CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 09-21-2023

3:30-5:00pm

In person Meeting Location:
Oakland City Hall
1 Frank H. Ogawa Plaza, Hearing Room 2

Virtual Zoom Meeting Location for Public Participation Only
https://us02web.zoom.us/j/83188428366

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, 9-21-2023; 3:30-5:00pm
In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza; Hearing Room #2

AGENDA

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

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

1. Public Comment

II. **APPROVAL OF AGENDA ITEMS:** *Molly Tafoya, Chair*
1. Review and Approval of **September 21, 2023, Advisory Board Meeting Agenda**
2. Review and Approval of **July 20, 2023, Advisory Board Meeting Minutes**

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

1. **Parent Policy Council Feedback**

IV. **ACTION ITEMS:**

1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
   - **a.** Monthly Enrollment and Content Area Monitoring Update – *August 2023*
2. **Monthly Financial Report:** *Annie Friberg, Interim HSD Budget & Fiscal Manager*
   - **a.** Monthly Financial Report – *August 2023*
     - Expenditures, CACFP Reports and Purchase Card Reports
3. **Application/Funding Requests:**
   - **a. FY 23-24** Accept the Apprenticeships Grant Award with Merritt College
   - **b. FY 24-25** Apply for annual California State Preschool Program (CSPP) & General Child Care (CCTR) Contract Renewals
4. **FY 2023-24** Comprehensive & Program Governance Planning Calendars and Strategic Planning Process
5. **FY 23-24** Advisory Board Bylaws: *Program Staff*
6. **Policies & Procedures** *(if applicable*)

IV. **INFORMATION ITEMS:** *Diveena Cooppan & Program Staff*
- **a.** General program updates:
  - "Equity in ERSEA" Presentation (Part I) – *Lamisa Mustafa*
  - FY 22-23 PIR (Program Information Report) Summary
  - Save the Date: First Five Alameda County & Fathers Corp, presents "*Fatherhood Summit",* October 21, 2023 (More details to come)
  - Oakland Children's Initiative (Measure AA)
  - Mobile Classroom RV
  - Workforce Development
  - Office of Head Start Focus Area 2 (FA2) Monitoring Review
  - Oakland Pride Parade

V. **OPEN FORUM**

VI. **ADJOURNMENT**

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

Day & Time: Thursday, 7-20-2023; 3:30-5:00pm
In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza; Hearing Room #2
Zoom Meeting

*** MEETING MINUTES**

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

Advisory Board Members Present:
Molly Tafoya, *Chair*
Alysoun (Aly) Bonde *Vice Chair*
Dr. Javay Ross,
Kevin Bremond
Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard
Christina Michaud
Julia Forte Frudden

Advisory Board Members Excused:
Dr. Jei Watkins

Parent Policy Council Members Present:
To Niya Scott-Smith, *Chair*

Staff Present:
Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Marquitta Eddings, *Administrative Assistant II*
Tracey Black, *Education Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program Coordinator*
Sarah Trist, *Operations Manager*
Wenonah Elm, *Mental Health & Disabilities Coordinator HS/EHS*
Friberg, Annie, (Acting Fiscal Manager) *Budget & Grants Administrator*
Equal Access - *International Contact* Interpretation Team (2 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:37 PM.

1. Public Comments:

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

1. *Chair Molly Tafoya* Stated that Tracey confirmed *"that you do not need to have joined meeting to approve the meeting minutes, if you review ahead of time and feel you need to abstain because you were not at the meeting".*

- *Chair Tafoya*, called for a motion to approve the July 20th AB Meeting Agenda. *Member Forte-Frudden seconded the motion.*; Motion carried. Vote: (8)-ayes, (0)-nays, (0)-abstentions, (0) no response

- *Chair Tafoya* motioned to approve the AB June 15th Meeting Minutes. *Vice Chair Bonde seconded the motion.* Motion carried. Vote: (8)-ayes, (0)-nays, (0)-abstentions, (0) no response
- *Chair Tafoya* motioned to approve the AB April 20th Meeting Minutes. *Vice Chair Bonde seconded the motion.* Motion carried. Vote: (8)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. *Chair Tafoya* Introduced newest Board Member *Christina Michaud*

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

- *Chair Tafoya* postponed Parent Policy Updates until later in the meeting.
- *Chair To Niya Scott-Smith* presented the Parent Policy Council Updates.
  - **Parent Policy Council Feedback-** *Parent Policy Council* and *Diveena Cooppan* participated in the under-enrollment session and received questions to consider.
  - *Parent Policy Council* and *Felicia Brown* would like someone from HS to present at *Foster Parent Association* meeting to inform foster parents on how they can become more familiar their eligibility to participate in the Head Start Program.
  - *Children's Fairyland Sleep Over* has been rescheduled for next summer, due to late timing of proposal, relative to the budget process.

IV. ACTION ITEMS:

1. Monthly Progress Report: *Diveena Cooppan & Program Staff (Robyn Levinson, HHS planners/EHS* gave the report.

a. Monthly Enrollment and Content Area Monitoring Update – *June 2023*

- *Robyn Levinson stated* that this report is an accumulation of the whole program year, as of June 30th there were 517 children enrolled and you can find break down in report.
- Bannas /Tiny steps 81% fully enrolled
- Brighter Beginnings 83% fully enrolled, working on recruitment Children that might have IFPS
- Peralta Center-based Partner 91% fully enrolled
- Both grantee home-based, and center-based programs are 87% fully enrolled
- Addition to children served, the program also served 28 expectant families throughout the program year just shy of the 30. Twenty-three (23) of the 26

children born by June transferred into Early Head Start and enrolled in the program.

- By the end of the year, 60 children were enrolled in the program that had either an IEP or an IFSP. A waiver request was also submitted to the Regional Office for approval, as the program was close to meeting that 10% of funded enrollment. (60 Does not include children that are receiving services with their medical provider)
- Disabilities Mental Health and ERSEA team are working hard to increase numbers for children that my qualify for IFSPs.
- Increase in IFSPs because of the age of children we serve and getting parents on board.
- *Chair Tafoya* asked what the difference between IEP is and IFSP is. *Wenonah Elms, Disabilities & Mental Health Coordinator* stated that an (IFSP) Individualized Family Service Plan – is developed by Regional Center of the East Bay (RCEB) for children 0-3 years of age, for the goals of the whole family to support. An Individualized Education Plan (IEP) is children, ages 3-5, and is developed by the school district (i.e. OUSD).
- *Member Kevin Bremond* asked can *Ms. Elms* to give examples of services that both plans provide. *Ms. Elms* responded that children are given a Case Manager to meet with family to talk about family goals and family resource navigators, meeting education milestones.
- A question was asked "is the data being updated and check to tracked to see if Head Start complies?
- *Vice Chair Bonde asked* - "Why don't the children that getting outside services count*? Ms. Elms* stated*"* it is a legal technicality in program implementation/service delivery, and has to do with the Head Start Act.

- *Diveena Cooppan, Program Manager/Director,* stated that "they have monthly meetings with the Region 9, and we can submit AB and PC concerns and bring back information to both Councils." Also "An example, although it took some time, the LACOE (Los Angeles County Office of Education) put forward the motivation for introducing SNAP, to now be considered for eligibility for Head Start/Early Head Start services."

- *Robyn Levinson* postponed speaking on upcoming events, and gave updates on *End of the Year Celebration* in June, with *Staff Wellness* event on June 26th. All Staff were invited to participate.

- The program welcomed a new Health Analyst, *Norma Nino* in May.

- Program is still struggling with vacancies 6 HS and EHS Instructor positions - 5 HS/EHS Assistant Instructor positions; 1 HS and EHS Associate Instructor position.

- *Chair Tafoya* requested a motioned to approve the **Monthly Program Report**

- *Member Reverend Annette Howard* motioned to approve **Monthly Program Report**. *Chair Tafoya seconded the motion.* Motion carried. Vote: (8)-ayes, (0)-nays, (0)-abstentions, (0) no response

b. Monthly Financial Report: *Annie Friberg, Acting HSD Budget & Fiscal Manager-June*

- Head Start and Early Head Start Budget Summary totals $12,799,260.00
- Encumbrance total is at $1,388,900.46
- Expenditures total is at $10,247,109.00
- Available as of May 13, 2023 - total is at $1,163,250.54
- Percent of Budget Spent is at 91%

Details of Head Start summary budget are in the agenda packet

Head Start: 93%
Early Head Start Budget: 93%
Head Start TTA summary budget: 55.37% budget spent
Early Heads Start TTA summary budget: 42.2% budget spent
ARPA grant: We are required to spend by June 30, 2023, both Head Start and Early Head Start are at 100% spent

CCFP Meal Count: Month of May
Head Start
Breakfast: 1,604
Lunch: 2,047
Afternoon Snack:1,626
Early Head Start
Breakfast:1236
Lunch: 1,352
Afternoon Snack:1,254

PCard Log: June $2,614.58 (last page you can see log of where money was spent)

- *Member Reverend Howard* wants to know if it were a budget committee that could explain the budget better to the Advisory Board. *Tracey Black* said that the committee can be developed to help support the Board's knowledge and understanding, and that a sub-committee for every content area can be developed.

- *Diveena Cooppan* said we can add topic to Governance Training, quarterly meetings can take place, quarterly meetings can be developed at Advisory Board's requests.

- *Member Reverend Howard* asked about ORG chart, hiring structure. Tracey Black said they will include this information in the next meeting packet.

- *Chair Tafoya* requested a motioned to approve **June Budget.** *Member Bremond motioned to Approve* **June Budget**, *Vice Chair Bonde* seconded the Motion carried. Vote: (8)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. **FY 23-24 Comprehensive & program Governance Planning Calendar and Strategic Planning Process:** *Diveena Cooppan & Program Staff*

   Diveena Cooppan asked for each action item in the Strategic Planning Discussion to be approved individually.

3. **Policy & Procures: Mandated Reporting of child abuse and neglect**

   - Clarification around when staff might Suspect abuse and steps staff need to take on reporting
   - Note that family child are providers are also mandated reporters and are required to take training online *Tracy Black* stated it is also on page 53.
   - *Advisory Board* would like to know how they would get follow up and services/ information after the report has been made.
   - *Diveena Cooppan* stated that depending on the information HS may not be able to give much information, but *Diveena Cooppan* is willing to add some specific information, keeping in mind that it would be a case-by-case situation.
   - *Member Bremond* asked does HS track how many mandated reports are being made to avoid over reporting certain group of people.
   - *Robyn Levinson* stated Head Start does a quarterly usual incident which would include anytime, and the incident was reported it is by demographics sites.
   - *Chair Tafoya* asked - What are the confidential privacy components? *Tracey Black* stated that Head Start completes the CPS report, according to the guidelines set forth by CPS to maintain privacy and confidentiality. The program follows the guidance from CPS once the program submits a report to CPS.
   - *Diveena Cooppan* stated that when it's related to the center or standard mandated reporting might be related to something you've observed with the family or with the child in the classroom or something you've seen, and that it depends on the individual situation in terms of the level of information HS would find out about a case.
   - *Parent Policy Council Chair Scott-Smith* stated that due to the confidentiality and privacy mandates held by CPS, one may not get any closure on the family or follow up on any cases, unless it has something to do with possibly a staff member.
   - *Diveena Cooppan* stated HS can add the staff piece maybe HS can add something that recognizes the individuality of the case with guidance to respond to the needs of each case and possible add information from experts or something like that to allow individuality.
   - *Chair Tafoya* stated that the Board is not ready to vote on mandated reporting Policy and Procedure. Program staff indicated that they would make the

requested clarifying edits and bring back to the next Advisory Board Meeting.

Announcement - *Tracey Black* and *Robyn Levinson*

- HS Received an *Under-Enrollment* letter, requiring the grantee to establish an Under-Enrollment Plan that must be submitted to the Region 9/ Office of Head Start and reviewed and approved. The grantee will need to ensure 97% enrollment for 6 consecutive months in order to be removed from the Under-Enrollment plan.
- HS will keep the Advisory Board updated on the Under-Enrollment plan
- Tracey Black requested that the Advisory Board to review the Advisory Board Bylaws by September and can vote on the Bylaws in the September meeting if there are no changes recommended.

ADJOURNMENT

Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**

Chair Tafoya motioned to approve the Adjournment of the Advisory Board Meeting.

Meeting adjourned at 5:05 pm

Submitted by
Marquitta Eddings
Administrative Assistant II

AUGUST 2023

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Total
Enrollment/Funded (No.)	200/332	240/342	440/674
Enrollment/Funded (%)	60%	70%	65%
Daily attendance	88.9%	86.8%	88.2%
Medical Home	100%	99%	99%
Health Insurance	97%	98%	98%
Entry Physical exam/Well-baby check	97%	83%	90%
Updated immunizations	94%	100%	97%
Hearing Screening	93%	75%	77%
Vision Screening	93%	77%	79%
Growth Screening	100%	86%	88%
Dental Home	91%	87%	89%
Current Dental Exam	n/a	n/a	n/a
Nutrition Screening	91%	91%	91%
Preliminary Family Outcomes Assessment	93%	93%	93%
Referrals to RCEB	0	0	0
Referrals to OUSD	5	0	5
Children enrolled with IFSP or IEP	26	22	48
% of children enrolled with IFSP or ISP	7.8%	6.4%	7.1%

NEW INFORMATIONAL MEMORANDA, PROGRAM INSTRUCTIONS, & FEDERAL UPDATES

Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

Log Number: ACF-IM-HS-23-04 | **Issuance Date:** 07-11-2023

Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

Log Number: ACF-IM-HS-23-03 | **Issuance Date:** 07-10-2023

UNDERENROLLMENT PLAN

On June 28, 2023, City of Oakland Head Start received notice from the Office of Head Start for both the Early Head Start and Head Start programs indicating that the Program has been placed on an underenrollment plan in accordance with Section 641A(h)(3) of the Head Start Act. On August 10, 2023 the Program submitted Enrollment Action Plans for both Early Head Start and Head Start to Region 9 detailing strategies to address the root causes of underenrollment: loss of a partner, renovations including to those made to the mobile classroom, and staffing shortages at both grantee and partner program options. To complete requirements of the plan, the Program must meet 97% of funded enrollment and maintain this level of enrollment for six consecutive months. 2023 marks the first year since the start of the COVID-19 crisis that the Office of Head Start has enforced full enrollment requirements. It is estimated that over 225 programs nationally are currently on an underenrollment plan.

OFFICE OF HEAD START DIRECTOR VISIT

Office of Head Start Director Khari Garvin visited the East Bay on August 18, 2023. Director Garvin is the director of the Office of Head Start at the Administration for Children and Families at the U.S. Department of Health and Human Services. He joined the Administration in March of 2023. Director Garvin visited programs throughout Region 9 to better understand the diversity of programs in the Region, their strengths, and the challenges they face. Director Garvin planned his visit to City of Oakland Head Start to see the Mobile Classroom in action and understand how innovative models like this one meets the needs of Head Start families.

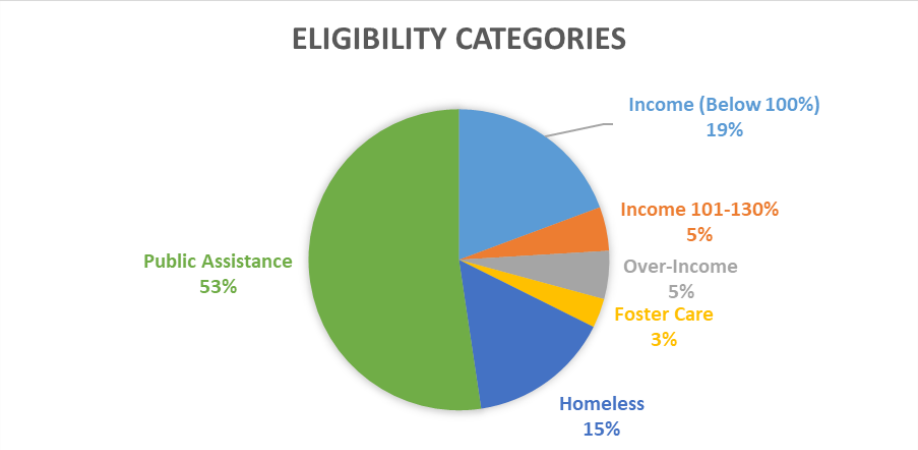
ATTENDANCE & ENROLLMENT

The Average Daily Attendance for the month of August was 88.2% (program wide), exceeding the 85% average daily attendance threshold established by the Office of Head Start.

As of August 31, 2023, City of Oakland reported 65.3% enrollment program wide. Most program options, including partners, continue to experience staff shortages, including teachers, home visitors, center directors, and Family Services Specialists. It includes actual employee vacancies and employee leaves, such as sick leave, family leave, etc. That is the root cause of low enrollment.
All Head Start program options are in service for the 2023-24 Program year! Start dates are detailed below:

- Home-Based: July 17, 2023
- Family Child Care Providers (BANANAS): July 31, 2023
- Laney College & Merritt College: August 14, 2023
- Grantee Operated Sites (Center-Based): August 15, 2023

Categories of Eligibility	Income (Below 100%)	Income (101-130%)	Over-Income	Foster Care	Homeless	Public Assistance
Home-Based	30.2%	6.5%	4.7%	0.0%	13.0%	45.6%
Center-Based	14.2%	4.3%	3.9%	5.2%	13.7%	58.8%
Family Child Care	4.6%	0.0%	14.0%	4.6%	32.6%	44.2%
TOTALS	19.3%	4.6%	5.2%	3.0%	15.3%	52.6%

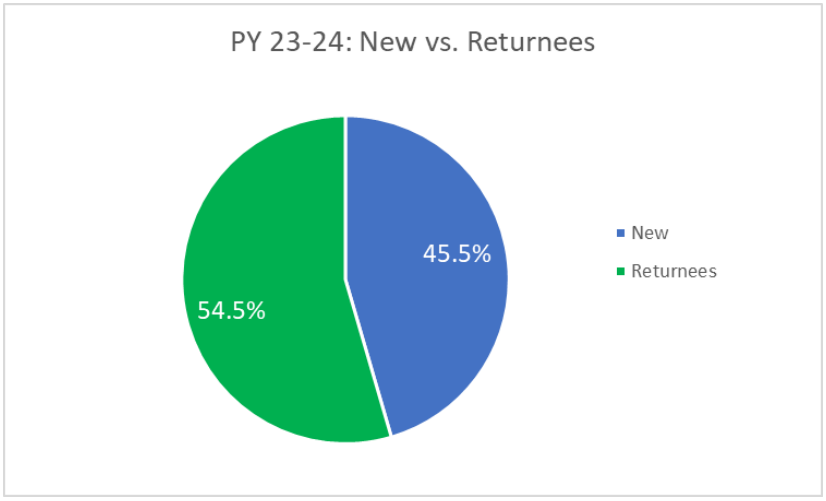


NUMBER OF CHILDREN ELIGIBLE FOR TRANSITION TO KINDERGARDEN

- 80 currently enrolled children are age-eligible for Kindergarten in PY 24-25
- 73 currently enrolled children are age-eligible for TK in PY 24-25

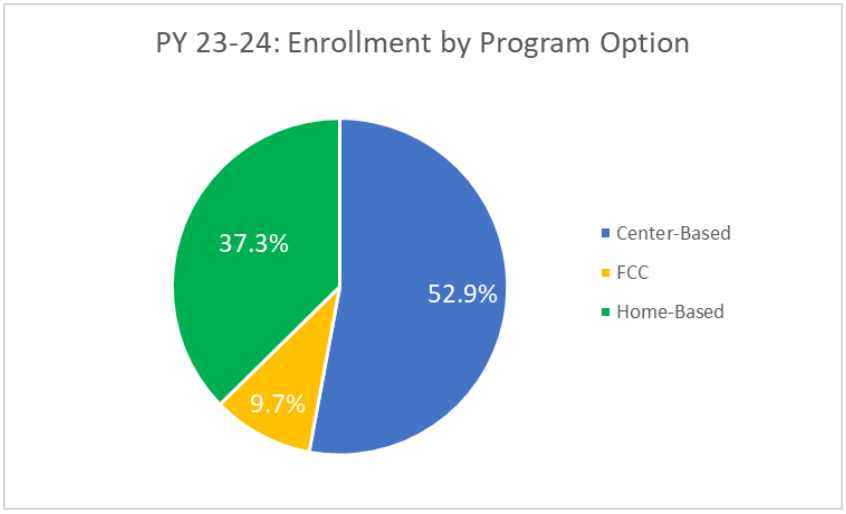
RETURNEES VS NEW PARTICIPANTS:

- New Participants: 201
- Returnees: 241



ENROLLMENT BY PROGRAM OPTION

- Center-Based: 234
- FCC: 43
- Home-based: 165



NUTRITION

City of Oakland Head Start participates in the Child and Adult Care Food Program (CACFP) as a condition of our Head Start grant, and because of the benefits it provides to our participants. Grantee sites are served meals prepared by our Central Kitchen. This passionate group of food service professionals create meal and snacks from scratch that meet the nutrition needs of children for healthy growth and development. The Program prioritizes fresh fruits and vegetables in our offerings as well as menu options that celebrate the diversity of the families we serve. Our specialists work individually with families to meet specific nutritional needs of our children. Meals and snacks are enjoyed family style, where children serve themselves and have the opportunity practice social and fine motor skills.

Please find sample menus, as requested in the July 2023 Advisory Board Meeting, at the end of this report.

DISABILITIES & MENTAL HEALTH

Program Option	IFSPs/IEPs	% of Funded Enrollment	REFERRALS - COO	Closed IFSPS – Eval Pending
EHS Grantee	13		0	
EHS Partner	8		0	
EHS FCC	1		0	0
EHS TOTAL	22	6.7%	0	0
EHS CITY			0	0
EHS + CITY Total	22	6.4%	0	0
HS Grantee	15		3	
HS Partner	8		2	1
HS FCC	1		0	1
HS TOTAL	24	8.2%	5	2
HS CITY	2			
HS + CITY TOTAL	26	7.8%	5	2
HSES TOTAL	46	7.4%	5	2
Program Total	48	7.1%	5	2

Of the total number of children with IFSPs/IEPS (48), 27% have a diagnosis of speech/language delay, 54% have a non-categorical developmental delay diagnosis, and 19% of children a School District Autism diagnosis.

EDUCATION & SCHOOL READINESS

Center based programming began on August 15th after a return to in-person pre-service. Staff spent four days in Preservation Park discussing safety, health and nutrition, disabilities and mental health, education, family services, and ERSEA. They conducted parent orientations, open houses, and multi-disciplinary team meets to prepare to welcome children back to the classroom. Many families have completed their first Home Visit with their center staff.

Short staffing has been a challenge throughout our centers. The Bay Area is experiencing a surge of COVID-19 and our centers have had cases that impact staff availability. We are eager to welcome new teachers and new children through our doors soon.

HOME-BASED PROGRAM

The Home-Based Program held their Pre-Services training from July 6 through July 14, 2023. Home visitors trained on all comprehensive service areas including health, nutrition, disabilities and mental health, education, family services, ERSEA, PIR reporting, and our home-based curriculum – Parents As Teacher (PAT). Home Visitors spend time reviewing the PAT curriculum and reflecting on socialization sessions as they plan for upcoming program year. Home-Based services begun on July 17, 2023 for both grantee and partner Brighter Beginning home based program.

The Home-Based program hosted a Health Fair socialization at San Antonio Park for home-based families to complete their health screenings prior to the 45 days Head Start Program Performance Standard requirement. Participants enjoyed hearing, vision, height, weight and blood pressure screening using our mobile RV classroom. We also had a special visit from Khari Garvin, the director of Office of Head Start at the Administration for Children and Families at the U.S. Department of Health and Human Services. It was a fun day of celebration!

Expectant Parents

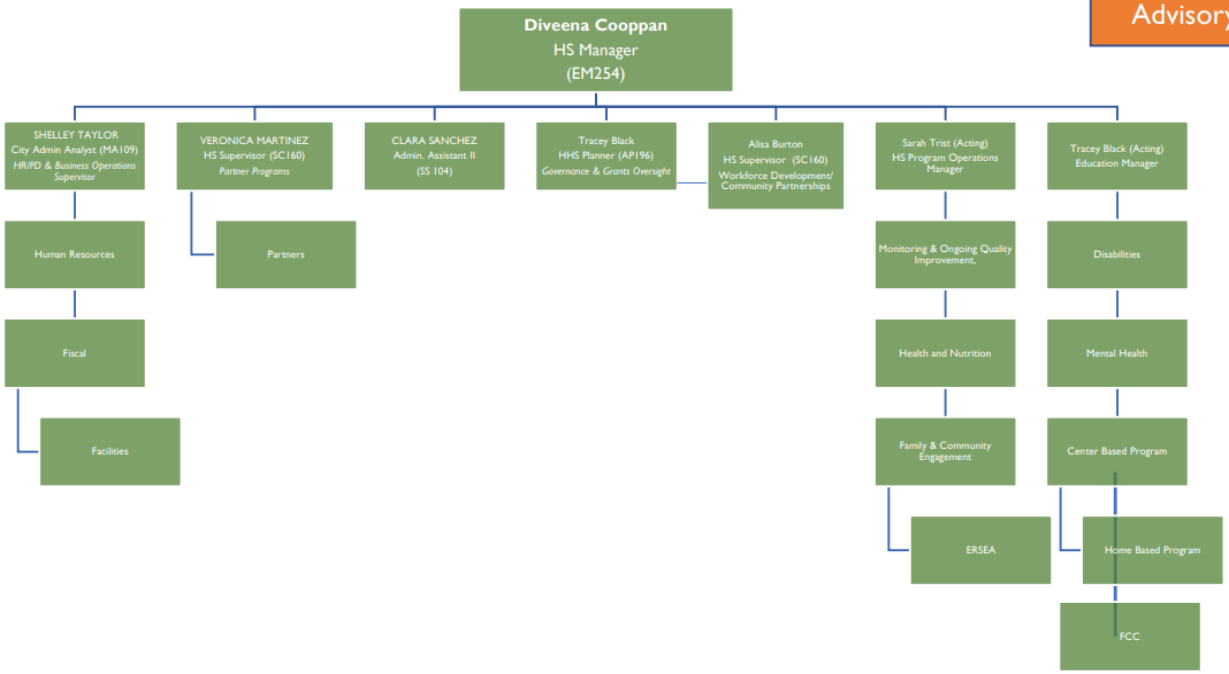
Year to Date	
Total expectant parents served this Program Year	13
City of Oakland to date	9
Brighter Beginnings to date	4
Previous Month	
Expectant parents served	13
Number of babies born	1
Number of Pre-Natal Depression screenings conducted	7
Number of Post-partum Depression screenings conducted	1
Number of Post-partum 2-week visits conducted	1

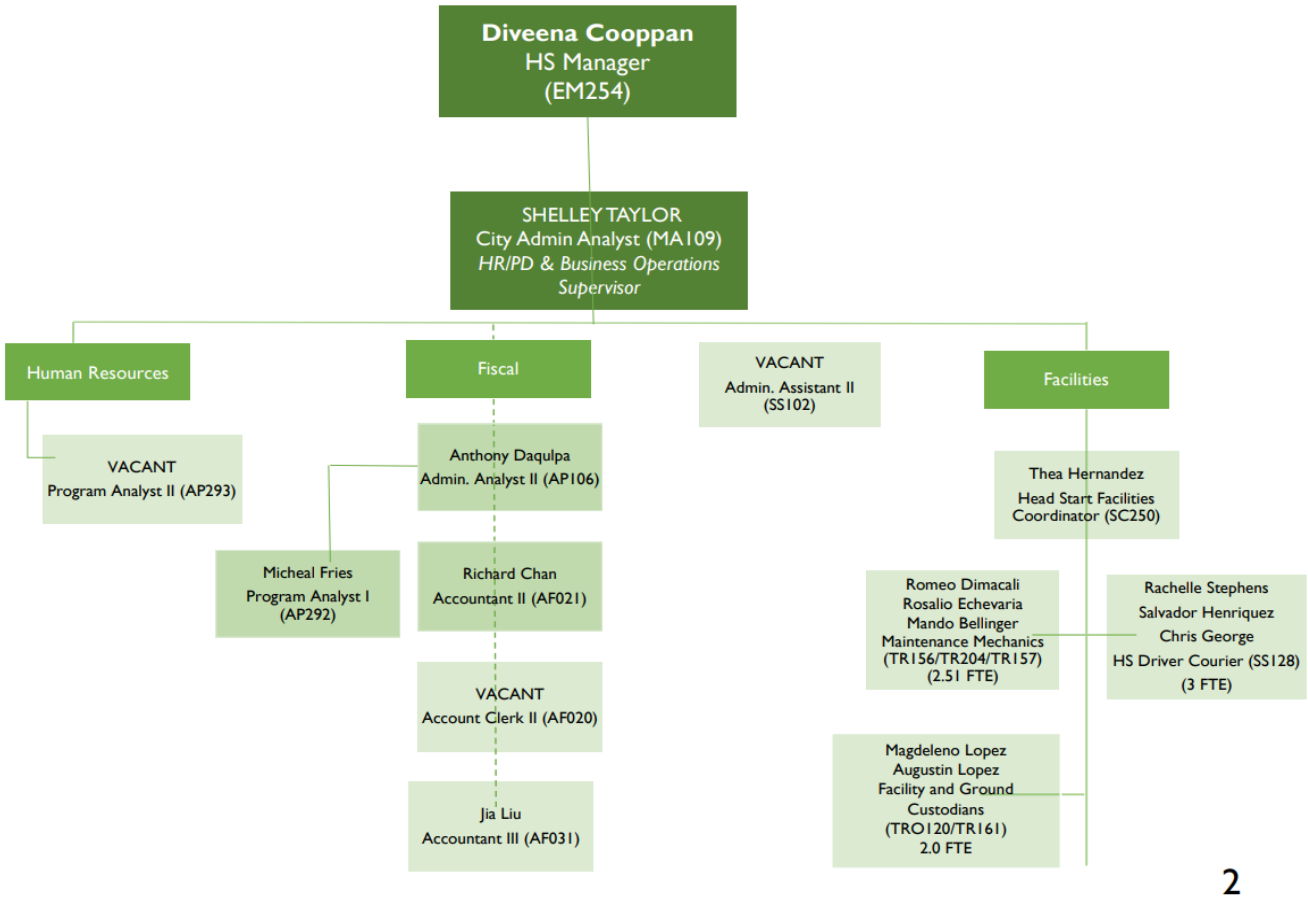
HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

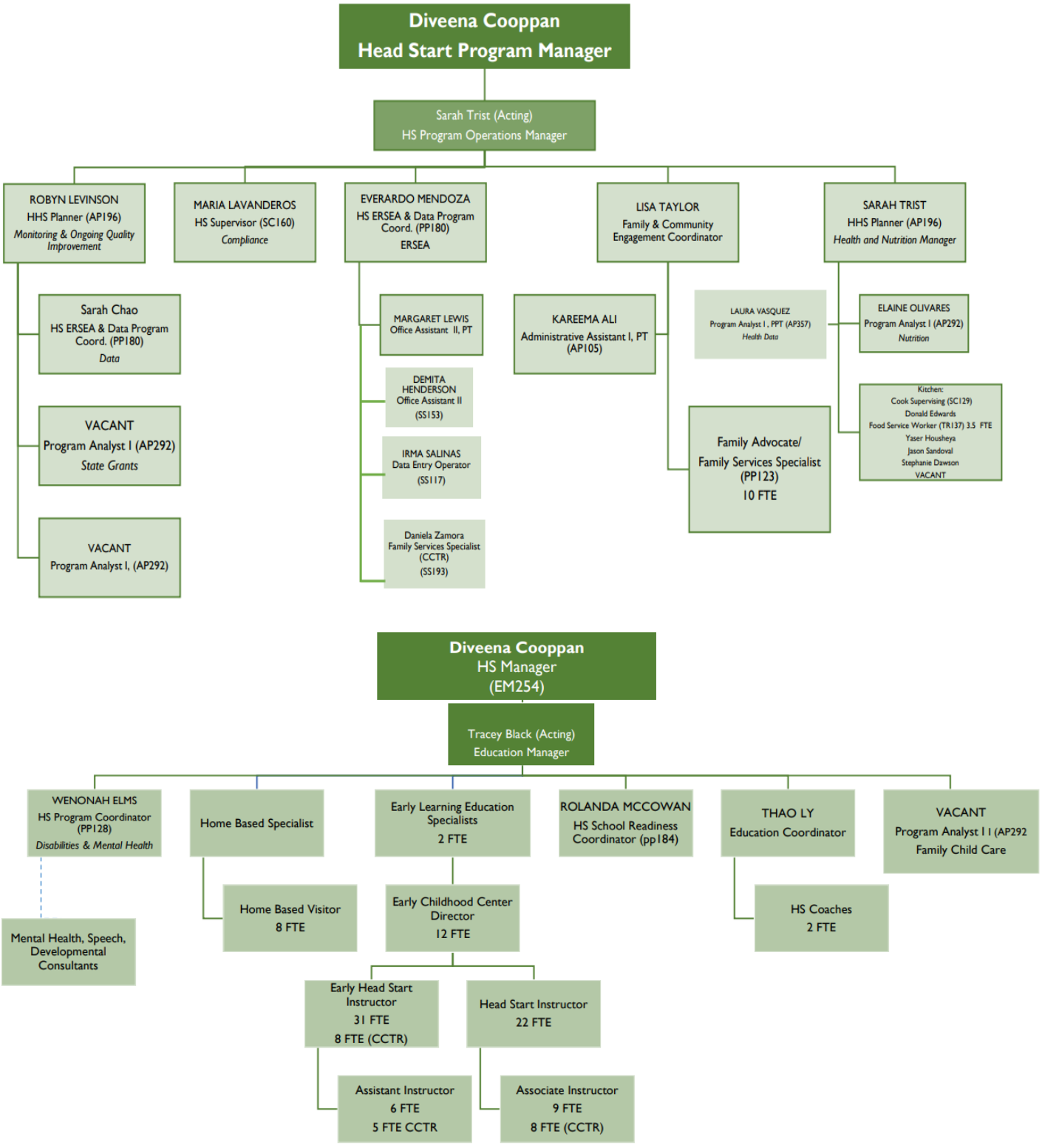
Organizational Chart as requested in July 2023 Advisory Board Meeting are included below.

Parent Policy Council

Advisory Board






Diveena Cooppan
Head Start Program Manager
Sarah Trist (Acting)
HS Program Operations Manager
ROBYN LEVINSON
HHS Planner (AP196)
Monitoring & Ongoing Quality Improvement
MARIA LAVANDEROS
HS Supervisor (SC160)
Compliance
EVERARDO MENDOZA
HS ERSEA & Data Program Coord. (PP180)
ERSEA
LISA TAYLOR
Family & Community Engagement Coordinator
SARAH TRIST
HHS Planner (AP196)
Health and Nutrition Manager
Sarah Chao
HS ERSEA & Data Program Coord. (PP180)
Data
VACANT
Program Analyst I (AP292)
State Grants
VACANT
Program Analyst I, (AP292)
MARGARET LEWIS
Office Assistant II, PT
DEMITA HENDERSON
Office Assistant II
(SS153)
IRMA SALINAS
Data Entry Operator
(SS117)
Daniela Zamora
Family Services Specialist (CCTR)
(SS193)
KAREEMA ALI
Administrative Assistant I, PT (AP105)
LAURA VASQUEZ
Program Analyst I, PPT (AP357)
Health Data
Family Advocate/
Family Services Specialist (PP123)
10 FTE
ELAINE OLIVARES
Program Analyst I (AP292)
Nutrition
Kitchen:
Cook Supervising (SC129)
Donald Edwards
Food Service Worker (TR137) 3.5 FTE
Yaser Housheya
Jason Sandoval
Stephanie Dawson
VACANT
Diveena Cooppan
HS Manager
(EM254)
Tracey Black (Acting)
Education Manager
WENONAH ELMS
HS Program Coordinator (PP128)
Disabilities & Mental Health
Mental Health, Speech, Developmental Consultants
Home Based Specialist
Home Based Visitor
8 FTE
Early Learning Education Specialists
2 FTE
Early Childhood Center Director
12 FTE
Early Head Start Instructor
31 FTE
8 FTE (CCTR)
Assistant Instructor
6 FTE
5 FTE CCTR
Head Start Instructor
22 FTE
Associate Instructor
9 FTE
8 FTE (CCTR)
ROLANDA MCCOWAN
HS School Readiness Coordinator (pp184)
THAO LY
Education Coordinator
HS Coaches
2 FTE
VACANT
Program Analyst I I (AP292
Family Child Care

Vacancies by Role as Requested in the July 2023 Advisory Board Meeting

Position	# Vacancies	Status
Early Head Start Instructors	2	1 center based & 1 home base
Head Start Instructors	6	
Head Start/Early Head Start Associate Instructor	1	
Head Start/Early Head Start Assistant Instructor	5	
Coach	2	Interviewing for candidates
Family Services Specialist	1	Awaiting recruitment to post
Food Service Worker	1	Awaiting recruitment to post
Program Analyst I	3	FCC, State Grants, HR
Head Start Courier	0	Driver started in August
Maintenance Mechanic, PPT	1	Awaiting recruitment to post

WORKFORCE DEVELOPMENT PROGRAM

The City of Oakland HS program continues to make progress building an Early Childhood Education Career Pathway and pipeline to address the teacher workforce.

For the past year, successful partnerships and positive impacts have been made with local, county, statewide, and national partners to align and develop the model (e.g. Peralta College District; Alameda County First Five; Bank Street College; Oakland ECE Partners such as OUSD, Unity Council, and YMCA; Office of Head Start; and ECEPTS). The program met its goal to recruit and enroll parents and community members into our entry level pathway apprenticeship program.

On Thursday, August 17, 2023, this Early Educator Apprenticeship Program, a partnership between City of Oakland Head Start, Merritt College ECE Dept, and YMCA of the East Bay, held an orientation meeting in preparation for the program launch. The participants met Workforce Development program leads (Alisa Burton (COO) and Darryl Bright (YMCA), enrolled in their courses, and received supporting technology (laptops and hot spots).

Application Data

Referring Agencies:	Total Applications Submitted:	Employer Approved & Enrolled:
City of Oakland HS/EHS	31	18
YMCA of the East Bay	10	13
Merritt College	9	0
Other	4	0
Total	54	31

*5 begin in October to fill the 36 positions

During Director Garvin's visit to the East Bay, he joined area Head Start programs in hear a presentation on the apprenticeship model. He offered his support to ensure that it is a success!

SITE SPOTLIGHT: Bananas Tiny Steps Program

Elizabeth's Daycare

Elizabeth Arriaga, owner of Elizabeth's Daycare, has done an amazing job to start off the new year. Working with her has been such a joy since she is truly engaged and motivated to be the best teacher she can to the children in her care. During our PreService, new information and new expectations were shared and she has met and surpassed all of them! She has stayed organized and on top of all deadlines, entering observations and navigating Learning Genie, and implementing the new projects and activities from the Creative Curriculum lesson plan. Her site was already set up really well from the children. After conducting

FCCERS I was able to change her environment around so she can continue to offer the children in her care an even more calm, nurturing, and predictable social and emotional space while also promoting their self-regulation skills.

When observing the way Elizabeth interacts and uses language and tone with her children, it helps them feel safe and secure as they learn, play, and grow.

Head Start & Early Head Start Budget Summary - All projects
Report as of 07/31/23 - Payroll to 07/21/23

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	$ 5,458,846.00	$ -	$ 169,957.79	$ 5,288,888.21	3%
b. Fringe Benefits	$ 2,200,083.00	$ -	$ 125,528.91	$ 2,074,554.09	6%
c. Travel	$ 36,800.00	$ -	$ -	$ 36,800.00	0%
d. Equipment	$ -	$ -	$ -	$ -	0%
e. Supplies	$ 326,126.00	$ 27,343.80	$ 2,253.30	$ 296,528.90	9%
f. Contractual	$ 3,375,931.00	$ 10,462.10	$ -	$ 3,365,468.90	0%
g. Construction	$ -	$ -	$ -	$ -	0%
h. Other	$ 788,617.00	$ 2,548.35	$ -	$ 786,068.65	0%
i. Total Direct Charges	**$ 12,186,403.00**	**$ 40,354.25**	**$ 297,740.00**	**$ 11,848,308.75**	3%
j. Indirect Charges	$ 382,857.00	$ -	$ 14,016.94	$ 368,840.06	4%
k. TOTALS	**$ 12,569,260.00**	**$ 40,354.25**	**$ 311,756.94**	**$ 12,217,148.81**	**3%**

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 & Early Head Start Budget Summary - All projects
Report as of 08/31/23 - Payroll to 07/21/23

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	$ 5,458,846.00	$ -	$ 169,957.79	$ 5,288,888.21	3%
b. Fringe Benefits	$ 2,200,083.00	$ -	$ 125,528.91	$ 2,074,554.09	6%
c. Travel	$ 36,800.00	$ -	$ -	$ 36,800.00	0%
d. Equipment	$ -	$ -	$ -	$ -	0%
e. Supplies	$ 326,126.00	$ 12,464.28	$ 20,877.23	$ 292,784.49	10%
f. Contractual	$ 3,375,931.00	$ 10,462.10	$ -	$ 3,365,468.90	0%
g. Construction	$ -	$ -	$ -	$ -	0%
h. Other	$ 788,617.00	$ 5,096.10	$ 119,404.56	$ 664,116.34	16%
i. Total Direct Charges	**$ 12,186,403.00**	**$ 28,022.48**	**$ 435,768.49**	**$ 11,722,612.03**	4%
j. Indirect Charges	$ 382,857.00	$ -	$ 14,016.94	$ 368,840.06	4%
k. TOTALS	**$ 12,569,260.00**	**$ 28,022.48**	**$ 449,785.43**	**$ 12,091,452.09**	**4%**

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 T/TA Budget Summary - Project 1005581
Report as of 07/31/23 - Payroll to 07/21/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ 29,689.00	$ -	$ -	$ 29,689.00	0.00%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ -	$ -	$ -	$ -	0.00%
f. Contractual	$ -	$ -	$ -	$ -	0.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ 37,063.00	$ -	$ -	$ 37,063.00	0.00%
i. Total Direct Charges	**$ 66,752.00**	**$ -**	**$ -**	**$ 66,752.00**	0.00%
j. Indirect Charges	$ -			$ -	0.00%
k. TOTALS	**$ 66,752.00**	**$ -**	**$ -**	**$ 66,752.00**	**0.00%**

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 07/31/23 - Payroll to 07/21/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ 33,322.18	$ -	$ -	$ 33,322.18	0.00%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ -	$ -	$ -	$ -	0.00%
f. Contractual	$ 34,078.00	$ -	$ -	$ 34,078.00	0.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ 51,478.00	$ -	$ -	$ 51,478.00	0.00%
i. Total Direct Charges	**$ 118,878.18**	**$ -**	**$ -**	**$ 118,878.18**	0.00%
j. Indirect Charges	$ -	$ -	$ -	$ -	0.00%
k. TOTALS	**$ 118,878.18**	**$ -**	**$ -**	**$ 118,878.18**	**0.00%**

Head Start T/TA Budget Summary - Project 1005581
Report as of 08/31/23 - Payroll to 07/21/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ 29,689.00	$ -	$ -	$ 29,689.00	0.00%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ -	$ -	$ -	$ -	0.00%
f. Contractual	$ -	$ -	$ -	$ -	0.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ 37,063.00	$ -	$ 1,225.00	$ 35,838.00	3.31%
i. Total Direct Charges	**$ 66,752.00**	**$ -**	**$ 1,225.00**	**$ 65,527.00**	1.84%
j. Indirect Charges	$ -			$ -	0.00%
k. TOTALS	**$ 66,752.00**	**$ -**	**$ 1,225.00**	**$ 65,527.00**	**1.84%**

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 08/31/23 - Payroll to 07/21/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ 33,322.00	$ -	$ -	$ 33,322.00	0.00%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ -	$ -	$ -	$ -	0.00%
f. Contractual	$ 34,078.00	$ -	$ -	$ 34,078.00	0.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ 51,478.00	$ -	$ 1,225.00	$ 50,253.00	2.38%
i. Total Direct Charges	**$ 118,878.00**	**$ -**	**$ 1,225.00**	**$ 117,653.00**	1.03%
j. Indirect Charges	$ -	$ -	$ -	$ -	0.00%
k. TOTALS	**$ 118,878.00**	**$ -**	**$ 1,225.00**	**$ 117,653.00**	**1.03%**

Early Head Start Budget Summary - Project 1006678
Report as of 07/31/23 - Payroll to 07/21/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	$ 3,063,180.95	$ -	$ 108,109.69	$ 2,955,071.26	4%
b. Fringe Benefits	$ 1,234,556.23	$ -	$ 79,411.66	$ 1,155,144.57	6%
c. Travel	$ 20,649.98	$ -	$ -	$ 20,649.98	0%
d. Equipment	$ -	$ -	$ -	$ -	-
e. Supplies	$ 183,002.59	$ 3,411.28	$ -	$ 179,591.31	2%
f. Contractual	$ 1,894,372.46	$ 1,852.50	$ -	$ 1,892,519.96	0%
g. Construction	$ -	$ -	$ -	$ -	-
h. Other	$ 442,525.14	$ 2,548.35	$ -	$ 439,976.79	1%
i. Total Direct Charges	**$ 6,838,287.34**	**$ 7,812.13**	**$ 187,521.35**	**$6,642,953.86**	3%
j. Indirect Charges	$ 214,836.66	$ -	$ 8,839.28	$ 205,997.38	4%
k. TOTALS	**$ 7,053,124.00**	**$ 7,812.13**	**$ 196,360.63**	**$6,848,951.24**	**3%**

Early Head Start Budget Summary - Project 1006678
Report as of 08/31/23 - Payroll to 07/21/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	$ 3,063,180.95	$ -	$ 108,109.69	$ 2,955,071.26	4%
b. Fringe Benefits	$ 1,234,556.23	$ -	$ 79,411.66	$ 1,155,144.57	6%
c. Travel	$ 20,649.98	$ -	$ -	$ 20,649.98	0%
d. Equipment	$ -	$ -	$ -	$ -	-
e. Supplies	$ 183,002.59	$ 7,936.44	$ 11,422.03	$ 163,644.12	11%
f. Contractual	$ 1,894,372.46	$ 1,852.50	$ -	$ 1,892,519.96	0%
g. Construction	$ -	$ -	$ -	$ -	-
h. Other	$ 442,525.14	$ 2,548.35	$ 63,289.80	$ 376,686.99	15%
i. Total Direct Charges	**$ 6,838,287.34**	**$ 12,337.29**	**$ 262,233.18**	**$ 6,563,716.87**	4%
j. Indirect Charges	$ 214,836.66	$ -	$ 8,839.28	$ 205,997.38	4%
k. TOTALS	**$ 7,053,124.00**	**$ 12,337.29**	**$ 271,072.46**	**$ 6,769,714.25**	**4%**

Head Start Budget Summary - Project 1006667
Report as of 07/31/23 - Payroll to 07/21/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	$ 2,315,045.70	$ -	$ 61,848.10	$ 2,253,197.60	3%
b. Fringe Benefits	$ 933,034.69	$ -	$ 46,117.25	$ 886,917.44	5%
c. Travel	$ 15,606.54	$ -	$ -	$ 15,606.54	0%
d. Equipment	$ -	$ -	$ -	$ -	-
e. Supplies	$ 138,307.00	$ 631.54	$ -	$ 137,675.46	0%
f. Contractual	$ 1,431,700.87	$ 8,609.60	$ -	$ 1,423,091.27	1%
g. Construction	$ -	$ -	$ -	$ -	-
h. Other	$ 334,445.12	$ -	$ -	$ 334,445.12	0%
i. Total Direct Charges	**$ 5,168,139.92**	**$ 9,241.14**	**$ 107,965.35**	**$ 5,050,933.43**	2%
j. Indirect Charges	$ 162,366.08	$ -	$ 5,177.66	$ 157,188.42	3%
k. TOTALS	**$ 5,330,506.00**	**$ 9,241.14**	**$ 113,143.01**	**$ 5,208,121.85**	**2%**

Head Start Budget Summary - Project 1006667
Report as of 08/31/23 - Payroll to 07/21/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	$ 2,315,045.70	$ -	$ 61,848.10	$ 2,253,197.60	3%
b. Fringe Benefits	$ 933,034.69	$ -	$ 46,117.25	$ 886,917.44	5%
c. Travel	$ 15,606.54	$ -	$ -	$ 15,606.54	0%
d. Equipment	$ -	$ -	$ -	$ -	-
e. Supplies	$ 138,307.00	$ 4,527.84	$ 9,455.20	$ 124,323.96	10%
f. Contractual	$ 1,431,700.87	$ 8,609.60	$ -	$ 1,423,091.27	1%
g. Construction	$ -	$ -	$ -	$ -	-
h. Other	$ 334,445.12	$ 2,547.75	$ 53,664.76	$ 278,232.61	17%
i. Total Direct Charges	**$ 5,168,139.92**	**$ 15,685.19**	**$ 171,085.31**	**$ 4,981,369.42**	4%
j. Indirect Charges	$ 162,366.08	$ -	$ 5,177.66	$ 157,188.42	3%
k. TOTALS	**$ 5,330,506.00**	**$ 15,685.19**	**$ 176,262.97**	**$ 5,138,557.84**	**4%**

Child and Adult Care Food Program FY2022-23

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

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: July-23

		Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enroll-ment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
				Breakfast	Lunch	Afternoon Snack								
1	1	Full Day	85th Avenue I					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
1	2	Full Day	85th Avenue II					entire site (50)	10.00	16.00	1.00	16.00	NO	NO
1	3	Full Day	85th Avenue III					entire site (50)	8.00	16.00	1.00	16.00	NO	NO
2	4	Full Day	Arroyo Viejo					16	12.00	12.00	1.00	12.00	NO	NO
3	5	Full Day	BROADWAY/INFANT					8	8.00	9.00	1.00	9.00	NO	NO
3	6	Full Day	BROADWAY/RM 3 (TODDLER)					8	8.00	9.00	1.00	9.00	NO	NO
3	7	Full Day	BROADWAY/RM 4 (TODDLER)					8	8.00	8.00	1.00	8.00	NO	NO
4	8	Full Day	Brookfield 1	54.00	60.00	-	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
4	9	Full Day	Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	NO	NO
5	10	Full Day	Fannie Wall					**20**	-	20.00	1.00	20.00	NO	NO
6	11	Full Day	Frank G. Mar					**21**	-	20.00	1.00	20.00	NO	NO
7	12	Full Day	Franklin					**18**	16.00	32.00	1.00	32.00	NO	NO
8	13	Full Day	Lion's Creek 1	91.00	94.00	-	19.00	**18**	16.00	16.00	1.00	304.00	NO	NO
8	14	Full Day	Lions Creek 2					**8**	8.00	8.00	1.00	8.00	NO	NO
9	15	Full Day	Manzanita / Brookfield					20	16.00	20.00	1.00	20.00	NO	NO
10	16	Full Day	San Antonio CDC 1					entire site (24)	24.00	24.00	1.00	24.00	NO	NO
11	17	Full Day	San Antonio Park I					8	8.00	9.00	1.00	9.00	NO	NO
11	18	Full Day	San Antonio Park II					8	10.00	9.00	1.00	9.00	NO	NO
12	19	Full Day	Sungate I					24	24.00	24.00	1.00	24.00	NO	NO
12	20	Full Day	Sungate II					0	-	16.00	1.00	16.00	NO	NO
13	21	Full Day	Tassafaronga					24	24.00	24.00	1.00	24.00	NO	NO
14	22	Full Day	West Grand (Infant)					8	8.00	9.00	1.00	9.00	NO	NO
14	23	Full Day	West Grand (Older)					8	8.00	9.00	1.00	9.00	NO	NO
14	24	Full Day	West Grand (Young)					8	8.00	8.00	1.00	8.00	NO	NO
			TOTAL	**145.00**	**154.00**	**-**	**38.00**		**272.00**	**366.00**		**942.00**		
			HS	**145.00**	**154.00**	**-**	**38.00**							
			EHS	**-**	**-**	**-**	**-**							

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

Certified by:

Sarah Trist

Sarah Trist
Health & Human Services Program Planner

Avg Daily Participation **8.11**
=(max meals)/(max days)
ADP ENTRY **9.00**

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

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

Prepared by : Tony Daquipa

Fiscal Approval: Annie Friberg

Annie Friberg
Human Service Fiscal Manager

FY 23-24 Application/Funding Requests

A. Request to Accept Funds
FY 23-24 California Apprenticeship Initiative (CAI)
Joint-partnership Grant

(City of Oakland, Merritt College, YMCA of the Eastbay)

FY 23-24 California Apprenticeship Initiative (CAI) Joint-partnership Grant

The California Apprenticeship Initiative (CAI) Joint-partnership Grant, is a collaborative effort between Merritt College Child Development Department and YMCA of the Eastbay, to implement an Early Educator Apprenticeship Program.

City of Oakland Head Start/Early Head Start Program and YMCA of the Eastbay are working, collaboratively, to implement an Early Educator Apprenticeship program, that prepares interested individuals for entry-level positions in the early care and education field, including, Head Start/Early Head Start programs. Through participating in the apprenticeship program, 18 City of Oakland Head Start/Early Head Start apprenticeship participants will have the chance to step onto a career onramp and follow a clear pathway to teaching positions in early childhood education, with the option of following a roadmap into to the profession of teaching in early childhood education.

Merritt College will work, together with the City of Oakland Head Start/Early Head Start Program and the YMCA of the Eastbay, to offer core Child Development courses (in person and online) to apprentices. Following the first session of classes, students will then be placed in Head Start and Early Head Start classrooms, with the support of a Student Success Mentor, to begin learning how to apply theory to the practice of working in a center-based early childhood education setting at multiple City of Oakland Head Start and Early Head Start sites.

The funding received from the CAI grant will be utilized for the purchase of laptops, hotspots, and course materials for the City of Oakland Head Start/Early Head Start apprenticeship participants.

The Action Requested: Oakland Head Start Parent Policy Council and Advisory Board approval of the Oakland Head Start Program's request to accept CAI funds, to launch and implement the City of Oakland Head Start/Early Head Start Early Childhood Apprenticeship Program.

B. Request to Submit
FY 24-25 California State Preschool Program (CSPP/CPKS)
Continued Funding Application

FY 24-25 State Preschool (CSPP) Continued Funding Application (Due in December 2023)

The Oakland Head Start program is requesting approval to submit the Continued/Renewal Funding Application for our annual California State Preschool Program (CSPP/CPKS) contract, of $3,764,365 and $32,500 in supplemental support, in order to continue providing comprehensive State Preschool Program services for eligible families and children, ages 3-5 years-old, in collaboration with our existing federal **Head Start** grant, also serving children, 3-5-years old, for the coming 24-25 fiscal year.

CSPP funding will help with program costs at the following Head Start/CSPP sites: Tassafaronga, Lion Creek, 85th Avenue, San Antonio CDC (Community Development Corp.), Manzanita, Sungate, Franklin, and Brookfield.

CSPP funding helps to cover annual program costs in the following budget categories: *Personnel & Fringe Benefit*s, *Educational Materials & Classroom Supplies,* and *Professional Development* for Center Directors, Teachers, and Family Advocates.

The Action Requested: Oakland Head Start Parent Policy Council and Advisory Board approval of the Oakland Head Start Program's submittal of the FY 24-25 CDE/California State Preschool Program (CSPP) Continued Funding Application, signed by the Authorized Representative and Interim Director of the City of Oakland Human Services Department, ***Scott Means.***

Request to Submit
FY 24-25 California Department of Social Services
General Child Care Program (CCTR) Continued
Funding Application

FY 24-25 CDSS General Child Care Program (CCTR) Continued Funding Application
(Due in December 2023)

The Oakland Head Start program is requesting approval to submit the Continued/Renewal Funding Application for our annual California Department of Social Services General Child Care contract in the amount of $3,315,326, in order to continue providing comprehensive general child care services for eligible families and children, ages birth-3 years-old, in collaboration with our existing federal **Early Head Start** grant, also serving children, birth-3-years old, for the coming 24-25 fiscal year.

CCTR funding will help with program costs at the following Early Head Start/CCTR sites: Arroyo Viejo, Lion Creek, 85th Avenue, Broadway, and West Grand.

CCTR funding helps to cover annual program costs in the following budget categories: *Personnel & Fringe Benefit*s, *Educational Materials & Classroom Supplies,* and *Professional Development* for Center Directors, Teachers, and Family Advocates.

The Action Requested: Oakland Head Start Parent Policy Council and Advisory Board approval of the Oakland Head Start Program's submittal of the FY 24-25 CDSS/General Child Care Program (CCTR) Continued Funding Application, signed by the Authorized Representative and Interim Director of the City of Oakland Human Services Department, ***Scott Means.***

PROGRAM MANAGEMENT – Strategic Planning Process

Subject	Management System: Program Planning/Strategic Planning	Policy #	
HSPPS Subpart	J: Program Management and Quality Improvement	Policy Council Approval Date	07/21/20
HSPPS and other regulations	§1302.101	Advisory Board Approval Date	07/23/20
State Regulations		Board of Directors Approval Date	
Effective Date		Revised Date	

Policy Statement and Detailed Procedures	
Policy Statement	The Head Start planning systems and related activities are an essential part of program operations. Thoughtful planning is critical to successful programming. However, it becomes even more important as programs shift from an indefinite grant period to a five-year project period. According to the Head Start planning requirements, the *Federal Oversight of Five-Year Head Start Grants (ACF-IM-HS-14-02)* indicates that the five-year grant applications require programs to describe and define: • Long-term goals they will accomplish during the five-year period • Short-term objectives • Expected outcomes that are aligned with the goals and objectives • Data tools and methods for tracking progress toward their goals, objectives, and expected outcomes Grantees report on this progress in their yearly continuation applications over the course of the five-year project period.
Rationale	The purpose of the planning process is to establish and maintain a systematic approach to decision-making about the direction and scope of programs and services offered by City of Oakland Head Start. The planning process provides overall direction for the City Council and/or its designee (the Head Start Advisory Board), Policy Council and staff. Main components of the planning process include: Community Assessment, Self-Assessment, Long-range Goals and Short-term Objectives, Strategies, Expected Outcomes over 5-years; Criteria for Recruitment, Selection and Enrollment Priorities, and funding applications. Additional Head Start planning requirements include: **HEAD START ACT 641(A)(g)(2)(A): Standards: Monitoring of Head Start Agencies and Programs - Self-Assessments:**

Policy Statement and Detailed Procedures	
	(1) IN GENERAL- Not less frequently than once each program year, with the consultation and participation of policy councils and, as applicable, policy committees and, as appropriate, other community members and each Head Start agency that receives financial assistance under this subchapter shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with standards described in subsection (a)(1). (2) GOALS, REPORTS, AND IMPROVEMENT PLANS- (A) GOALS - An agency conducting a self-assessment shall establish agency-determined program goals for improving the school readiness of children participating in a program under this subchapter, including school readiness goals that are aligned with the Head Start Child Outcomes Framework, State early learning standards as appropriate, and requirements and expectations of the schools the children will be attending. (B) IMPROVEMENT PLAN- The agency shall develop, and submit to the Secretary a report, to accompany its annual continuation funding grant application, an improvement plan approved by the governing body of the agency to strengthen any areas identified in the self-assessment as weaknesses or in need of improvement. (3) ONGOING MONITORING- Each Head Start agency (including each Early Head Start agency) shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(1). [1] ***FORMER HS PERFORMANCE STANDARD 1304.51 (**a) (1) (2) *(Still relevant and will be utilized in FY 23-24): Head Start Grantee must develop and implement a systematic, ongoing program planning process, in collaboration with the program's governing body, policy groups, program staff, partners, and other community organizations, that includes but is not limited to: Community Assessment; Self-Assessment; Grant Application; Program Goals & Objectives; Child Outcomes; Training Plan; Ongoing Monitoring; Program Information Report (PIR).
Responsibility	• HS Program Director • HS Program Planner • All Head Start Management Staff (Content, Human Resource, Facilities & Fiscal)
Monitoring	See annual program governance and individual content area planning calendars
Procedures	• The program school year begins in **August.** The Program will initiate its multi-year strategic planning process in **July** of each year. The planning process for all upcoming planning cycles, including **1)** an Annual Overall Program Calendar; **2)** a Program Governance Calendar; and **3)** individual content area planning

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

Policy Statement and Detailed Procedures	
	calendars for each program content area, will be reviewed and approved annually by the Parent Policy Council (PPC) and the City Council or its designee, the Head Start Advisory Board (AB) in **August** (or September, if governing body is on Recess), with existing Parent Policy Council members and again in **November**, with newly elected Parent Policy Council members for the current program year. • Written work plans to accompany content area planning calendars will then be developed by program content area coordinators, and updated annually, and reviewed and approved annually by the PPC and AB in **August** (or September, if governing body is on Recess) and **November**, with newly elected PC Members. • Draft work plans and a program operating budget will then be presented to the Parent Policy Council and Advisory Board for review and input at the beginning each program year, in **July-August** (or September if governing body is on Recess). • When the written plans and budget are finalized in **August-September**, they will be forwarded to the Parent Policy Council and Advisory Board for final approval. • Written plans will be monitored quarterly and budgets will be analyzed at management meetings to determine the need for improvement and adjustments. • Reports will then be forwarded to the Parent Policy Council and Advisory Board for input and approval. Written plans will be revised and budget modifications will be made, as required/needed. • The Head Start Planner will assess community needs, resources, strengths and possible challenges every five years (Community Assessment), and will conduct updates annually, for the following four yours. The planning for the Community Assessment will begin in **September** of each year and will consist of 1-2 Community Assessment Planning Meetings in the months of **November** and **December.** Attendees will include PPC and AB members, as well as community stakeholders (i.e. local community agencies, partners, school district, parents and program staff). In **November,** the first planning meeting will include the review of data collected, and the opportunity for the PPC, AB to contribute relevant information and feedback to the development of the Community Assessment and/or update(s). • The Community Assessment and/or update(s) results will be shared and discussed with the PC, AB, and community members between **January-February.** Staff will use this analysis, along with the findings of the program's Self-Assessment between **January- February**, to review, update, or revise long-term goals, short-term objectives, school readiness and parent, family & community engagement goals, to inform specific program direction for the

Policy Statement and Detailed Procedures	
	existing and coming program year (i.e. priorities for selection, recruitment and enrollment, enhancements to collaboration activities with other community agencies). • Long-range goals, short-term objectives, expected outcomes and program impacts and financial goals and objectives, based on data from the Community Assessment/Update, Self-Assessment, Child Outcomes, latest PIR, Parent Survey, and PC and AB, program staff, and community input, will be presented to and approved by the PPC and the City Council or its designee, the AB. Progress in meeting program goals and objectives will be tracked and reviewed regularly at Management Team and Coordinator's meetings. • In **January-February**, Community Assessment data will be used to inform recruitment, Selection and Enrollment Priorities, and any changes to program options, will be proposed by staff and approved by the PPC and the City Council or its designee, the AB. • The joint Budget and Fiscal Committee, along with Head Start Management staff, will review the budget for areas that may need changes, according to available resources. • In **January - February**, The Head Start Planner will develop the draft of the federal Head Start and other relevant funding applications, based on the above planning procedures, including a review of budget changes. • In **February-March**, the Head Start Director will present the final application and summary to the PPC, AB, and City Council for review and approval.
Documentation	• See procedures
Timeframe	• See Overall Program Planning Calendar

City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars

ANNUAL COMPREHENSIVE PLANNING CALENDAR

	July 2023		August 2023 (Re-Opening)				September 2023			October 2023		
Date: **PC**: 7/18 **AB:** 7/20	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Strategic Planning - Planning Calendars Overall & Governance Review • Partner Onboarding & Review of Contracts and SOW • DA Final Expenditure Report • All staff Classroom Assignments • Professional Development Plans • 5-yr Background Check Audit • Acceptance Letters • ERSEA File Audit • End-of-year CSPP/CDE Final Attendance Report	**Unit** PM/PLN FSC PM/PLN PM/PLN FSC/PM C/PD ERSEA	**Date:** **PC**: On Recess **AB:** On Recess	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Strategic Planning - Planning Calendars • Budget Presentation & Staff Training • Beginning of year budget presentation to Central Office • CACFP Application Due • PIR Activated in Child Plus (if not 7/1) • Pre-Service • New Staff Orientation Mandatory Child Abuse & Neglect Training • Program Information Report (PIR) • Start of Program Services	**Unit** PM/PLN FSC PM/PLN ERSEA C/PD PLN	**Date:** **PC:** 9/19 **AB**: 9/21	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Final Budget Spend-down from Last Fiscal Year • Staff Qualifications & Professional Development Plan Audit • Planning for Community Assessment Update: Work Begins	**Unit** PM/ PLN FSC C/PD	**Date:** **PC:** 10/17 **AB:** 10/19	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Carryforward Request Process • Final Year Report from Last Fiscal Year • CLASS Audit • CDE/CSPP Audit • Quarterly Monitoring updates: ❖ Quarterly Goal Review ❖ Quarterly PIR Review ❖ Ongoing Monitoring • Community Assessment Work (continues)	**Unit** PM/PLN FSC C/PD ERSEA PM/PLN

City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars

November 2023			December 2023			January 2024			February 2024		
Date: **PC:** 11/14 **AB:** 11/16	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Planning Calendars: Program & Program Governance • Staff Recruitment Off-site • CLASS Audit • CDE/CSPP & CDSS/CCTR Continuation Funding Applications for Head Start and CDE/CSPP • Community Assessment Planning & Data Meeting #1 (tentative)	**Unit** PM/PLN FSC PM/PLN C/PD PM/PLN PM/ PLN	**Date:** **PC:** 12/19 **AB:** 12/21	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Mid-Year Budget Review • Coach Assignment/Selection • Mid-Year Performance Review • Self-Assessment begins • Community Assessment Planning & Data Meeting #2 (tentative) • ***Annual Report for Head Start, due*** • *Joint PPC/AB Meeting (tentative)*	**Unit** PM/ PLN FSC C/PD PM/ PLN HR/ PD PM/ PLN	**Date:** **PC**: 1/16 **AB:** 1/18	**Report or Task Name** PC/AB Meetings • Community Assessment Completed • Self-Assessment Completed • Monthly Program Progress Report • Monthly Program Financial Report • Evaluation of RFP/RFQs for Next Program Year • City Review of Mid-Year Budget • Selection Criteria Developed • Letter of Intent to Re-enroll • ERSEA File Audits • Practice-Based Coaching • CLASS Audit • Quarterly Monitoring Updates: - Quarterly Goals - PIR - Ongoing Mtg. • ***Annual Report for Head Start, due***	**Unit** PM/ PLN PM/ PLN PM/ PLN FSC PM/ PLN FSC ERSEA C/PD PM/ PLN	**Date:** **PC**: 2/13 **AB**: 2/15	**Report or Task Name** PC/AB Meetings • Selection Criteria Approved • Monthly Program Progress Report • Monthly Program Financial Report • New Program Year Activated in Child Plus ❖ Site Selection, ❖ Opening Dates ❖ School Year Calendar, Hours of Operation	**Unit** PM/PLN ERSEA PM/PLN FSC PM/PLN

City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars

	March 2024			**April 2024**			**May 2024**			**June 2024**	
Date: **PC**: 3/12 **AB**: 3/14	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • New Selection Criteria added to Child Plus	**Unit** PM/PLN FSC ERSEA	**Date:** **PC**: 4/16 **AB**: 4/18	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Drafting of Partner Contracts for Next Program Year • Finalize Next Year's Budget • Annual Grant Application Due (Cont. Funding) • Child Selection Rosters for Newbies and Returnees • Performance Appraisals • Staff Recruitment Off-site Quarterly Monitoring updates: ❖ Quarterly Goal ❖ Quarterly PIR ❖ Ongoing Monitoring	**Unit** PM/ PLN FSC PM/ PLN FSC PM/ PLN ERSEA HR/PD PM/ PLN	**Date:** **PC**: 5/14 **AB**: 5/16	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • ERSEA File Audit • Initial Interviews for All New Families @ Sites • Full Enrollment for Coming Program Year	**Unit** PM/ PLN FSC ERSEA	**Date:** **PC:** 6/11 **AB:** 6/13	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Final Fund Obligation for Program Year • ***CSPP/CDE*** • ***CCTR/CDSS Program Self-Evaluation (PSE)*** • Final PIR Reconciliation • *Joint PPC/AB Meeting (tentative)*	**Unit** PM/ PLN FSC PM/ PLN

City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars

Weekly, Monthly, Quarterly, and Annual Reporting

Weekly	Monthly	Quarterly	Annually
Content Unit Data Monitoring Reports to Diveena & Data Team	End of Month Enrollment (EOM) Reported on HSES CDE/CSPP 801-A Report Program Progress & Data Accountability Report	Goals & Objectives Progress Update: Ongoing Monitoring Progress Update: Program Information Report Update:	Annual Report Full Community Assessment, then Annual updates Self-Assessment Report CACFP Application CDE/CSPP/CCTR Program Self-Evaluation HS/EHS Continuation Funding Application CDE/CSPP/CCTR Continuation Funding Application

	Individual/Unit Responsible		Abbreviations Key: Projects/Agencies/Programs
PLN	Planning	PC/AB	Policy Council/Advisory Board
CON	Content Collective	CDE/CSPP	California Department of Education/California State Preschool Program
FSC	Fiscal	CDE/PSE	California Department of Education/Program Self-Evaluation
C/PD	Coaching & Professional Development	CDSS/CCTR	California Department of Social Services/General Child Care Program (CCTR)
ERSEA	Eligibility, Recruitment, Selection, Attendance	CACFP	Child & Adult Care Food Program
PM	Program Management	SOW	Scope of Work
CD/ED	Child Development & Education	PIR	Program Information Report

City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars

PROGRAM GOVERNANCE

July 2023			August 2023 (Recess)			September 2023			October 2023 (ERSEA)		
Date: **PC**: 7/18 **AB:** 7/20	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Planning Calendars Review: Program & Governance • Strategic Planning Process • Policies & Procedures discussion	**Unit** PM. PLN PM/ PLN FSC PLN/ PM PM/ PLN	**Date:** **PC**: On Recess **AB:** On Recess	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Program Infor. Report (PIR) (Due: 8/31) • Planning Calendars: Program & Governance • Strategic Planning Process • Annual CACFP Renewal Application (Due 8/15)	**Unit** PM. PLN PM/ PLN FSC PL PM/ PLN	**Date:** **PC:** 9/19 **AB**: 9/21	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • PIR Summary (presented) • Community Assessment planning begins	**Unit** PM. PLN PM/ PLN FSC PLN PLN	**Date:** **PC:** 10/17 **AB:** 10/19	**Report or Task Name** PC/AB Meetings • PC Member Elections at Site Level (by 10/9) • Monthly Program Progress Report • Monthly Program Financial Report • Qtly. Monitoring updates presented: • Program Goals • *PIR Summary* • OGM • Community Assessment work continues	**Unit** PM. PLN
November 2023 (Disabilities & MH)			**December 2023 (Health & Nutrition)**			**January 2024 (Self-Assessment)**			**February 2024 (Education)**		
Date: **PC:** 11/14 **AB:** 11/16	**Report or Task Name** PC/AB Meetings • New & Returning PC Members Attend. New members seated at first formal PC Meeting • Monthly Program Progress Report • Monthly Program Financial Report • Planning Calendars: Program & Governance • Community Assessment Planning & Data Meeting #1 • *CDE/CSPP & CCTR* • Governance Training – Session I ****Continuation Funding Application for CDE/CSPP & CCTR (Due: 11/1)***	**Unit** PM/ PLN PM/ PLN FSC PM/ PLN	**Date:** **PC:** 12/12 **AB:** 12/14	**Report or Task Name** PC/AB Meetings ▪ New PC Officer Elections Process ▪ Recognition of outgoing PC Members & Officers Monthly Program Progress Report ▪ Monthly Program Financial Report ▪ Self-Assessment begins (12/1-21) ▪ Community Assessment Planning & Data Meeting #2 ▪ Governance Training Session II ▪ ***Annual Report Due*** ▪ ***Joint PPC/AB Meeting (Tentative)***	**Unit** PM/ PLN PM/ PLN FSC PM/ PLN	**Date:** **PC**: 1/16 **AB:** 1/18	**Report or Task Name** PC/AB Meetings ▪ Monthly Program Progress Report ▪ Monthly Program Financial Report ▪ Community Assessment (***results presented***) ▪ Self-Assessment ***(results presented)*** ▪ Qtly. Monitoring updates presented ▪ Selection Criteria discussed Governance Training Session III ▪ ***Annual Report Due***	**Unit** PM/ PLN FSC PM/ PLN ERSEA	**Date:** **PC**: 2/13 **AB**: 2/15	**Report or Task Name** PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Governance Training Session IV • Selection Criteria (***presented for approval)*** • Fall Child Outcomes Report	**Unit** PM/ PLN FSC ERSEA EDUC

City of Oakland Head Start Prenatal to 5 Program FY 2023-24
Comprehensive Program & Program Governance Planning Calendars

March 2024 (Facilities)			April 2024 (Coaching)			May 2024 (School Readiness)			June 2024		
Date:	**Report or Task Name**	**Unit**	**Date:**	**Report or Task Name**	**Unit**	**Date:**	**Report or Task Name**	**Unit**	**Date:**	**Report or Task Name**	**Unit**
PC: 3/12 **AB**: 3/14	PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report	PM/ PLN FSC	**PC**: 4/16 **AB**: 4/18	PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • Qtly. Monitoring updates presented • ***Annual HS Continuation Funding Grant Application (Due: 4/1)***	PM/ PLN PM/ PLN FSC PM/ PLN	**PC**: 5/14 **AB**: 5/16	PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report	PM/ PLN FSC	**PC:** 6/11 **AB:** 6/13	PC/AB Meetings • Monthly Program Progress Report • Monthly Program Financial Report • ***CSPP/CDE Program Self-Evaluation (PSE) (Due: 6/1)*** • ***Joint PPC/AB Meeting (Tentative)***	PM/ PLN FSC PM/ PLN

City of Oakland

Head Start Advisory Board FY 2023-24

BYLAWS

ARTICLE I

Name

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

ARTICLE II

Purpose

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

ARTICLE III

Functions and Duties

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

a. The procedure for program planning, which describes how and when significant planning activities for the Head Start program occur.

b. The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.

c. The program's philosophy and multi-year goals and annual objectives.

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Reviewed and Approved by Head Start Advisory Board, with recommended edits from CA, 1/20/22

d. The selection of any new delegate agencies to operate part of the program.

e. All funding applications for the Head Start program.

f. The composition of the Head Start Parent Policy Council and the procedures by which policy group members are chosen.

g. Procedures for hearing and resolving community feedback about the Head Start program.

h. Procedures that describe how the Board, Head Start Parent Policy Council and City Council will implement those activities that are shared functions between the Governing Body and Parent Policy Council as required by Head Start Performance Standards.

Section 2. In the performance of its duties, the Board shall:

a. participate in mandated planning activities in accord with the program calendar and planning procedure, Head Start funding guidance and regulations.

b. participate in the budget process for the Head Start program, including recommending the adoption of budgets that support the attainment of program goals and objectives, receiving regular reports on program expenditures and making recommendations for changes if appropriate.

c. work with staff to ensure that all activities are made publicly available and accessible.

Section 3. In addition to the functions and duties described in Sections 1. and 2. above, the HSAB shall perform the following:

a. The HSAB shall, in consultation with the City Administrator, establish rules and procedures for the conduct of its business. Such procedures shall include those required to maintain the Head Start program in good standing.

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

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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

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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.

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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

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

b. Regular meetings of the Board shall be held at the time and place designated by the Board each year at its first meeting in September.

c. Meetings called for special purposes to meet critical deadlines, and scheduled at a time and/or place different from regular meetings shall be designated special meetings.

d. A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Board for the purpose of conducting business. In the absence of a quorum, no information may be presented, and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.

e. Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.

f. The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:

1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board's Bylaws and procedures;
2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

ARTICLE VII

Committees

Section 1.

a. The Board may from time to time establish ad hoc committees.

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

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ARTICLE VIII

Standards of Conduct

Section 1.

a. Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:

i. Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.

ii. Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.

iii. Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Parent Policy Council and other appropriate approving authorities of the City.

iv. No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.

v. Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Parent Policy Council and the City Council Committee designated responsibility for the Board.

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

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Reviewed and Approved by Head Start Advisory Board, with recommended edits from CA, 1/20/22

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.

February 17, 2022

Chairperson Signature

Date

Reviewed and Approved by City of Oakland, City Attorney (CA), M. Bhakta, with recommended edits, 1/14/22
Reviewed and Approved by Head Start Advisory Board, with recommended edits from CA, 1/20/22

Mandated Reporting of Child Abuse and Neglect

HSPPS Subpart:	Subpart D	**Health Services Advisory Committee Review Date:**	
HSPPS and other regulations:	ACF-IM-HS-15-04 1303.22(b); 1303.22(c)(8); 1302.47(K); 1302.47(b)(5)(i); 1302.92(b)(2)	**Policy Council Approval Date:**	7/25/2023
State Regulations:	Title 22: 101212, 101226	**Board of Directors Approval Date:**	
Effective Date:	09/01/2022	**Revised Date:**	7/26/2023
Policy Statement and Detailed Procedures			
Policy Statement:	All Head Start (HS) Birth to Five are mandated reporters and must complete the California Department of Public Social Services (CA DPSS) Community Care Licensing (CCL) on-line Mandated Reporter training every 2 years.		
Rationale:	City of Oakland Head Start/Early Head Start staff will follow appropriate processes to report suspected abuse or neglect to protect a child from possible unsafe circumstances.		
Responsibility:	Center Director Education Manager School Readiness Supervisor/Compliance Supervisor School Readiness Coordinator Family Services Coordinator Family Advocates Teachers Any volunteer, staff member or Consultant with the Head Start Program		
Procedure:	1. In accordance with the California Child Day Care Facilities Act (Assembly Bill 1207), training will be provided to all new Head Start Program staff within the first 90 days of hire. The Head Start Human Resources Staff and an employee's supervisor are responsible for ensuring this training takes place. Please refer to the New Hire Orientation and Onboarding Policy for more detail. 2. Additionally, training on the child abuse reporting process will be provided to all direct-service staff during Pre-Service on an annual basis 3. Once staff have reasonable suspicion of an incident of child abuse or neglect or disclosure of suspected child abuse or neglect, the mandated reporter on site, with the support of other program staff, will gather the relevant		

Policy Statement and Detailed Procedures	
	information and notify a supervisor as soon as possible and within 30 minutes of the incident or disclosure. 4. The staff member will initiate a call to Alameda County's Children and Family Services (ACFS) at (510)-259-1800. This must be completed within 24 hours of the suspected abuse or neglect or disclosure. The following information must be shared if you suspect child abuse: • The child's name and address • The name of the parent/guardian(s) • The present location of the child • Details of the incident or disclosure 5. Before ending the call, the staff member will collect the following information from the Social Worker or ACFS representative. The information will be used to complete the Unusual Incident Report. • The 19-digit reference number (If reportable only) • Name and title of the Social Worker/ DCFS representative • Type of suspected abuse/neglect (If reportable only) • If it will be an immediate response (within 24 hours) or a 1-to-5-day response (If reportable only) 6. Upon completion of the call to Alameda County's Children and Family Services, the staff member will notify their immediate supervisor, the Family Services Coordinator, and the Program Director of the incident or any suspected incident of child abuse (if they have not done so already) immediately. 7. If the incident is reportable, the staff member must then file a CPS report within 36 hours. 8. If reportable, CCL must be called within 24 hours 9. If the incident is not reportable, the staff member should call their supervisor for guidance. 10. Staff will document the facts of the suspected abuse on a Family Contact Form saved in the Mandated Report Module in ChildPlus. This is monitored by the Education Manager on a quarterly basis in the process of monitoring Unusual Incident reports. 11. An Unusual Incident Report must be completed by the Head Start staff member that observed the incident or made the CPS report within 5 days. Per the Unusual Incident Policy, the Education Manager or designated staff member must complete the Unusual Incident Reporting form LIC 624B, have it signed by the Program Director, and formally submit it to the CCL Analyst within 7 days of

Policy Statement and Detailed Procedures	
	the incident or disclosure. The Program Director must be cc'd to correspondence. 12. The Office of Head Start Regional Program Manager must be reported within seven days of the incident occurring. 13. Copies of the following documents must be sent to the Education Manager within 24 hours of making the CPS report: • Completed Suspected Child Abuse Form • Police Report # (if applicable) • Staff/Parent statements (if applicable) • Family Contact forms within ChildPlus • Any supporting documentation 14. If an ACFS worker comes to the site for an investigation, the Center Director should follow the licensing visit procedure, call it into CCL within 24 hours and update the unusual incident 15. After a report has been made and the immediate investigation has been completed, staff will endeavor to ensure families are supported within the program. This can include a multi-disciplinary team or other services provided to families. 16. Each case is unique and merits an individualized response. When a report is made, the Program may need to provide additional support to staff and/or caregivers. **<u>Family Child Care</u>** Family Child Care Homes are also required to take Mandated Reporter Training under AB 1207. If a Family Child Care provider suspects child abuse or neglect, they will follow their agency's mandated reporting protocol and notify their primary City of Oakland staff contact. At a minimum, the City of Oakland Head Start Director will be made aware of the incident as soon as possible and within 24 hours from the initial discloser/incident. Additionally, the Family Child Care provider shall provide the City of Oakland a completed copy of the Unusual Incident Report immediately after the report is submitted to the state (in accordance with the Community Care licensing requirement of completion within seven days of the incident). The Office of Head Start requires that any incident involving a Head Start contractor or volunteer, including for children in blended classrooms not directly funded by the Office of Head

	Policy Statement and Detailed Procedures
	Start, must be reported to the Office of Head Start within seven days. **<u>Partner Agencies and External Staff Members</u>** When an external agency service provider hears or witnesses a disclosure/incident, they will follow their agency's mandating reporting protocol and notify their primary City of Oakland staff contact. The Partner Agency is responsible for completing the child abuse reporting process. At a minimum, the City of Oakland Head Start Director will be made aware of the incident as soon as possible and within 24 hours from the initial discloser/incident. The Partner Agency will then forward all relevant documentation to the City of Oakland as needed. When an external service provider AND a City of Oakland staff member hear a disclosure simultaneously, the City of Oakland staff member must complete the reporting process. The partner agency staff member may also complete a report, and it is encouraged that the two agencies share copies of submitted documentation with each other. NOTE: Once closure notice is received from ACFS, the external service provider will keep a copy. However, the original closure along with the envelope should be sent to Central Office and scanned into ChildPlus to be saved in the child's file. **<u>Communication and Confidentiality</u>** Staff will share with parents that a report was made only when a specific situation deems it appropriate. Factors to take into consideration to determine if it is appropriate include: • The benefit the disclosure will bring to the child • The relationship between the mandated reporter and the family • The safety of the staff, child, and parent • If the disclosure to the parent will hamper the investigation in any way. All efforts will be taken to support the child and family and maintain a professional and trusting relationship with child and family.

Policy Statement and Detailed Procedures	
	Staff will not disclose information pertaining to the child abuse report to other staff. Information will only be disclosed or discussed with Supervisors and other observers as needed. If and when an outside representative (example; ACFS or Oakland Police Department representative) calls or arrives at the location to collect further information regarding a suspected child abuse report, staff must obtain identification before releasing any information regarding a child or family (this is required for a phone call and in person visits). Forms of identification for representatives may include photo I.D., badge numbers, business cards, letters that are addressed from the office or faxed information of these items.
Monitoring:	All suspected child abuse reports on children in the Head Start Program made at partner agencies should be reported to the City of Oakland, and the City of Oakland Head Start Program should have a copy of each partner agency's mandated reporter policy. The Human Resources and Professional Development team monitor staff compliance with up-to-date mandated reporter training monthly through the Professional Development ChildPlus Module.
Documentation:	• Unusual Incident Report and Unusual Incident Reporting form LIC 624B • Police Report (if applicable) • Suspected Child Abuse Report (SCAR) Form
Timeframe:	• As necessary • Internal process training annually • CCL mandated reporter training every 2 years (biennially)

Weekly Menu

CITY OF OAKLAND Head Start Program

Week # 1 Dates: 8/14 - 8/18

AUGUST	MONDAY 14	TUESDAY 15	WEDNESDAY 16	THURSDAY 17	FRIDAY 18
	Meatless Mondays				Fish Fridays
Breakfast	No School	Pancake Butter Fruit spread Strawberries	Cheerios Banana	Yogurt Parfait (Yogurt, Fruit spread Crispy rice cereal) Berries	Grits Cheese Plum
Lunch	No School	Chicken adobo Brown Rice Summer squash Cantaloupe	Chicken sandwich Lettuce & tomato salad Peach	Spaghetti meat sauce, Green beans Orange	Fish taco Carrots Watermelon
Snack	No School	Carrot Cheese Ranch	Animal crackers Pear	Waffle Applesauce	Egg salad Wheat crackers

Have a recipe idea?

This institution is an equal opportunity provider.

USDA Child and Adult Care Food Program (CACFP) sponsors all meals and snacks at our Head Start Centers.

Whole, unflavored milk is served to children 12 through 23 months of age and 1%, unflavored milk is served to all children 2 years of age and older.

Milk is always served with breakfast and lunch.

Food will be offered to a child other than above time, if a child comes in late and misses a meal.

Whole Grain Rich

Hot dish

Approved by: Cris Cochran, RD., 8/9/2023

Breakfast		
Component	Age	
	1-2	3-5
Milk	1/2 c	3/4 c
Fruit and/or veg	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

LUNCH		
Component	Age	
(serve all 5)	1-2	3-5
Milk	1/2 c	3/4 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

SNACK		
Component	Age	
(serve 2)	1-2	3-5
Milk	1/2 c	1/2 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

Weekly Menu

CITY OF OAKLAND Head Start Program

Week # 2 Dates: 8/21 - 8/25

AUGUST	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25
	Meatless Mondays				Fish Fridays
Breakfast	Bagel Cream cheese Apple	Breakfast muffin squares Plum	Yogurt Corn flakes Banana	Chex cereal Orange	Oatmeal Strawberries
Lunch	Tofu noodle stirfry Bok choy Orange	Barbecue chicken, Brown rice, Summer Squash Watermelon	Turkey Sandwich Lettuce & tomato salad Apple	Beef and bean taco Lettuce, tomatoes Plum	Grilled fish quinoa sweet potato fries, Honeydew
Snack	Vanilla yogurt Graham crackers	Carrots Hummus	Pancake Strawberries	Wheat crackers Cheese	Hard boiled egg Cheese crackers

Have a recipe idea?

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Whole Grain Rich
Hot dish

Approved by: Cris Cochran, RD. 8/9/2023

Breakfast		
Component	Age	
	1-2	3-5
Milk	1/2 c	3/4 c
Fruit and/or veg	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

LUNCH		
Component	Age	
(serve all 5)	1-2	3-5
Milk	1/2 c	3/4 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

SNACK		
Component	Age	
(serve 2)	1-2	3-5
Milk	1/2 c	1/2 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

Weekly Menu

CITY OF OAKLAND Head Start Program

Week # 3 Dates: 8/28 - 9/1

AUG/SEPT	MONDAY 28	TUESDAY 29	WEDNESDAY 30	THURSDAY 31	FRIDAY 1
	Meatless Mondays				Fish Fridays
Breakfast	Waffles Applesauce	Oatmeal muffin squares Banana	Cheerios Apple	Yogurt Crispy rice cereal Berries	Grits Turkey sausage Plum
Lunch	Baked cheesy pasta Spring mixed salad Orange	Spaghetti meat sauce, Summer squash Honeydew	Turkey sandwich Lettuce & tomato salad Mandarin	Cuban rice , beans bell pepper tomatoes Nectarine	Tuna salad sandwich Celery, cucumber Pineapple
Snack	Tortilla cheese	Yogurt berry smoothie Graham cracker	Bagel cream cheese Plum	Wheat crackers Yogurt sun butter	Goldfish crackers Cheese

Have a recipe idea?

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Whole Grain Rich
Hot dish

Approved by: Cris Cochran, RD., 8/9/2023

Breakfast		
Component	Age	
	1-2	3-5
Milk	1/2 c	3/4 c
Fruit and/or veg	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

LUNCH		
Component	Age	
(serve all 5)	1-2	3-5
Milk	1/2 c	3/4 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

SNACK		
Component	Age	
(serve 2)	1-2	3-5
Milk	1/2 c	1/2 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

Weekly Menu

CITY OF OAKLAND **Head Start Program**

Week # 4 Dates: 9/4 - 9/8

SEPT	MONDAY 4	TUESDAY 5	WEDNESDAY 6	THURSDAY 7	FRIDAY 8
	Meatless Mondays				Fish Fridays
Breakfast	No School	Lemon-Blueberry Corn Muffins Banana	Yogurt Corn flakes Kiwi	Chex cereal Pear	Oatmeal Orange
Lunch	No School	Sloppy joes Bun Green beans Nectarine	Lentil veggie soup Turkey sandwich Apple	Chicken pesto pasta Summer squash Watermelon	Salmon slider Cucumber Peach
Snack	No School	Carrots Goldfish Crackers Ranch	Waffles Strawberries	Raisin bread Applesauce	Egg salad Wheat crackers

Have a recipe idea?

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Whole Grain Rich
Hot dish

Approved by: Cris Cochran, RD., 8/9/2023

Breakfast		
Component	Age	
	1-2	3-5
Milk	1/2 c	3/4 c
Fruit and/or veg	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

LUNCH		
Component	Age	
(serve all 5)	1-2	3-5
Milk	1/2 c	3/4 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

SNACK		
Component	Age	
(serve 2)	1-2	3-5
Milk	1/2 c	1/2 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

Weekly Menu

CITY OF OAKLAND Head Start Program

Week # 5 Dates: 9/11 - 9/15

SEPT	MONDAY 11	TUESDAY 12	WEDNESDAY 13	THURSDAY 14	FRIDAY 15
	Meatless Mondays				Fish Fridays
Breakfast	English muffin, cheese, Apple	Oatmeal muffin squares, Banana	Raisin bread, Butter, Peaches	Chex cereal, Banana	Grits, Turkey sausage, Plum
Lunch	Mac & cheese, Broccoli, Orange	Teriyaki chicken, rice, Green beans, Peach	Turkey pastrami sandwich, Lettuce & tomato salad, Cantaloupe	Asian turkey salad, Chow mein noodles, Oranges	Grilled fish, quinoa, sweet potato fries, Watermelon
Snack	Graham crackers, Vanilla yogurt	Rice cake, Hummus	Pancake, Strawberries	Yogurt berry smoothie, Animal crackers	Hard boiled egg, Goldfish crackers

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Whole Grain Rich
Hot dish

Approved by: Cris Cochran, RD. 8/9/2023

Breakfast		
Component	Age	
	1-2	3-5
Milk	1/2 c	3/4 c
Fruit and/or veg	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

LUNCH		
Component	Age	
(serve all 5)	1-2	3-5
Milk	1/2 c	3/4 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq

SNACK		
Component	Age	
(serve 2)	1-2	3-5
Milk	1/2 c	1/2 c
Meat/Alternate	1 oz	1.5 oz
Vegetable	1/4 c	1/2 c
Fruit	1/4 c	1/2 c
Grain	1/2 oz eq	1/2 oz eq