



**CITY OF OAKLAND**

HUMAN SERVICES DEPARTMENT

**HEAD START PROGRAM**

***ADVISORY BOARD MEETING***

**MEETING AGENDA – FINAL**

**Thursday, 1-18-24**

**3:30-5:00pm**

**In person Meeting Location:**

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

**Virtual Zoom Meeting Location for Public Participation Only**  
<https://us02web.zoom.us/j/87503508054>

**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, 1-18-24; 3:30-5:00pm

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

**AGENDA**

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

Molly Tafoya, *Chair*

Kevin Bremond

Dr. Jei Watkins

Alysoun (Aly) Bonde,  
*Vice Chair*

Dr. Mariamawit (Mari) Tamerat

Christina Michaud

Dr. Javay Ross

Reverend Annette Howard

Julia Forte Frudden

1. Public Comment

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

1. Review and Approval of **January 18, 2024, Advisory Board Meeting Agenda**
2. Review and Approval of **December 21, 2023, Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

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

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

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

- a. Monthly Financial Report – *December 2023*
  - Expenditure Reports
  - CACFP Reports
  - Purchase Card Report

**3. Application/Funding Requests:** *Sarah Trist, Operations Manager & Program Staff*

- a. COOHS MOU with Alameda County EMS/Safe Kids Program
- b. COOHS MOU with UC Berkeley Dietetics Program

**IV. INFORMATION ITEMS: *Diveena Cooppan; Parent Policy Council Chair & Program Staff***

- a. Parent Policy Council Update; *Parent Policy Council Chair*
- b. General Program Updates:
  - FY 24-25 Community Needs Assessment Update
  - FY 24-25 Selection Criteria
  - Pending discussion: Expanding Advisory Board Membership
  - Office of Head Start Focus Area 2 (FA2) Monitoring Review
  - Governance Training

**V. OPEN FORUM**

**VI. ADJOURNMENT**

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

**Day & Time: Thursday, 12-21-2023; 3:30-5:00pm**

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

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Kevin Bremond  
Dr. Jei Watkins  
Christina Michaud  
Julia Forte Frudden  
Dr. Javay Ross  
(Non-voting Online)

**Advisory Board Members Excused:**

Dr. Mariamawit Tamerat  
Alysoun (Aly) Bonde, Vice  
Chair  
Reverend Annette Howard

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Tracey Black, *Education Manager*  
Robyn Levinson, *HHS Planner, HS/EHS*  
Wenonah Elm, *Mental Health & Disabilities Coordinator HS/EHS*  
Kurry Foley, *HSD, Budget & Fiscal Manager*  
Scott Means, *Director of Human Services*  
Lamisa Mustafa, *Race and Equity Fellow*  
Valeria Vallejo, *Office Assistant I*  
Brittany Pierce, *Administrative Assistant II*  
Clara Sanchez, *Administrative Assistant II*  
Equal Access - *International Contact Interpretation Team* (2 members present)

**Parent Policy Council Members Present:**

To Niya Scott-Smith, *Chair*

**I. ROLL CALL:**

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

**1. Public Comments:**

***Education Manager, Tracey Black-*** No Public Comment

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

- 1.** Review and Approval of December 21, 2023 Meeting Agenda
  - *Chair Tafoya*, called for a motion to approve the December 21<sup>st</sup>, AB Meeting Agenda. *Member Julia Forte Frudden seconded the motion.*; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response
- 2.** Review and Approval of September 21, 2023, Advisory Board Minutes

- *Chair Tafoya* motioned to approve the AB September 21st Meeting Minutes. *Member Julia Forte Frudden* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

*Chair, Tafoya*- There is an edit request for the Policies and Procedures motion, Dr. Jei Watkins states that she did not motion for the request.

\*Please note that it has been updated to reflect the correction.

### **III. ACTION ITEMS:**

#### **1. Monthly Progress Report: Diveena Cooppan, & Program Staff; Robyn Presented**

##### **a. Monthly Enrollment and Content Area Monitoring Update – Sept./Oct./Nov. 2023**

- *Member Julia Forte Frudden* motioned to approve the Monthly Progress Report. *Member Kevin Bremond* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

**Chair, Molly Tafoya** – A question that I have gotten that I want to raise here, is, what are the metrics above and beyond our quality metrics for the classroom that we are instituting for success for the Mobile Classroom? What does that look like and how can the Advisory Board participate in ensuring that we are meeting those high standards and that we can continue to justify what we have done? I want this to be a success and am wondering how this board can support staff in identifying what those metrics could be, should be, and how we can amplify success and identify areas for quality improvement.

**Program Director, Diveena Cooppan** – Initially what we are doing with the Mobile Classroom is following largely the metrics that we use for the Homebased Program, around looking at outcomes, curriculum. The entire model will follow that pattern, so it will be the same to begin with. Then based on what we see with the population that we are serving; we then will have room to adapt. For example, our expectation that we anticipate is going to be an increased need around the family services support component. What's different with this model is that we have two home visitors supporting the program, a family services specialist linked into the program whose role is to liaison with the shelters and to work with the navigators at the centers and to be able to identify what the different priorities and criteria might be. We expect to have better understanding of that as we move forward at least 6 months down the line.

**HHS Planner, Robyn Levinson** – One thing we are working on across our system, is being able to highlight and pull-out data related to different experiences. And to that point, is making sure that we report back on the experience specific to the children enrolled in the Mobile Classroom and in general people that are experiencing homelessness and how that may differ from families who are not experiencing homelessness.

**Member, Julia Forte Frudden** – With regards to Help A Mother Out, has there been any update about the funding that was lost with them?

**Director Cooppan** - We have been reaching out to see what the cost implications are around the loss of funding and what it is that we can do to partner. It has come up frequently and at every Parent Policy

Council meeting since we originally brought it up. What we have said is that in terms of the resource provision to families, that will stay consistent no matter what. But we also see Help a Mother Out as a critical organization within Oakland and as a partner. We are looking to see how we can support or if there are contracts, mou pieces, that we can contribute towards this. At this time, we don't have that specific information available, but it is something that we can get from our Health Manager. The key point to emphasize is that we are not stopping the support and looking for other resources in the meantime.

**Chair Tafoya** – About the notice of the proposed rulemaking, you mentioned that there is public comment opportunity. Would It be helpful for the board to submit a comment letter? If so, what is the top priority?

**Director Cooppan** - I think it would be very helpful and important to add our comments to it. Some of the key pieces is that we did have Lucia come and break things down and she is diving into it further so we can arrange for a conversation as well with the consultant to discuss the specific pieces. Some of the elements is what Robyn has referenced which is with our partners sites, family childcare providers, which will be a very significant piece, having the same expectations. So, with ourselves when we do the salary study, we anticipate that it won't be as significant jump for us with the different where it lands. But with our partners it might be quite a significant jump and without supporting funding, the way to do that and to meet the terms of the ruling would be to reduce the slots. The challenge with that is that in Oakland is not coming close to meeting the need of families eligible for subsidized care. I believe that is one of the components. Another component is around mental health that is prioritized that we want to be able to push around the type of supports to put things together and frame the different issues that you all might want to look at and dive into for comment. I believe the comment deadline is around January 17<sup>th</sup> or 19<sup>th</sup>.

**Chair Tafoya** - I am wondering how to prioritize equity in this conversation and how this requirement is making families pay for the requirement. The things that we need are equal pay for teachers and they are balancing that budget on the backs of Oakland families.

**Director Cooppan** – Each of the regulations have different timelines. The salary component has the longest timeline and I believe that is around 2030, which is when we would need to have it in place. The other piece, Family Services Specialist case load can't exceed 40, which also an implication on the number of staff you have and cost within the overall budget, which would come into effect.

**Chair Tafoya**- This is also going to be more of an expense for higher market regions and there is higher need in higher market regions. With the added complexity of our program being run through the city. And for all those reasons, I think we should submit a letter, but I am wondering what the role of City Council should be. One option would be to decrease enrollment, and another is to increase our budget. I'm just wondering what else can we do?

**Director Cooppan**- I think that once we have our salary study complete so that we have a sense of where we are sitting, but it will also be an expectation for us to be able to do it for our partners as well. As well as looking outside of the salary studies all the other regulations that they are proposing and doing what those implications would be on the budget just on implementation. I think we need to bring that to you all to present, even if it is not in its final form, if that's ok, for us to bring as we are sort of navigating through the different pieces so we can work on it and start developing a plan. The estimate is, if it takes about 4 to 5 months for it to become regulation and then maybe another 4 to 5 months when the

implementation begins. Essentially about an 8 month before needing to implement the first elements of change within the regulation. I do believe it is worthwhile us beginning now to have those conversations to look at what the best way is to have it implemented and the implications on budget, on staffing, policies, and all of that.

**Member Frudden** - Do you have examples? I know a lot of times people share their comments, an example that you can send the board of other organizations that have similar values to us that we could maybe take a look at?

**Director Cooppan**- Yes, I believe that the comments are public. But I will have to check again.

**Member Frudden**- I believe the comments become public later, but often what organizations will do is say we submitted this letter or even have people sign on to the letters so it might be helpful if there are examples that you know of to help us draft something.

**Director Cooppan**- Yes, I believe that the initial public pieces that we have are from the different webinars that they held so people were putting the immediate points there. So, I believe that is where we can start with regards to sharing and we can reach out to the different partners that we have in relationship with and to see where everybody is heading. I believe our next meeting will happen after the closing.

**Chair Tafoya**- I am happy to take the lead on working to finalize a draft that I can work you Diveena on, if folks are ok with that, we can send around a draft that people can approve and get your input and sign on. It is terrible timing, but maybe if we can work this out maybe over email and we can get a commitment that at least the quorum is going to review it and offer feedback and hopefully approve. If you all can commit to that then we can move forward. We are trying to get this completed by January 17<sup>th</sup>.

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

### **a. Monthly Financial Report – Sept./Oct./Nov. 2023**

- Expenditure Reports
- CACFP Reports
- Purchase Card Reports
- *Chair Tafoya*, called for a motion to approve the Monthly Financial Report (Budget and P-Card Report, only), September. *Member Kevin Bremond seconded the motion.*; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response
- *Chair Tafoya*, called for a motion to approve the Monthly Financial Report, (All) October. *Member Julia Forte Frudden seconded the motion.*; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response
- *Chair Tafoya*, called for a motion to approve the Monthly Financial Report, (All) November. *Member Kevin Bremond seconded the motion.*; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

**Chair Tafoya**- There is no line item for any construction budget, can you speak to that?

**Director Cooppan-** Within federal requirements, construction is more around the building of the sites. Renovations that we do falls into either our others or it could fall into the supplies or different categories. Our maintenance does not fall under construction. There is a whole lot of federal regulations when you put funding under the construction category. We will usually use our other funding and shift things around.

**Member Kevin Bremond-** For the child and adult care food program, I notice that September and October are the same and then they changed in November, is that normal?

**Director Cooppan-** It's a duplicate, they are both September.

**HSD Budget & Fiscal Manager, Kurry Foley-** At the next meeting we can we report out on the correct data, of October, November, and December.

**Director Cooppan-** In terms of approval, we will clause that August is coming forth in January for CACFP.

**3. Application/Funding Requests: Program Staff**

- a. COOHS MOU with Alameda County EMS/Safe Kids Program
- b. COOHS MOU with UC Berkeley Dietetics Program

**Director Cooppan-** We would like to request to bring this back in January to you. Our Health Manager is not available to present those to you without having the formal MOU for you in the packet, we feel that you cannot ask for you to approve it.

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

**1. Parent Policy Council Feedback**

**Director Cooppan-** The biggest piece of conversation was from the budget and looking at some of the Professional Development pieces, a question was raised around the conference which you have seen in the P-card. Usually, we have family members attend the conferences representatives and this last conference we were not approved for the families' members to attend, just the core who are apart of the cohort. It was a very big concern to the Policy Council, and they wanted to know if this was going to be a pattern. We stated that we would lay out all the different conferences and the approach is including the family leadership and engagement as apart of it. And it occurs again we would bring in the Advisory Board and Parent Policy Council to address it further. At that time, it was a very tight turnaround from receiving the approvals and needing to get to the conference so there wasn't a lot of time to reach out and get support and help from you all on that front. But we did include a letter from the offices of regional offices as well and work to try and navigate it, but we were just unsuccessful.

We inducted new members, and so the new members were newly elected. We had three community members return and wanted to continue participating and they were voted back in. We have further new members coming in next month and will have official elections around the different Office positions.

The rest of the detailed conversations that we had was around the upcoming information item which is the Community Assessment and I believe Robyn will bring that into her presentation.

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

a. General Program Updates:

- Annual Report: Share date report will be delivered to City Council
- Community Needs Assessment Overview (Selection Criteria will be decided in January) – Robyn Presented

**Director Cooppan-** Just wanted to remind you that the Community Assessment is a requirement of our Federal Grant, and we are required to do a deep dive every 5 years and then each year thereafter we are supposed to update and present that update to you for your review and approval. Based on last years presentation to you, a decision was made between the PC and Advisory Board that we come to you ahead of the voting time so we can share our methodology and what we have identified and see if there are additional elements that we need to add to the Community Assessment for the year. This is why it being presented to you as an informational item in December and will come to you as an action item in January.

**Chair Tafoya-** One thing that I am noticing that is missing is the impacts of climate change and climate disasters on our families. I'm thinking about the impact of flooding and the rainy season this year again, last year was brutal. What is the impact of climate disasters, but then also pollution the intersection of redlining and over pollution is obvious and I would be happy to provide resources. But looking how that impacts rates of asthma and all the health indicators I know we have, and that HS is tracking, I know that would be helpful information. Finally, I am curious about the lack of transportation mobility options and not just car centered, but mobility options in general. What are the resources that our communities are utilizing, what they need more of, or what are they creating on there own that is already working that we can spotlight.

**Race and Equity Fellow, Lamisa Mustafa-** The first piece is relevant, Oakland the general plan included an environmental element and is something that we have already been talking about and we can include transportation.

**Chair Tafoya-** I am happy to talk to you about that, I work at the Green Lining Institute and can connect you with the team member that works in and with Oakland on that.

**Director Cooppan-** Just to add on a note, based on the feedback maybe will also just scan for Dr. Ross maybe we will look at the parent rates around the key factors on mobility that we are usually dealing with around zero to five, but maybe also young families, if it allows us that. Then the other piece usually is the maternal child health component with the latest reports as well.

The additional items will be brought back to you in January.

- “Equity in ERSEA” Presentation (Part II) – *Lamisa Mustafa*
- Pending discussion: Advisory Board Membership
- Oakland Children’s Initiative (Measure AA)
- Workforce Development
- Office of Head Start Focus Area 2 (FA2) Monitoring Review
- Governance Training

7. Open Forum



### **ADJOURNMENT**

- Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Member Julia Forte Frudden seconded the motion to approve the adjournment of the Advisory Board Meeting
  - Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:00 pm

Submitted by  
**Brittany Pierce**  
Administrative Assistant II



# DECEMBER 2023

City of Oakland Head Start Monthly Report

## AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
Enrollment/Funded (No.)	211/332	273/342	484/674
Enrollment/Funded (%)	63.6%	79.8%	72%
Daily attendance	78.2%	75.7%	77%
Medical Home	99.1%	99.1%	99%
Health Insurance	98.6%	96.6%	98%
Current Physical exam/Well-baby check	99.5%	77.1%	88%
Updated immunizations	100%	91.9%	96%
Hearing Screening	98.6%	90.1%	94%
Vision Screening	98.1%	90.5%	94%
Growth Screening	99.1%	94.8%	97%
Dental Home	97.7%	93.1%	98%
Current Dental Exam	95.5%	76.6%	91%
Nutrition Screening	98.1%	98.7%	98%
Developmental Screening (ASQ)	100%	100%	100%
<i>Concerns Identified following ASQ Screening</i>	57%	39%	48%
Behavioral Screening – (ASQ-SE)	99%	100%	100%
<i>Concern Identified following ASQ-SE Screening</i>	30%	22%	25%
1 <sup>st</sup> Individualized Curriculum (DRDP)	98%	97%	98%
Initial Parent/Teacher Conference (IDP)	91%	94%	93%
Transition Plans completed	98%	94%	96%
Initial Home Visit	98%	99%	99%
Referrals to RCEB	N/A	5	5
Referrals to OUSD	12	N/A	12
Children enrolled with IFSP or IEP	27	27	54
% of children enrolled with IFSP or ISP	11% of actual enrollment		

## NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

There were no notices from the Office of Head Start, California State Preschool Program, or California General Child Care Program relevant to the City of Oakland Head Start Program published in December 2023.

## ATTENDANCE & ENROLLMENT

The average daily attendance for the month of December 2023 was almost 10% higher than the average daily attendance in December 2022.

The Program continues to maintain a significant waitlist. Early Head Start has 202 children on the waitlist and Head Start has 175 children on the waitlist. The ERSEA team has spent significant time following up with families to identify who is still interested and in need of services and if there is any change in their family situation that might impact their point total or position on the waitlist. Eight children on the waitlist have an active IEP or IFSP.

Program Option	Funded Enrollment	Enrolled	Drops <sup>1</sup>	Accepted <sup>2</sup>	Waitlist
Early Head Start	342	251	8	19	202
Head Start	332	212	3	26	175
Home-Based Options	233	180	7	5	62
Family Child Care	59	46	0	1	12
Center-Based Options	336	237	2	29	267
Pending Partner	46	0	0	0	1
<b>Program Totals</b>	<b>674</b>	<b>463</b>	<b>11</b>	<b>45</b>	<b>377</b>

## EXPECTANT FAMILIES PROGRAM

Total expectant parents served this Program Year	19
City of Oakland to date	12
Brighter Beginnings to date	7
<b>Previous Month</b>	
Expectant parents served	14
Number of babies born	3
Number of Pre-Natal Depression screenings conducted	3/3 (100%)
Number of Post-partum Depression screenings conducted	(3/3) 100%

<sup>1</sup> Includes drops within the last 30 days as of January 1, 2024.

<sup>2</sup> Defined as children for which an enrollment slot has been allocated and who will be starting soon.

Number of Post-partum 2-week visits conducted	(4/4) 100%
Number of children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	14 of 16 (88%)
Percentage with Medical Insurance	(14/14) 100%
Percentage with Medical Home	(14/14) 100%
Percentage with Dental Home	(13/14) 93%
Percentage with Prenatal Dental Exam	(3/12) 25%
Percentage with Physical Exam	(8/13) 62%
Percentage with Health and Nutrition Screening	(13/14) 93%

## EDUCATION, MENTAL HEALTH, AND DISABILITIES, AND SCHOOL READINESS

Seventeen children are awaiting evaluations by Regional Center of the East Bay or Oakland Unified School District. In addition to these children referred for evaluation and who have received a diagnosis under the Individuals with Disabilities Education Act (IDEA), teaching staff report that many children need more individualized and extensive support than before the COVID-19 pandemic. For example, more children in the Head Start Program require support to learn to toilet independently.

The Program launched job advertisements on AC Transit buses in December to recruit applicants to apply to open teaching positions. The advertising campaign features photos of male engagement to encourage men to apply to positions in the classroom. All centers and FCCs conducted their environmental rating scales. In December, Tiny Steps providers met with City of Oakland and BANANAS staff to develop plans for sites that scored below a 5 (out of 7).

Although the challenge of hiring qualified teachers for classrooms continues, site-based staffing needs were successfully addressed in the following ways:

1. Teachers were temporarily assigned to other sites for the day
2. Home Visitors provided staffing support
3. Management staff with child development units provided staffing support
4. Child Care Careers Employment Agency was utilized for staffing support for extended staff leaves due to individual staff illness or FMLA.

The online Program for Infant and Toddler Caregivers (PITC) course for Group 1 will end on January 28, 2024. Group 2 will start on January 22, 2024.

## FAMILY SERVICES & COMMUNITY ENGAGEMENT

Continuing a much-loved tradition that has spanned more than 15 years, the Program partnered with the Family Giving Tree to give 500 presents to children enrolled in the Program. Families also received toothbrushes and toothpaste. 85 families enrolled in the Brighter Beginnings Home Visitor program also participated in the agency's Adopt a Family Program, which matches low-income families with a donor who purchases gifts and seasonal necessities for the family.

Family Service staff distributed information about the Keep Oakland Housed Program, an agency that aims to prevent families from losing their housing by providing legal

representation, emergency financial assistance, and supportive services to Oakland Families. To meet the growing need of families for warm clothing in the winter, the Program applied for a grant from the Golden State Foods (GSF) Foundation to deliver winter jackets to children. The Program also plans to apply to the Cozy Coats for Kids Program once the application opens.

## HEALTH AND NUTRITION

The Health and Nutrition Team continues monthly monitoring at grantee and partner sites. In December the Program completed state reporting on our immunization rates, as required by the California Department of Public Health. The Team continues to collaborate with families, program staff, healthcare providers, and public health to ensure children are receiving immunizations on the recommended schedule.

Central Kitchen, with support from the Health and Nutrition Team is completing a training project to ensure cross-coverage across all kitchen functions. The goal is to ensure that staff are trained to ensure quality service even if staffing issues should occur. Our partner centers at Peralta also completed an internal CACFP audit in December to monitor CACFP compliance. Health staff continue to assist sites with reintegrating a tooth brushing routine into their daily schedules.

## PARTNER & FAMILY CHILD CARE

### Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	22/33 (67%)	24/26 (92%)	46/59 (78%)
Brighter Beginnings	81/100 (88%)	20/20 (100%)	101/120 (84%)
Laney	n/a	47/48 (98%)	61/64 (95%)
Merritt	n/a	14/16 (89%)	

### Peralta Partners

Peralta continues to maintain strong enrollment. 10 of the 61 children enrolled at Peralta sites are children with IEPs or IFSPs, equating to over 16% of actual enrollment and making up about 20% of the Program's total number of children served with disabilities under the Individuals with Disabilities Education Act (IDEA). 19 of the 61 children enrolled at Peralta sites transitioned from an Early Head Start site, demonstrating how popular the Laney and Merritt College sites are for families.

### Family Child Care

The Tiny Steps Program successfully recruited a new FCC to join the Program in December. Tiny Steps anticipated they will begin enrolling children in January 2024. BANANAS hosted a meeting in December to review the policies and procedures for emergency or unexpected site closures.

## ONGOING MONITORING & CONTINUOUS QUALITY IMPROVEMENT

During the week of December 4-7, the Program completed a comprehensive mock Focus Area 2 review conducted by Breakwater Associates. Through classroom observations, file reviews, and interviews with staff, the Breakwater consultant team

utilized the Focus Area 2 monitoring protocol for the areas of ERSEA, Personnel, Safe and Sanitary Environments, and Education. They also assessed if findings from the 2019 Focus Area 2 review had been addressed or if they remained a concern.

Almost 150 files for children, families, and staff were reviewed. Six classrooms across five sites were observed, and staff from City of Oakland, Peralta, Brighter Beginnings and Tiny Steps partners all participated. Breakwater identified many program strengths, including the centralized and effective ERSEA process, clear criminal record clearance and background check management for personnel, and evidence of a system designed to monitor safe environments. The Program will work to address areas of improvement through the development of corrective action plans with the goal to have them resolved before the official Focus Area 2 review.

**Head Start & Early Head Start Budget Summary - All projects**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,458,846.00	\$ -	\$ 1,861,333.58	\$ 3,597,512.42	34%
b. Fringe Benefits	\$ 2,200,083.00	\$ -	\$ 1,419,726.01	\$ 780,356.99	65%
c. Travel	\$ 36,800.00	\$ -	\$ -	\$ 14,279.03	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 326,126.00	\$ 29,696.26	\$ 173,557.09	\$ 122,872.65	62%
f. Contractual	\$ 3,375,931.00	\$ 9,961.27	\$ 318,079.86	\$ 3,047,889.87	10%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 788,617.00	\$ 15,061.57	\$ 466,036.35	\$ 307,519.08	61%
<b>i. Total Direct Charges</b>	<b>\$ 12,186,403.00</b>	<b>\$ 54,719.10</b>	<b>\$ 4,238,732.89</b>	<b>\$ 7,892,951.01</b>	<b>35%</b>
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 160,182.10	\$ 222,674.90	42%
<b>k. TOTALS</b>	<b>\$ 12,569,260.00</b>	<b>\$ 54,719.10</b>	<b>\$ 4,398,914.99</b>	<b>\$ 8,115,625.91</b>	<b>35%</b>

**Summary of Categories**

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



**Head Start Budget Summary - Project 1006667**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 671,807.06	\$ 1,640,408.94	29%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 515,084.46	\$ 534,616.54	49%
c. Travel	\$ 18,256.00	\$ -	\$ -	\$ 18,256.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 13,277.75	\$ 69,818.63	\$ 54,918.62	60%
f. Contractual	\$ 1,440,656.00	\$ 6,061.25	\$ 299,036.94	\$ 1,135,557.81	21%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 8,633.95	\$ 198,287.88	\$ 1,872.17	99%
<b>i. Total Direct Charges</b>	<b>\$ 5,167,638.00</b>	<b>\$ 27,972.95</b>	<b>\$ 1,754,034.97</b>	<b>\$ 3,385,630.08</b>	<b>34%</b>
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 58,537.62	\$ 104,330.38	36%
<b>k. TOTALS</b>	<b>\$ 5,330,506.00</b>	<b>\$ 27,972.95</b>	<b>\$ 1,812,572.59</b>	<b>\$ 3,489,960.46</b>	<b>35%</b>

**Early Head Start Budget Summary - Project 1006678**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 1,189,526.52	\$ 1,957,103.48	38%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 904,641.55	\$ 245,740.45	79%
c. Travel	\$ 18,544.00	\$ -	\$ -	\$ 18,544.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 16,418.51	\$ 103,738.46	\$ 67,954.03	64%
f. Contractual	\$ 1,935,275.00	\$ 3,900.02	\$ 18,042.92	\$ 1,913,332.06	1%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 6,427.62	\$ 262,651.19	\$ 125,114.19	68%
<b>i. Total Direct Charges</b>	<b>\$ 6,833,135.00</b>	<b>\$ 26,746.15</b>	<b>\$ 2,478,600.64</b>	<b>\$ 4,327,788.21</b>	<b>37%</b>
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 101,644.48	\$ 118,344.52	62%
<b>k. TOTALS</b>	<b>\$ 7,053,124.00</b>	<b>\$ 26,746.15</b>	<b>\$ 2,580,245.12</b>	<b>\$ 4,446,132.73</b>	<b>37%</b>

**Head Start T/TA Budget Summary - Project 1006669**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 29,689.00	\$ -	\$ 6,352.94	\$ 23,336.06	21.40%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 37,063.00	\$ -	\$ 154.84	\$ 36,908.16	0.42%
<b>i. Total Direct Charges</b>	<b>\$ 66,752.00</b>	<b>\$ -</b>	<b>\$ 6,507.78</b>	<b>\$ 60,244.22</b>	<b>9.75%</b>
j. Indirect Charges	\$ -			\$ -	0.00%
<b>k. TOTALS</b>	<b>\$ 66,752.00</b>	<b>\$ -</b>	<b>\$ 6,507.78</b>	<b>\$ 60,244.22</b>	<b>9.75%</b>

**Early Head Start T/TA Budget Summary - Project 1006688**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 33,322.00	\$ -	\$ 6,352.82	\$ 26,969.18	19.06%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ 34,078.00	\$ -	\$ -	\$ 34,078.00	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 51,478.00	\$ -	\$ 2,914.84	\$ 48,563.16	5.66%
<b>i. Total Direct Charges</b>	<b>\$ 118,878.00</b>	<b>\$ -</b>	<b>\$ 9,267.66</b>	<b>\$ 109,610.34</b>	<b>7.80%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
<b>k. TOTALS</b>	<b>\$ 118,878.00</b>	<b>\$ -</b>	<b>\$ 9,267.66</b>	<b>\$ 109,610.34</b>	<b>7.80%</b>

**Head Start CSPP Budget Summary - Project 1006671**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 827,600.00	\$ -	\$ 175,492.87	\$ 652,107.13	21.21%
b. Fringe Benefits	\$ 681,170.00	\$ -	\$ 137,266.02	\$ 543,903.98	20.15%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 962,411.00	\$ 535.59	\$ 8,315.02	\$ 953,560.39	0.92%
f. Contractual	\$ (695,612.00)	\$ -	\$ -	\$ (695,612.00)	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 780,000.00	\$ -	\$ 43,657.38	\$ 736,342.62	5.60%
<b>i. Total Direct Charges</b>	<b>\$ 2,555,569.00</b>	<b>\$ 535.59</b>	<b>\$ 364,731.29</b>	<b>\$ 2,190,302.12</b>	<b>14.29%</b>
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 15,241.02	\$ 61,650.98	19.82%
<b>k. TOTALS</b>	<b>\$ 2,632,461.00</b>	<b>\$ 535.59</b>	<b>\$ 379,972.31</b>	<b>\$ 2,251,953.10</b>	<b>34.11%</b>

**Head Start CPKS Budget Summary - Project 1006673**  
**Report as of 01/10/24 - Payroll to 11/10/23**

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	\$ 32,213.79	\$ 2,252.32	\$ 4,212.49	\$ 25,748.98	20.07%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ -	\$ -	\$ -	\$ -	0.00%
<b>i. Total Direct Charges</b>	<b>\$ 32,213.79</b>	<b>\$ 2,252.32</b>	<b>\$ 4,212.49</b>	<b>\$ 25,748.98</b>	<b>20.07%</b>
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
<b>k. TOTALS</b>	<b>\$ 32,213.79</b>	<b>\$ 2,252.32</b>	<b>\$ 4,212.49</b>	<b>\$ 25,748.98</b>	<b>20.07%</b>

**Head Start & Early Head Start CCFP Budget Summary - Project 1006657**  
**Report as of 01/10/24 - Payroll to 11/10/23**

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	\$ 210,631.16	\$ 5,397.81	\$ 43,748.54	\$ 161,484.81	23.33%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 14,500.00	\$ -	\$ 3,966.32	\$ 10,533.68	27.35%
<b>i. Total Direct Charges</b>	<b>\$ 225,131.16</b>	<b>\$ 5,397.81</b>	<b>\$ 47,714.86</b>	<b>\$ 172,018.49</b>	<b>23.59%</b>
j. Indirect Charges	\$ -		\$ -	\$ -	0.00%
<b>k. TOTALS</b>	<b>\$ 225,131.16</b>	<b>\$ 5,397.81</b>	<b>\$ 47,714.86</b>	<b>\$ 172,018.49</b>	<b>23.59%</b>

**Early Head Start CCTR Budget Summary - Project 1006694**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 1,658,435.00	\$ -	\$ 146,394.93	\$ 1,512,040.07	8.83%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 108,287.95	\$ 1,260,673.05	7.91%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ 87,930.00	\$ -	\$ -	\$ 87,930.00	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ -	\$ -	\$ -	\$ -	0.00%
<b>i. Total Direct Charges</b>	<b>\$ 3,115,326.00</b>	<b>\$ -</b>	<b>\$ 254,682.88</b>	<b>\$ 2,860,643.12</b>	<b>8.18%</b>
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 12,802.01	\$ 142,257.99	8.26%
<b>k. TOTALS</b>	<b>\$ 3,270,386.00</b>	<b>\$ -</b>	<b>\$ 267,484.89</b>	<b>\$ 3,002,901.11</b>	<b>16.43%</b>

**Head Start GPF Budget Summary - Project 1006228**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 955,035.00	\$ -	\$ 256,760.65	\$ 698,274.35	26.88%
b. Fringe Benefits	\$ 736,236.00	\$ -	\$ 187,680.72	\$ 548,555.28	25.49%
c. Travel	\$ -	\$ -	\$ 20,814.69	\$ (20,814.69)	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 191,659.54	\$ 64,844.04	\$ 26,427.88	\$ 100,387.62	47.62%
f. Contractual	\$ 94,107.58	\$ 12,979.14	\$ 14,380.38	\$ 66,748.06	29.07%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 211,382.57	\$ 9,794.90	\$ 23,862.09	\$ 177,725.58	15.92%
<b>i. Total Direct Charges</b>	<b>\$ 2,188,420.69</b>	<b>\$ 87,618.08</b>	<b>\$ 529,926.41</b>	<b>\$ 1,570,876.20</b>	<b>28.22%</b>
j. Indirect Charges	\$ 88,268.00		\$ 22,481.49	\$ 65,786.51	25.47%
<b>k. TOTALS</b>	<b>\$ 2,276,688.69</b>	<b>\$ 87,618.08</b>	<b>\$ 552,407.90</b>	<b>\$ 1,636,662.71</b>	<b>53.69%</b>

**Early Head Start GPF Budget Summary - Project 1006229**  
**Report as of 01/10/24 - Payroll to 11/10/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 865,091.00	\$ -	\$ 234,376.92	\$ 630,714.08	27.09%
b. Fringe Benefits	\$ 657,701.00	\$ -	\$ 167,464.84	\$ 490,236.16	25.46%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 47,087.35	\$ 4,112.90	\$ 6,460.25	\$ 36,514.20	22.45%
f. Contractual	\$ 25,414.46	\$ 1,919.10	\$ 5,186.90	\$ 18,308.46	27.96%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 52,879.34	\$ 1,610.82	\$ 7,729.24	\$ 43,539.28	17.66%
<b>i. Total Direct Charges</b>	<b>\$ 1,648,173.15</b>	<b>\$ 7,642.82</b>	<b>\$ 421,218.15</b>	<b>\$ 1,219,312.18</b>	<b>26.02%</b>
j. Indirect Charges	\$ 80,303.00	\$ -	\$ 20,471.65	\$ 59,831.35	25.49%
<b>k. TOTALS</b>	<b>\$ 1,728,476.15</b>	<b>\$ 7,642.82</b>	<b>\$ 441,689.80</b>	<b>\$ 1,279,143.53</b>	<b>51.51%</b>

City of Oakland

# PURCHASE CARD TRANSACTION LOG

DATE: 01/12/24

Cardholder Name: Diveena Cooppan

PRINT NAME

December 2023

Transaction Period (Month / Year)

TO

December 2023

Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

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

Date	510-238-3165	Date
------	--------------	------

CARDHOLDER'S SIGNATURE AND DATE

PHONE NUMBER (REQUIRED)

AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	11/27/23	ALLSCAN	Applicant's Fingerprints	93.00		
2			1.2128.78231.52211.1006678.YS13 award 24286			
3	11/28/23	ALLSCAN	Applicant's Fingerprints	186.00		
4			1.2128.78231.52211.1006678.YS13 award 24286			
5	11/29/23	ALLSCAN	Applicant's Fingerprints	93.00		
6			1.2128.78231.52211.1006678.YS13 award 24286			
7	12/01/23	ALLSCAN	Applicant's Fingerprints	93.00		
8			1.2128.78231.52211.1006678.YS13 award 24286			
9	12/19/23	ALLSCAN	Applicant's Fingerprints	93.00		
10			1.2128.78231.52211.1006678.YS13 award 24286			
11	12/20/23	ALLSCAN	Applicant's Fingerprints	93.00		
12			1.2128.78231.52211.1006678.YS13 award 24286			
13	12/21/23	WALMART.COM	Staff Wellness Cards	147.50		
14			50%1.2128.78231.52921.1006667.YS13 award 24286 50% 1.2128.78231.52921.1006678.YS13 award 24286			
15						

Document Total

798.50

DETAILED DESCRIPTION


Audited By:  
(Finance and Management Agency)

FMA 02/07