

**OAKLAND HEAD START ADVISORY BOARD MEETING**

**Zoom Meeting**

**Thursday, January 20, 2022**

**3:40-5:06 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Dr. Javay Ross, *Vice Chair*  
Kevin Bremond  
Priya Jagannathan

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Alisa Burton, *Program Supervisor*  
Tracey Black, *HHS Program Planner, Head Start*  
Jason Wang, *Administrative Analyst II - Fiscal*  
Robyn Levinson, *HHS Program Planner*

**Parent Policy Council Members Present:**

Christina Michaud, *Chair*  
Bukola Ajana, *Vice Chair*  
Quizhu (Jewel) Xiong *Home-Based*

Lina Hancock, *Office of Councilmember Loren Taylor*  
Michael Munson, *KTOP Cable & TV Operations*  
Clara Sanchez Silva, *Administrative Assistant II*  
Shelley Taylor, *HS Supervisor – HR*  
Everardo Mendoza, *ERSEA Coordinator*  
Sarah Trist, *HHS Program Planner - Health Manager*  
Lynn Pham, *Franklin Early Childhood Center Director*  
Christine Rolan, *HSD Budget & Fiscal Manager*  
Conterenia Farrish – *Family Advocate*

**Members of Public Present:**

Annette Howard  
Assata Olugbala

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Three (3) Board Members were present. Quorum was established.

Also, present at the meeting were Parent Policy Council Members, Christina Michaud, *Outgoing Chair and Parent Policy Council/Advisory Board Liaison*; Bukola Ajana, *Outgoing Vice Chair/Member*; and Quizhu (Jewel) Xiong, *Member*.

**1. Public Comments:**

Assata Olugbala: Would like to make a comment which she indicated did not need a response. At the OUSD School Board Meeting last week, \$200,000 was allocated for Head Start from the District Child Development Fund. And there was no explanation as to how the money would be used. It was also identified that there are over 12,053 students who are homeless. Do we have candidates for Head Start who are homeless? Do we have numbers? Are we prioritizing for that group?

Do we have a procedure to remove a child from Head Start? How does expulsion happen? Do you have a procedure for parents to file complaint and what is the procedure?

Diveena Cooppan: We will present responses in writing for our next meeting. **See “Attachment A: Program Responses to Public Comments”, at end of meeting minutes.**

## II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS:

### 1. Review and Approval of **AB 361 Resolution No. 21-004**

- Dr. Javay Ross, called for a motion to approve the **AB 361 Resolution No. 21-004**
- ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-004**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions.

### 2. Review and Approval of **January 20, 2022, Advisory Board Meeting Agenda**

- Dr. Javay Ross called for a motion to approve the **January 20, 2022, Advisory Board Meeting Agenda**
- ✓ Priya Jagannathan motioned to approve the **January 20, 2022, Advisory Board Meeting Agenda**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

### 3. Review and Approval of **December 16, 2021, Advisory Board Meeting Minutes.**

- Dr. Javay Ross, called for a motion to approve **the December 16, 2021, Advisory Board Meeting Minutes**
- ✓ Priya Jagannathan motioned to approve the **December 16, 2021, Advisory Board Meeting Minutes.**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

## III. ACTION ITEMS:

### 1. **FY 21-22 Head Start Advisory Board Bylaws – Review, Discussion, and/or Adoption;**

*Tracey Black, HHS Program Planner*

- Program received the Bylaws recommendations review of proposed changes from the City Attorney [M. Bhakta] .
- The AB requested that the number of members be changed from 7 to 9 because it would be in alignment with the City Council ordinance and resolution.
- There were additional direct language changes in order to align with the ordinance proposed by Advisory Board
- The Advisory Board has the authority to accept the edits and adopt the Bylaws.
- If the Board would like to reduce the number, we would need to develop an agenda report and a resolution that would need to be submitted to the City Council with that request.
- The City Attorney confirmed that the program can still operate and conduct meetings with the current filled seats.
- The program is in the process of following the recruitment steps for additional board members.
  
- **Public Comment:** A. Olugbala mentioned she was confused as she read the legal ordinance before she began attending the meetings, and her first concern was that the legal binding ordinance said that there should be 9 members. This is problematic, as we need more representation.

- **Staff Comment:** Tracey indicated her understanding. P. Jagannathan agreed with Assata. P. Jagannathan stated that she would like ongoing updates and offered her support in recruiting members, as it is important to have representation.
- The program has submitted new board member applications to the Mayor's office and these are expected to be submitted to City Council from the Mayor's Office in the next few months.
- Diveena Cooppan added that we're always looking for recommendations and encourage applications to the Board.
- Annette Howard, a potential Advisory Board member was attending the meeting and , sharing her Head Start experience and her interest in becoming an Advisory Board member. .
- Dr. Javay Ross called for a motion to approve the **FY 21-22 Head Start Advisory Board Bylaws with the changes from the City Attorney's Office**
- ✓ Kevin Bremond motioned to approve to approve the **FY 21-22 Head Start Advisory Board Bylaws with the changes from the City Attorney's Office**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

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

- Diveena Cooppan asked to begin with Item C, due to Kevin Bremond having to leave the meeting early.

**c. Locally Designed Option: Class Size Waiver Request: Tassafaronga HS**

- The program presented another locally designed option request to submit a proposal of the Class Size Waiver for Tassafaronga, which is a Head Start site for 4-5-year-olds, to increase the classroom number to 24.
- Dr. Javay Ross called for a motion to approve the **Locally Designed Option: Class Size Waiver Request: Tassafaronga HS**
- ✓ Kevin Bremond motioned to approve the **Locally Designed Option: Class Size Waiver Request: Tassafaronga HS**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

3. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager;*  
*Jason Wang, Admin. Analyst II*

**a. Cost Allocation Plan**

- Christine Rolan shared that Head Start is funded by multiple funding sources. We received Federal funding, State funding, and City funding to support our classroom costs. We, therefore, need to allocate the costs that we have for our centers, in order to be spending our funding in an equitable manner.
- Christine presented a cost allocation plan where she went into detail on what is being documented and tracked, such as what accounts the funding is coming from and what type of contractual and compliance agreements regarding the funding, are in place.

- Christine went over the definitions, concepts, and general cost allocation approach.
- Christine presented a Cost Allocation Percentage Table which showed exactly how our allocation is being broken up by funding source based on the total number of slots.
  
- Dr. Javay Ross called for a motion to approve the **Cost Allocation Plan**
- ✓ Kevin Bremond motioned to approve the **Cost Allocation Plan**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
  
- **Kevin Bremond had to leave the meeting.**

**a. Monthly Enrollment and Content Area Monitoring Update – December 2021**

- ASQ assessments, DRDP, parent conferences, and family needs assessments are on target.
- The key area is still attendance that is below 85%
- The waiver and flexibility continue from the Office of Head Start, into this new year for enrollment and attendance

**b. COVID 19 Response Update**

- Sarah Trist, Health Planner shared that December was a better month for Covid, than January.
- We had a Covid exposure at a support location and we were able to identify the case through the surveillance testing we have through partnership with California Department of Public Health. We were able to isolate contact and stop the spread.
- In December, we received test kits from Alameda County Public Health Department, which helped us screen children before they returned to the classroom on January 3<sup>rd</sup>. Families found that very helpful.
- We have ordered additional tests but there is a delay in orders. Our goal is to have the tests available and on hand, to assist families in their safety, especially when we must close a site due to an exposure.
- The program is currently experiencing a significant surge that is impacting sites remaining open.
- We have a mix of families who have opted to keep their children home and others who really rely on us and prefer to have their children with us [at the centers] during the day.
- The majority of center staff are testing daily.
- The program has not shortened the quarantine or isolation period and remains at 10 days, because the families we serve have children who are not yet eligible for vaccination and have many other vulnerable family members.
- We're choosing the safest [most conservative] option so that we can keep our centers a safe place for children to attend

**Voting for December Monthly Progress Report – December 2021, will be moved to next month as there was no quorum**

**b. Monthly Financial Report – December 2021**

- Jason presented the following financial report for December 2021.
- Personnel - 42% spent, Fringe Benefits 74% as expected Supplies - at 6% Contractual - at 74%, and Other - spent 42 %, as aligned with our expectations.

- Total Direct Charges - 56% and Indirect Charges - 40%. Total amount we have spent is 55%.
- Purchase Card – we have Zoom expenses for our centers, which is roughly \$670. .
- Meal Count – Breakfast we served a total of 1,658; for Lunch we served a total of 1,802 and for Afternoon Snacks we served a total of 1,637.
- **Public Comment:** A. Olugbala mentioned she’s often very concerned when it comes to budget breakdowns because usually cost related to administrative cost can be anywhere between 60 to 75% of total money spent. She would like to see a breakdown of what percentage of the money is going into the classroom for teaching and learning. When there’s a cost factor of over \$600,000 for Other and \$300,000 for Supplies, could we get some understanding of what is covered under Other?
- **Staff Comment:** Christine Rolan responded that we used to present summaries that would show what the different types of costs are under each category, and that moving forward we can reincorporate that detail in the fiscal report. Some of the costs that go under Other, include rent, utilities, and operating costs for our centers.
- **Voting for December Monthly Financial Report – December 2021, will be moved to next month**

**5. Policies & Procedures: Program Staff**

- Tracey Black explained we do not have any Policies & Procedures to review at the moment, but we will continue to keep it on the agenda as a placeholder.

**IV. INFORMATION ITEMS: Diveena Cooppan and Program Staff**

**1. Parent Policy Council Feedback**

- Christina Michaud presented the *Parent Policy Council Feedback & Report* from the Parent Policy Council Meeting held on Tuesday, January 18<sup>th</sup>, 2022.
- **Reverend Annette Howard introduced herself:** Reverend Howard mentioned she has a long history with Head Start. As a child, her daughter was enrolled in the program. Reverend Howard worked at the site level and did a lot of recruitment for Head Start. Please find her letter of interest and resume attached.

**2. FY 21-22 School Readiness Goals & Child Outcomes**

- Alisa Burton, *Program Supervisor*, provided an overview of the Head Start School Readiness Goals, strategies, and examples.
- There are four School Readiness goals:
  - 1 Goal: Identity of Self in Relation to Others
  - 2 Goal: Children Will Increase the Use of Language (Verbal and Non-Verbal)
  - 3 Goal: Approaches to Learning
  - 4 Goal: Fine Motor Manipulative Skills

**Diveena Cooppan Comment:**

- We have our continuing application, which is due on April 1<sup>st</sup>, that will need to go to City Council for approval on March 29<sup>th</sup>. This means that have to get it to the Advisory Board by the end of February or early March.

- We're looking into a 2-hour session where, we present community assessment data, old goals, objectives and other ideas. We will be reaching out to you with possible dates for you to let us know which date works best for you.

**3. Update on information Memorandum: Head Start Advisory Board Annual Progress Report to City Council, February 15, 2022**

- The Head Start Advisory Board Annual Progress Report is planned for presentation to the City Council on February 15<sup>th</sup>, 2022.

**4. FY 21-22 Community Assessment Update Review (*Pending*)**

- Will fall under governance training.

**5. FY 21-22 Governance Training (*Pending*)**

- Will fall under governance training.

**V. OPEN FORUM:**

- Dr. Javay Ross made an announcement for the families attending Head Start Programs who go to the UC Benioff Children's Hospital Oakland Primary Care Clinic, that the clinic has free Covid test kits to provide to families. However, you need to be assigned to the clinic in order to have access to the free test kits.

**VI. ADJOURNMENT**

- Dr. Javay Ross called for a motion to **Adjourn the meeting.**
- ✓ Priya Jagannathan motioned to **Adjourn the meeting.**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **.Vote:** (2)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:00 pm

Submitted and recorded by  
*Clara Sanchez Silva*  
Administrative Assistant II

**Program Responses to Public Comments and Questions  
from Head Start Advisory Board Meeting, January 20, 2022**

**Public Comment:** Would like to make a comment which she indicated did not need a response. At the OUSD School Board Meeting last week, \$200,000 was allocated for Head Start from the District Child Development Fund. And there was no explanation as to how the money would be used.

**Program Response:** City of Oakland is a sub-contractor with OUSD/Child Development Division's General Child Care (CCTR) Contract with the California Department of Social Services (CDSS), which serves children, birth – 3-years-old and school-age children in before- and after-school care. The City of Oakland utilizes the sub-contract funding to augment and further support the services that are provided through the City's Early Head Start program, which serves children, birth – 3-years-old. The sub-contract is intended to specifically support the City's Early Head Start program, through June 30, 2021.

Of note, is that on January 14, 2022, the City of Oakland responded to a request for proposal released by the California Department of Social Services (CDSS), for agencies interested in implementing General Childcare (CCTR) contracts. The City of Oakland submitted a competitive application to CDSS, so that we might become a direct contractor of General Child Care (CCTR) funding, versus a sub-contractor. Applicants will be notified of Phase 1 of decisions by or before March 9, 2022.

**Public Question:** It was also identified that there are over 12,053 students who are homeless. Do we have candidates for Head Start who are homeless? Do we have numbers? Are we prioritizing for that group?

**Program Response:** We do, currently, have participants enrolled in the Head Start/Early Head Start program who are experiencing homelessness (based on the definition of the McKinney-Vento Act) – 84 families. Through a specific selection criteria process, as set forth in the Head Start Performance Standards - [1302.14 Selection process](#). | [ECLKC \(hhs.gov\)](#), and mandated by the Head Start Act, families experiencing and facing vulnerabilities, such as being unhoused or homeless, according to McKinney-Vento Act definition - [Federal Register :: McKinney-Vento Education for Homeless Children and Youths Program](#), are instantly prioritized and placed at the top of the program's selection list.

**Public Question:** Do you have a procedure to remove a child from Head Start? How does expulsion happen? Do you have a procedure for parents to file complaint and what is the procedure?

**Program Response:** The program has specific policies and procedures that outline enrollment, attendance, and participation the Head Start Program. As a contractor of federal and state funding, the Head Start program is prohibited from expelling children from the program and stringently advised against suspensions. The program does follow a strict policy and procedure - "Limitations on Suspensions and Prohibition on Expulsions" with regard to suspensions and expulsions a policy and procedure and is currently undergoing minor updates. The program also follows policy and procedure - "Community Complaint/Grievance" with regard to receiving parent/community complaints, also currently undergoing minor updates. And though undergoing minor updates, both policies strictly adhere to due process and follow strict confidentiality, privacy and anonymity guidelines.