

CITY OF
OAKLAND
HEAD START



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 5-25-2023

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 Only:

<https://us02web.zoom.us/j/83352413860>

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, 5-25, 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, <i>Chair</i>	Kevin Bremond	Dr. Jei Watkins
Alysoun (Aly), <i>Vice Chair</i>	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 **May 25, 2023, Advisory Board Meeting Agenda**
2. *Review and Approval of **February 23, 2023, Advisory Board Meeting Minutes**
3. *Review and Approval of **April 20, 2023, Advisory Board Meeting Minutes**
*(Requesting to postpone until June 2023)

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 – *April 2023*
 - b. COVID 19 Response Update
2. **Monthly Financial Report:** *Annie Friberg, Interim HSD Budget & Fiscal Manager*
Tony Daquipa, Admin. Analyst II
 - a. Monthly Financial Report – *April 2023*
 - Expenditures, Purchase Card, CACFP Reports

V. INFORMATION ITEMS: *Diveena Cooppan & Program Staff*

1. **Program Updates**
 - a. Letters of Appointment to the Advisory Board
 - b. Annual City Council Head Start Report – May 23rd
 - c. Measure AA
 - d. Conference Update: Early Childhood Education Pathways to Success (ECEPTS) Conference, May 1-4, 2023
 - e. “Community Boards” at HS/EHS Sites (sample images in packet)
 - f. Annual Head Start Public Report

VI. OPEN FORUM

VII. ADJOURNMENT



APRIL 2023

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
Enrollment/Funded (No.)	237/332	281/342	518/674
Enrollment/Funded (%)	71%	82%	77%
Daily attendance	85%	85%	85%
Medical Home	99%	99%	99%
Health Insurance	98%	99%	98%
Current Physical exam/Well-baby check	95%	75%	84%
Updated immunizations	99%	95%	97%
Hearing Screening	96%	91%	93%
Vision Screening	94%	90%	92%
Growth Screening	98%	93%	96%
Dental Home	97%	79%	80%
Current Dental Exam	94%	81%	90%
Nutrition Screening	98%	97%	98%
Developmental Screening (ASQ)	98%	99%	98%
<i>Concerns Identified following ASQ Screening</i>	54%	35%	45%
Behavioral Screening – (ASQ-SE)	98%	99%	98%
<i>Concern Identified following ASQ-SE Screening</i>	30%	20%	25%
1 st Individualized Curriculum (DRDP)	97%	97%	97%
Initial Parent/Teacher Conference (IDP)	97%	94%	95%
Initial Home Visit	93%	94%	94%
Agency Transition Plans	95%	93%	94%
Preliminary Family Outcomes Assessment	100% completed as required, 0 past due		
Referrals to RCEB	N/A	4	4
Referrals to OUSD	16	0	16
Closed IFSPs, awaiting IEP determination	0	9	9
Children enrolled with IFSP or IEP	32	20	52
% Of children enrolled with IFSP or ISP	10%	6%	(8% funded enrollment)

ATTENDANCE & ENROLLMENT

The Program saw an overall 3% increase in attendance from the previous month. The increase in attendance often occurs in the spring after Daylight Savings Time brings longer, sunnier, and warmer days. For the month of April 2023, the program has met the 85% average daily attendance threshold established by the Office of Head Start.

The Program is operating a pilot project at West Grand Early Head Start to track attendance digitally using the ChildPlus Mobile app on an iPad. Right now, attendance data is done manually on a hard copy form that must be collected from each site, delivered to the Central Office, and then manually entered into the ChildPlus management system. This results in a one to two-week lag on attendance data each week. By shifting to tracking attendance digitally through the app, the Program can eliminate paper attendance logs, get real-time attendance information, and adjust staffing or substitute teacher placements based on this data. Further, staff will be able to review a child’s attendance and absenteeism daily, allowing for quicker intervention when issues arise.

The Program is still impacted by the 46 vacant slots due to the loss of the St. Vincent’s Day Home contract, equating to 7% of total funded slots. 79 slots (12% of the Program’s total funded slots) are vacant due to staff capacity limitations. These are the main drivers that hinder enrollment.

EXPECTANT FAMILIES PROGRAM

This Program Year, 27 expectant parents have been served through our Expectant Parent program. Two children were born in April, and three parents are expected to deliver their babies in May!	
Total expectant parents served this Program Year	27
City of Oakland to date	17
Brighter Beginnings to date	10
Previous Month	
Expectant parents served	7
Number of babies born	2
Number of Pre-Natal Depression screenings conducted	7/7 (100%)
Number of Post-partum Depression screenings conducted	4/4 (100%)
Number of Post-partum 2-week visits conducted	2/2 (100%)
Number of children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	13 of 15 (87%)
Percentage with Medical Insurance	6/7 (86%)
Percentage with Medical Home	6/7 (86%)
Percentage with Dental Home	6/7 (86%)
Percentage with Prenatal Dental Exam	2/5 (40%)
Percentage with Physical Exam	5/6 (83%)
Percentage with Health and Nutrition Screening	6/7 (86%)

Many expectant parents have shared that they are focused on finding a dental home and cannot access a timely dental exam. Participants have also shared that they do not have capacity to prioritize their own dental needs. The Program's Health Analyst is exploring an opportunity for the Alameda County Office of Dental Health to provide Home Visitors with information and resources related to parent dental health that the Home Visitors can share with their caseloads to increase the percentage of parents who receive a prenatal dental exam. The Program is close to meeting its full enrollment for pregnant parents, but due to staffing shortages at Brighter Beginnings, capacity to serve pregnant families has been limited.

HOME-BASED PROGRAM

City of Oakland Home-Based Program

Fifty families in the Home-Based program participated in the monthly food pantry in partnership with Alameda County Food Bank. 76 families in the Home-Based program also received diapers through the monthly diaper distribution, and twelve families received dental screenings during the Socialization session in April.

After attending the Apprentice Information Session, six parents within the Home-Based program expressed interest in joining the Workforce Apprenticeship Program and three signed up for the cohort beginning in August 2023.

DENTAL/PHYSICAL HEALTH & NUTRITION

Nutrition staff continue to support families with children that have nutritional needs, including children with allergies or children with autism that have specific textural preferences.

The Health team connected with other Bay Area Head Start Programs to discuss strategies used to return to toothbrushing as we reintegrate this practice in classrooms. Over 20 children were screened by Asian Health Services at the Home-Based socialization session in April. Further, the Health team also provided four sensory screenings for children in the BANANAS Tiny Steps program.

While the Program has previously struggled to find resources related to lead exposure safety and prevention, our Health Analyst connected with the Alameda County Lead Prevention Team in April. Lastly, in preparation for the start of the 2023-2024 Program Year, the Health team is updating health forms, policies, and procedures with input from Center Directors related to medication administration, the expiration of medication, and recognizing the signs and symptoms of certain conditions.

DISABILITIES & MENTAL HEALTH

Of the total number of children with IFSPs/IEPS (52), 54 have a diagnosis of speech/language delay, 23% have a non-categorical developmental delay diagnosis, and 21% of children a School District Autism diagnosis. Currently, nine children have now aged out of their IFSPs and are waiting for evaluation from the local school district to determine eligibility. 18 children with IFSPs are set to transition to Head Start next program year. 24 children with IEPs will be transitioning to Kindergarten or Transitional Kindergarten next program year.

At the April Parent meeting for the Peralta partner sites, Emily Vincent of Think Communication provided a training on "Speech and Language Learning in Early Childhood" attended by approximately

20 parents. The training shared how to utilize home environments to promote speech and language development for children.

EDUCATION

In April, classrooms implemented activities focused on sensory and fine motor skill development using shapes and observing how colors change. The areas of focus were Clothing and Building. Children



explored how clothing is made across cultures and how different objects are built. Practice-Based Coaching has continued and CLASS (Classroom Assessment Scoring System) Observations, conducted by the First Five Alameda County Quality Counts Initiative, began in April.

With the addition of the two Early Learning Specialists, Education and School Readiness staff have renewed focus on ensuring classroom interest areas are well defined. Interest areas offer multiple opportunities for children to explore, discover, and grow. In each, the arrangement of furniture and materials help facilitate learning for children and caring for the classroom. Classrooms that had well exemplary interest areas included the 85th Avenue Head Start and toddler classrooms, the West Grand Infant room, San Antonio CDC's classroom, and Brookfield Classroom 1.

SCHOOL READINESS

Active Supervision Training and Monitoring at Head Start and Early Head Start sites continued through the month of April. The Program's new Early Learning Specialists reviewed ECERS/ITERS (Early Childhood and Infant/Toddler Environmental Rating Scales) data with the Center Directors reflecting on the indoor and outdoor classroom, the early learning materials children have access to, and what early learning supplies are needed. Items identified included additional dress-up clothes and props for the Dramatic Play Area, additional block for the Manipulatives and Math Area, and helmets for use when children are riding tricycles. A key goal for the Program is to ensure that each Head Start and Early Head Start is classroom updated to align more specifically to the site's specific ECERS/ITERS data results by the start of services in Program Year 2023-24.

The grantee received site visits from three Office Head Start Training and Technical Assistance (T/TA) Specialists and the Head Start Regional Office Program Specialist on April 12th and 13th. The focus of the site visit, in alignment with our annual Self-Assessment, was Health and Safety. The T/TA Specialists conducted site visits at 85th Avenue HS/EHS, West Grand EHS, and Laney Children's Center. The Specialists then shared feedback, suggestions, and an offer to provide follow-up with T/TA support in May. As evidenced in the Self-Assessment, continued support is needed at sites to adhere to the Program's active supervision policies and protocol. With the additional feedback and support from T/TA,

the Program is confident that improved Active Supervision and other safety-related practices will be employed in the upcoming program year.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

There was incredible turnout at the annual Head Start Day at Children’s Fairyland on April 14th. 415 adults and 440 children, a grand total of 855 Head Start attendees, enjoyed a free day at the park that included story time with Bonita Bumblebee, a diaper give away, local community resources, and the launch of the Fairyland for All Initiative. In addition to the Children’s Fairyland field trip, the Family Services team supported families by continued to connect them with \$250 Visa debit cards through the AC-OCAP partnership to help support families pay for varies items such as: rent, food, clothing, and bus passes. In collaboration with OUSD, the Program hosted a transitioning to Transitional Kindergarten and Kindergarten event at Lockwood Elementary School. The event did not yield high turnout, so the Program is determining if an additional remote meeting should be held before the program year ends.



PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	32/41 (78%)	16/18 (88%)	48/59 (81%)
Brighter Beginnings	84/100 (84%)	20/20 (100%)	104/120 (87%)
Laney	n/a	44/48 (92%) – 8 with IEP’s	58/64 (91%)
Merritt	n/a	14/16 (88%)	

BANANAS Tiny Steps Family Child Care

With access to the FY 2021-22 startup funds as of March 2023, the Tiny Steps Team began purchasing materials and enhancing environments. All FCC sites will receive Early Math, Early Literacy, and Inclusion kits. As part of the partnership with the Black Joy Project, children in the Tiny Steps Program recently enjoyed visits from a storyteller and learning hip-hop dance.

Peralta Center-Based Program

As described in the Mental Health and Disabilities section, the Peralta team hosted a session for parents on speech and language development. The Laney site received a visit from the T/TA team as part of the Office of Head Start Regional visit and will be implementing corrective action plans related to suggestions from the on-site visit and self-assessment.

Brighter Beginnings Home-Based Program

In April, Brighter Beginnings parents led planning for a Parent Committee social that took place on May 5th. The Program Socialization session was held outside at the park, where parents enjoyed while Home Visitors played with and supervised the children.

The resignation for four Home Visitors during February and March led to a delay in service delivery and documentation completion. However, in April, the team welcomed two new Home Visitors to the team, increasing capacity to serve families. 33 families attended Head Start Day at Fairyland and over 90 bags of food were distributed to Brighter Beginnings families in April.

STATE CONTRACTS

As part of a new California State Preschool Program (CSPP) requirement, the Program is implementing a survey to collect information on Dual Language Learners (DLL) to help create childcare environments that are more inclusive for DLL. The survey is required for all children who are enrolled through state CSPP funding.

The Program receives state quality rating and improvement system (QRIS) funding to improve the quality of early childhood education programs. These funds can be used to enhance the classroom or provide trainings in areas identified by Center Directors and staff that need support. In April, the Program used \$13,000 in QRIS funding for Early Head Start grantee sites (Broadway, San Antonio Park, West Grand and Arroyo Viejo) to purchase supplies selected by the Center Directors based on each site's needs. Center Directors primarily chose to use the funds on classroom materials, new technology (such as laptops), and toys to create more engaging classroom environments. All other grantee sites will be able to access additional QRIS funding soon to support their classroom needs.

DATA MANAGEMENT & ONGOING MONITORING

The Self-Assessment (SA) was completed from March to April 2023 and provided staff an opportunity to highlight strengths within each content area and develop strategies to improve services delivered to children and families related to health and safety. The SA process was led by the Data Management and Ongoing Monitoring team with contributions by Head Start staff at all levels, including Family Advocates, Facilities and Maintenance staff, Center Directors, Management staff, and consultants with specific expertise on Health and Safety, Child Plus, and School Readiness. The SA used data from ChildPlus, site visits, policy and procedure review, and focus groups.

Through the SA, the program identified gaps in how we track and monitor health and safety compliance across different content areas. Corrective Action Plans (CAPs) have been generated in response to each SA question by content area leads. Through focus groups and meetings, staff discussed what challenges hindered compliance with the areas of focus and specific activities that would address those challenges. Content area leads utilized a CAP template that helps them develop SMART goals (Specific, Measurable, Achievable, Realistic, and Timely), identifies the key individual responsible for implementing the CAP, and a proposed timeline to complete the CAP. The Data Management and Ongoing Monitoring team will now assist each content area with tracking and responding to the CAPs identified.

Using results from the Self-Assessment, Program leadership is working on enhancing our monitoring systems related to health and safety. This includes developing additional systems within our software

management systems, editing policies and procedures, identifying training and professional development for staff, and updating forms. A detailed addendum with the question bank, findings, and CAPs is included as an attachment. We know the program delivers effective services for children and families, but there are key ways we can improve our systems to track our monitoring processes related to health and safety. Implementing the CAPs will improve our already strong program and help ensure our processes are effective at tracking the great work done to serve children and families in our community.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

In April, the program welcomed two new Family Service Specialists, Lauren Lindo and Daniela Zamora. One Head Start Instructor from Lion Creek Crossing, Iris Feng, left the Head Start Program after 23 years to take a position with Oakland Unified School District. The Program continues to recruit Early Childhood Education Instructors through Head Start Jobs, LinkedIn, and social media sites to find qualified candidates to join the team. The Workforce Apprenticeship Program is accepting applications for future early childhood educators to begin classes and cohort meetings in August 2023.

SITE SPOTLIGHTS: Franklin and Sungate Head Start/Preschool

Franklin Head Start/Preschool

Sandra Ruff, the Center Director at Franklin Head Start, wanted to share a “day in the life” of a child’s enrolled at Franklin:

Welcome to Franklin Head Start, where you see Ms. Sandra with a black mask and Ms. Maria with a white mask welcome all our friends and parents. After health check we go to breakfast and then we come to circle time. That is where Ms. Stacey helps us learn the days of the week, sing songs, and dance!

We learn about other cultures from the teachers and from each other. Here are two of our friends holding flags they made after learning about what the Mexican flag represents in honor of Cinco de Mayo. We also learn about flying insects; here we are very beesy (busy) making our own bees to take home!





We have a new playground that is very colorful. We have a bike track to ride our bikes around and we also have an open playhouse where we can go read a book or have the teachers to read to us.

When it's time for lunch we like to taste our food and peel fruit with our fingers. Once we are full of good food we take a snooze. When we get up, we start the afternoon by folding our sheets and blankets and putting them away.

You're welcome to come by any time to visit us. Thank you for learning about our home away from home Franklin Head Start.

Sungate Head Start/Preschool

The Sungate Head Start location is a multicultural site with staff who speak Cantonese (including the Taishanese dialect), English, Mandarin, Spanish, and Vietnamese. Roselyn Ly has served as the Center Director at Sungate for seven years. All staff have been at the site for at least two years, and their tenure with the Head Start Program ranges from five to 25 years. The team at Sungate is very close. They eat lunch together every day and work together as a team to support each child and family. One of their favorite things about working at Head Start is seeing alumnae from the program graduate from high school and college.

A recent programming highlight at Sungate was the tie dye activity. Children tied their own shirts and added their own dye. They were able to then see the differences in shapes and colors when they turned out the shirts when they finished. Then, all the children wore their tie dye shirts to Fairyland for the field trip!



UPCOMING

All questions or requests related to the following events can be emailed to Robyn Levinson at RLevinson@oaklandca.gov.

- Peralta Transition ceremony for Head Start children: May 18th
- Head Start Services Advisory Committee Meeting: May 19th from 1:00-3:30pm via Zoom.
- Jeweld Legacy Group Speaker Series: "Colorism, Othering and Belonging - Do You Really See Me?" May 25th from 5:30-7:30pm at OakStop, 2323 Broadway. [RSVP here.](#)
- Last day of school for Peralta: June 9th
- Transition event for BANANAS Tiny Steps: June 10th
- Last day of school for Grantee sites: June 23rd



**Franklin
Head Start**

ADDENDUM: SELF ASSESSMENT QUESTIONS, FINDINGS, AND CORRECTIVE ACTION PLANS

Questions

1. Do all centers have infant safe sleep plans for children 12 months or younger upon enrollment?
2. Can we improve our practices for sharing and communicating confidential client information?
3. Are the Emergency Preparedness, Active Supervision, and Safe Environments policies updated to be supportive of children with Mental Health needs and/or disabilities?
4. Does the Attendance policy reflect and recognize when children are coming from a Special Day program?
5. Do we have a clear process for tracking and managing lead testing/inspection documentation?
6. Is all required documentation related to medications and paperwork for allergies in ChildPlus?
7. Are all CD's conducting the same daily health check? Is the form, policy & procedure updated? Are all CD's clear on what is expected of them for the daily health check?
8. Do all current partner staff have required documentation in their personnel file: Standards of Conduct, Oath of Confidentiality, Mandated Reporter form, Background check/Fingerprints?
9. Does Peralta have updated policies and procedures on the following topics, or are their processes written into ours? Child Injury, Pest Control, Power Outage, Emergency Preparedness, Safe Environments, Preventative Maintenance/Health and Safety checklists, Active Supervision
10. Does Tiny Steps have updated policies and procedures on the following topics, or are their processes written into ours?
11. Are the Advisory Board packets printed and posted at each site?
12. How can we better monitor the one-hour rule? Is there a better way that is more efficient for staff, less burdensome, and easier to monitor compliance?
13. What are the most common non-compliant items in health and safety checklists, and what is the program doing to address these?
14. Are we following best practices for emailing outside agencies when sharing personally identifiable information (PII)? Is there more we can do to ensure we follow HIPAA and FERPA confidentiality best practices?

Findings

1. All centers with infants had a safe infant sleep plan except for one child who was very recently enrolled. However, we were missing the six from our FCC partner. We need to ensure we know the requirement for FCC and meet with them to ensure they're following our policy or have one of their own that meets standards.
2. Outside agencies report difficulty opening emails that are encrypted using our city's encryption capability. However, we do not want to send PII directly through email, and some agencies, like the Regional Center, do not have a secure link to accept PII. We can send PII to our Local Education Agency, OUSD, through a secure Dropbox link. We are also able to send referrals to our primary MH consultant organization, Through the Looking Glass, through a secure SharePoint folder. But the Regional Center does not have a secure link.
3. The Emergency Preparedness, Active Supervision, and Safe Environments include the appropriate language that is supportive of children with Mental Health needs and/or disabilities.
4. Center Directors and Disability and MH Coordinator believe the policy accurately provides guidance for when a child enters the site from a special-day program.
5. Our team conducted lead testing on all twelve of our grantee operated sites and secured test kits from a lab who is a part of the Environmental Laboratory Accreditation Program (ELAP). However, the data needs to be tracked more effectively within the ChildPlus system

6. Most children have appropriate documentation related to medications and allergies, but some of it is incomplete or not updated.
7. While all centers felt clear on the process for daily health check, sites were using slightly different forms. Additionally, five of our twelve grantee sites have requested more training on Active Supervision best practices. Two sites have requested additional training related to Zones. Five sites have requested refresher training on the program's current daily health check policy and daily health check best practices.
8. Based on our self-assessment we discovered that not all our files in Child Plus on partners are complete. 30 out of 37 81% of partner background checks were in CP. 28 out of 37 76% of Mandated reporting certificates were in CP. 27 out of 37 73% of standards of conduct forms were saved in CP. For 5 staff members, they were missing all documentation.
9. Our partner, Peralta, needs to update their Child Injury, Pest Control, Power Outage, Emergency Preparedness, Safe Environments, Preventative Maintenance/Health and Safety checklists, Active Supervision policies to reflect current practices and monitoring procedure updates.
10. Tiny Steps is utilizing their own policies related to Safety that align with the City of Oakland's own policies.
11. Advisory Board packets are currently not posted at the centers. However, because parents are not entering the sites right now due to COVID, having the packets posted at sites isn't a good way to inform them of what's going on/provide updates.
12. While staff are effectively documenting the outcome of calls they successfully made when children are absent unexpectedly, they are not currently tracking when the call is attempted (but didn't go through). Center Directors need a way to track "attempt to obtain" contact/ the call with the parent when the call doesn't go through.
13. 92% of health and safety checklists were completed on time this program year. The primary areas of health and safety needs were around indoor safety, prevention/poisons, outdoor equipment, and infant/toddler diapering. Also, while issues are now logged in ChildPlus, the process for following up on CAPs and ensuring that items are addressed is not clear across staff; while items were addressed, that wasn't logged within the system
14. The city's general security practices make it difficult to adjust security and email settings to assist with efficient, secure communication and sharing of PII with external agencies. External agencies cannot be shared in our internal/secure systems

Corrective Action Plans

Item Number	Activities	Timeline
1. Safe Infant Sleep Plans	Health team meeting with BANANAS to discuss findings; BANANAS provided P&Ps and form for safe infant sleep plan; monitoring this added to site visit in May 2023	<ol style="list-style-type: none"> 1. Discuss findings by 4/10/23 2. P&Ps review and implementation 4/10-5/1/23 3. Ongoing monitoring 5/1-6/1/23
2. Communicating confidential client information	<ol style="list-style-type: none"> 1. Effective immediately, utilize password protection for emails sent partner agencies. 2. Discuss with Regional Center about options on how to send encrypted emails and password protected emails to external agencies. 3. Update our confidential policy and procedure with this and request support on ensuring practices are compliant with HIPPA and FERPA. 4. Utilize a confidentiality disclaimer at the bottom of our emails (as part of our signatures). 	<ol style="list-style-type: none"> 1. review language about confidentiality and data sharing in SOW by 4/30/23 2. Develop language related to confidential communication by 5/14/23 3. Update confidentiality P&P by 7/1/23
3. Safety Policies inclusive for children with MH needs and/or disabilities	Resolved	
4. Attendance policy inclusive for children with MH needs and/or disabilities	Resolved	
5. Tracking lead testing/inspection	<ol style="list-style-type: none"> 1. Facilities team work with City of Oakland Public Works Environmental Services Division to redo our lead testing 2. Facilities team will create a policy on how to conduct lead testing in alignment with the State Provider Information Notice (PINs). 3. Data team will create module in CP for management of 	<ol style="list-style-type: none"> 1. Identify all sinks that need testing by 4/14/23 2. Create CP module by 4/30/23 3. Schedule redo of lead testing by 5/30/23 4. Create program policy on how to conduct lead testing with the directions provided in the Provider Information Notice (PINs) by 5/30/23

	completed inspections and to flag when they are due/past due for each required sink	
6. Medication and allergy documentation	1. Individual case review and follow-up with parents and physicians.	1. Follow-up for individual cases due by 5/1/23
7. Daily health check policy and procedure	<ol style="list-style-type: none"> 1. Review and compile all different forms 2. Update daily health check form and standardize across sites 3. Develop monitoring procedure and calendar for PY 23-24 	<ol style="list-style-type: none"> 1. discuss findings by 4/24/23 2. create action plan and monitoring plan by 5/5/23 3. Update forms, policies, and train for PY 23-24 (June)
8. Partner staff required documentation	<ol style="list-style-type: none"> 1. Work with each partner provider to obtain all missing documentation and to train them on the importance of needing this information within Child Plus so we can quickly show conformance whenever necessary. 2. Retrain City of Oakland HR staff as well as partner HR staff on the documents needed when requesting to have a new employee working on the Head Start grant. 3. Create a checklist for Oakland HR staff as well as outlining the partner scope of work related to HR in a format that is easy to follow 	<ol style="list-style-type: none"> 1. Checklist will be created by 4/3/23 2. Training by 4/21/23 3. Another file audit 6/30/23
9. Peralta partner safety policy review	<ol style="list-style-type: none"> 1. Revise policies as needed (based on priority) 2. Share updates with Health, SR/Education, and Facilities staff 3. Approve edits and finalize P&Ps 	<ol style="list-style-type: none"> 1. Health and Safety checklists – 4/3/23 2. Active Supervision – 5/5/23 3. Child Injury – 5/5/23 4. Safe Environments - 5/5/23 5. Emergency Preparedness - 5/5/23 6. Power Outage - 5/31/23 7. Pest Control - 5/31/23 8. Discuss with appropriate COO content leads by 5/31/23 9. Approved by Management by 6/16/23

		10. Updated policies for PY 23-24
10. Tiny Steps partner safety policy review	Resolved	
11. AB/PC packets at sites	1. Create an outdoor community board that has agenda packets as well as information about workforce development apprenticeship and local events	8/1/2023 for PY 23-24
12. Monitoring one-hour rule and discussing Attendance policy	<ol style="list-style-type: none"> 1. Develop form for tracking calls made for children who are absent 2. Create procedure for 3-day MDT and 5-day home visit 3. Utilize CP attendance app for teachers at iPad 4. Pilot CP attendance app in May at Lion Creek and CDC-Ever to come in April to set up teacher iPads 5. Create training on using CP Online attendance tracking for teachers (to complete on their iPads) 	
13. Health and Safety checklist analysis	Resolved	
14. Best practices for sharing personally identifiable information (PII)	1. Seek consultant support to review confidentiality and privacy practices and provide recommendations.	Start of PY 23-24

Head Start & Early Head Start Budget Summary - All projects
Report as of 05/17/23 - Payroll to 03/31/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,369,540.00	\$ -	\$ 4,305,883.67	\$ 1,063,656.33	80%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 1,113,714.15	\$ 1,019,942.85	52%
c. Travel	\$ 4,800.00	\$ -	\$ 3,635.65	\$ 1,164.35	76%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 659,486.00	\$ 81,008.64	\$ 209,758.07	\$ 368,719.29	44%
f. Contractual	\$ 3,418,169.00	\$ 1,551,416.02	\$ 1,137,082.91	\$ 729,670.07	79%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 840,540.00	\$ 125,173.02	\$ 715,248.98	\$ 118.00	100%
i. Total Direct Charges	\$ 12,426,192.00	\$ 1,757,597.68	\$ 7,485,323.43	\$ 3,183,270.89	74%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 295,987.08	\$ 77,080.92	79%
k. TOTALS	\$ 12,799,260.00	\$ 1,757,597.68	\$ 7,781,310.51	\$ 3,260,351.81	75%

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 ARP Budget Summary - Project 1006194
Report as of 01/17/23 - Payroll to 03/31/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	139,453	1,179	-	138,274	0.85%
f. Contractual	311,083	53,657	30,915	226,511	27.19%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	450,536	54,836	30,915	364,784	19.03%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	450,536	54,836	30,915	364,784	19.03%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 05/17/23 - Payroll to 03/31/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	157,257	1,330	-	155,927	0.85%
f. Contractual	392,100	85,608	25,720	280,772	28.39%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	549,357	86,938	25,720	436,699	20.51%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	549,357	86,938	25,720	436,699	20.51%

Early Head Start Budget Summary - Project 1005586
Report as of 05/17/23 - Payroll to 03/31/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,061,212	-	2,469,612	591,600	81%
b. Fringe Benefits	1,124,382	-	446,469	677,913	40%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	-	-
e. Supplies	178,111	44,556	130,409	3,146	98%
f. Contractual	1,917,596	1,036,587	723,785	157,224	92%
g. Construction	-	-	-	-	-
h. Other	554,994	41,660	373,083	140,251	75%
i. Total Direct Charges	6,838,839	1,122,803	4,143,358	1,572,678	77%
j. Indirect Charges	214,285	-	168,708	45,577	79%
k. TOTALS	7,053,124	1,122,803	4,312,067	1,618,254	77%

Head Start Budget Summary - Project 1005580
Report as of 05/17/23 - Payroll to 03/31/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,268,328	-	1,836,272	432,056	81%
b. Fringe Benefits	1,009,275	-	667,245	342,030	66%
c. Travel	2,256	0	5	2,251	0%
d. Equipment	-	-	-	-	-
e. Supplies	137,015	36,453	79,349	21,213	85%
f. Contractual	1,428,367	514,829	413,298	500,241	65%
g. Construction	-	-	-	-	-
h. Other	326,482	83,513	281,011	(38,042)	112%
i. Total Direct Charges	5,171,723	634,795	3,277,180	1,259,749	76%
j. Indirect Charges	158,783	-	127,279	31,504	80%
k. TOTALS	5,330,506	634,795	3,404,459	1,291,253	76%

Head Start T/TA Budget Summary - Project 1005581
Report as of 05/17/23 - Payroll to 03/31/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	29,689	-	1,720	27,969	5.79%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	37,063	-	28,751	8,312	77.57%
i. Total Direct Charges	66,752	-	30,471	36,281	45.65%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	30,471	36,281	45.65%

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 05/17/23 - Payroll to 03/31/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	33,322	-	1,911	31,411	5.73%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	34,078	-	-	34,078	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	51,478	-	32,403	19,075	62.95%
i. Total Direct Charges	118,878	-	34,314	84,564	28.87%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	34,314	84,564	28.87%

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: February-23

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
Full Day	85th Avenue I	60.00	62.00	51.00	19.00	entire site (50)	16.00	16.00	1.00	304.00	NO	NO
Full Day	85th Avenue II	95.00	111.00	97.00	19.00	entire site (50)	10.00	16.00	1.00	304.00	NO	NO
Full Day	85th Avenue III	165.00	175.00	145.00	19.00	entire site (50)	18.00	16.00	1.00	304.00	NO	NO
Full Day	Arroyo Viejo	90.00	106.00	83.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
Full Day	BROADWAY/INFANT	58.00	77.00	67.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	BROADWAY/RM 3 (TODDLER)	61.00	102.00	89.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	BROADWAY/RM 4 (TODDLER)	72.00	85.00	79.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
Full Day	Brookfield 1	164.00	189.00	148.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
Full Day	Brookfield 2	131.00	151.00	135.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
Full Day	Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
Full Day	Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
Full Day	Franklin	124.00	163.00	100.00	19.00	18	16.00	32.00	1.00	608.00	NO	NO
Full Day	Lion's Creek 1	178.00	188.00	169.00	19.00	18	16.00	16.00	1.00	304.00	NO	NO
Full Day	Lions Creek 2	107.00	107.00	65.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
Full Day	Manzanita / Brookfield	163.00	192.00	149.00	19.00	20	16.00	20.00	1.00	380.00	NO	NO
Full Day	San Antonio CDC 1	245.00	267.00	233.00	19.00	entire site (24)	24.00	24.00	1.00	456.00	NO	NO
Full Day	San Antonio Park I	88.00	125.00	106.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	San Antonio Park II	80.00	97.00	84.00	19.00	8	10.00	9.00	1.00	171.00	NO	NO
Full Day	Sungate I	227.00	235.00	233.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
Full Day	Sungate II					0	-	16.00	1.00	16.00	NO	NO
Full Day	Tassafaronga	209.00	213.00	193.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
Full Day	West Grand (Infant)	88.00	88.00	79.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	West Grand (Older)	101.00	100.00	86.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	West Grand (Young)	82.00	84.00	79.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
	TOTAL	2,588.00	2,917.00	2,470.00	399.00		282.00	366.00		5,946.00		
	HS	1,468.00	1,708.00	1,377.00	247.00							
	EHS	1,120.00	1,209.00	1,093.00	152.00							

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

Certified by:
Sarah Trist

Sarah Trist
Health & Human Services Program Planner

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

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

Mar 10, 2023

Avg Daily Participation **153.53**

=(max meals)/(max days)

ADP ENTRY **154.00**

Prepared by: Tony Daguipa
Sarah Trist

Fiscal Approval: _____

Annie Friberg
Human Service Fiscal Manager

Mar 10, 2023

Signature: Annie Friberg
Annie Friberg (Mar 10, 2023 15:27 PST)

Email: AFriberg@oaklandca.gov

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: March-23

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
1 1	Full Day 85th Avenue I	85.00	89.00	76.00	22.00	entire site (50)	16.00	16.00	1.00	352.00	NO	NO
1 2	Full Day 85th Avenue II	102.00	128.00	119.00	22.00	entire site (50)	10.00	16.00	1.00	352.00	NO	NO
1 3	Full Day 85th Avenue III	195.00	218.00	192.00	22.00	entire site (50)	18.00	16.00	1.00	352.00	NO	NO
2 4	Full Day Arroyo Viejo	104.00	132.00	117.00	22.00	16	12.00	12.00	1.00	264.00	NO	NO
3 5	Full Day BROADWAY/INFANT	60.00	82.00	66.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	84.00	127.00	121.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	72.00	83.00	80.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
4 8	Full Day Brookfield 1	223.00	255.00	206.00	22.00	entire site (48)	16.00	16.00	1.00	352.00	NO	NO
4 9	Full Day Brookfield 2	169.00	197.00	181.00	22.00	entire site (48)	16.00	16.00	1.00	352.00	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	171.00	227.00	153.00	22.00	18	16.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	243.00	270.00	246.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	109.00	109.00	77.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
9 15	Full Day Manzanita / Brookfield	168.00	207.00	148.00	22.00	20	16.00	20.00	1.00	440.00	NO	NO
10 16	Full Day San Antonio CDC 1	343.00	363.00	310.00	22.00	entire site (24)	24.00	24.00	1.00	528.00	NO	NO
11 17	Full Day San Antonio Park I	119.00	144.00	135.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
11 18	Full Day San Antonio Park II	99.00	130.00	121.00	22.00	8	10.00	9.00	1.00	198.00	NO	NO
12 19	Full Day Sungate I	303.00	296.00	296.00	21.00	24	24.00	24.00	1.00	504.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	215.00	217.00	207.00	18.00	24	24.00	24.00	1.00	432.00	NO	NO
14 22	Full Day West Grand (Infant)	82.00	92.00	80.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 23	Full Day West Grand (Older)	121.00	122.00	112.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 24	Full Day West Grand (Young)	119.00	119.00	112.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
	TOTAL	3,186.00	3,607.00	3,155.00	457.00		282.00	366.00		6,756.00		
	HS	1,785.00	2,124.00	1,782.00	286.00							
	EHS	1,401.00	1,483.00	1,373.00	171.00							

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

Certified by:
Sarah Trist

Sarah Trist
Health & Human Services Program Planner

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

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

Avg Daily Participation 163.95

=(max meals)/(max days)

ADP ENTRY 164.00

Prepared by : **Tony Daquipa**

Fiscal Approval: Annie Friberg
Annie Friberg
Human Service Fiscal Manager



THE HONORABLE SHENG THAO • MAYOR OF OAKLAND

CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612 • (510) 238-3141 • SThao@OaklandCA.Gov

Letter of Appointment

April 18, 2023

Dear President Bas and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following persons as members of the following board or commission, subject to City Council confirmation:

Head Start Advisory Board

Dr. Jei Watkins, to serve a three year term on the Head Start Advisory Board beginning March 12, 2023 and ending March 11, 2026, filling the seat previously held by Priya Jagannathan.

Molly Tafoya, to serve a three year term on the Head Start Advisory Board beginning March 12, 2023 and ending March 11, 2026, filling the seat previously held by herself.

Dr. Javay Ross, to serve a three year term on the Head Start Advisory Board beginning March 12, 2023 and ending March 11, 2026, filling the seat previously held by herself.

Kevin Bremond, to serve a three year term on the Head Start Advisory Board beginning March 12, 2023 and ending March 11, 2026, filling the seat previously held by himself.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Sheng Thao". The signature is written in a cursive, flowing style.

Mayor Sheng Thao



THE HONORABLE SHENG THAO • MAYOR OF OAKLAND

CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612 • (510) 238-3141 • SThao@OaklandCA.Gov

Letter of Appointment

May 16, 2023

Dear President Bas and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following persons as members of the following board or commission, subject to City Council confirmation:

Head Start Advisory Board

Julia Forte Frudden, to serve a three year term on the Head Start Advisory Board beginning March 12, 2023 and ending March 11, 2026, filling the seat previously held by Paula Ambrose.

Christina Michaud, to serve a three year term on the Head Start Advisory Board beginning March 12, 2023 and ending March 11, 2026, filling the seat previously held by Mark Friedman.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Sheng Thao". The signature is written in a cursive, flowing style.

Mayor Sheng Thao



AGENDA REPORT

TO: Steven Falk
Interim City Administrator

FROM: Estelle Clemons
Interim Director, Human
Services

SUBJECT: Head Start Program Annual Report
FY 21-22

DATE: May 3, 2023

City Administrator Approval

Date:

RECOMMENDATION

Staff Recommends That The City Council Receive A Joint Informational Report Summarizing Services And General Information For Fiscal Year 2021-2022 From The City Of Oakland Head Start Advisory Board and Head Start Parent Policy Council.

EXECUTIVE SUMMARY

The purpose of this joint informational report from the City of Oakland Head Start Advisory Board and Parent Policy Council is to provide an update to City Council on the City of Oakland Head Start Program. As a local grantee for the federal Head Start program, the City of Oakland is required to have an established policy group (Head Start Parent Policy Council) and governing body (City Council) that share responsibility for overseeing the delivery of high-quality services to children and families in accordance with Head Start federal legislation and policies.

The Head Start Advisory Board and Parent Policy Council participate in the planning and review of matters related to the City of Oakland Head Start Program and make recommendations to the Life Enrichment Committee of the City Council for approval. As part of ongoing communication between the Governing Body, Advisory Board, and Parent Policy Council, this informational report provides City Council with updates on the Head Start Program's performance for FY 2021-22, progress on the program's goals, (Attachment A) and general program updates through June 30, 2022.

BACKGROUND / LEGISLATIVE HISTORY

The City of Oakland has been a grantee of the Head Start Program since January 1971. In 2002, the City Council approved a resolution (Resolution No. 76996 C.M.S.) confirming the creation of a Head Start Advisory Board to assist the City Council in its governance role of the Head Start program. The role of the Advisory Board is to provide information, advice, and recommendations to the City Council in areas that require shared action by the City Council (as the governing body of Head Start) and the Head Start Parent Policy Council; and to assist with the oversight, monitoring and reporting on the implementation of the program. Council reauthorized the Advisory Board in 2004 (Resolution No. 78553 C.M.S.) and in 2010

Life Enrichment Committee
May 23, 2023

(Resolution No. 83158 C.M.S.). The City Charter requires that the City Council create all Boards and Commissions by ordinance, and that Board members shall be appointed by the Mayor and confirmed by the City Council. Therefore, on advice from City Attorney's Office, an ordinance rescinding Resolution No. 76996 C.M.S. and formally establishing the Head Start Advisory Board was submitted for Council approval and approved on May 20, 2014 with Resolution No. 13230 C.M.S.

Head Start Program Performance Standard 1301.3 requires that parents of children currently enrolled in each program option inform the Program's direction and decisions. To meet this requirement, the City of Oakland Head Start Program established the Parent Policy Council, an informal advisory body of parent volunteers. These volunteers are not appointed by the Mayor and/or City Council; rather, they are appointed by fellow parents from each program option annually at the start of the Program year.

As part of ongoing communication between the Governing Body, Advisory Board, and Parent Policy Council, this informational report provides City Council with updates on the City of Oakland Head Start program.

The City of Oakland was awarded and accepted a five-year grant for fiscal year (FY) 2021 – 2026, renewable from the Department of Human Services to implement a U.S. Department Of Health And Human Services, Administration for Children and Families (DHHS/ACF), Office of Head Start to serve approximately 622 pregnant women and low-income children, ages zero to five, and their families throughout the City of Oakland, with high quality early childhood development services.

In FY 2021-22, the program began implementation of the new grant award, which reduced 52 slots across the Franklin, Tassafaronga and Arroyo Viejo sites. In December 2021, City Council passed [Resolution No. 88940 C.M.S.](#), approving one-time additional funding of \$1.836 million from the City's General-Purpose Fund to restore the 52 Head Start/Early Head Start slots and all Head Start services at Franklin, Tassafaronga, and Arroyo Viejo sites.

On December 6th 2022, the City Council passed [Resolution No. 89517 C.M.S.](#), approving the selection of First 5 Alameda County as the implementation partner for The Children's Initiative of 2018 (Measure AA) early education program in the amount of \$23,181,428.

ANALYSIS AND POLICY ALTERNATIVES

This report highlights the Program's services delivered to promote the Citywide priority of **Holistic Community Safety** through expanded access to early childhood services in support of Oakland's most vulnerable families and children.

Core Program Service Areas

The City of Oakland Head Start program delivers services to children and families in core areas of early learning, health, and family well-being in each of these program options. The program model includes family leadership and advocacy with the Parent Policy Council and

a Parent Committee at every site, ensuring that the program goals and services are responsive to and driven by community voice.

In collaboration with Head Start staff, the Parent Policy Council and the Advisory Board developed and approved strategic long-term program goals and objectives, based on community need, in February 2022. This information is summarized in **Table 1** below.

Table 1: City of Oakland Head Start Program Goals

#	Topic	Goal
1	Family Well-Being	The City of Oakland's Head Start Program will collaborate and partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe and secure environments for young children to learn and grow.
2	Community Engagement	The City of Oakland's Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.
3	School Readiness	The City of Oakland's Head Start Program will provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.

Update on Program Goals

The program has made tremendous progress in achieving its program goals, which can be viewed in Attachment A. Some of the highlights of the progress that has been made is reflected below:

- Formalized new partnerships with Family Front Door, Women, Infants, and Children Program (WIC) Office, and Alameda County Food Bank to address housing and food insecurity.
- Working with the Oakland Unified School District (OUSD) to align the school readiness goals to expectations of receiving schools.
- Focus on Diversity, Equity, Inclusion and Belonging (DEIB) by hiring a Race and Equity Fellow to develop systems and processes that ensure equity in all program practices.
- Working with an external partner to develop an apprenticeship program to address staff shortages.

Program Services in Head Start

Oakland Head Start/Early Head Start program operates the following program service options:

a) **Full-day, Center-Based** Head Start and Early Head Start services, operated by the City of Oakland (the Grantee) and Partners,

b) **Home-Based** Head Start and Early Head Start services, operated by the Grantee and Partner Agency, to provide education, developmental and family services at homes and at the Home-Based centers,

c) **Pregnant People and Expectant Families Program** that offers health and nutrition, in addition to pre/postnatal and early parenting classes, newborn home visits and transition of infant to the Early Head Start Program by the Grantee and Partner Agency,

- d) **Family Child Care Partnership (FCC) Program** operated by the Grantee in partnership with BANANAS, Inc. Resource and Referral Agency to work with licensed family childcare providers throughout the city to provide Head Start comprehensive services,
- e) **Mobile Classroom Program** operated by the Grantee that offers early learning education, child development, and family services in a mobile vehicle classroom setting at family shelters and other locations where unhoused families can be served.

Table 2: Grantee (City) and Partners Funded Slots

Early Head Start/ Head Start Grantee & Partners	Early Head Start Funded Slots	Head Start Funded Slots	Total Program Funded Slots
Grantee			
City of Oakland	181	184	365
Partner Agencies			
Brighter Beginnings Home Based Program	120	20	140
New Partners (Formerly St. Vincent's Day Home slots)	15	31	46
Peralta Community College - Laney College Children's Center		48	48
Peralta Community College - Merritt College Children's Center		16	16
Bananas, Inc. Family Child Care Partnership	26	33	59
Subtotal Partner Funded Slots	161	148	309
Total Program Enrollment Proposed	342	332	674

Table 3: Funded Slots by City of Oakland Sites

Name of City of Oakland Site (Grantee)	Funded Slots
Brookfield 9600 (HS)	32
Lion Creek Crossing (EHS/HS)	24
San Antonio CDC (HS)	24
Sungate (HS)	24
Manzanita (HS)	16
Franklin (HS) (<i>City Funded</i>)	16
Tassafaronga (HS) (<i>City Funded</i>)	24
Mobile Classroom Program (EHS/HS)	24
85th Avenue (EHS/HS)	34
Arroyo Viejo (EHS) (<i>City Funded</i>)	12
Broadway (EHS)	24
Home-Based Program (EHS)	59
Home Based-Pregnant Families Program (EHS)	10
San Antonio Park (EHS)	18
West Grand (EHS)	24
Grantee Total Funded Slots	365
Partner Total Funded Slots	309

Program Demographic Overview

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

Cumulatively, the Program served 270 children in Early Head Start and 264 children in Head Start during FY 21-22. **Table 4** shows the breakdown of enrollment by program option as of June 30, 2022.

Table 4: City of Oakland Head Start Program Enrollment FY 21-22 categorized by service option

Program Option	Funded Enrollment	Cumulative Enrollment
Center-based	382	294/382 (77.0%)
Home-based	233	200/233 (85.8%)
Family Child Care	59	24/59 (40.6%)

As of June 30, 2022, the City of Oakland directly operated services for 365 children, including the slots funded by the City General Purpose Fund through Resolution No. 88940 C.M.S. Table 5 shows the breakdown of enrollment by agency as of June 30, 2022.

Table 5: City of Oakland Head Start Program Enrollment FY 21-22 categorized by City of Oakland direct service operation compared to partner operation

Agency	Funded Enrollment	Cumulative Enrollment
City of Oakland EHS	181	149/181 (82.3%)
City of Oakland HS	184	148/184 (80.4%)
Partner EHS	161	94/161 (58.4%)
Partner HS	148	94/148 (63.5%)

In FY 21-22, 47% of Program participants were identified as female and 53% of Program participants were identified as male. **Table 6** demonstrates the racial demographics of Program Participants in FY 21-22.

Table 6: Racial Demographics of Program Participants FY 21-22

American Indian or Alaskan Native	0.4%
Asian	24%
Black or African American	34%
Hispanic/Latino	32%
Multiracial	4%
Unspecified	3%
White	3%

The primary languages spoken by Program participants in FY 21-22 were Cantonese, English, Mandarin, and Spanish.

Table 7: Program Primary Languages Spoken By Program Participants FY 21-22

Arabic	2%
Cantonese or Mandarin	16%
English	43%
Other (includes Mam, Tagalog, Tigrinya, and Yoruba)	6%
Spanish	31%
Vietnamese	2%

Program Services Overview

Early Learning and Development

The program promotes children's readiness for school with individualized learning experiences through relationships, play, planned and spontaneous instruction. The program encourages development in all areas that include social skills, emotional well-being, language and literacy skills, mathematics and science.

Early learning experiences also include the cultural and language heritage of each child and family. Parents, grandparents, foster parents, and other primary caregivers are recognized as children's first and most influential teachers. Their knowledge of their children is central to each child's individualized approach. Oakland Head Start works with families and the Oakland Unified School District to ensure program services support the school readiness of all children.

School Readiness and Education Services

Data from the Desired Results Developmental Profile (DRDP) demonstrate that children showed developmental progress across all developmental domains in FY 2021-22. There was less growth in Early Head Start (2% average growth) compared to Head Start (26% average growth). In the Fall, more children in the Home-Based program met developmental benchmarks compared to children in Center-Based programs. However, by the Spring both groups were relatively equal, as children served in Center-Based programs showed significantly more growth than Home-Based children. In general, while most children met developmental benchmarks for language and literacy, fewer children met developmental benchmarks in the Cognitive categories in both Head Start and Early Head Start. To address this, the Program has added coaching, professional development, and training opportunities for staff to support their integration of cognition activities into services.

For both Head Start and Early Head Start, the Program saw roughly equal developmental progression across genders. Spanish-speaking children were more likely to meet developmental benchmarks than other languages. Cantonese speaking Head Start children showed the most growth from Fall to Spring. There was less developmental progression for Black/African American Head Start children.

In FY 21-22, 132 children were eligible for Transitional Kindergarten or Kindergarten (TK/K), and 112 transitioned successfully to TK/K. 92 children transitioned from Early Head Start to Head Start programming. DRDP data show kindergarten-eligible children showed significant developmental progression from Fall to Spring. During FY 21-22, the Program resumed use of the Pre-K Classroom Assessment Scoring System (CLASS) by piloting virtual observations. These CLASS observations were used to help identify staff for coaching and instructional development opportunities in FY 22-23.

Table 8 shows progress toward the school readiness goals from the PY 2022-23 Fall assessment period (baseline assessment). The DRDP Comprehensive View for Early Head Start and the DRDP Comprehensive View for Head Start were used during the Fall assessment period. City of Oakland Head Start reviewed the PY 2021 data and set appropriate benchmarks for each school readiness goal to track positive developmental progress for children. The Program is tracking the DRDP data closely to understand the development progression of children by age and if they are meeting the benchmark threshold set for their age. These goals were developed in 2021 and modified in 2022. The Program also modified the age groups so children are compared to a benchmark appropriate to their age. In PY 21-22, the Program saw children progress across all School Readiness goals. This trend has continued into PY 22-23 through Winter 2022 data.

Table 8: School Readiness Goals Progress in PY 2022-23 (Fall Baseline)

Domain	Goal	Progress to Date
Social-Emotional	Children will show increasing awareness of self- identity, cultural identity, family, and language in relation to others.	Child Assessment data shows, that while children are making developmental progress in this area, this is an area of growth for our program. 40% of children in the program have reached the developmental benchmark for this measure In Spring 2022 where our goal is closer to 65%. We are closer to meeting goals set for Early Head Start children than Head Start children. This program year’s data is similar to last program year.
Language and Literacy	Children will increase the use of language (verbal and non-verbal) to express and describe their feelings, ideas, and thought.	56% of children met benchmarks in this area in Spring 2022, about 20% shy of the long-term goal. Early Head Start children were more likely to meet the benchmarks, and 50% of Head Start English Language Learners met the benchmark set for them. This program year’s data is similar to last program year.
Approaches to Learning and Cognition	Children will increase their ability to explore, observe, investigate objects (living and non-living things) in the environment and become increasingly sophisticated in pursuing knowledge about them.	Cognitive skills are assessed by two measures, one focusing on curiosity and initiative and the second on observation and investigation. 70% of children are meeting benchmarks in curiosity and initiative (80% is the goal) while 45% of children met benchmarks in observation and investigation (70% is the goal) in the Spring of 2022.
Perceptual & Motor Development	Children will demonstrate increasing precision, strength, coordination and efficiency when using the muscles of the hand for play and functional tasks	42% of children met benchmarks in Spring 2022 where the goal is 65%. Again Early Head Start children are closer to meeting the goal than Head Start Children. This program year’s data is similar to last program year.

Mental Health and Disability Services

The Program supported 49 children with IEPs and IFSPs but ended the program year with 21 referrals still pending evaluation. If these 21 referrals had been completed, the Program may have been able to meet the 10% of funded enrollment requirement, a significant achievement. The Oakland Unified School District is required to complete an Assessment and develop the IEP within 60 calendar days of receipt of the referral for children ages three to five. Regional Center of the East Bay must provide the IFSP to the Early Head Start classroom within 60 calendar days upon receipt of the referral for children ages zero to three. However, these agencies are experiencing significant backlogs in executing referrals. Many children awaiting assessments are waiting for more than 12 weeks to receive the appropriate referrals related to

IFSPs and IEPs. The agencies report being understaffed and overwhelmed by the number of referrals they have received since the beginning of the pandemic.

Other highlights from the year included purchasing adaptive equipment for all centers using \$14,000 from the California Department of Education Inclusive Early Education Expansion Program (IEEEP). The Program also partnered with East Bay Agency for Children to enroll children into their EPIC program, which focuses on building kindergarten readiness skills for preschoolers challenged by self-regulation and social expression.

Physical Health and Nutrition Services

The program focuses on health and physical development, both crucial for early learning. The program provides safe and healthy learning experiences indoors and outdoors. All children receive health screenings (including hearing, vision, and dental) and nutritious meals and snacks. The program supports and connect families with medical, dental, and mental health services to ensure children are receiving the care they need. The program ensures children receive support for building resiliency to cope with possible adverse effects of trauma and that families receive mental health consultation focused on each child's needs. At the end of enrollment in Fiscal Year 2021-22, over 99% of children in the Program had health insurance and a medical home. 96% were up to date with all immunizations and despite difficulties families reported in obtaining medical appointments during the pandemic, over 90% of children who were diagnosed with a chronic condition received medical treatment.

While the Program did experience closures due to COVID-19, particularly after the Omicron surge in January 2021, these positive cases did not once lead to a COVID-19 outbreak (defined as three or more related cases) across the program. This speaks to how effective the precautionary measures taken by our staff (such as consistent masking, daily testing and staying home when sick) were at reducing viral spread. Beginning in February 2022, rapid tests were available for all children at sites in an effort to balance classroom safety with responding to children coming to school with minor symptoms. The Program was also one of the first in the nation to track COVID-19 vaccines received by our children ages five and older. By the end of the Program year, almost 20% of children in the Program had received the COVID-19 vaccination.

To help meet the health and nutrition needs of families, key partners included: the Alameda County Food Bank, Alameda County Office of Dental Health, Asian Health Services, Lifelong Dental, Native American Health Clinic, Samuel Merritt Nursing Program, and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Family Services and Community Engagement Services

The program offers parents and families services to support family well-being and to achieve family goals, such as housing stability, continued education, employment, and financial security. City of Oakland Head Start supports and strengthens parent-child relationships and engages families in the learning and development of their child.

The Head Start program is available at no cost to children zero to five from low-income families. Families and children experiencing homelessness and children in the child welfare system, including foster care, are a program priority. The program's services are also available to children with disabilities and other special needs and work with families to identify and support new needs.

Averaging the scores across all Family Outcomes Assessments of PY 2 FY 21-22, families scored the highest on Promoting their Primary Language, Safety, and Health. Families had the most opportunities for growth in the areas of Leadership and Advocacy, Employment, and Education, Training and Life Goals. Through collaboration with strong community partners like Family Front Door, while the percentage of families experiencing homeless increased by 2% in FY 21-22, the percentage of families that acquired housing during the program year increased by 12%.

During FY 21-22, 240,696 diapers were distributed to Early Head Start families. Other highlights from Program year included the return to the in-person fieldtrip to Fairyland for the Week of the Young Child, a new partnership with World Central Kitchen to provide meals and groceries to families, and increased collaboration with Family Front Door and the Oakland Housing Authority to help address housing insecurity and homelessness.

The FY 21-22 Program Information Report (PIR) submitted to the Office of Head Start annually demonstrated that compared to the previous program year the number of newly enrolled children increased by 75%, father engagement increased by 6%, and the percentage of parents who participated in pre-natal services who then transitioned to services for their infants increased by 21%.

Program Governance

2021-22 Advisory Board Members

- Molly Tafoya, Chair
- Dr. Javay Ross, Vice Chair
- Priya Jagannathan
- Kevin Bremond
- Alysoun (Aly) Bonde
- Dr. Mariamawit (Mari) Tamerat
- Reverend Annette Howard

2021-22 Parent Policy Council Members

- Christina Michaud, Chair, Community Representative
- Bukola Ajana, Vice Chair San Antonio Park EHS
- Anna Beliel, Secretary, Manzanita HS
- JiaHuan (Erika) Wei, Assistant Secretary, Laney Children's Center
- To Niya Scott-Smith, Parliamentarian, Saint Vincent's Day Home
- Quizhu (Jewel) Xiong, Treasurer, Home Based Program
- Briana Barnes, West Grand EHS
- Shalimar Carliss, Lion Creek EHS/HS
- Cheryl Hidalgo, Franklin HS
- Cui Wen (Anna) Lin, Sungate HS
- Evelin Linares, Brighter Beginnings Home Based Program
- Iris Lozano, Tassafaronga HS
- Tiffany Ly, San Antonio CDC HS
- Shadeema McDonald, Arroyo Viejo EHS

- Luzelena Rosales, Brookfield HS
- Tanaii Saunders, Broadway EHS
- Deja White, 85th Avenue EHS/HS

2021-22 Parent Policy Council Alternate Members

- Ilona Orshansky Manzanita HS
- Lashawnda Hicks, San Antonio Park EHS
- Kelly Ye, Sungate HS
- Lawrencetta Blunt Lion Creek EHS/HS
- Alexis Taylor, Laney Children's Center
- Rosie Ramirez, Arroyo Viejo EHS
- Kim Lu, Franklin HS
- Maria Sicairos, Tassafaronga HS
- Trang Nguyen, Grantee Home Based Program

The Program used the following Data Management Systems in FT 21-22:

- Ages and Stages Questionnaire (ASQ Online)
- Child Development Management Information Systems (CDMIS)
- ChildPlus
- DRDP Online – Desired Results for Children and Families implemented by the California Department of Education
- Head Start Enterprise System (HSES)
- Learning Genie
- MyTeachstone
- ReadyRosie
- SurveyMonkey

FISCAL IMPACT

This informational report has no fiscal impact.

PUBLIC OUTREACH / INTEREST

The Head Start Policy Council and the Head Start Advisory Board are public meetings where staff present monthly program updates as well as the Head Start Annual report.

COORDINATION

The City Administrator's Office was consulted in preparation of this report.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Table 9 shows the Program’s progress to meet Head Start Performance Standards through June 2022 in comparison to State and National Head Start programs. The table areas highlighted in green indicate where the program is doing better than State and National program averages.

Table 9: FY 21-22 Program Information Report (PIR) Data

	City of Oakland HS Program	California HS Programs	National HS Programs
Cumulative Enrolled Children	534	78,898	768,152
Total number of Head Start Families	485	73,307	705,836
ENROLLMENT			
% of children enrolled for multiple years	39.5%	38.0%	36.5%
% of children enrolled less than 45 days	2.5%	5.0%	4.9%
% of children and pregnant women who left the program and did not re-enroll	9.8%	26.4%	24.4%
% of children with an IFSP or IEP	11.3%	14.4%	13.0%
HEALTH (at end of enrollment)			
% of children with health insurance	99.3%	97.9%	95.6%
% of children with a medical home	99.3%	96.7%	94.3%
% of children with up-to-date immunizations	96.0%	95.7%	91.9%
% of children with a dental home	86.8%	90.4%	82.4%
Of children diagnosed with chronic condition, the % of children who received medical treatment	90.3%	82.9%	74.9%
FAMILY SERVICES			
% of families who received at least one of the family services reported in the PIR	100.0%	83.7%	80.3%
Total number of families experiencing homelessness that were served during the Enrollment Year	16.7%	9.8%	7.2%
% of families experiencing homelessness that acquired housing during the Enrollment Year	35.9%	12.2%	24.2%

Impacts of CalFresh payment reduction and food insecurity

City Council has requested information on Head Start program participants utilization of Supplemental Nutrition Assistant Program (SNAP/CalFresh). Families enrolled in SNAP/CalFresh are categorically eligible for the Head Start program. As of April 20, 2023, 44% of Head Start program participants who received services this program year reported receiving SNAP/CalFresh benefits.¹ Family Advocates share that many new immigrants and undocumented families in the program are hesitant to apply and enroll out of fear that enrolling in the program could lead to the denial of their application for a visa or green card under the

¹ Head Start Program ChildPlus Report 2004 (April 20, 2023).

public charge rule. Other families share they are hesitant to apply because they have previously been told they do not qualify.

92.8% of program participants are eligible for the Head Start Program because they make less than 130% of the Federal Poverty Level (FPL), are enrolled in Public Assistance, are experiencing homelessness, or are involved in the child welfare system. **Table 10** shows current Eligibility Type for Program Participants FY 22-23 as of April 20, 2023.

Table 10 Current Eligibility Type for Program Participants FY 22-23

	Income 0-100% FPL	Income 101- 130% FPL	Over 130% FPL	Involved in Child Welfare	Experiencing Homeless	Public Assistance
Count	143	47	42	15	87	199
Percentage	26.8%	8.8%	7.9%	2.8%	16.3%	37.3%

Families are eligible for SNAP/CalFresh if their household has a total gross monthly income of less than or equal to 200% of the FPL.² For a family of four, this is \$30,000 as of January 19, 2023.³ Thus, while only four in ten families in the program are currently receiving SNAP/CalFresh benefits, over 92% qualify and are impacted by the high price of food. Further, initial Family Outcome Assessment data for the program show a 9% increase (from 6% to 15%) in participants identifying their financial situation as “vulnerable” or “in crisis” compared to Program Year 2021-2022.

City Council also requested information on the impacts of the cessation of CalFresh Emergency Allotments (EAs) implemented through the State of California COVID-19 Public Health Emergency. When the COVID-19 Public Health Emergency was implemented in 2020, Emergency Allotments were approved to CalFresh households to provide a temporary relief. These CalFresh Emergency Allotments (EAs) were terminated in March 2023, resulting in a reduction by \$95/month in CalFresh benefits beginning in April 2023. This cut is coming at the same time as record-high inflation.

Program staff will include additional data and information related to 1) housing insecurity and experiences of homelessness for families in our program broken down by race, 2) the Program’s Measure AA implementation plan, 3) and current program staffing, salary scales, and current staff list broken down by race in the report to Council scheduled for June 13th.

SUSTAINABLE OPPORTUNITIES

Economic: The Head Start Program helps families thrive by making childcare more affordable. The Program also provides free child development services so families can work and also directly creates and sustains jobs in the program for families and community members.

² Alameda County Social Services Agency. CalFresh eligibility. Accessed here: <https://www.alamedacountysocialservices.org/our-services/Health-and-Food/CalFresh/index#eligibility>

³ U.S. Department of Health and Human Services (January 19, 2023): Poverty Guidelines for 2023. Accessed here: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

Environmental: There are currently no direct environmental benefits or impacts from the Head Start and Early Head Start program to the City of Oakland.

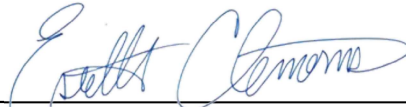
Race & Equity: Improving educational and family outcomes and eliminating racial disparities for this community is an explicit goal of the program. The range of services aims to be responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage and experience.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive A Joint Informational Report Summarizing Services And General Information For Fiscal Year 2021-2022 From The Oakland Head Start Advisory Board and Head Start Policy Council.

For questions regarding this report, please contact Diveena Cooppan, Human Services Division Manager, Early Childhood and Family Services, at (510) 238-7186.

Respectfully submitted,



ESTELLE CLEMONS

Interim Director, Human Services Department

Reviewed by: Diveena Cooppan, Manager
Early Childhood & Family Services Division,
Head Start

Prepared by: Robyn Levinson, HHS Planner
Early Childhood & Family Services Division,

Attachments (1):

A: Head Start Program Performance FY 2021-22

Head Start Program Performance FY 2021-22

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
<p>Goal 1: Family Well-Being The City of Oakland's Head Start Program will collaborate and partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe and secure environments for young children to learn and grow.</p>	<p>Objective A: On an annual basis, collect quantifiable data on the number of families that are food or housing insecure through the family outcomes assessment that is collected three times per year.</p>	<p>Increased collaboration with Family Front Door, the local coordinated entry agency, results in better connection of Head Start families to supportive housing.</p> <p>A new letter of agreement with the local WIC office facilitates the referral process. Increased outreach is taking place as families lose pandemic EBT.</p> <p>A new pilot with Alameda County Food Bank allows Home Base families to access a food pantry monthly. COO Head Start is in the process of becoming a formal food distribution agency with the Food Bank to address food insecurity.</p>	<ul style="list-style-type: none"> • Lack of resources that are dependent on systems that are outside of the Head Start Program's control, such as housing stock, lack of affordable and regional housing, and a lack of a federal response. • Lack of resources to properly facilitate participation from parents of different backgrounds, including those with language translation needs, those with childcare and financial needs, that need to be addressed to participate. • Increased challenges to families meeting basic needs as supports put in place during COVID-19 are being removed, while inflation remains high, i.e., end of Pandemic EBT, eviction

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
			<p>moratoriums, and medical eligibility extension ending.</p>
	<p>Objective B: By the end of the Head Start grant cycle, develop a parent advocacy component within the program that pools resources and knowledge from various parent advocacy groups within the City.</p>	<p>Activities to address this objective continue to be in progress. The program just returned to in-person parent meetings, that has resulted in increased engagement from active parents.</p>	<ul style="list-style-type: none"> • Lack of “dedicated” staff to develop training and program. • Competing demands on parents’ time.
	<p>Objective C: By the end of the Year 2, implement a trauma-informed approach in the program that considers the social-emotional needs of families.</p>	<p>The program continues to work with Oakland Starting Smart & Strong and their Resilient Oakland Communities & Kids (ROCK) program, which provides teacher training on trauma informed classroom practices. The training sessions include building knowledge about protective factors and resilience, trauma and its impact on children’s health and learning, as well as self-awareness in adults about their own experiences with trauma.</p> <p>The program has continued to provide parents resources on how to support the social-emotional well-being of children.</p>	<ul style="list-style-type: none"> • Was difficult to continue implementing ROCK programming with limited professional development hours.

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
<p>Goal 2: Community Engagement The City of Oakland’s Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.</p>	<p>Objective A: Conduct an annual review of existing community partnerships to assess how the Program engages with the partnerships as well as how the partnerships are meeting the needs of the Program’s families.</p>	<p>The annual review of partnerships in place identified areas where partnerships could be strengthened, and as a result, new community partnerships were formed, dental partners, food resources, and housing partners.</p>	<ul style="list-style-type: none"> • No challenges.
	<p>Objective B: Work with Oakland Unified School District, and other community based ECE programs, to implement the new Universal Pre-Kindergarten (UPK) infrastructure within the City and county by 2025 through actively participating in monthly, quarterly, and annual meetings.</p>	<p>Systemic changes to the early childhood education landscape are in place throughout the state. As part of the Oakland Unified School District (OUSD) UPK and UTK implementation plan, at the Community Engagement level, COO Head Start has been participating in the regular planning calls/meetings sponsored by OUSD on the implementation of UPK and UTK in the next two years. The OUSD UPK and UTK implementation plan also includes “Teacher Development” and includes COO Head Start, as a potential “Workforce Partnership” with OUSD.</p> <p>In addition, Measure AA: The Oakland Children’s Initiative was passed to ensure that Oakland has the resources necessary to improve preschool, high school, college and</p>	<ul style="list-style-type: none"> • Shifts in the age of the children requires adaptation of facilities and staffing to meet community need (i.e., moving to serving more infants and toddlers). • Additional supports and processes related to transitions to TK need to be developed

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
		<p>career readiness. The program has been working closely with City government to develop a plan to expand preschool through COO Head Start. This year, planning has continued and a plan for implementation should go into effect in the next year.</p>	
<p>Goal 3: School Readiness The City of Oakland’s Head Start Program will provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.</p>	<p>Objective A: By the third year of the grant cycle, show how the Program’s school readiness goals align with the kindergarten readiness expectations as defined by the Kindergarten Readiness Framework.</p>	<p>The Education Team has been working on creating an alignment document highlighting how the Program’s school readiness goals align with OUSD kindergarten expectations and the Kindergarten Readiness framework developed by First 5 Alameda County.</p> <p>The county does not utilize a traditional kindergarten assessment tool to measure kindergarten readiness. Instead, the county, through its First 5 Alameda, developed the Road to Kindergarten Readiness Framework that take a macro approach to school readiness – involving communities, family, and school conditions.</p>	<ul style="list-style-type: none"> • The county does not have specific definitions to set standards of kindergarten readiness; thus, creating some challenges on how to show alignment.
	<p>Objective B: By the third year of the grant cycle, conduct a Diversity Equity Inclusion and Belonging</p>	<p>Hired a Race and Equity Research Fellow who will:</p>	<ul style="list-style-type: none"> • Very hard to define and set equity metrics that are broad enough to cover the

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
	(DEIB) assessment of the Program's strategies for diversity, equity, inclusion, and belonging in all educational settings.	<ol style="list-style-type: none"> 1. Help develop DEIB goals for COO Head Start through an inclusive and collaborative process. 2. Ensure internal and external stakeholders, including staff, ECE and community partners, participate and engage in the process. 3. Establish policies and procedures to implement DEIB practices throughout the program. 4. Identify DEIB training opportunities for staff, parents, partners, the Parent Policy Council and Advisory Board. 5. Identify monitoring tools and metrics within each content area so Program leadership can analyze progress on advancing equitable outcomes for children, families, and staff. 6. Demonstrate how Head Start DEIB goals align and contribute to the Human Services Department DEIB goals and City of Oakland DEIB goals overall. 	whole program, but specific enough to work on, be measurable, and drive change.
	Objective C: By the end of the grant period, develop formalized workforce development partnerships that build a staffing pipeline of future Head	The apprenticeship program is currently in the Exploration stage of development. COO Head Start is working with external partners to create and design apprenticeship program. The apprenticeship	<ul style="list-style-type: none"> • No challenges yet identified

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
	<p>Start staff (e.g., developing a quality workforce) and partners.</p>	<p>program is a career pathway for Head Start parents and other interested students to explore a career, which could lead them to becoming a fully permitted ECE classroom teacher. Aside from education classes, the program will incorporate workshops and skills training on Language & Literacy, Infant & Toddler Framework, Trauma Informed Practices, Coaching, Emotional Intelligence, and Equity/Cultural Competency.</p> <p>Apprenticeship program will begin in August 2023 where apprentices will begin their educational training through a partner college. The initial cohort will have 18 apprentices. The apprentices will have 6 ECE units by end of December 2023 and can begin On-The-Job training within City of Oakland Head Start. Students will be assigned a success coordinator who will provide support services to ensure they have all the resources necessary to ensure a 100% success rate.</p>	

City of Oakland
Head Start/Early Head Start
Site-Based Community Boards

COMMUNITY

STRONG FAMILIES ALLIANCE OF ALAMEDA COUNTY CHILD ABUSE PREVENTION MONTH - APRIL 2023

WEAR BLUE FOR KIDS

LET'S 'CHALK' ABOUT PREVENTION

2023 UnPeeled
Sat, April 22
FREE EVENT
WITH DINNER & Q&A

Child Abuse Prevention Month - April 2023

WEAR BLUE FOR KIDS

LET'S CHALK ABOUT PREVENTION

UNPEELED AT FAIRLAND

26-PERSON FAMILY STORY TIME

APRIL 14 LET'S 'CHALK' ABOUT PREVENTION

APRIL 14 LET'S 'CHALK' ABOUT PREVENTION

FAMILY STORY TIME

IN-PERSON
with author
Edna Caballeri Mosen

Friday, APRIL 14, 2023
2:30pm - 3:30pm
Children's Public Library - Main Branch
100 5th St. at Oak (Children's Branch)

trybe

FOOD

YOUTH

EVENTS

FAMILY

ARTS

Trybe Youth Night

Fun & Learning

trybe

Events

Family

Arts

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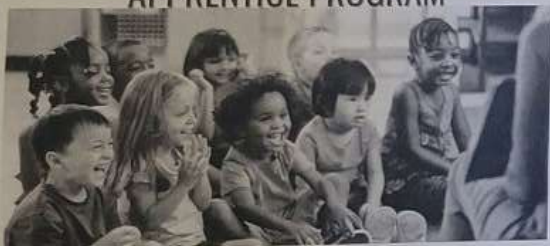
FREE TAX HELP

Free Tax Help

Free Tax Help

HEAD START FRANKLIN

EARLY EDUCATOR APPRENTICE PROGRAM

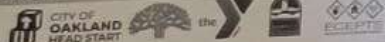


Through an innovative partnership with the YMCA of the East Bay, City of Oakland Head Start, and Merritt College we are proud to present the apprenticeship program designed to train and prepare participants who have an interest in working with young children 0-5 and providing their professional knowledge, skills and practice! If you are interested, please apply as classes are filling up fast!!

Eligibility Requirements

- Completion of application, interview, enrollment forms and reference checks
- Eligible to work in the U.S.
- Eligibility to work with the YMCA or City of Oakland Head Start during the duration of the program
- Criminal Record Clearance (Live-Scan), Child Abuse Index Check
- TB Clearance, Physical Exam, Immunizations: MMR, TDAP, COVID, Flu

Scan to apply!



MERRITT Early Childhood Education Apprenticeship | Download | Print | Save to OneDrive | Help email

MERRITT EARLY CHILDHOOD EDUCATION APPRENTICE



YOUR CAREER STARTS HERE

REGISTER NOW



Information Set
Every Wednesday
5:30P
Click below to join



Program Support:

- Cohort groups
- Success Coordination
- **FREE** tuition, books, tutoring
- Bilingual, culturally responsive Instructors
- Mental Health Consultation
- Childcare on-site
- Attendance/grade tracking
- On-the-job coaching
- Additional training - soft/skill training, CPR/First Aid, preventative health, nutrition, special needs, trauma informed strategies



Program Structure

Participants in the program will receive:

- 12 semester units in Early Childhood Education,
- Associate Teacher Permit
- On-the-job training a mentor of no less than 50 days/3+ years
- Soft and hard training

FOR MORE INFORMATION CONTACT:
ABURTON@OAKLANDCA.GOV OR DBRIGHT@YMCAEASTBAY.ORG

HEAD START



ANNUAL REPORT

PREPARED BY

Diveena Cooppan
Robyn Levinson



Program Year 2021-22 Overview

DIRECTOR'S MESSAGE

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

During Program Year 2021-22, the City of Oakland Head Start Program (the Program) navigated a changing COVID-19 pandemic landscape while providing comprehensive services to children and families. Through site closures, changes in program design, and multiple crises including homelessness, COVID-19, and community violence, Program staff, children and families showed tremendous resilience and growth.

The Program is proud to report steady increases in enrollment, some of the highest rates in the country for timely health screenings and access to medical insurance, and growth for all children across all developmental domains. The Program also launched its Tiny Steps Family Child Care partnership and prepared for the launch of the Mobile Classroom on wheels, designed specifically to support families experiencing homelessness. The City of Oakland Head Start Program is proud to present the following report highlighting the successes of our program and look forward to continuing to support Oakland families through our services.



ADVISORY BOARD

Molly Tafoya, Chair

Alysoun Bonde

Dr. Javay Ross, Vice Chair

Kevin Bremond

Reverend Annette Howard

Priya Jagannathan

Dr. Mariamawit Tamerat

PARENT POLICY COUNCIL

Christina Michaud, Chair, Community Representative

Bukola Ajana, Vice Chair San Antonio Park EHS

Anna Beliel, Secretary, Manzanita HS

JiaHuan (Erika) Wei, Assistant Secretary, Laney Children's Center

To Niya Scott-Smith, Parliamentarian, Saint Vincent's Day Home

Quizhu (Jewel) Xiong, Treasurer, Grantee Home Based Program

Briana Barnes, West Grand EHS

Shalimar Carliss, Lion Creek EHS/HS

Cui Wen (Anna) Lin, Sungate HS

Evelin Linares, Brighter Beginnings Home Based Program

Tiffany Ly, San Antonio CDC HS

Luzelena Rosales, Brookfield HS

Tanaii Saunders, Broadway EHS

Deja White, 85th Avenue EHS/HS

PARENT POLICY COUNCIL

Alternate Members

Lawrencetta Blunt Lion Creek EHS/HS

Lashawnda Hicks, San Antonio Park EHS

Trang Nguyen, Grantee Home Based Program

Ilon Orshansky Manzanita HS

Alexis Taylor, Laney Children's Center

Kelly Ye, Sungate HS

PROGRAM GOALS

01

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

02

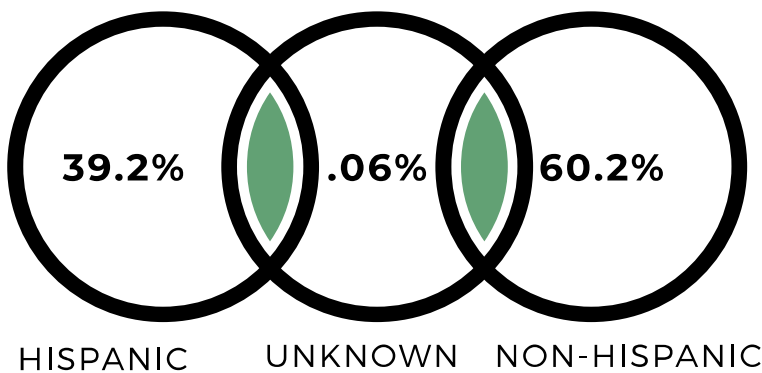
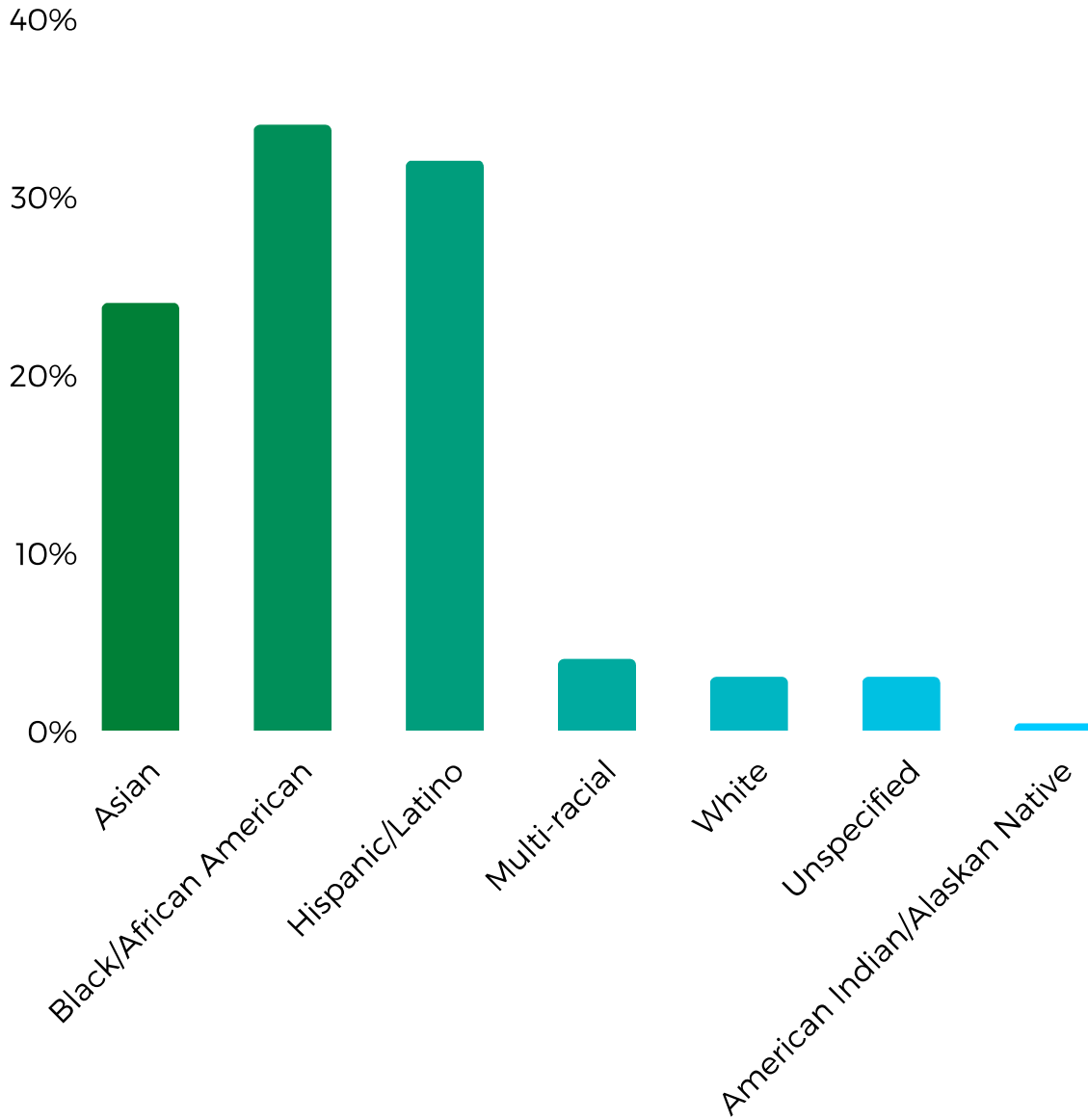
Facilitate meaningful connections with the community to enhance the lives of children and families.

03

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

PROGRAM MAKEUP

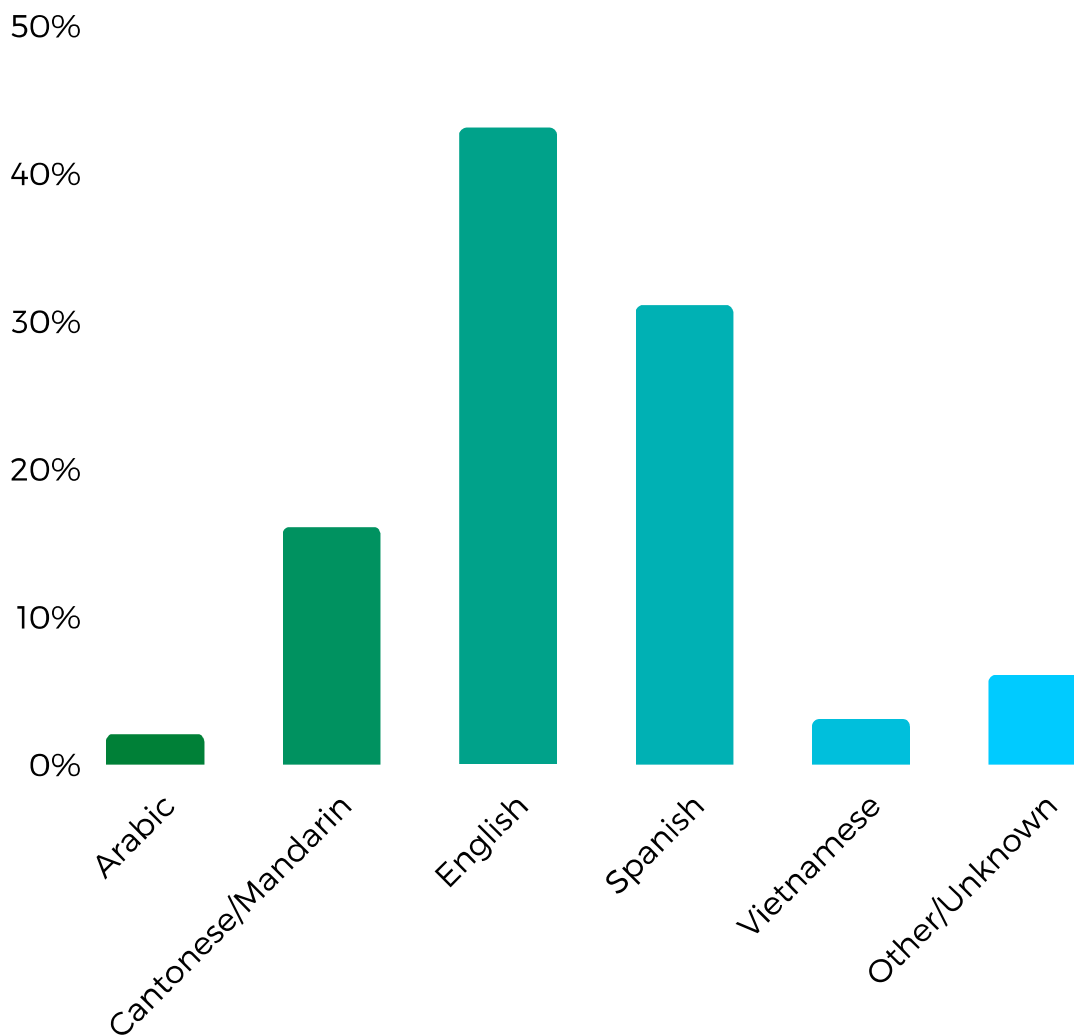
Racial Demographics of Program Participants



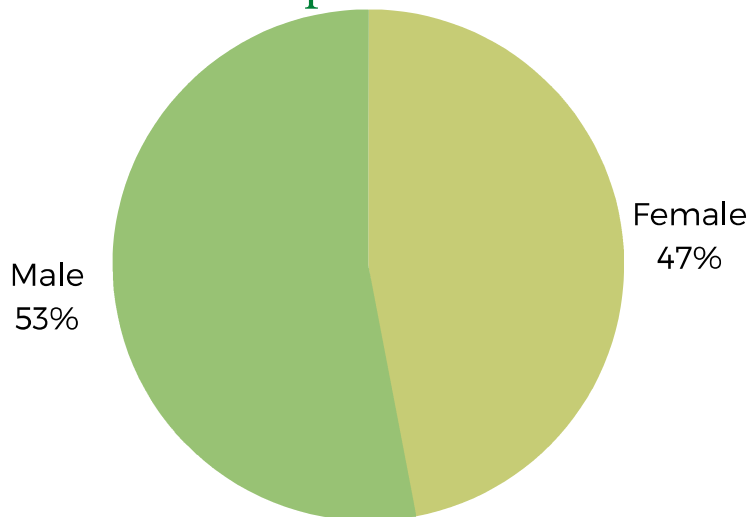
57%
DUAL LANGUAGE
LEARNERS

PROGRAM MAKEUP

Primary Languages spoken by Program Participants



Participant Gender



77%

Average daily attendance

ENROLLMENT

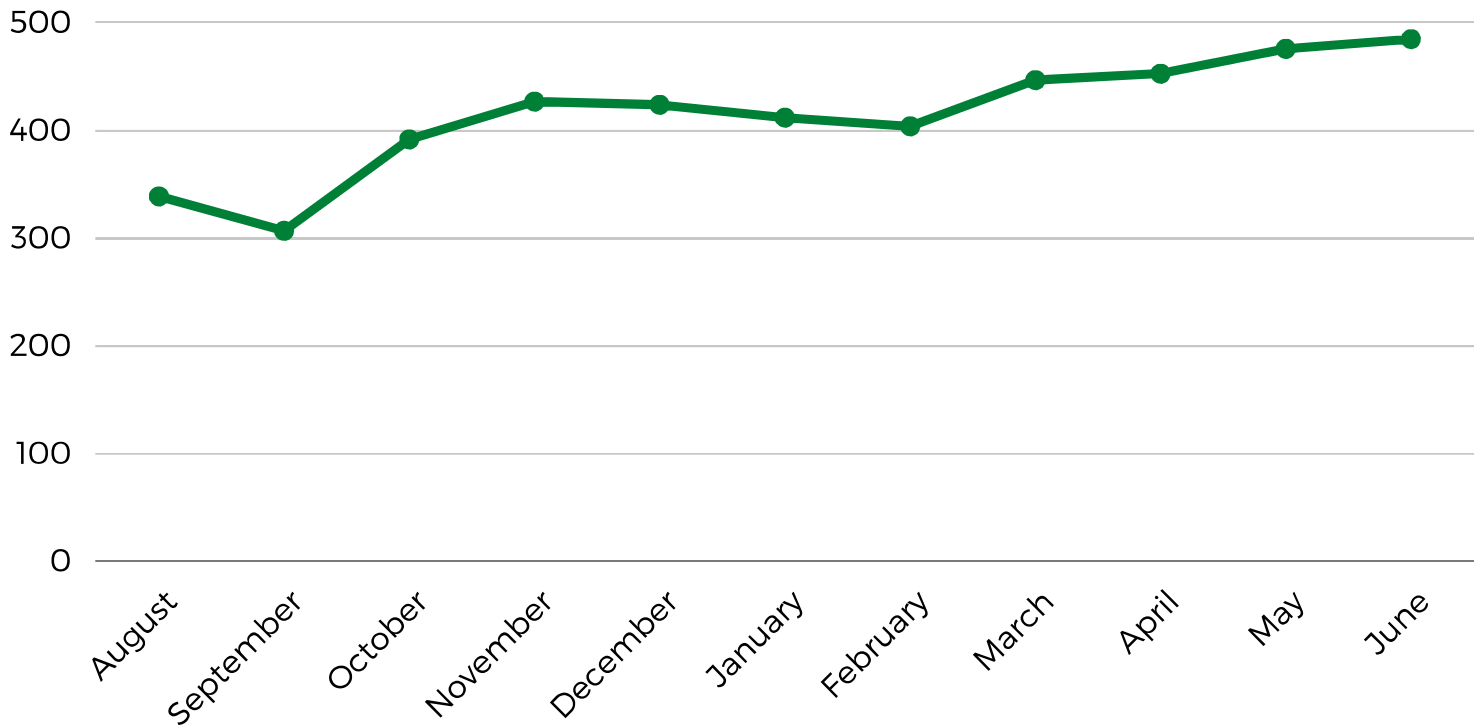
288

children served in Early Head Start

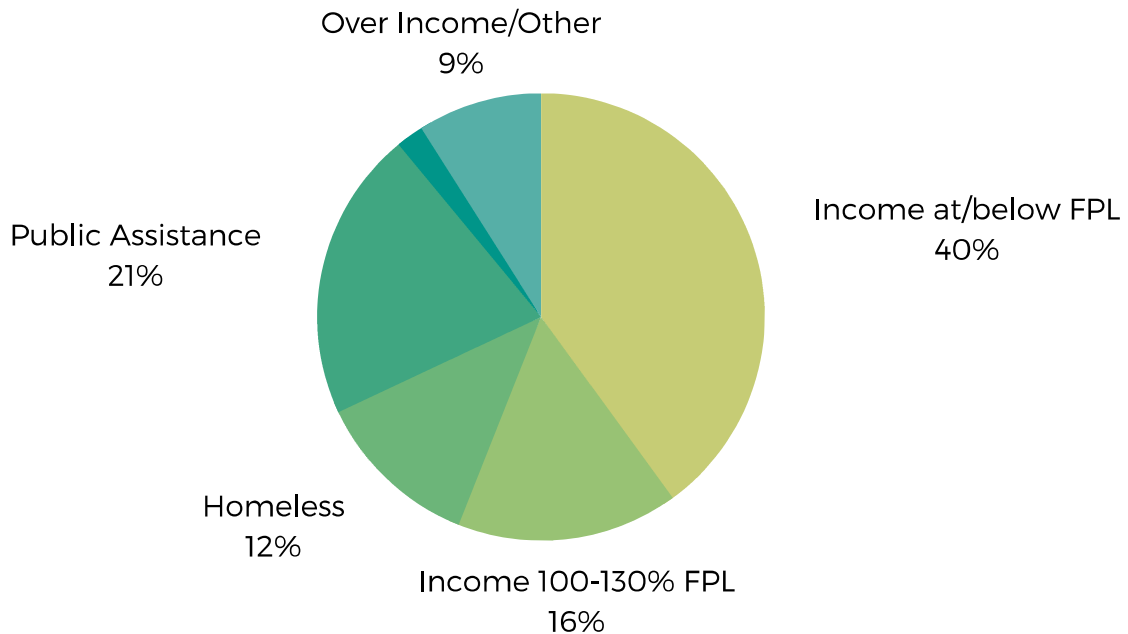
245

children served in Head Start

Enrollment by Month PY 2021-22



Enrollment by Eligibility Type



ENROLLMENT

PROGRAM OPTION	FUNDED ENROLLMENT	ACTUAL ENROLLMENT
Center-based	382	292/382 (77.0%)
Home-based	233	172/233 (73.8%)
Family Child Care	59	24/59 (40.6%)
Grantee EHS	181	149/181 (82.3%)
Grantee HS	184	148/184 (80.4%)
Partner EHS	161	94/161 (58.4%)
Partner HS	148	94/148 (63.5%)

The retention of Pregnant Parent participants to child participants increased by 21%.

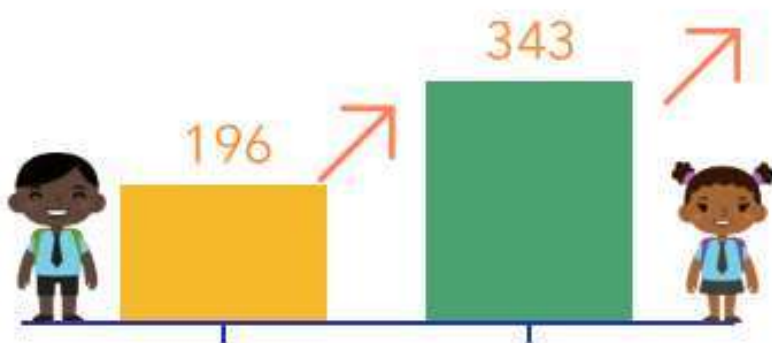
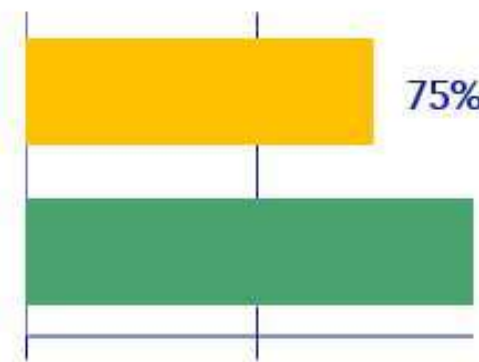


PY 20-21

75%

PY 21-22

96%



The number of Newly Enrolled Children increased by 75%.

EDUCATION & SCHOOL READINESS

School Readiness Goals

GOAL 01

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

GOAL 02

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

GOAL 03

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

GOAL 04

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



DRDP

100%

Assessments completed on-time

26%

Average growth on DRDP for Head Start children

Transitions

139

children were eligible for Transitional Kindergarten or Kindergarten (TK/K)

112

children transitioned to TK/K

60

children transitioned from Early Head Start to Head Start

EDUCATION & SCHOOL READINESS

Data from the Desired Results Developmental Profile (DRDP) show that all children showed developmental progress across most domains in PY 2021-22. In the Fall, more children in the Home-Based program met developmental benchmarks compared to children in Center-Based programs. However, by the Spring both groups were relatively equal, as children served in Center-Based programs showed significantly more growth than Home-Based children. Fewer children met developmental benchmarks in the Cognitive categories in both Head Start and Early Head Start. For both Head Start and Early Head Start, the Program saw roughly equal developmental progression across genders.



Spanish-speaking children were more likely to meet developmental benchmarks than other languages. Cantonese speaking Head Start children showed the most growth from Fall to Spring. There was less developmental progression for Black/African American Head Start children.

During Program Year 2021-22, the Program resumed use of the Pre-K Classroom Assessment Scoring System (CLASS) by piloting virtual observations. These CLASS observations were used to help identify staff for coaching and instructional development opportunities in Program Year 2022-23.

DISABILITY & MENTAL HEALTH

26

*children with Individualized
Education Plans (IEP)*

19

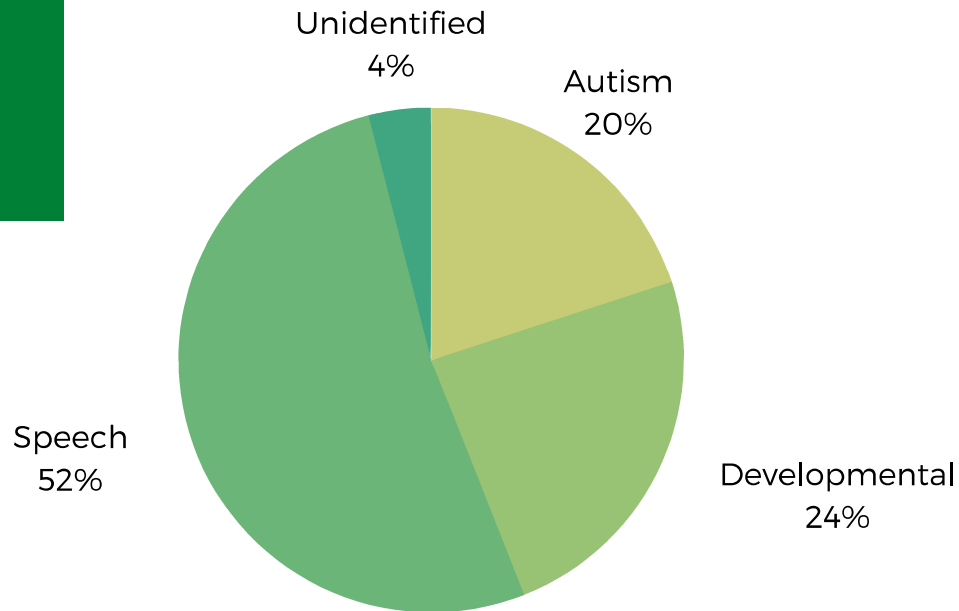
*children with Individualized
Family Service Plans (IFSP)*

10.3%

Actual enrollment

7.3%

Funded enrollment



The Program supported 45 children with IEPs and IFSPs and ended the program year with 21 referrals still pending evaluation. If these 21 referrals had been completed, the Program may have been able to meet the 10% of funded enrollment requirement, a significant achievement.

Other highlights from the year included purchasing adaptive equipment for all centers using funds from the California Department of Education Inclusive Early Education Expansion Program (IEEEP). The Program also partnered with East Bay Agency for Children to enroll children into their EPIC program, which focuses on building kindergarten readiness skills for preschoolers challenged by self-regulation and social expression.

PHYSICAL HEALTH & NUTRITION

99% ENROLLED HAD A
MEDICAL HOME

99% ENROLLED HAD
MEDICAL INSURANCE

96% ENROLLED WERE
UP TO DATE WITH
IMMUNIZATIONS



While the Program did experience closures due to COVID-19, particularly after the Omicron surge in January 2021, these positive cases did not once lead to a COVID-19 outbreak (defined as three or more related cases) across the program. This speaks to how effective the precautionary measures taken by our staff (such as consistent masking, daily testing and staying home when sick) were at reducing viral spread. Beginning in February, rapid tests were available for all children at sites in an effort to balance classroom safety with responding to children coming to school with minor symptoms. The Program was also one of the first in the nation to track COVID-19 vaccines received by our children ages 5 and older.

To help meet the health and nutrition needs of families, key partners included: the Alameda County Food Bank, Alameda County Office of Dental Health, Asian Health Services, Lifelong Dental, Native American Health Clinic, Samuel Merritt Nursing Program, and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Averaging the scores across all Family Outcomes Assessments of PY 2021-22,

FAMILIES SCORED THE HIGHEST ON:

- 01 Promoting their Primary Language
- 02 Safety
- 03 Health

FAMILIES HAD THE MOST OPPORTUNITY FOR GROWTH IN:

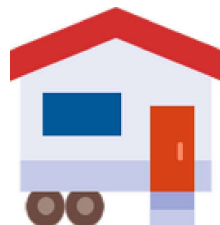
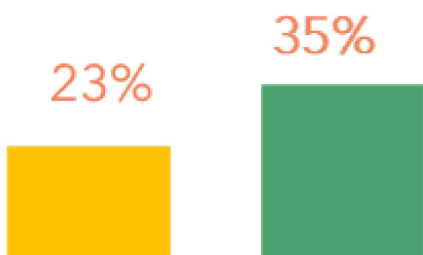
- 01 Leadership & Advocacy
- 02 Employment
- 03 Education, Training & Life Goals

240,696

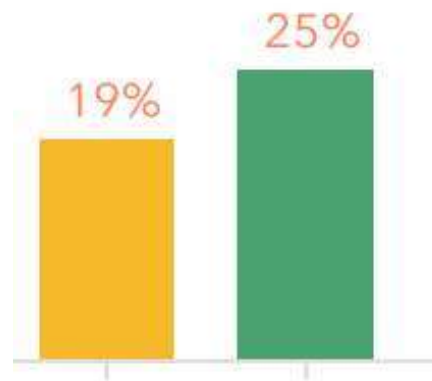
Diapers distributed to Early Head Start families.

Highlights from the 2021-22 Program year included the return to the in-person fieldtrip to Fairyland for the Week of the Young Child, a new partnership with World Central Kitchen to provide meals and groceries to families, and increased collaboration with Family Front Door and the Oakland Housing Authority to help address housing insecurity and homelessness.

The % of Homeless Families that Acquired Housing during the program year increased by 12%



Father Engagement in Parent Education workshops increased by 6%



PARENT SPOTLIGHT

Last year, the mother of two children who attend Head Start at the Laney Child Development Center (partner site) was struggling to make ends meet. Not only was this mother facing significant financial hardship and housing instability, she was also escaping intimate partner violence and grieving the recent loss of her own mother. Through support from the Family Advocate and Family Services Coordinator, the Program was able to get access to emergency funds so she could buy warm jackets for the children. To help her process the recent traumas she had experienced, the Program teamed up with local mental health providers for crisis mental health support services. With the help of the program's partners BANANAS, the family was given an emergency hotel voucher to stay in a safe and clean environment. The mother was also connected to Family Front Door for long-term housing support and placement. To support the family's food needs, the mother received a \$100 gift card to a local grocery store. Furthermore, using a laptop and hot spot given to each family in the program, this mother then signed up to attend Laney College on-line, beginning in January 2023.

PY 2021-22 DATA SYSTEMS

Child Development Management Information Systems (CDMIS)

ASQ Online- Ages and Stages Questionnaire

ChildPlus

Creative Curriculum Cloud

Desired Results Developmental Profile (DRDP) Online

Head Start Enterprise System (HSES)

Learning Genie

MyTeachstone

ReadyRosie

Survey Monkey

