings to discuss TK/Kindergarten enrollment 2025-2026 as part of the comprehensive transition plans they are working on with families.



OFD visits Arroyo on Halloween

FEATURED LEADER PROFILE

Conterenia “Trina” Farrish Family Services Specialist West Grand Early Head Start

How long have you been with Head Start?

36 years, first starting as a parent, and then 30 years and 8 months as an employee. I was an Intake Worker, then a Family Advocate in Head Start.

What do you enjoy most about your job?

I love community networking, connecting with agencies, and bringing resources back to families. I love working with children, too, because even though my title is Family Services Specialist, I still interact with children. I know the primary family and their extended family by name. What is extremely great is that children and families recognize me years after they've left Head Start, which means I've had a good impact.

I also like the Child Plus (CP) program, as opposed to having millions of folders. It makes it easier to follow up with families. Also, I love learning how to input entries into the CP program the correct way, so that it becomes easier to follow case notes.

What is a highlight from October?

I'm proud of having parents socialize with each other. Since COVID, a lot of parents were isolated, and so now they're coming back out. Even if it's just that once a month Caregiver Meeting, they're sitting down with each other, they're talking, they're having coffee or juice and eating some food. COVID isolation made it difficult to socialize in person. From my observation, I could tell that the atmosphere was stressful in the beginning. However, once I began asking questions, the caregivers became more engaged, and the atmosphere became less stressful. They were laughing, joking with one another. Now I am encouraging them to volunteer in the classroom, so they can interact with all the children and develop a relationship with the staff.

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

I want them to realize that we need another site in West Oakland. West Grand and Broadway are Early Head Start. And when our children, our families, leave us from Early Head Start to go to a Head Start, they have to go to East Oakland. They have a hard time because of transportation. I've had some parents who say, "Okay, I'll take a slot in East Oakland." But within maybe three weeks, they have to say, "I have to pull out because it's too hard for me to go from West Oakland to East Oakland," even



though they had a car. Gas prices are ridiculous. And public transportation is very hard for the families. We give them 31-day bus passes, however, depending on the location of the Head Start they are attending, the family may have to take two or three buses. So, I really want them to look at the community and where we need to place a Head Start. I want Parent Policy Council and Advisory Board to really looked at the underserved community that we're not serving.

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

How do you decide what kind of food to feed the children from a range of different cultures, and how do you ensure food tastes good to children and their palates?

PREGNANT PARTICIPANTS

Total expectant parents served this Program Year	16
City of Oakland to date	7
Brighter Beginnings to date	9
% of Prenatal Depression Screenings Completed on Time by October	100%
Number of Postpartum 2-Week Visits in October	2
Number of babies born in October	2
Number of babies born in Program Year 24-25	7

In a significant improvement from last year, 92% of pregnant participants due for the TDAP vaccine received it on time, which is 21% higher than PY 23-24. Thirteen of the current participants enrolled in their third trimester, which indicates a need for the Program to outreach to participants in earlier stages of pregnancy to ensure the best access to a full range of services and supports.

WORKFORCE DEVELOPMENT

As of October, there are 18 Apprentices enrolled in cohort 2 of the City of Oakland's Cohort 2 Apprenticeship program, which means all participants have been retained thus far. They are completing classes, developing education plans, and choosing site placements for on-the-job training that starts in February. The recently created role of Success Coordinator is working effectively to support recruitment, training, and data support for apprentices. The Coordinator is working on updating the BuildWithin Data Portal to track and monitor how apprentices are progressing through the program. Cohort 1 apprentices are waiting to receive their teacher permits. City of Oakland Head Start is working with Merritt College to develop a class for Spring 2025, allowing cohort 1 to receive ongoing education after they are hired. Eight participants have also joined the California ECE Mentor Program, which builds capacity for teachers to provide mentorship. The most significant challenge for the program is hiring delays, which keep apprentices from staffing classrooms.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

In October, the application pool for teaching positions increased. Apprentices continue to move from Early Learning Aide to Associate Instructor roles, and there are new applicants, including a qualified Head Start Instructor candidate and two qualified Early Head Start candidates, the first in nearly a year. Program staff are helping potential applicants for teaching positions update resumes and navigate the City job application portal. Head Start HR will attend the Berkeley City College job fair next month. We continue to recruit through other methods including adding our flyers in recruitment bags passed out at events, bus advertisements, and speaking at community colleges.

For the latest City of Oakland Career Opportunities, visit this page:

<https://www.governmentjobs.com/careers/oaklandca>.

Recruitments	
Position	# Vacancies
Early Head Start Instructors	14
Head Start Instructors	14
Center Directors	2
Head Start/Early Head Start Associate Instructor	5
Head Start/Early Head Start Assistant Instructor	3

Current Staffing	
Position	# City of Oakland Current Staff
Early Head Start Instructors	19
Head Start	10
Home Visitors	7
Family Advocates/Specialists	10
Other Staff	92
Staff Separations	0

Professional Development

Staff continue to complete their professional development plans and register for trainings and conferences to advance their knowledge and skills. The Program continues to hold professional development days and trainings on CLASS as we are in the midst of our CLASS federal review

SAFE AND SANITARY ENVIRONMENTS

In October, the Safety Analyst connected with each City District's fire inspector to ensure that all Grantee sites are up-to-date with fire inspections. These efforts will continue throughout the year. Additionally, PUR water purifiers have been installed at Grantee sites to prevent lead contamination in the water. Other major completed projects include a pathway gate at Brookfield, fence at Manzanita, and the replacement of a broken window at West Grand. Scott Kim started as the Safety Manager, a new role at Head Start.

PARTNERS:

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	23/26 (88.5%)	26/33 (78.8%)	49/59 (83.0%)
Brighter Beginnings	73/100 (73%)	20/20 (100%)	93/120 (77.5%)
Laney	N/A	14/48 (29.1%)	18/64 (28.1%)
Merritt	N/A	4/16 (25%)	

Brighter Beginnings

328 home visits were completed during October. Brighter Beginnings hosted an Eat Learn Play event, which was attended by over 55 families. The event featured food, fatherhood resources, free books, and donations. Consultations started for speech and behavioral health. The program completed the first DRDP rating period and Family Outcomes Assessment. Current vacancies for needed staff include 3 Home Visitors and 1 Assistant Manager/Coordinator.



Tiny Steps: Family Child Care

Tiny Steps focused on gross motor development activities in October. Dancer artist Jalen Lawson came to Tiny Steps sites to lead children in a hip hop movement class. Two Tiny Steps providers joined BANANAS' 50th Anniversary Celebration. The program is working with families to fill three remaining Early Head Start slots, pending on paperwork completion. There is a greater need for infant care, and there is a waitlist for Early Head Start. Three children left Head Start to attend TK/preschool sites, which means those available slots will be filled from the Head Start eligibility list. FCC providers were also trained on entering DRDP observations in Learnin Genie. FCCs have also addressed Health & Safety corrections, such as adding fences to porches.

Gross Motor Movement Through Hip Hop

Peralta

The Peralta team participated in trainings on Trauma-Informed Practices to deepen their understanding of trauma and its impacts on children's development. The training focused on trauma-responsive teaching strategies to support children's health, healing and resilience. On October 30, Peralta celebrated Dia de los Muertos, which included drumming, dancing, singing, food, and an altar / ofrenda presentation.



Dia de los Muertos Ofrenda at Peralta

DATA & ONGOING MONITORING

The program held eight trainings on topics such as Program Metrics, ChildPlus Monitoring and Mental Health, Internal Monitoring, Learning Genie, and ChildPlus and Funding Codes. Project completed include Monthly Learning Genie Updates, Program Information Report (PIR) PY 22-23 and PY 23-24 Presentation, DRDP Online updates, and Updated MyCloud Curriculum.

The program initiated discussions with the National Head Start Association on joining the Head Start Data Lake, a national project to collaborate and learn from other programs as we analyze our data. As part of ongoing monitoring, staff reviewed quarterly program data on enrollment, demographics, health, and pregnant participants to find ways to improve data entry and identify emergent priorities.

UPCOMING

- **Thanksgiving Food Giveaway: November 25, 11am-12:30pm @ Shiloh Church**
 - At Shiloh Church, we want everyone to have a special holiday season for you and your family! If you would like to request a Thanksgiving food bag for your family, please fill out the form. Thanksgiving food bag includes fresh produce, packaged and can goods and a protein while supplies last.



Office of Head Start

09CH012060-000 - City Oakland Head Start
FY2024 – 2025 - 07/01/2024-06/30/2025

Summary – Proposed Change in Scope

COO HS is requesting a 24% reduction in HSP and 21% in EHS for an overall program reduction of 23%. The reduction takes into account enrollment and staffing patterns over time, as well as reduces class size in some classrooms for better continuity of care. There will be no elimination of any centers.

	Head Start	Early Head Start	Total
Current	292	330	622
Change in Scope	221	260	481

ENROLLMENT

In July 2023 the City of Oakland received notice from the Office of Head Start of being placed in an under enrollment plan for both Early Head Start and Head Start Preschool. Head Start Program Performance Standards 1305.12 requires that a program must maintain a funded enrollment and fill a vacancy within 30 days. Table 2 shows our enrollment for the past two years and current October enrollment.

Table 2: Program Enrollment Comparison

Program	Funded Slots	Enrollment FY22-23*	Enrollment FY23-24*	Current Enrollment (10.24)
Head Start Preschool	292	235 (81%)	213 (73%)	164 (56%)
Early Head Start	330	274 (83%)	275 (83%)	241 (73%)
Total	622	509	488	405

*Actual Enrollment as of last reporting month for FY.

PROPOSED CHANGES

Partner Changes: Laney in FY24-25 changed the Scope of Work for their contract and shifted from 3 Head Start classrooms to one classroom with 16 children. The change in scope reflects this change. Partners have also experienced challenges with hiring staff and/or retaining staff. The slot reductions allow for increases in salaries for partners as well, and increased funding for recruitment strategies.

Classroom Size Changes: In the past we requested approval for locally designed options. All federal head start classrooms will be 16 children per classroom. Toddler classrooms will be 8 children per classroom. Infant classrooms will be a maximum of 6 children.

Home Based Program Option: In FY24-25 the home based program was increasing slots to serve the former St. Vincent slots. In the change of scope these slots are reduced. Reductions were also made in the partner home based slots to allow for an increase in staff salaries and funding for recruitment and retention initiatives.

Table 3 outlines the changes by site and program option that is being proposed in the Change of Scope. This has been shared with the Office of Head Start for technical support and aligns with changes that they are receiving and approving across the region.

Table 3: Proposed Changes by Site and Program Option

Current PY 2024-25		Post Reduction PY 2024-25			
Centers	Funded Slots	Proposed Slots	# Reduced	% Reduced	Notes
HSP Program					
85th Avenue HS	16	16	0	0%	No change
Brookfield 9600	32	16	-16	-50%	Reduce to one classroom
Lion Creek (HS)	16	16	0	0%	No change
San Antonio CDC	24	16	-8	-33%	Eliminate LDO; smaller group size
Sungate	24	16	-8	-33%	Eliminate the LDO; smaller group size
Manzanita	16	16	0	0%	No change
Mobile Class - HB	16	16	0	0%	No change
Home-Based Slots	31	6	-25	-81%	Reduced
Bananas - FCC	33	33	0	0%	No change
Brighter Beginnings	20	38	+18	80%	Increased to allow continuity
Laney College	48	16	-32	-67%	Eliminate LDO classrooms
Merritt College	16	16	0	0%	No change
HSP Totals	292	221	-71	-24%	
EHS Program					
85th Avenue EHS	18	14	-4	22%	Smaller group size
Broadway	24	22	-2	-8%	Smaller group size
Home-Based	74	52	-22	-30%	Reduced
HB - Pregnant Mothers	10	10	0	0%	No change
Lion Creek Crossing	8	8	0	0%	No change
San Antonio Park	18	16	-2	-11%	Smaller group size
West Grand	24	22	-2	-8%	Smaller group size
Mobile Class - HB	8	12	+4	50%	Add slots
Bananas - FCC	26	26	0	0%	No change
Brighter Beginnings - EHS	100	62	-38	-38%	Reduced
BB - Pregnant Mothers	20	8	-12	-50%	Reduced
Brookfield	0	8	+8	100%	New option
EHS Totals	330	260	-70	-21%	
GRAND TOTALS	622	481	-141	-23%	

The primary reason for the under-enrollment is teacher staff shortages which is occurring in California, Region 9 and nationally. Table 4 outlines the current vacancies per site and program option.

Table 4: Current Enrollment and Teaching Staff Vacancies

PY 2024-25					
Centers	Funded	Actual	Diff	% Enrolled	Staff Vacancies
HSP					
85th Avenue HS	16	13	-3	81%	1 Associate, 1 Assistant
Brookfield 9600	32	21	-11	66%	1 Teacher, 1 Associate, 1 Center Director (CD)
Lion Creek Crossing (HS)	16	8	-8	50%	1 Associate, 1 CD
San Antonio CDC	24	15	-9	63%	1 Teacher, 1 Associate
Sungate	24	15	-9	63%	1 Associate, 1Assistant
Manzanita	16	14	-2	88%	1 Associate
Mobile Class - HB	16	5	-11	31%	1 Home Visitors (HV)
Home-Based Slots	31	6	-25	19%	2 Home Visitors
Bananas - FCC	33	30	-3	91%	-
Brighter Beginnings - HS	20	19	-1	95%	-
Laney College	48	15	-33	31%	Change in Contract
Merritt College	16	3	-13	19%	1 Teacher, 1 Associate
HSP Totals	292	164	-128	56%	17 staff
Early HS					
85th Avenue EHS	18	14	-4	77.8%	1 Teacher, 1 Assistant, 1 Floating Associate
Broadway	24	18	-6	75.0%	1 Teacher, 3 Associate
Home-Based	74	59	-15	79.7%	1 HV, 1 Associate
HB - Pregnant Mothers	10	4	-6	40.0%	1 HV
Lion Creek Crossing	8	6	-2	75.0%	2 Associates
San Antonio Park	18	12	-6	66.7%	1 Teacher, 2 Associate
West Grand	24	17	-7	70.8%	1 Teacher, 3 Associate
Mobile Class - HB	8	8	0	100.0%	-
Bananas - FCC	26	24	-2	92.3%	-
Brighter Beginnings -EHS	100	70	-30	70.0%	3 Home Visitors
BB - Pregnant Mothers	20	9	-11	45.0%	1 Home Visitor
EHS Totals	330	241	-89	73.0%	23 Staff
GRAND TOTALS	622	405	-217	65.1%	40 staff

The City of Oakland has introduced several recruitment strategies, from widening the sites were positions are advertising, advertisements on AC Transit, recruitment at job fairs, speaking at community colleges, and recruitment at major public events where the program has a booth or table with recruitment staff. Applications received are higher for assistant and associate positions but the instructor position has low interest. The City of Oakland hired a consultant to conduct a salary and wage comparability study. The final report will be shared once approved by City leadership. The preliminary findings are shared in Table 5 and 6 below.

Table 5: Preliminary Findings of the Wage Comparability Study - Overall Analysis

Classification Title	City of Oakland - Annual Max Salary	Annual Max Salary Mean – Comparable Programs	% above or below the Market Mean
Head Start Instructor	\$60,684.00	\$75,538.07	-19.66%
Early Head Start Instructor	\$60,684.00	\$76,519.46	-20.69%
Early Childhood Center Director	\$81,412.50	\$87,746.65	-7.22%
Assistant Instructor	\$40,989.00	\$46,603.13	-12.05%
Associate Instructor	\$48,574.50	\$56,829.99	-14.53%

Table 6: Wage Comparability Study Comparison with Oakland Unified School District

City of Oakland Classification Title	Annual Max Salary	OUSD's Classification Title	Annual Max Salary Mean	% difference between OUSD and the City's Max Annual Salary
Head Start Instructor	\$60,684.00	Pre-School Teacher ECE	\$103,876.91	71.18%
Early Head Start Instructor	\$60,684.00	Pre-School Teacher ECE	\$103,876.91	71.18%
Early Childhood Center Director	\$81,412.50	CDC Site Administrator	\$122,272.12	50.19%

The OUSD comparison shows the highest level that a pre-school teacher can reach with specific education requirements that are currently not comparable to the City of Oakland instructor position but is share here for reference as the Head Start Final Rule require wage comparability for Head Start teachers with OUSD Kindergarten o 3rd grade teachers by 2031.

The change of scope proposes increases in salaries through the introduction of journey-level positions for early childhood development staff. The City of Oakland proposes to create the following new positions:

1. Center Director II - \$95,332
2. HS/EHS Instructor II - \$76,024
3. HS/EHS Instructor III - \$81,413
4. HS/EHS Associate Instructor II - \$57,263
5. HS/EHS Assistant Instructor II - \$48,575

The salaries for these positions are proposed and must be reviewed through the City human resources process before final determination. We will provide ongoing updates as this process moves forward.

PROPOSED BUDGET CHANGES

The overall budget remains the same and includes the COLA funding that was rolled into our base grant in July 2024. Key changes are to the Personnel Total which reflects the increases in personnel costs. The indirect costs also increase as the City’s rate is now 9.37%. The non-federal share match increase reflects the inclusion of the additional COLA funds received in July. Table 7 summarizes these proposed changes.

Table 7: Current and Proposed Federal Budget

Cost Categories	Federal Share 07.01.24	Federal Share - CIS	Non-Federal Share 07.01.24	Non-Federal Share Match - CIS
Personnel	6,076,377	5,387,204	1,458,331	1,346,801
Fringe Benefits	2,966,797	4,366,089	1,356,318	1,091,522
c. Personnel Total	9,043,174	9,753,293	2,814,649	2,438,323
Travel Costs	37,948	37,948	0	9,488
Equipment		-		
Supplies	319,841	119,840	63,968	29,960
Contractual	3,171,737	2,600,424	368,081	650,106
Construction		-		
Other (Includes TTA)	771,668	371,668	77,167	92,917
Total Direct Charges	13,344,368	12,883,173	3,323,865	3,220,794
Indirect Charges	452,689	913,884	47,269	228,471
Total Costs	13,797,057	13,797,057	3,371,134	3,449,265

Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 6,219,172.00	\$ -	\$ 1,189,592.95	\$ 5,029,579.05	19%
b. Fringe Benefits	\$ 2,776,384.00	\$ -	\$ 886,227.08	\$ 1,890,156.92	32%
c. Travel	\$ 37,948.00	\$ -	\$ 120.00	\$ 37,828.00	0%
d. Equipment		\$ -	\$ -	\$ -	0%
e. Supplies	\$ 487,841.00	\$ 115,716.56	\$ 249,178.49	\$ 122,945.95	75%
f. Contractual	\$ 3,012,537.00	\$ 6,658.91	\$ 206,205.29	\$ 2,799,672.80	7%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 799,847.00	\$ 44,945.77	\$ 379,570.26	\$ 375,330.97	53%
i. Total Direct Charges	\$ 13,333,729.00	\$ 167,321.24	\$ 2,910,894.07	\$ 10,255,513.69	23%
j. Indirect Charges	\$ 463,328.00	\$ -	\$ -	\$ 463,328.00	0%
k. TOTALS	\$ 13,797,057.00	\$ 167,321.24	\$ 2,910,894.07	\$ 10,718,841.69	22%

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 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,674,073.00	\$ -	\$ 415,060.38	\$ 2,259,012.62	16%
b. Fringe Benefits	\$ 1,350,044.00	\$ -	\$ 306,392.62	\$ 1,043,651.38	23%
c. Travel	\$ 16,579.00	\$ -	\$ 60.00	\$ 16,519.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 276,000.00	\$ 57,695.21	\$ 121,878.55	\$ 96,426.24	65%
f. Contractual	\$ 1,000,098.00	\$ 6,658.90	\$ 145,648.71	\$ 847,790.39	15%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 195,644.00	\$ 27,847.33	\$ 164,784.45	\$ 3,012.22	98%
i. Total Direct Charges	\$ 5,512,438.00	\$ 92,201.44	\$ 1,153,824.71	\$ 4,266,411.85	23%
j. Indirect Charges	\$ 199,218.00	\$ -	\$ -	\$ 199,218.00	0%
k. TOTALS	\$ 5,711,656.00	\$ 92,201.44	\$ 1,153,824.71	\$ 4,465,629.85	22%

Early Head Start Budget Summary - Federal Basic
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,402,304.00	\$ -	\$ 774,532.57	\$ 2,627,771.43	23%
b. Fringe Benefits	\$ 1,362,593.00	\$ -	\$ 579,834.46	\$ 782,758.54	43%
c. Travel	\$ 21,369.00	\$ -	\$ 60.00	\$ 21,309.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 199,841.00	\$ 58,021.35	\$ 127,299.94	\$ 14,519.71	93%
f. Contractual	\$ 1,949,275.00	\$ 0.01	\$ 60,556.58	\$ 1,888,718.41	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 398,394.00	\$ 17,098.44	\$ 212,538.31	\$ 168,757.25	58%
i. Total Direct Charges	\$ 7,333,776.00	\$ 75,119.80	\$ 1,754,821.86	\$ 5,503,834.34	25%
j. Indirect Charges	\$ 253,471.00	\$ -	\$ -	\$ 253,471.00	0%
k. TOTALS	\$ 7,587,247.00	\$ 75,119.80	\$ 1,754,821.86	\$ 5,757,305.34	24%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 66,672.80	\$ -	1123.75	\$ 65,549.05	2%
i. Total Direct Charges	\$ 66,672.80	\$ -	\$ 1,123.75	\$ 65,549.05	2%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,672.80	\$ -	\$ 1,123.75	\$ 65,549.05	2%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 11/13/24 - Payroll to 10/11/24

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

Head Start GPF Budget Summary - City General Purpose Fund Head Start
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 396,294.00	\$ -	\$ 89,232.57	\$ 307,061.43	23%
b. Fringe Benefits	\$ 318,849.00	\$ -	\$ 70,272.41	\$ 248,576.59	22%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 1,240.51	\$ 3,759.49	25%
f. Contractual	\$ 170,881.00	\$ 854.70	\$ 9,701.96	\$ 160,324.34	6%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 891,024.00	\$ 854.70	\$ 170,447.45	\$ 719,721.85	19%
j. Indirect Charges	\$ 88,268.00		\$ -	\$ 88,268.00	0%
k. TOTALS	\$ 979,292.00	\$ 854.70	\$ 170,447.45	\$ 807,989.85	17%

Early Head Start GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 382,174.00	\$ -	\$ 81,443.91	\$ 300,730.09	21%
b. Fringe Benefits	\$ 307,483.00	\$ -	\$ 64,078.38	\$ 243,404.62	21%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 5,000.00	\$ -	\$ 547.16	\$ 4,452.84	11%
f. Contractual	\$ 973,605.00	\$ 256.41	\$ 93,880.82	\$ 879,467.77	10%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 1,668,262.00	\$ 256.41	\$ 239,950.27	\$ 1,428,055.32	14%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 1,668,262.00	\$ 256.41	\$ 239,950.27	\$ 1,428,055.32	14%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 210,631.16	\$ 6,427.99	\$ 169,252.77	\$ 34,950.40	83%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 14,500.00	\$ -	\$ 11,253.21	\$ 3,246.79	78%
i. Total Direct Charges	\$ 225,131.16	\$ 6,427.99	\$ 180,505.98	\$ 38,197.19	83%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 225,131.16	\$ 6,427.99	\$ 180,505.98	\$ 38,197.19	83%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 11/13/24 - Payroll to 10/11/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,873,655.28	\$ -	\$ 144,788.17	\$ 1,728,867.11	8%
b. Fringe Benefits	\$ 1,472,157.72	\$ -	\$ 89,619.33	\$ 1,382,538.39	6%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,345,813.00	\$ -	\$ 234,407.50	\$ 3,111,405.50	7%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,345,813.00	\$ -	\$ 234,407.50	\$ 3,111,405.50	7%

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

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 821,002.66	\$ -	\$ 150,428.86	\$ 670,573.80	18%
b. Fringe Benefits	\$ 659,493.94	\$ -	\$ 116,995.30	\$ 542,498.64	18%
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	\$ -	\$ 33,945.30	\$ 678,749.65	5%
i. Total Direct Charges	\$ 3,364,756.77	\$ -	\$ 301,369.46	\$ 1,891,822.09	9%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 3,364,756.77	\$ -	\$ 301,369.46	\$ 1,891,822.09	9%

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

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

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 09/20/24

Cardholder Name: Diveena Cooppan
PRINT NAME

August 2024
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

August 2024
Transaction Period (Month / Year)

TO

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


Diveena Cooppan (Oct 8, 2024 09:44 PDT) Date Oct 8, 2024

CARDHOLDER'S SIGNATURE AND DATE

510-238-3165

PHONE NUMBER (REQUIRED)


Kurry Foley (Oct 7, 2024 10:13 PDT) Date Oct 7, 2024

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	7/30/24	ALLSCAN	Applicant's Fingerprints	93.00		
2			1.2128.78231.52211.1006678.YS13 award 24286			
3	7/30/24	ALLSCAN	Applicant's Fingerprints	93.00		
4			1.2128.78231.52211.1006678.YS13 award 24286			
5	7/31/24	AMAZON	Classroom Supplies	187.42		
6			60% 3.2264.78231.54931.1007362.YS13 24519 40% 3.2264.78231.54931.1007365.YS13 24519			
7	8/2/24	ALLSCAN	Applicant's Fingerprints	68.00		
8			1.2128.78231.52211.1006678.YS13 award 24286			
9	8/6/24	VIMEO	Vimeo Subscription	108.00		
10			50% 1.2128.78231.55212.1006667.YS13 24286 50% 1.2128.78231.55212.1006678.YS13 24286"□			
11	8/6/24	WALMART	Cases of Bottle Waters	118.34		
12			50% 1.2128.78231.52911.1006668.YS13 24295 50% 1.2128.78231.52911.1006686.YS13 24295			
13	8/6/24	UCLA	REFUND	(420.00)		
14	8/6/24	ALLSCAN	Applicant's Fingerprints	68.00		
15			1.2128.78231.52211.1006678.YS13 award 24286			
16	8/6/24	ALLSCAN	Applicant's Fingerprints	93.00		
17			1.2128.78231.52211.1006678.YS13 award 24286			
18	8/7/24	ALLSCAN	Applicant's Fingerprints	93.00		
19			1.2128.78231.52211.1006678.YS13 award 24286			

20	8/7/24	ALLSCAN	Applicant's Fingerprints	93.00		
21			1.2128.78231.52211.1006678.YS13 award 24286			
22	8/8/24	ALLSCAN	Applicant's Fingerprints	68.00		
23			1.2128.78231.52211.1006678.YS13 award 24286			
24	8/9/24	SAFEWAY	Home Based Fair Children Food	446.39		
25			11% 1.1010.78231.52911.1006668.YS13 24427 3.3% 1.1010.78231.52911.1006686.YS13 24427 39.5% 1.2128.78231.52911.1006668.YS13 24295 46.2% 1.2128.78231.52911.1006686.YS13 24295			
26	8/9/24	ALLSCAN	Applicant's Fingerprints	93.00		
27			1.2128.78231.52211.1006678.YS13 award 24286			
28	8/9/24	ALLSCAN	Applicant's Fingerprints	68.00		
29			1.2128.78231.52211.1006678.YS13 award 24286			
30	8/9/24	ALLSCAN	Applicant's Fingerprints	68.00		
31			1.2128.78231.52211.1006678.YS13 award 24286			
32	8/9/24	ALLSCAN	Applicant's Fingerprints	93.00		
33			1.2128.78231.52211.1006678.YS13 award 24286			
34	8/12/24	WALGREENS	Infant Formula	110.05		
35			1.2102.78231.52911.1006657.YS13 24277			
36	8/12/24	ALLSCAN	Applicant's Fingerprints	93.00		
37			1.2128.78231.52211.1006678.YS13 award 24286			
38	8/12/24	WALGREENS	Infant Formula	110.05		
39			1.2102.78231.52911.1006657.YS13 24277			
40	8/13/24	IKEA	Food Preparation Tools	388.13		
41			1.2102.78231.52915.1006657.YS13 24277			
42	8/14/24	ALLSCAN	Applicant's Fingerprints	68.00		
43			1.2128.78231.52211.1006678.YS13 award 24286			
44	8/14/24	IDEALIST	LINKEDIN JOB POSTING	125.00		
45			50% 1.2128.78231.53719.1006668.YS13 24295 50% 1.2128.78231.53719.1006686.YS13 24295			
46	8/15/24	TARGET	Iron-Fortified Formula	193.98		
47			1.2102.78231.52915.1006657.YS13 24277			
48	8/16/24	ALLSCAN	Applicant's Fingerprints	68.00		
49			1.2128.78231.52211.1006678.YS13 award 24286			
50	8/16/24	ALLSCAN	Applicant's Fingerprints	93.00		
51			1.2128.78231.52211.1006678.YS13 award 24286			
52	8/16/24	CHANCO	Central Kitchen and site serving utensils	503.43		

53			1.2102.78231.52915.1006657.YS13 24277		
54	8/16/24	IDEALIST	LINKEDIN JOB POSTING	125.00	
55			50% 1.2128.78231.53719.1006668.YS13 24295 50% 1.2128.78231.53719.1006686.YS13 24295		
56	8/20/24	TARGET	Health Fair Supplies	138.42	
57			11.00% 1.1010.78231.52921.1006668.YS13 24427 3.30% 1.1010.78231.52921.1006686.YS13 24427 39.5% 1.2128.78231.52919.1006668.YS13 24295 46.2% 1.2128.78231.52919.1006686.YS13 24295		
58	8/20/24	TARGET	Health Fair Supplies	58.66	
59			11.00% 1.1010.78231.52921.1006668.YS13 24427 3.30% 1.1010.78231.52921.1006686.YS13 24427 39.5% 1.2128.78231.52919.1006668.YS13 24295 46.2% 1.2128.78231.52919.1006686.YS13 24295		
60	8/19/24	SAFE KIDS	Family Services Training	95.00	
61			11.00% 1.1010.78231.55212.1006668.YS13 24427 3.30% 1.1010.78231.55212.1006686.YS13 24427 39.5% 1.2128.78231.55212.1006668.YS13 24295 46.2% 1.2128.78231.55212.1006686.YS13 24295		
62	8/21/24	AMAZON	Pride	87.76	
63			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		
64	8/21/24	AMAZON	Pride	1,300.52	
65			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		
66	8/21/24	IKEA	REFUND	(99.34)	
67	8/21/24	WALGREENS	Diapers	42.10	
68			1.2102.78231.52911.1006657.YS13 24277		
69	8/21/24	TARGET	Health Fair Supplies	46.80	
70			11.00% 1.1010.78231.52921.1006668.YS13 24427 3.30% 1.1010.78231.52921.1006686.YS13 24427 39.5% 1.2128.78231.52919.1006668.YS13 24295 46.2% 1.2128.78231.52919.1006686.YS13 24295		
71	8/20/24	SAFE KIDS	Family Services Training	95.00	

72			11.00% 1.1010.78231.55212.1006668.YS13 24427 3.30% 1.1010.78231.55212.1006686.YS13 24427 39.5% 1.2128.78231.55212.1006668.YS13 24295 46.2% 1.2128.78231.55212.1006686.YS13 24295		
73	8/21/24	AMAZON	Pride	946.63	
74			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		
75	8/21/24	AMAZON	Pride	197.46	
76			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		
77	8/21/24	AMAZON	Pride	326.24	
78			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		
79	8/21/24	AMAZON	Pride	143.69	
80			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		
81	8/22/24	FELDESMAN LIEFER	Fiscal Training	1,899.00	
82			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295		
83	8/22/24	TARGET	Diapers	74.98	
84			11% 1.1010.78231.52921.1006668.YS13 24427 3.3% 1.1010.78231.52921.1006686.YS13 24427 39.5% 1.2128.78231.52921.1006668.YS13 24295 46.2% 1.2128.78231.52921.1006686.YS13 24295		
85	8/22/24	TARGET	TARGET GIFT CARD	15.00	
86			11% 1.1010.78231.52921.1006668.YS13 24427 3.3% 1.1010.78231.52921.1006686.YS13 24427 39.5% 1.2128.78231.52921.1006668.YS13 24295 46.2% 1.2128.78231.52921.1006686.YS13 24295		
87	8/22/24	AMAZON	Dia de Los Muertos	546.68	
88			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295		34

89	8/22/24	AMAZON	Dia de Los Muertos	111.92		
90			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295			
91	8/22/24	AMAZON	Dia de Los Muertos	116.32		
92			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295			
93	8/23/24	TARGET	REFUND	(116.30)		
94	8/23/24	AMAZON	Dia de Los Muertos	1,741.66		
95			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295			
96	8/25/24	AMAZON	Central Kitchen Food Processor	233.62		
97			1.2102.78231.52915.1006657.YS13 2477			
98	8/26/24	COPYWORLD	Banner for Head Start Booth	290.98		
99			11.00% 1.1010.78231.53314.1006668.YS13 24427 3.30% 1.1010.78231.53314.1006686.YS13 24427 39.5% 1.2128.78231.53314.1006668.YS13 24295 46.2% 1.2128.78231.53314.1006686.YS13 24295			
100	8/27/24	AMAZON	Specialized Supplies for Classroom	132.29		
101			60% 3.2264.78231.54931.1007362.YS13 24519 40% 3.2264.78231.54931.1007365.YS13 24519			
102	8/27/24	AMAZON	Specialized Supplies for Classroom	95.02		
103			60% 3.2264.78231.54931.1007362.YS13 24519 40% 3.2264.78231.54931.1007365.YS13 2451924519			
104	8/9/24	LITTLE CAESARS	Home Based Fair Children Food	157.39		
105			11% 1.1010.78231.52911.1006668.YS13 24427 3.3% 1.1010.78231.52911.1006686.YS13 24427 39.5% 1.2128.78231.52911.1006668.YS13 24295 46.2% 1.2128.78231.52911.1006686.YS13 24295			
106	8/23/24	LITTLE CAESARS	Socialization/Health Fair Food for Kids	298.02		
107			1.2128.78231.52911.1006686.YS13 24295			
108						

Document Total

12,284.31

Audited By: <i>(Finance and Management Agency)</i>	
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City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 10/10/24

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

September 2024

TO

September 2024

Transaction Period (Month / Year)

Transaction Period (Month / Year)

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

 Diveena Cooppan (Nov 2, 2024 12:38 PDT) Date Nov 2, 2024	510-238-3165 <small>PHONE NUMBER (REQUIRED)</small>	 Korry Foley (Oct 14, 2024 10:09 PDT) Date Oct 14, 2024
<small>CARDHOLDER'S SIGNATURE AND DATE</small>		<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	8/27/24	AMAZON	Specialized Supplies for Child with Disability	78.90		
2			60% 3.2264.78231.54931.1007362.YS13 24519 40% 3.2264.78231.54931.1007365.YS13 24519			
3	8/27/24	TSHIRT SOURCE	For Staff & Family Recruitment and Diversity priorities	2,849.55		
4			50% 1.2128.78231.53314.1006686.YS13 24295 50% 1.2128.78231.53314.1006668.YS13 24295			
5	8/27/24	TSHIRT SOURCE	For Staff & Family Recruitment and Diversity priorities	744.43		
6			50% 1.2128.78231.53314.1006686.YS13 24295 50% 1.2128.78231.53314.1006668.YS13 24295			
7	8/28/24	AMAZON	Infant Formula with Iron	107.94		
8			1.2102.78231.52911.1006658.YS13 24277			
9	8/28/24	AMAZON	Program Recruitment for DDLM Booth	457.08		
10			50% 1.2128.78231.53314.1006686.YS13 24295 50% 1.2128.78231.53314.1006668.YS13 24295			
11	8/30/24	AMAZON	Office Supplies	103.88		
12			50% 1.2128.78231.52211.1006686.YS13 24295 50% 1.2128.78231.52211.1006668.YS13 24295			
13	8/30/24	AMAZON	Electric Skillets for Arroyo, Tassa & Franklin	264.57		
14			60% 3.2264.78231.52915.1007362.YS13 24519 40% 3.2264.78231.52915.1007365.YS13 24519			
15	8/31/24	AMAZON	Specialized Supplies for Child with Disability	122.48		
16			60% 3.2264.78231.54931.1007362.YS13 24519 40% 3.2264.78231.54931.1007365.YS13 24519			37
17	9/5/24	COPYWORLD	REFUND	(290.98)		

18		50% 1.2128.78231.54711.1006686.YS13 24295 50% 1.2128.78231.54711.1006668.YS13 24295			
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Document Total	4,437.85
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DETAILED DESCRIPTION

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

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 11/13/24

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

October 2024



TO

October 2024

Transaction Period (Month / Year)

Transaction Period (Month / Year)

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

 <small>Diveena Cooppan (Nov 15, 2024 16:22 PST)</small>	Date Nov 15, 2024	510-238-3165	 <small>Kurry Foley (Nov 15, 2024 15:26 PST)</small>	Date Nov 15, 2024
<small>CARDHOLDER'S SIGNATURE AND DATE</small>		<small>PHONE NUMBER (REQUIRED)</small>	<small>AUTHORIZATION SIGNATURE AND DATE</small>	

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	10/02/24	VIMEO	CLASS RECORDING	108.00		
2			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295"			
3	10/02/24	AMAZON	BOOKS FOR SITES FOR CLASS PREPARATION	15.34		
4			50% 1.2128.78231.52919.1006668.YS13 24295 50% 1.2128.78231.52919.1006686.YS13 24295			
5	10/03/24	TEACHSTONE	ITEMS FOR CLASS PREPARATION	164.10		
6			50% 1.2128.78231.52919.1006668.YS13 24295 50% 1.2128.78231.52919.1006686.YS13 24295			
7	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
8			1.2128.78231.52211.1006686.YS13 award 24295			
9	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
10			1.2128.78231.52211.1006686.YS13 award 24295			
11	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
12			1.2128.78231.52211.1006686.YS13 award 24295			
13	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
14			1.2128.78231.52211.1006686.YS13 award 24295			
15	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
16			1.2128.78231.52211.1006686.YS13 award 24295			
17	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
18			1.2128.78231.52211.1006686.YS13 award 24295			
19	10/03/24	ALLSCAN	APPLICANT'S FINGERPRINTS	93.00		
20			1.2128.78231.52211.1006686.YS13 award 24295			

21	10/04/24	AMAZON			52.66		
22			50% 1.2128.78231.52919.1006668.YS13 24295 50% 1.2128.78231.52919.1006686.YS13 24295				
23	10/04/24	ALLSCAN	APPLICANT'S FINGERPRINTS		93.00		
24			1.2128.78231.52211.1006686.YS13 award 24295				
25	10/04/24	ALLSCAN	APPLICANT'S FINGERPRINTS		93.00		
26			1.2128.78231.52211.1006686.YS13 award 24295				
27	10/04/24	ALLSCAN	APPLICANT'S FINGERPRINTS		93.00		
28			1.2128.78231.52211.1006686.YS13 award 24295				
29	10/04/24	ALLSCAN	APPLICANT'S FINGERPRINTS		93.00		
30			1.2128.78231.52211.1006686.YS13 award 24295				
31	10/04/24	ALLSCAN	APPLICANT'S FINGERPRINTS		93.00		
32			1.2128.78231.52211.1006686.YS13 award 24295				
33	10/5/24	VIMEO	CLASS RECORDING		108.00		
34			50% 1.2128.78231.55212.1006668.YS13 24295 50% 1.2128.78231.55212.1006686.YS13 24295"				
35	10/6/24	AMAZON	ITEMS FOR CLASS PREPARATION		220.14		
36			50% 1.2128.78231.52919.1006668.YS13 24295 50% 1.2128.78231.52919.1006686.YS13 24295				
37	10/6/24	AMAZON	ITEMS FOR CLASS PREPARATION		148.05		
38			50% 1.2128.78231.52919.1006668.YS13 24295 50% 1.2128.78231.52919.1006686.YS13 24295				
39	10/07/24	TEACHSTONE REFUND			(120.00)		
40							
41	10/08/24	TARGET	ALTERNATIVE MILK FOR SITES		37.09		
42			50% 1.2128.78231.52911.1006668.YS13 24295 50% 1.2128.78231.52911.1006686.YS13 2429				
43	10/16/24	UNITYCOUCIL	DIA DE LOS MUERTOS BOOTH & TABLE		25.75		
44			11.00% 1.1010.78231.55212.1006668.YS13 24427 3.30% 1.1010.78231.55212.1006686.YS13 24427 39.5% 1.2128.78231.55212.1006668.YS13 24295 46.2% 1.2128.78231.55212.1006686.YS13 2429				
45	10/20/24	WALMART	KELLER FIRE ITEMS FOR FAMILIES AT SHELTER		137.61		
46			50% 1.2128.78231.52919.1006668.YS13 24295 50% 1.2128.78231.52919.1006686.YS13 24295				
47	10/22/24	ALLSCAN	APPLICANT'S FINGERPRINTS		93.00		
48			1.2128.78231.52211.1006686.YS13 award 24295				40
49	10/22/24	ELGL NETWORK WEST	JOB LISTING FOR FISCAL MANAGER POSITION		50.00		

50			50% 1.2128.78231.53114.1006668.YS13 24295 50% 1.2128.78231.53114.1006686.YS13 24295			
51	10/24/24	IDEALIST	JOB LISTING FOR ADMIN. SERVICES MGR. II	125.00		
52			50% 1.2128.78231.53719.1006668.YS13 24295 50% 1.2128.78231.53719.1006686.YS13 24295			
53	10/25/24	ELGL NETWORK WEST	JOB LISTING FOR FISCAL MANAGER POSITION	25.00		
54			50% 1.2128.78231.53114.1006668.YS13 24295 50% 1.2128.78231.53114.1006686.YS13 24295			
55	10/09/24	UBEREATS	FISCAL TRAINING	164.79		
56			50% 1.2128.78231.52911.1006668.YS13 24295 50% 1.2128.78231.52911.1006686.YS13 2429			
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Document Total	2,470.53
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DETAILED DESCRIPTION

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

Head Start & Early Head Start Budget Summary - All Federal Projects
Report as of 10/29/24 - Payroll to actual 6/30/24

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,522,641.00	\$ -	\$ 3,824,508.00	\$ 1,698,133.00	69%
b. Fringe Benefits	\$ 2,645,880.00	\$ -	\$ 2,812,945.00	\$ (167,065.00)	106%
c. Travel	\$ 36,800.00	\$ -	\$ 32,107.00	\$ 4,693.00	87%
d. Equipment	\$ -	\$ -	-	\$ -	0%
e. Supplies	\$ 457,537.00		\$ 463,770.00	\$ (6,233.00)	101%
f. Contractual	\$ 3,271,866.00		\$ 1,456,359.00	\$ 1,815,507.00	45%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 1,166,952.00		\$ 1,264,517.00	\$ (97,565.00)	108%
i. Total Direct Charges	\$ 13,101,676.00	\$ -	\$ 9,854,206.00	\$ 3,247,470.00	75%
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 330,167.00	\$ 52,690.00	86%
k. TOTALS	\$ 13,484,533.00	\$ -	\$ 10,184,373.00	\$ 3,300,160.00	76%

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 1006667
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,432,597.00	\$ -	\$ 1,538,807.27	\$ 893,789.73	63%
b. Fringe Benefits	\$ 1,125,774.00	\$ -	\$ 1,111,595.42	\$ 14,178.58	99%
c. Travel	\$ 18,256.00	\$ -	\$ 2,933.00	\$ 15,323.00	16%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 158,152.00	\$ -	\$ 196,381.10	\$ (38,229.10)	124%
f. Contractual	\$ 1,534,979.00	\$ -	\$ 1,166,400.30	\$ 368,578.70	76%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 279,030.00	\$ -	\$ 500,713.71	\$ (221,683.71)	179%
i. Total Direct Charges	\$ 5,548,788.00	\$ -	\$ 4,516,830.80	\$ 1,031,957.20	81%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 133,716.99	\$ 29,151.01	82%
k. TOTALS	\$ 5,711,656.00	\$ -	\$ 4,650,547.79	\$ 1,061,108.21	81%

Early Head Start Budget Summary - Federal Basic 1006678
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,908,800.24	\$ -	\$ 2,285,700.95	\$ 623,099.29	79%
b. Fringe Benefits	\$ 1,701,349.76	\$ -	\$ 1,701,349.76	\$ -	100%
c. Travel	\$ 18,544.00	\$ -	\$ 2,974.97	\$ 15,569.03	16%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 229,385.00	\$ -	\$ 267,389.11	\$ (38,004.11)	117%
f. Contractual	\$ 2,055,887.00	\$ -	\$ 296,623.65	\$ 1,759,263.35	14%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 453,319.00	\$ -	\$ 597,733.32	\$ (144,414.32)	132%
i. Total Direct Charges	\$ 7,367,285.00	\$ -	\$ 5,151,771.76	\$ 2,215,513.24	70%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 196,450.45	\$ 23,538.55	89%
k. TOTALS	\$ 7,587,274.00	\$ -	\$ 5,348,222.21	\$ 2,239,051.79	70%

Head Start T/TA 1006669 Budget Summary - Training and Technical Assistance
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 13,124.99	\$ -	\$ 13,124.99	\$ -	100%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 53,627.01	\$ -	\$ 53,627.01	\$ -	100%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 66,752.00	\$ -	100%
j. Indirect Charges	\$ -			\$ -	0%
k. TOTALS	\$ 66,752.00	\$ -	\$ 66,752.00	\$ -	100%

Early Head Start T/TA 1006688 Budget Summary - Training and Technical Assistance
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 13,073.63	\$ -	\$ 13,073.63	\$ -	100%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 16,658.75	\$ -	\$ 16,658.75	\$ -	100%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 89,118.62	\$ -	\$ 89,118.62	\$ -	100%
i. Total Direct Charges	\$ 118,851.00	\$ -	\$ 118,851.00	\$ -	100%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,851.00	\$ -	\$ 118,851.00	\$ -	100%

GPF Budget Summary - City General Purpose Fund Head Start
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 96,386.33	\$ -	\$ 272,030.47	\$ (175,644.14)	282%
b. Fringe Benefits	\$ 431,121.00	\$ -	\$ 156,356.54	\$ 274,764.46	36%
c. Travel	\$ -	\$ -	\$ 1,235.94	\$ (1,235.94)	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 336,787.39	\$ 210,494.50	\$ 23,825.93	\$ 102,466.96	70%
f. Contractual	\$ 2,161,747.61	\$ 20,013.83	\$ 1,433,730.64	\$ 708,003.14	67%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 640,387.07	\$ 97,398.25	\$ 380,272.56	\$ 162,716.26	75%
i. Total Direct Charges	\$ 3,666,429.40	\$ 327,906.58	\$ 2,267,452.08	\$ 1,071,070.74	71%
j. Indirect Charges	\$ 288,241.00	\$ -	\$ 17,850.12	\$ 270,390.88	6%
k. TOTALS	\$ 3,954,670.40	\$ 327,906.58	\$ 2,285,302.20	\$ 1,341,461.62	66%

Head Start CSPP Budget Summary - California State Preschool Program
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,694,605.87	\$ -	\$ 1,694,605.87	\$ -	100%
b. Fringe Benefits	\$ 1,318,828.93	\$ -	\$ 1,318,828.93	\$ -	100%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 123,876.88		\$ 123,876.88	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 77,948.67	\$ -	\$ 77,948.67	\$ -	100%
i. Total Direct Charges	\$ 3,215,260.35	\$ -	\$ 3,215,260.35	\$ -	100%
j. Indirect Charges	\$ 149,504.65	\$ -	\$ 149,504.65	\$ -	100%
k. TOTALS	\$ 3,364,765.00	\$ -	\$ 3,364,765.00	\$ -	100%

Head Start CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 10/29/24 - Payroll to 06/30/24


Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500.00	\$ -	\$ 32,500.00	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500.00	\$ -	\$ 32,500.00	\$ -	100%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500.00	\$ -	\$ 32,500.00	\$ -	100%

Head Start & Early Head Start CCFP Budget Summary - Child and Adult Care Food Program
Report as of 10/29/24 - Payroll to 06/30/24

Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 238,212.28	\$ 12,855.98	\$ 196,735.99	\$ 28,620.31	88%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 14,500.00	\$ -	\$ 11,253.21	\$ 3,246.79	78%
i. Total Direct Charges	\$ 252,712.28	\$ 12,855.98	\$ 207,989.20	\$ 31,867.10	87%
j. Indirect Charges	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 252,712.28	\$ 12,855.98	\$ 207,989.20	\$ 31,867.10	87%

Early Head Start CCTR Budget Summary - General Child Care and Development Expansion
Report as of 10/29/24 - Payroll to 06/30/24

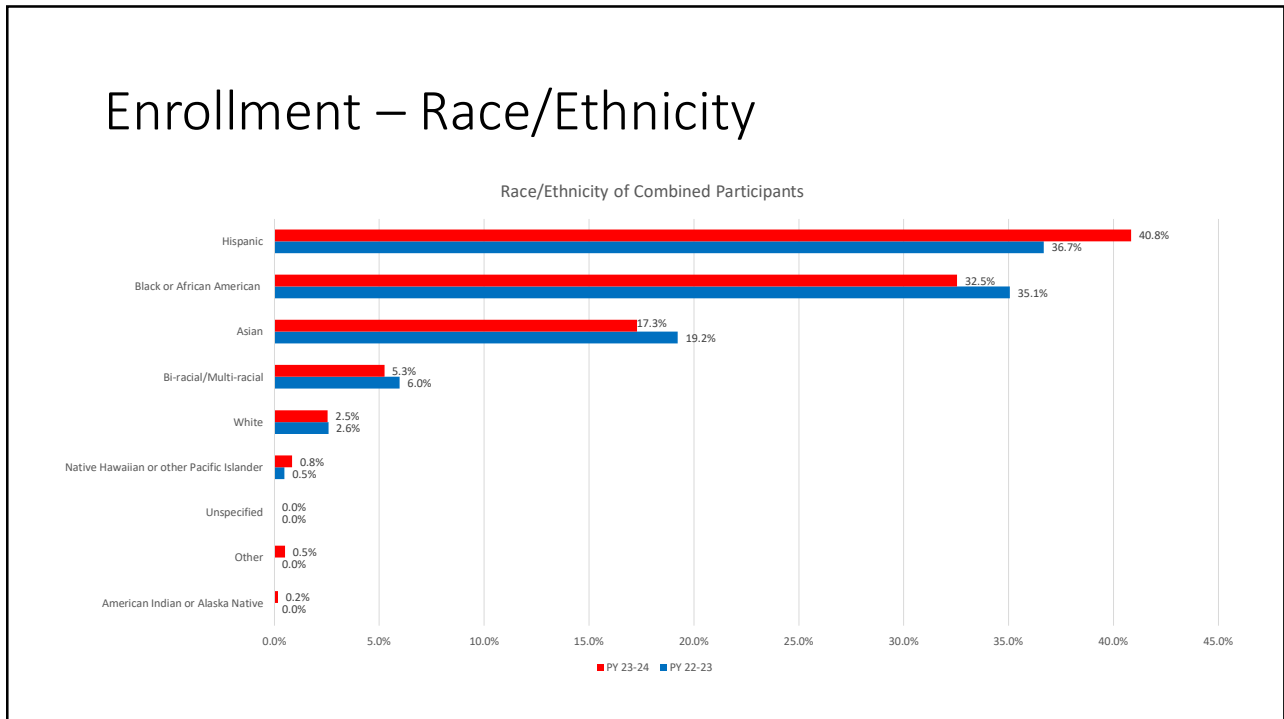
Category	Budget	Encumbrance	Expenditures	Avail	Budget Spent %
a. Personnel	\$ 1,821,791.00	\$ -	\$ 1,848,420.93	\$ (26,629.93)	101%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 1,336,211.95	\$ 32,749.05	98%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 3,190,752.00	\$ -	\$ 3,184,632.88	\$ 6,119.12	100%
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 161,179.12	\$ (6,119.12)	104%
k. TOTALS	\$ 3,345,812.00	\$ -	\$ 3,345,812.00	\$ 0.00	100%



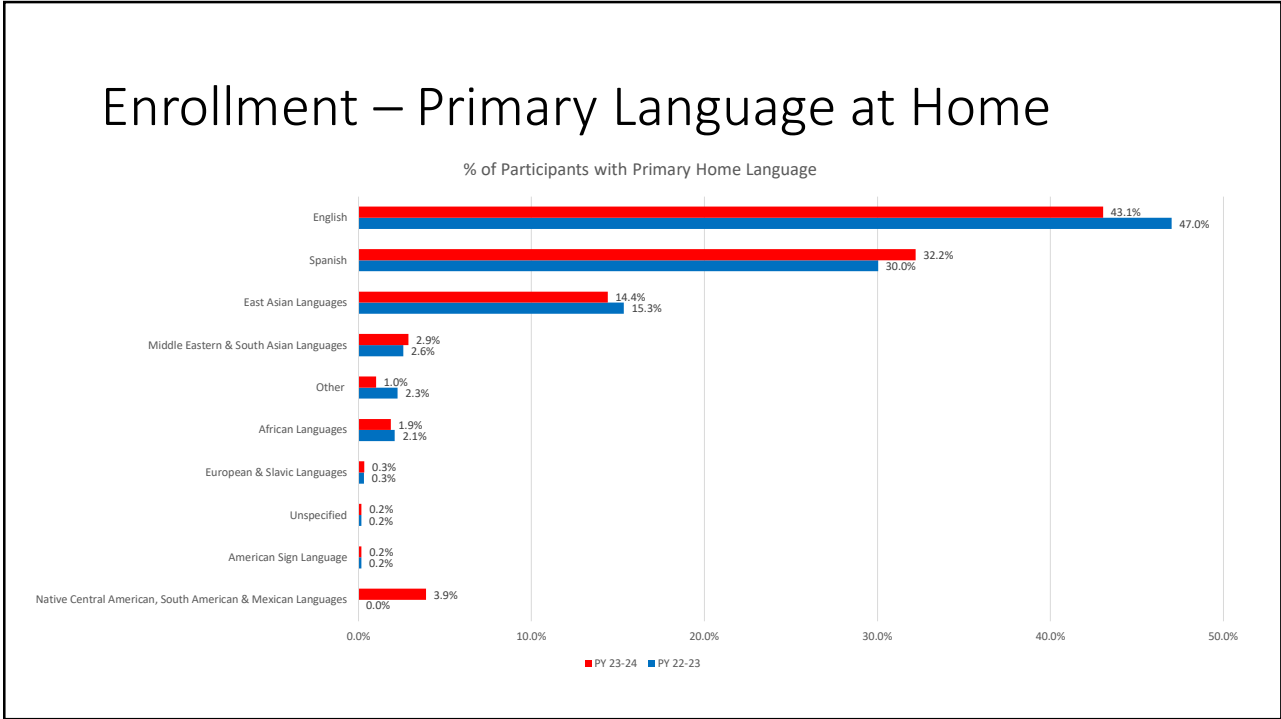
CITY OF OAKLAND HEAD START

November 2024
PY 22-23 vs PY 23-24
Comparison: PIR Indicators
Overview - Highlights

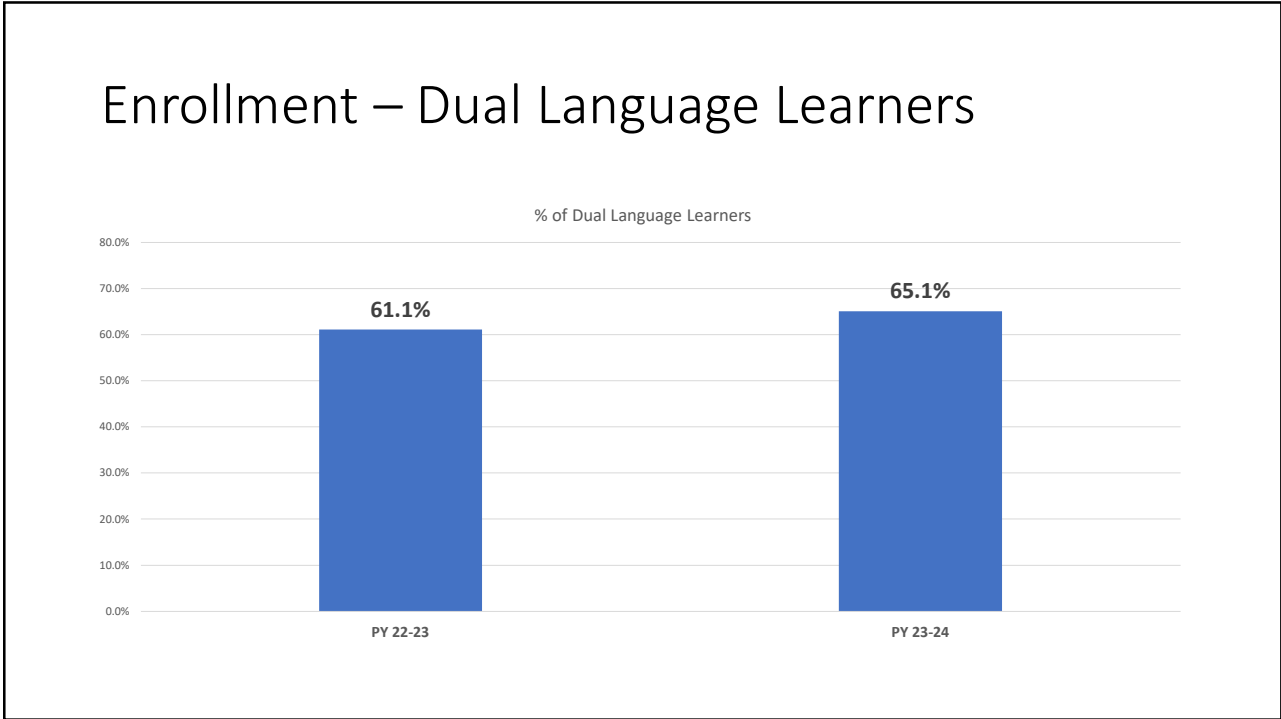
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2

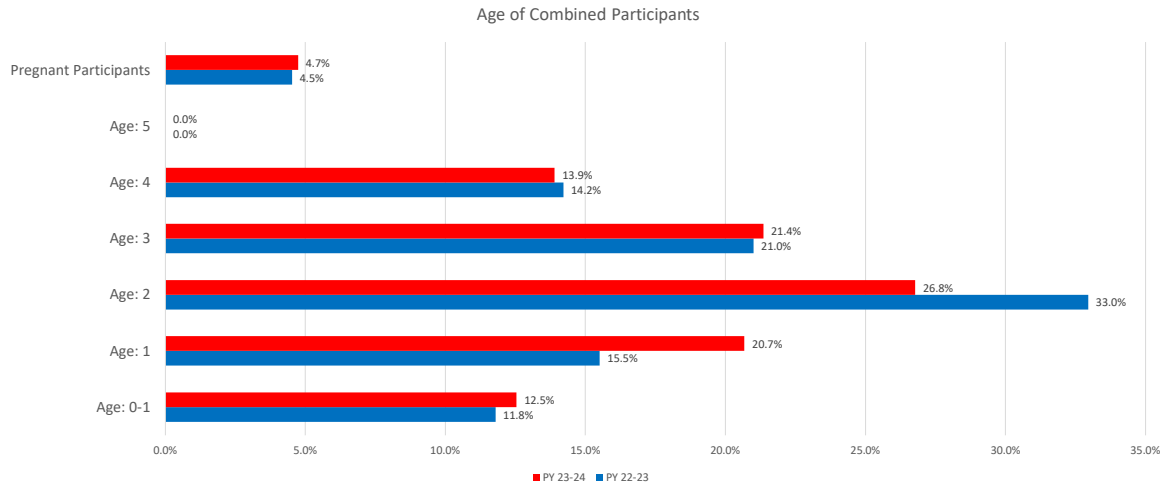


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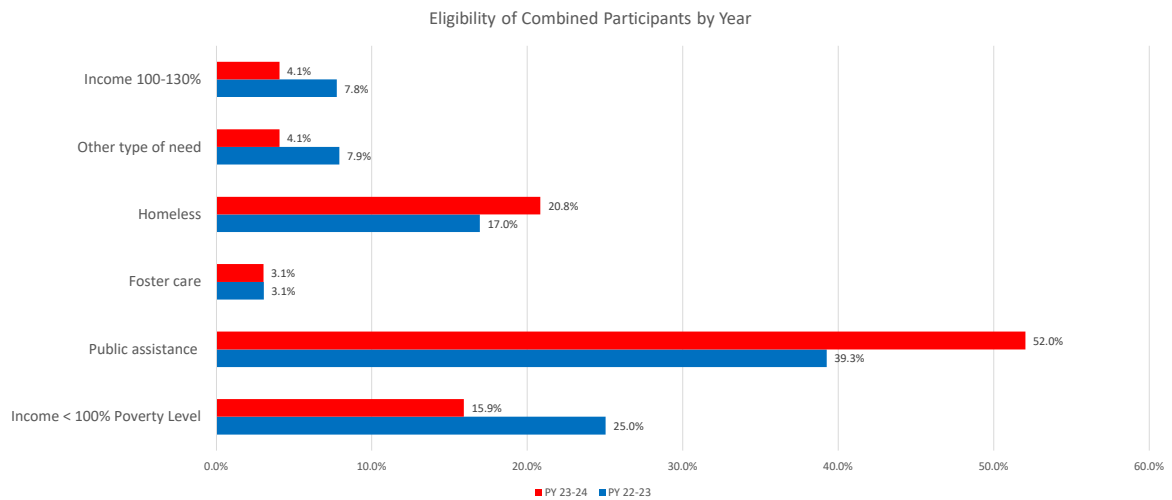
4

Enrollment – Age of Participants

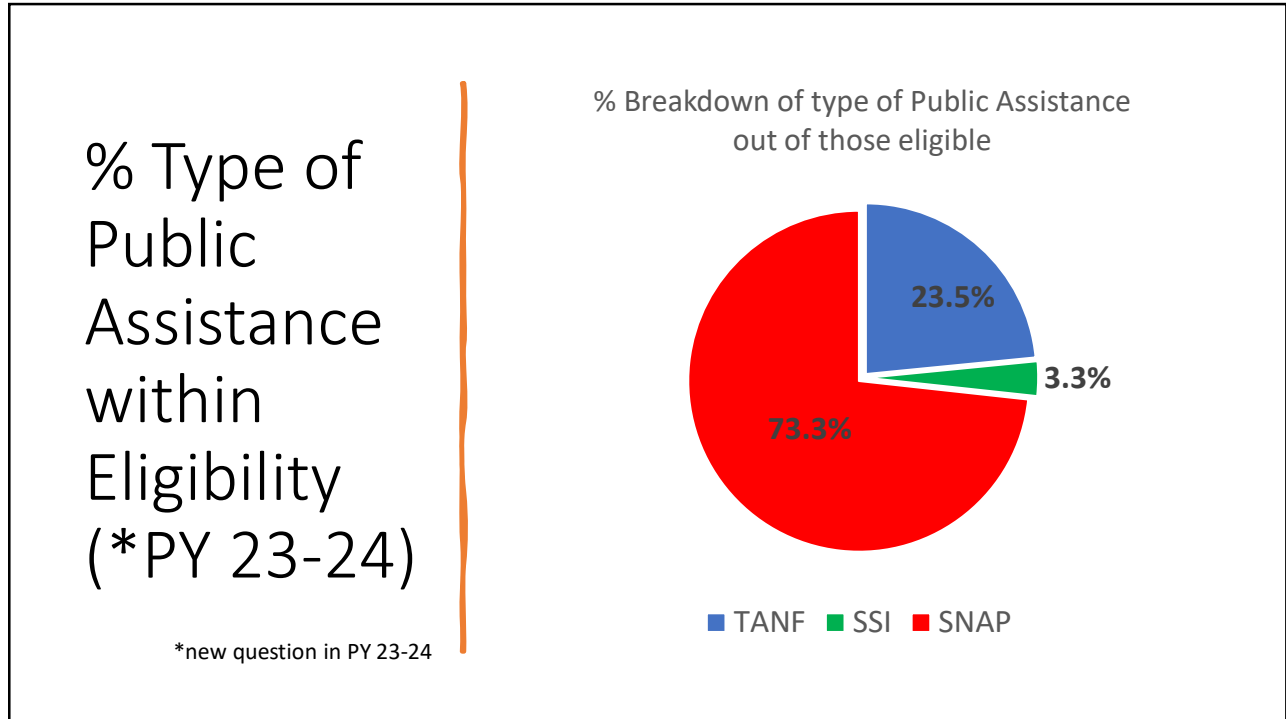


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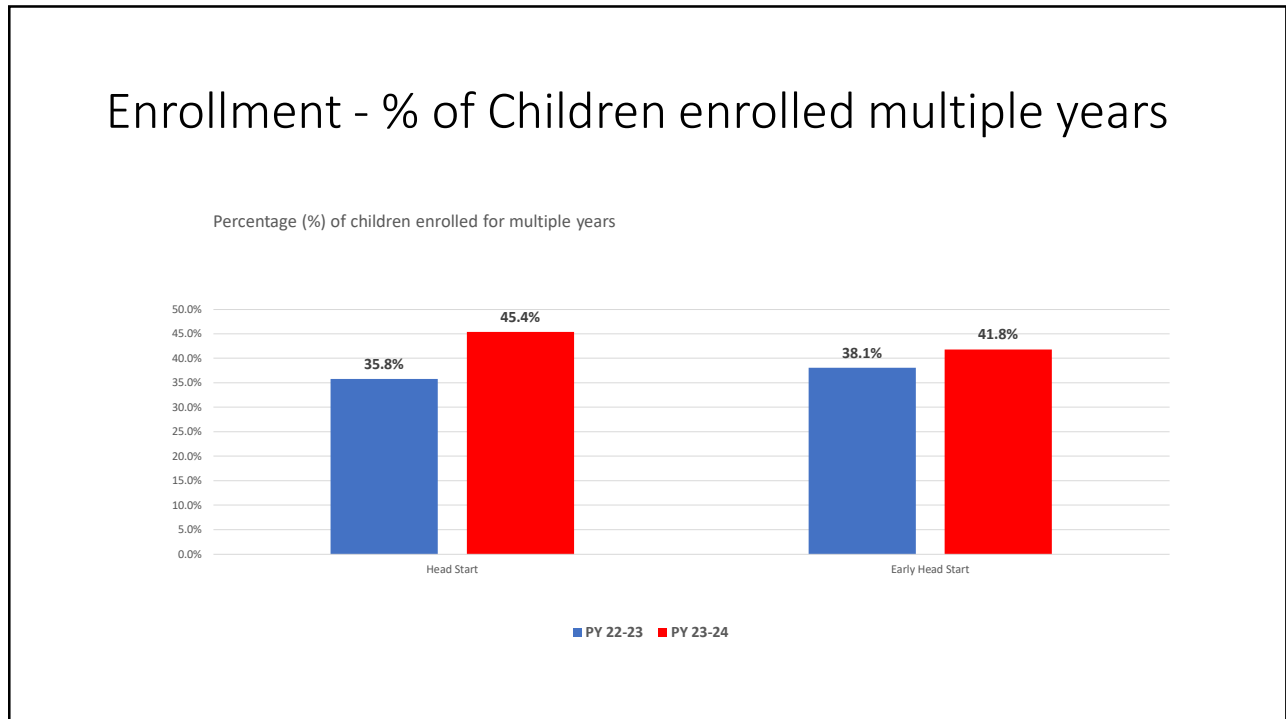
Enrollment – Program Eligibility



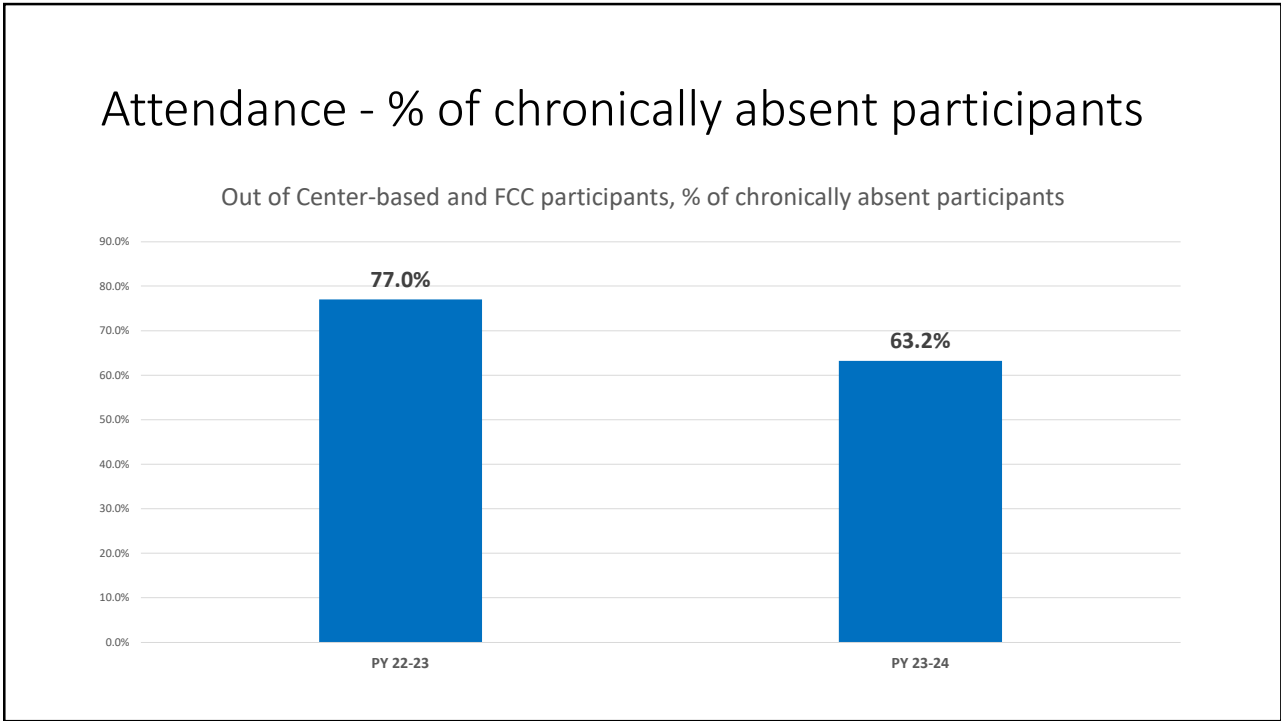
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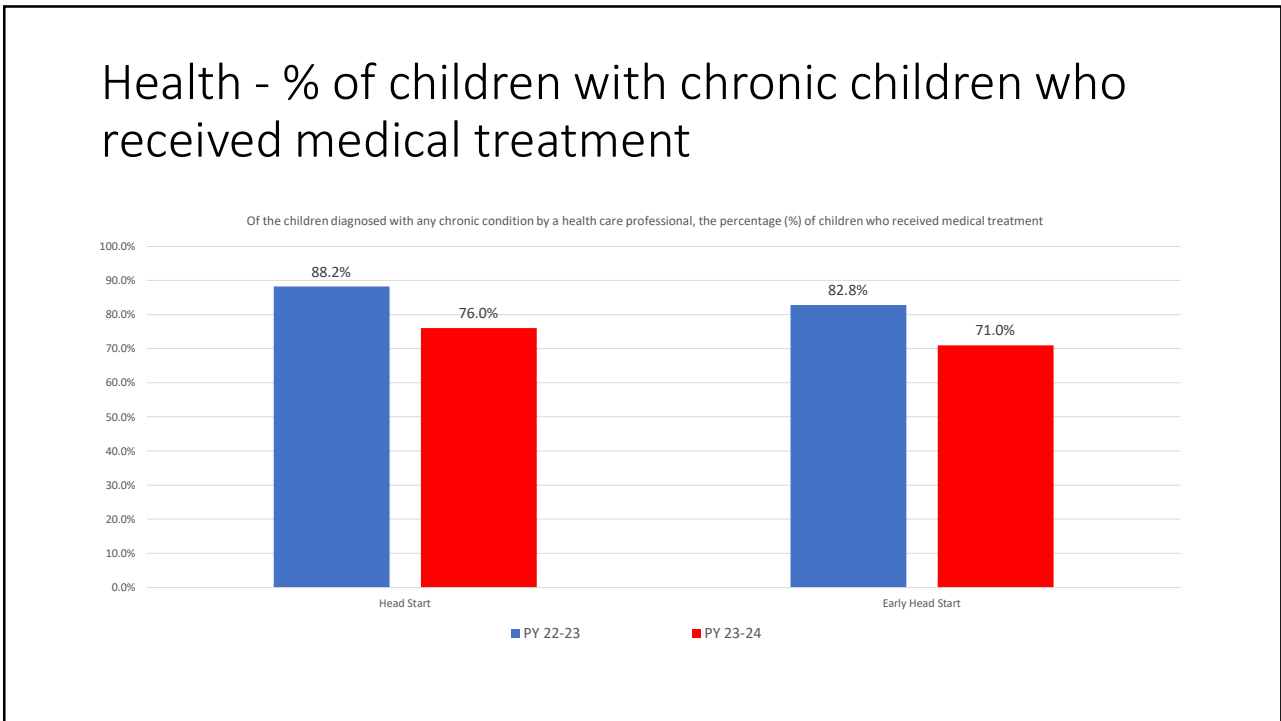
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8

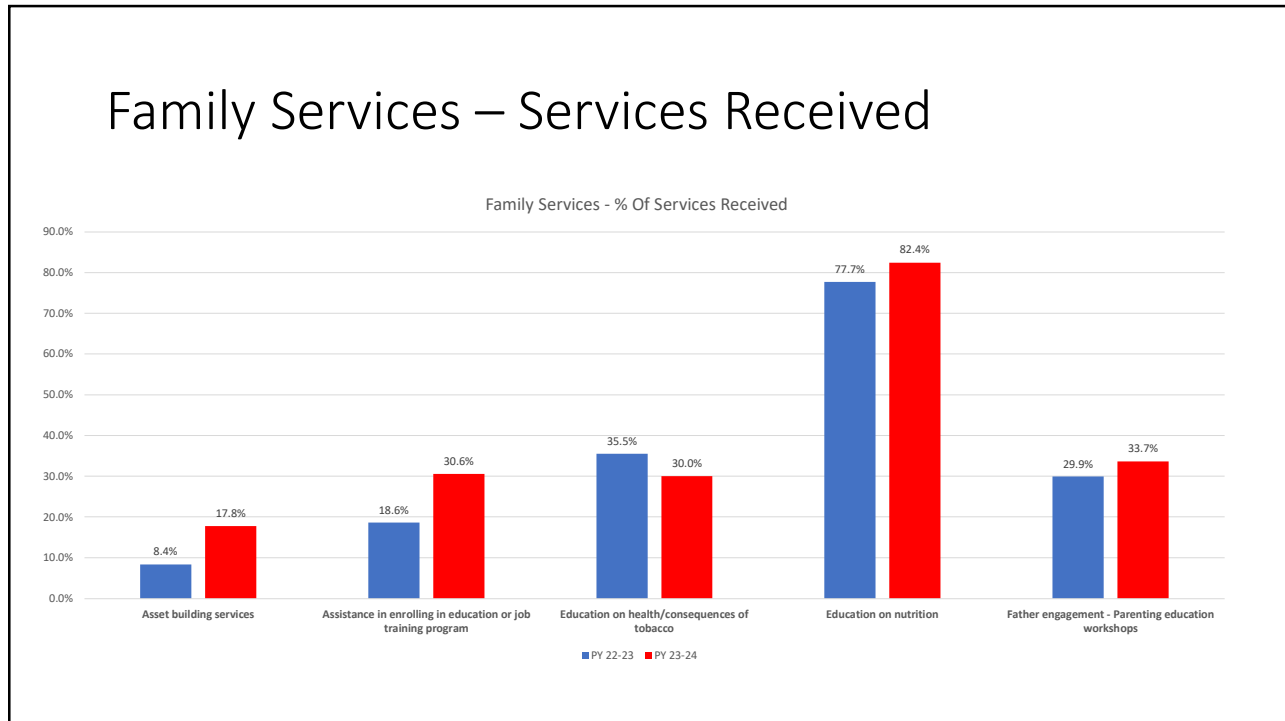


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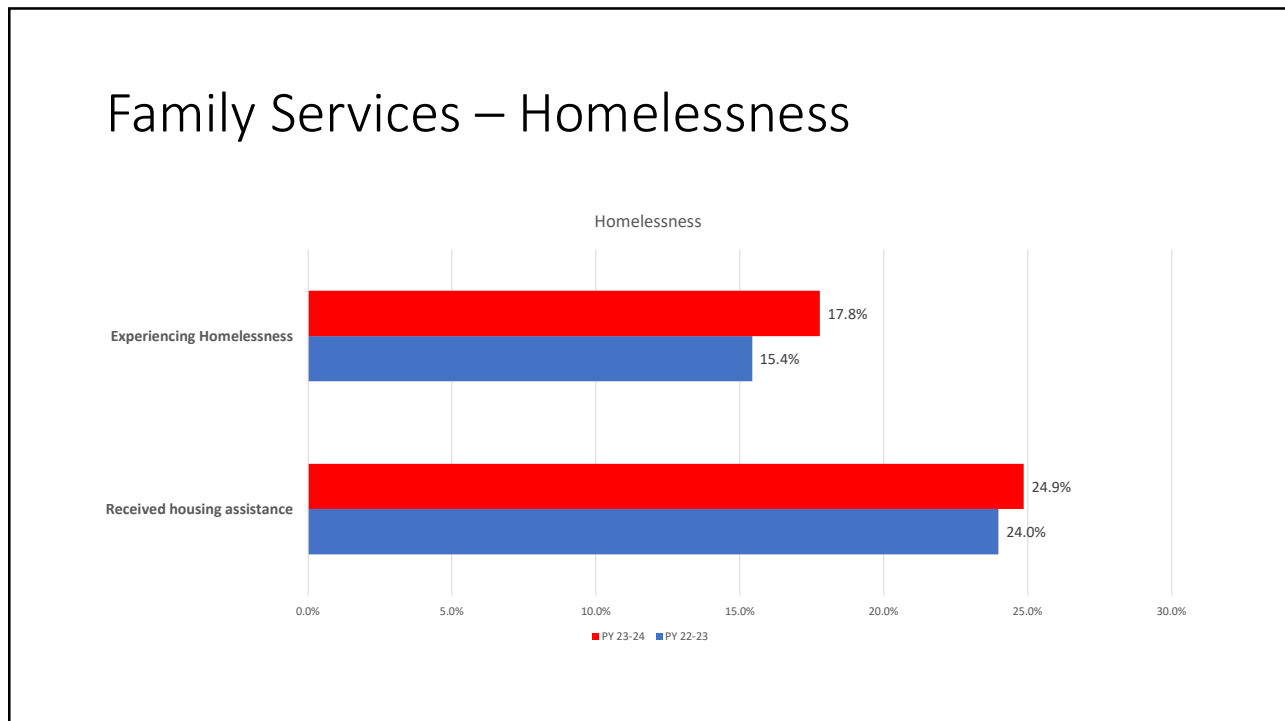
10

Family Services – Services Received



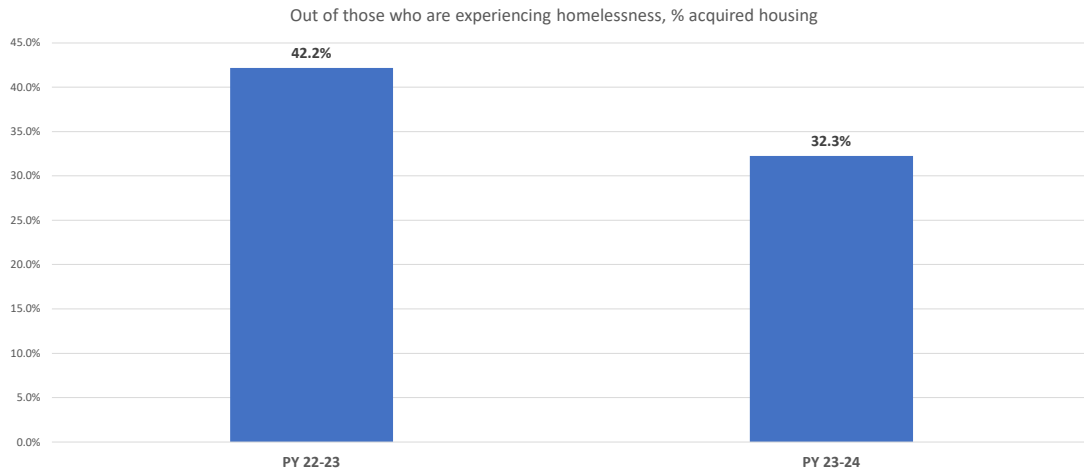
11

Family Services – Homelessness



12

Family Services – % Acquired Housing





**Lionel J. Wilson Building
150 Frank H. Ogawa Plaza, Suite 4330
Oakland, CA 94612**

Human Services Department 510-986-2721
Hunger Program -510-238-3661 (fax)
Emergency Food Providers Advisory Committee

Tuesday, October 1, 2024

The City of Oakland's Human Services Department is excited to announce this year's Community Day of Thanks, managed by Jeweld Legacy Group. This year, the event spans two days:

Monday, November 25, 2024: We will host a sit-down luncheon for 500 seniors across Oakland. This special gathering will feature a plated Thanksgiving meal, prepared by the Oakland Marriott City Center, along with entertainment and giveaways.

Tuesday, November 26, 2024: We will distribute 3,000 meals at the Oakland Marriott City Center. Over 2,700 hot meals will be delivered to low-income families, seniors, and homeless individuals throughout Oakland, with an additional 300 meals available for pick-up at the hotel.

We Are Seeking Volunteers!

Monday, November 25, 2024, or Tuesday, November 26, 2024.

Volunteers are crucial to our ability to serve the Oakland community. If you're interested in supporting this effort, please [click here to fill out the volunteer form](#).

Thanks to volunteer contributions and donations, we continue the fight against hunger. Your support has made this event a beacon of light and goodwill for our city, and it would not be possible without the ongoing support of our wonderful community and sponsors.

Volunteer Shifts

Monday, November 25

9:30am-12:30pm

11am-2pm

12pm-3pm

Tuesday, November 26

6:30-9:30am

9:30am-12:30pm

11am-1pm



If you can't volunteer but would still like to support the event, you can send a check payable to the City of Oakland Hunger Program. Please fill out the information below and mail it to the address below:

City of Oakland Hunger Program
Attn: Ms. Blanca Leggett
150 Frank H. Ogawa Plaza, Suite 4340
Oakland, CA 94612
Fax (510) 238-3661

For more information please call 510-238-2077

Name (First, Last): _____

Company Name (If Applicable): _____

Mailing Address: _____

Phone Number: _____

Email: _____

Donation Offering (Number of Meals) _____

Donation Offering (Monetary Amount) \$ _____

Thank You for Your Support!

Community Listening Sessions: Help Inform Measure C Implementation

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

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

Onsite child care will be provided for all listening sessions.

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

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

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

Date & Time	Topic	Location	Zoom Information
Wednesday, December 4, 2024 6-8 p.m.	Workforce Development	Dublin Technology Center 6200 Village Parkway, Suite 101 Dublin, CA 94568 Room Name: Collaboration Studio	Link: https://first5alameda-org.zoom.us/j/83860947903?pwd=jspxn4Z4k7apVraN4PbdPCGSqmMcYn.1 Meeting id : 838 6094 7903 Passcode: 376153 Meeting agenda & details
Wednesday, December 18, 2024 6-8 p.m.	Access to Child Care	Location TBD, check back for updates	Link: https://first5alameda-org.zoom.us/j/84490555639?pwd=pYrMhk9nx6wng13f1EsAkqa1OnFu90.1 Meeting id: 844 9055 5639 Passcode: 707721 Meeting agenda & details
Saturday, January 11, 2025 9 a.m. - 12 p.m.	Wages & Compensation	Location TBD, check back for updates	Link: https://first5alameda-org.zoom.us/j/85723754737?pwd=nsjmaH2nzOMIBVgA16eyxiaHT1KUOm.1 Meeting id: 857 2375 4737 Passcode: 478814 Meeting agenda & details
Saturday, February 1, 2025 9 a.m. - 12 p.m.	Facilities	Location TBD, check back for updates	Link: https://first5alameda-org.zoom.us/j/86084746901?pwd=ZLZCW1Xils38SQ8zM8azKjeJpmw3ly.1 Meeting id: 860 8474 6901 Passcode: 990125 Meeting agenda & details
Wednesday, February 5, 2025 6-8 p.m.	Quality, Family Supports, Coordination, Navigation	Location TBD, check back for updates	Link: https://first5alameda-org.zoom.us/j/86883133532?pwd=RLiLAbZfwGOWA6XCwezn2SyWsS4k8b.1 Meeting id: 868 8313 3532 Passcode: 776847 Meeting agenda & details

Thanksgiving Meals & Giveaways 2024

Alameda County

The following locations will provide free Thanksgiving meals.

For additional resources, call 2-1-1.

Location City	Phone Number	Meal Date & Time	Event Name
Compassion Network 39155 Liberty St, Ste H840., Fremont	(510) 796-7378	Monday-Thursday 9AM – 12PM, 1PM – 4PM	Thanksgiving meal Call to make an appointment
The Hope Center By Insight Housing 2012 Berkeley Way, Berkeley	(510) 455-0655	Friday, November 22, 2024 2:30PM – 4:30PM	Thanksgiving Meal
Allen Temple Baptist Church 8501 International Blvd., Oakland	(510) 544-8910	Saturday, Nov. 23, 2024 10AM – 12PM	Thanksgiving Basket Food Distribution
Oak Center Cultural Center 1324 Adeline St., Oakland	(510) 891-0035	Saturday, Nov. 23, 2024 11AM – 1PM	Thanksgiving Banquet
Fam1st Family Foundation 3233 Market St., Oakland	(510) 595-3223	Sunday, Nov. 24, 2024 11AM – 4PM	Turkey Giveaway, register here
Monster Pho 360 40 th St., Oakland	(510) 788-4459	Monday, Nov. 25, 2024 10AM – 3PM	Pho for the People Event
Shiloh Church 3295 School St., Oakland	(510) 261-2052	Monday, Nov. 25, 2024 11AM – 12:30PM	Thanksgiving Food Giveaway, RSVP here
Centerville Presbyterian Church 4360 Central Ave., Fremont	(510) 793-3575	Tuesday, Nov. 26, 2024 4PM – 6PM	Thanksgiving Meal
Salvation Army 430 A St., Hayward	(510) 581-6444	Wednesday, Nov. 27, 2024 1PM – 3PM	Thanksgiving Meal

Location City	Phone Number	Meal Date & Time	Event Name
CAPC Oakland 5951 College Ave., Oakland	(510) 658-3665	Thursday, Nov. 28, 2024 10:30AM – 2:30PM	Annual Community Thanksgiving Day Meal
Christ Episcopal Church 1700 Santa Clara Ave., Alameda	(510) 523-7200	Thursday, Nov. 28, 2024 11AM – 2PM	Community Thanksgiving Meal
CityTeam Oakland 722 Washington St., Oakland	(510) 452-3758	Thursday, Nov. 28, 2024 11AM – 4PM	Annual Thanksgiving Meal
Lake Merritt United Methodist Church 1330 Lakeshore Ave., Oakland	(510) 465-4793	Thursday, Nov. 28, 2024 12PM – 2PM	Thanksgiving Meal
Rebel Kitchen & Liberations 2369 First St., Livermore	(925) 373-0521	Thursday, Nov. 28, 2024 12PM – 2PM	9 th Annual Thanksgiving Meal Giveaway
Newark Pavilion 6430 Newark Blvd., Newark	(510) 793-5683	Thursday, Nov. 28, 2024 12PM – 2:30PM	36th Annual Thanksgiving Dinner. Must be Hayward resident.
Two Star Market 2020 MacArthur Blvd, Oakland	(510) 531-3576	Thursday, Nov. 28, 2024 12PM – 3PM	Thanksgiving Dinner
St. Raymond Catholic Church 11555 Shannon Ave., Dublin	(925) 829-8956	Thursday, Nov. 28, 2024 12PM – 4PM	Tri-Valley Community Outreach Thanksgiving Dinner. Must be Dublin or Pleasanton resident
Badarikashrama 15602 Maubert Ave., San Leandro	(510) 278-2444	Thursday, Nov. 23, 2024 3PM – 5PM	International Vegetarian Dinner, RSVP here

City of Oakland
Head Start Advisory Board
FY 2024-25

BYLAWS

ARTICLE I

Name

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

ARTICLE II

Purpose

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

ARTICLE III

Functions and Duties

Section 1. The functions and duties of the Head Start Advisory Board shall include providing advice and recommendations to the City Council (Board) about the Head Start program in the following areas:

- a. The procedure for program planning, which describes how and when significant planning activities for the Head Start program occur.
- b. The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.
- c. The program’s philosophy and multi-year goals and annual objectives.

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

Section 2.

In the performance of its duties, the Board shall:

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

Section 3.

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

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

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

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

ARTICLE IV

Membership

Section 1. Composition

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

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

Additional members may be added to represent other interests, with the approval of the City Council and with appropriate changes to City documents required to create such Boards.

Section 2 Terms

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

Section 3. Removal

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

Removal by the Head Start Advisory Board

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

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

Removal by the City Council

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

ARTICLE V

Officers

Section 1.

- a. Each year at its first regular meeting in September the Board shall elect a chairperson and vice chairperson from among its members.
- b. The Chairperson shall
 - 1) preside at all meetings of the Board
 - 2) oversee the activities of the Board
 - 3) appoint all committee members to serve on standing and ad hoc committees
 - 4) represent (or designate an alternate) the Board at meetings, public gatherings and other functions related to the Board and the Head Start program.
 - 5) consult with staff in the preparation of meeting agenda
 - 6) receive and review correspondence on behalf of the Board
 - 7) serve as a liaison (Head Start/Early Head Start parent or guardian) with the Parent Policy Council
- c. The Vice Chairperson shall
 - 1) Serve as chair in the absence of the chairperson
 - 2) Succeed to the office of the chairperson in the event the chair is no longer able or willing to serve.
 - 3) Perform such duties as may be assigned by the chair or by the Board.

ARTICLE VI

Meetings

Section 1

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

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

- b.** Regular meetings of the Advisory Board shall be held at the time and place designated by the Board each year at its first meeting in September. In FY 24-25, meetings are currently held from 3:30-5:00pm, unless otherwise agreed upon and deemed necessary by the Advisory Board.
- c.** At the Advisory Board Meeting, in June of each year, the board will vote , Y/N, on whether the body will Recess in August of each year, in alignment with the Oakland City Council.
- d.** Meetings called for special purposes to meet critical deadlines and scheduled at a time and/or place different from regular meetings shall be designated special meetings.
- e.** A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Advisory Board for the purpose of conducting business. In cases when an Advisory Board Member has notified the board in advance of the need to take a temporary leave, the quorum requirement will be temporarily adjusted, based on the active Advisory Board Members seated. In the absence of a quorum, no information may be presented, and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.
- f.** Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
- g.** The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:
 - 1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board’s Bylaws and procedures;
 - 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
 - 3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

ARTICLE VII

Committees

Section 1.

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

ARTICLE VIII

Standards of Conduct

Section 1.

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

Failure to adhere to these Standards of Conduct may result in sanctions, including the recommendation for removal of any Board member.

ARTICLE IX

Governance Procedures

Section 1.

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

ARTICLE X

Amendments

Section 1.

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


Molly Tafoya (Nov 18, 2024 10:13 PST)

Chairperson Signature

11/18/24

Date