



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

Thursday, 1-19-2023

3:30-5:00pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to California Government Code section 54953(e), Head Start Advisory Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

When: 1-19-2023; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thursday, until 6-15-23, 6 occurrence(s), with the exception of *2-23-22.

- *2-23-2023; 3:30 PM – fourth Thursday of the month
- 3-16-2023; 3:30 PM
- 4-20-2023; 3:30 PM
- 5-18-2023; 3:30 PM
- 6-15-2023; 3:30 PM

How to Join the Webinar:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84423331897>

Or One tap mobile :

US: +16699006833,,84029615983# or +16694449171,,84029615983#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 669 444 9171 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592

Webinar ID: 844 2333 1897

International numbers available: <https://us02web.zoom.us/j/84423331897>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

• To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

• To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email **Tracey Black** at TBlack@oaklandca.gov

2022 OCT 17 PM 4:42

APPROVED AS TO FORM AND LEGALITY

FILED
OFFICE OF THE CITY CLERK
OAKLAND


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 89454 C.M.S.

RESOLUTION RENEWING AND CONTINUING THE CITY COUNCIL'S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE CITY COUNCIL AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB 361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. (See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>); and

WHEREAS, on June 17, 2022 Gavin Newsom issued Executive Order N-11-22 reaffirming that a State of Emergency exists in California as a result of COVID-19. (See <https://www.gov.ca.gov/wp-content/uploads/2022/06/6.17.22-COVID-EO-Rollback-signed.pdf>); and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) continues to recommend physical distancing of at least six (6) feet whenever possible, avoiding crowds and poorly ventilated spaces, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>); and

WHEREAS, the CDC recommends that families with children under 5 and unvaccinated household members continue to take steps to prevent COVID-19 infection including distancing. (See <https://www.cdc.gov/coronavirus/2019-ncov/groups/families-covid-19.html>); and

WHEREAS, the CDC continues to caution that older adults remain more likely to get very sick from COVID-19. (See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>); and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms or who have tested positive for COVID-19 stay home. (See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>); and

WHEREAS, the CDC still finds that COVID-19 vaccines are highly effective at preventing severe illness, hospitalizations and death and continues to recommend that all eligible persons get vaccinated for COVID-19 and stay up to date on their COVID-19 vaccines. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>); and

WHEREAS, vaccinated persons may still get COVID-19 and can spread the virus to others. (See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/effectiveness/why-measure-effectiveness/breakthrough-cases.html>); and

WHEREAS, anyone infected with COVID-19 can spread the virus, even if they do not have symptoms. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>); and

WHEREAS, the City's public-meeting facilities are indoor facilities not designed to ensure circulation of fresh/outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or may live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, prior to the September 12, 2022, the City Council had held teleconference meetings since March 27, 2020, but Council had not met for more than 30 days and thus, discontinued the teleconference meetings that were being conducted pursuant to its previous AB 361 findings;

WHEREAS, on September 12, 2022, the City Council adopted Resolution No. 89386 C.M.S. determining that conducting in-person meetings would present imminent risks to

attendees' health, and electing to conduct meetings using teleconferencing in accordance with California Government Code section 54953(e), a provision of AB 361; and

WHEREAS, by making these new findings that conducting in-person meetings would present imminent risks to attendees' health, and by making a new election to conduct meetings via teleconference, the Council restarted the process, and may elect to continue to meet via teleconference by adopting subsequent resolutions, at least every 30 days, as part of a broader Council agenda, and need not do so on a single -subject agenda; now therefore be it:

RESOLVED: that the City Council finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the City Council renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the City Council firmly believes that the community's health and safety and the community's right to participate in local government, are both critically important, and the City Council is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code section 54953(e), a provision of AB 361; and be it

FURTHER RESOLVED: that the City Council will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Council finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.

IN COUNCIL, OAKLAND, CALIFORNIA,

NOV 1 2022

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, KALB, KAPLAN, REID, ~~WASSER~~ THAO AND
PRESIDENT FORTUNATO BAS - 7

NOES - Taylor
ABSENT - 0
ABSTENTION - 0

ATTEST:



ASHA REED

City Clerk and Clerk of the Council of the
City of Oakland, California

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, July 21, 2022
3:36-5:01 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Dr. Mariamawit (Mari) Tamerat

Advisory Board Members Excused:

Dr. Javay Ross, *Vice Chair*
(Excused)
Aly Bonde (Excused)
Reverend Annette Howard
(Excused)

Parent Policy Council Members Present:

Christina Michaud (Community Rep.),
Chair
Bukola Ajana (San Antonio Park EHS),
Vice Chair
Quizhu (Jewel) Xiong
(Home Based Program), *Treasurer*

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *HHS Planner, HS/EHS*
Jason Wang, *Administrative Analyst II – Fiscal*
Robyn Levinson, *HHS Planner, HS/EHS*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program*
Coordinator
Sarah Trist, *Health Manager & HHS Planner, HS/EHS*
Helen Luong, *Family Advocate, HS/EHS*
Conterenia Farrish, *Family Advocate, HS/EHS*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact Interpretation Team*
(5 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:36 PM, and roll was taken. Quorum was established with 4 members present.

1. Public Comments:

Assata Olugbala noted that in recent Council Meeting where the council was in the process of reviewing the budget, Council Member Kalb asked if any of the Measure AA funding would be going toward Head Start? Ms. Olugbala expressed her concern regarding whether Measure AA funding would go towards Head Start and encouraged the body to explore whether Head Start could receive any of the funding for its current programming.

Priya Jagannathan mentioned that Head Start is written into the legislation and funding will be distributed, Priya Jagannathan also requested for Measure AA to become a standing item in our agenda for updates.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Chair, Molly Tafoya*

1. Review and Approval of AB 361 Resolution No. 21-0010

- Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-0010**
 - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-0010**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
2. Review and Approval of **July 21, 2022, Advisory Board Revised Meeting Agenda**
- Chair Molly Tafoya called for a motion to approve the **July 21, 2022, Advisory Board Revised Meeting Agenda**
 - ✓ Kevin Bremond to approve the **July 21, 2022, Advisory Board Revised Meeting Agenda**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (0) no response.
3. Review and Approval of **May 19, 2022, Advisory Board Meeting Minutes.**

Chair Molly Tafoya abstained from voting on the May 19, 2022, Advisory Board Meeting Minutes, as she was not in attendance. Quorum was no longer met therefore the May 19, 2022, Advisory Board Meeting Minutes have been postponed for approval until next meeting.

4. Review and Approval of **June 16, 2022, Advisory Board Meeting Minutes.**

Priya Jagannathan abstained from voting on the June 16, 2022, Advisory Board Meeting Minutes as she was not in attendance. Quorum was no longer met therefore the June 16, 2022, Advisory Board Meeting Minutes have been postponed for approval until the next meeting.

III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair*

- The Parent Policy Council (PPC) agreed that a summer recess in August, in alignment with City Council Summer Recess calendar was a good idea and approved the proposal.
- The PPC followed their agenda and approved requested items.

IV. ACTION ITEMS:

1. Proposal: *Advisory Board Meeting Recess for August 2022*

- Tracey Black explained that Oakland City Council is on a Summer Recess until September. Therefore, a schedule change, to be in alignment with the City Council, was proposed for our *Parent Policy Council Meeting* and *Advisory Board Meeting*.
- Chair Molly Tafoya called for a motion to approve the **Proposal:** *Advisory Board Meeting Recess for August 2022*
- ✓ Chair Molly Tafoya motioned to approve to approve the **Proposal:** *Advisory Board Meeting Recess for August 2022*
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

2. Monthly Progress Report: *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*

a. Monthly Enrollment and Content Area Monitoring Update – June 2022

- We have two enrollment numbers which are funded enrollment and actual enrollment.
- By the end of the program year, we served 485 children which equated to about almost 80% of our funded slots.
- Over 90% of our children obtained access for health services.
- We are working on ways to intervene and ensure we can increase well baby checks, screenings, and exams.
- Our education events and requirements are at over 90%.
- The Program did not reach 10% of **funded** enrolled children having IFSPs or IEPs by June 30th. However, the Program had 50 children enrolled with IFSPs or IEPs, equating to 10.4% of **actual** enrollment. We currently have 21 referrals still pending evaluation with OUSD and with the Regional Center of the East Bay (RCEB).
- We noted a 75% Average Daily Attendance for June 2022. The decline in daily attendance compared to previous months, is most likely due to families leaving for vacation or keeping children home with other siblings who finished school earlier in the month of June.
- Six (6) children enrolled during June, were identified as *experiencing homelessness*, as defined by the McKinney Vento Act.
- We are working to hire a Family Advocate that will serve children enrolled in the Mobile Classroom and recruit families in partnership with local community organizations and homeless shelters.
- Program Operations and Facilities staff are obtaining all required registration, licensing, and insurance for our Mobile Classroom.
- Playground inspections and CACFP monitoring were completed in June.
- Family Services and Facilities staff distributed 27,840 diapers to Center-based Early Head Start families and 212,850 diapers to Home-Based Program Early Head Start families.
- Grantee Partner - Merritt College Children's Center, is scheduled to begin serving 8 children, ages 3-5, at the start of the 2022-23 program year. Once Merritt hires an additional teacher, they will expand to serving 16 children.
- In your packet, you will see the findings from the Staff Wellness Survey, to all staff.
- We have a Focus Area 1 (FA1) Review from the Office of Head Start coming up, which will investigate our administrative background documents which show how we operate and implement services, as a program.
- During June and into July, Data Management staff met with staff to review their ChildPlus skills assessment and identified training priorities for next year.
- In June, two members of our Teaching staff retired: Hilda Gallegos (Broadway EHS) and Tammy Trujillo (Franklin HS).
- On June 28th, 2022, a *Staff Wellness and End of Year Celebration*, was held for all City of Oakland Head Start staff. We had almost 100 staff in attendance.

- Maintenance team collected all summer repair requests from each site however they remain short-staffed.

b. COVID 19 Response Update, presented by Sarah Trist, Health Manager & HHS Planner

- June was a difficult month for our program, we had six site closures across five sites that interrupted services. We also experienced several cases in staff who are not site based.
- We continue our testing program with California Department of Public Health.
- We do not have many participants in our vaccine clinics and it may be due to our children receiving their vaccines with their primary health physician.
- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – June 2022**
- ✓ Priya Jagannathan motioned to approve to approve the **Monthly Progress Report – June 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

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

a. Monthly Financial Report – June 2022, presented by Jason Wang, Admin. Analyst II

- Personnel - 102% spent,
- Fringe Benefits - 176%,
- New GPF line to reflect the amount spent,
- Travel is at – 8%,
- Equipment – 0 %,
- Supplies - currently at 37%,
- Contractual – we're at 83%,
- Other - we have spent 83%,
- Total Direct Charges - 92%,
- Indirect Charges - 95%, and
- Total – 93%,
- Purchase Card (P-Card) – WIPFLI Training Conference flight and hotel stay – Total spent - \$5,241.76

CACFP Meal Count Report – May 2022

- Report includes 2,772 served breakfasts, 3,086 lunch, and 2,763 afternoon snacks.

Chair Molly Tafoya asked if “on track to spend down funds” meant we did not anticipate applying for any rollover. Jason Wang mentioned that we are contemplating applying for carryover.

Assata Olugbala asked if the Advisory Board would receive a report or presentation from the WIPFLI Training Conference. Jason Wang mentioned that a WIPFLI Agenda was emailed to the Parent Policy Council therefore the Advisory Board will receive the agenda as well.

- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – June 2022**
- ✓ Chair Molly Tafoya motioned to approve the **Monthly Financial Report – June 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

4. Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award

- The Oakland Head Start Program applied for a General Childcare (CCTR) contract back in January 2022. We went through an extensive application review process with the California Department of Social Services and were selected to receive a contract award for General Childcare (CCTR) contract funding, beginning FY 22-23.
- We were awarded a \$3,315,326 contract. This funding will support and augment our current Early Head Start Program.
- We will be a direct CCTR contractor with the California Department of Social Services.
- Chair Molly Tafoya called for a motion to approve the **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
- ✓ Priya Jagannathan motioned to approve the **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

5. FY 2022-23 Planning Calendars and Strategic Planning Process

- Due to timing, Chair Molly Tafoya asked for Action Item 5 to be moved to September Meeting. Tracey Black asked for Advisory Board to review FY 2022-23 Planning Calendars and Strategic Planning Process for our September meeting.

6. Policies & Procedures:

- **Tuberculosis Screening of Children Policy & Procedures** (*Presented by Laura Zarate Vazquez, Health Analyst*): This new policy & procedure was developed to help Family Advocates identify any risk factors for tuberculosis (TB).

Dr. Mari Tamerat highlighted that neither homelessness nor foster care children are a risk factor to tuberculosis.

- Chair Molly Tafoya called for a motion to approve the **Tuberculosis Screening of Children Policy & Procedures**
- ✓ Kevin Bremond motioned to approve the **Tuberculosis Screening of Children Policy & Procedures**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes,

(0)-nays, (0)- abstentions

- **Diapering Policy & Procedures** (*Presented by Laura Zarate Vazquez, Health Analyst*): We accept all children regardless of where they are in their journey to toileting independence. We will also care for a child's diapering need immediately and appropriately every morning. Updated, step by step instructions to staff on diapering to reflect the latest guidance in caring for our children standards has been provided to staff.
- Chair Molly Tafoya called for a motion to approve the **Diapering Policy & Procedures**
- ✓ Chair Molly Tafoya motioned to approve the **Diapering Policy & Procedures**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Chair Molly Tafoya thanked the Head Start team for working on FY 2022-23 Planning Calendar as she understands the complexity of it. Chair Molly Tafoya wanted to highlight that moving forward, the Advisory Board Agenda will maintain a Measure AA standing item and that during out September meeting, there will be three Advisory Meeting Minutes to approve.

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

VI. OPEN FORUM

- No Comments.

VII. ADJOURNMENT

- Chair Molly Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Chair Molly Tafoya motioned to **Adjourn the meeting.**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 5:01 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, September 15, 2022
3:42-5:09 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

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

Advisory Board Members Excused:

Molly Tafoya, Chair
Reverend Annette Howard

Parent Policy Council Members Present:

Christina Michaud (Community Rep.),
Chair
Bukola Ajana (San Antonio Park EHS),
Vice Chair
Quizhu (Jewel) Xiong (Home Based
Program), *Treasurer*
LaShawnda Hicks (San Antonio Park EHS)

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *HHS Planner, HS/EHS*
Jason Wang, *Administrative Analyst II – Fiscal*
Robyn Levinson, *HHS Planner, HS/EHS*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program
Coordinator*
Sarah Trist, *Health Manager & HHS Planner, HS/EHS*
Conterenia Farrish, *Family Advocate, HS/EHS*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact Interpretation Team*
(5 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:42 PM, and roll was taken. Quorum was established with 6 members present. Reverend Howard joined the meeting at 3:50pm. Aly Bonde was excused from the meeting at 4:25pm. Quorum was maintained with 4 members present.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Vice Chair, Dr. Javay Ross*

1. Review and Approval of **AB 361 Resolution No. 21-0011**
 - Vice Chair Dr. Javay Ross, called for a motion to approve the **AB 361 Resolution No. 21-0011**
 - ✓ Kevin Bremond, motioned to approve the **AB 361 Resolution No. 21-0011**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response
2. Review and Approval of **Revised September 15, 2022, Advisory Board Revised Meeting Agenda** – Program staff requested to add two items to the agenda for review and approval: (1) Low Cost Extension Request HS/EHS Start-up Funding and (2) Carryover

of Basic HS and EHS funding from FY 21-22.

3.

- Vice Chair Dr. Javay Ross called for a motion to approve the **Revised September 15, 2022, Advisory Board Revised Meeting Agenda**
- ✓ Priya Jagannathan to approve the **Revised September 15, 2022, Advisory Board Revised Meeting Agenda**
- ✓ Dr. Mariamawit seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response.

4. Review and Approval of May 19, 2022, Advisory Board Meeting Minutes.

- Vice Chair Dr. Javay Ross called for a motion to approve the **May 19, 2022, Advisory Board Meeting Minutes**
- ✓ Kevin Bremond to approve the **May 19, 2022, Advisory Board Meeting Minutes**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response.

5. Review and Approval of June 16, 2022, Advisory Board Meeting Minutes.

- Vice Chair Dr. Javay Ross called for a motion to approve the **June 16, 2022, Advisory Board Meeting Minutes**
- ✓ Dr. Mariamawit to approve the **June 16, 2022, Advisory Board Meeting Minutes**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (1) no response.

6. Review and Approval of July 21, 2022, Advisory Board Meeting Minutes.

The Advisory Board members abstained from voting on the June 16, 2022, Advisory Board Meeting Minutes, therefore the July 21, 2022, Advisory Board Meeting Minutes have been postponed for approval until next month.

III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair*

- The Parent Policy Council (PPC) discussed the monthly progress the program made over the months of July and August.
- Multiple discussions regarding SNAP eligibility and Covid-19 response.
- The PPC followed their agenda and approved requested items.

IV. ACTION ITEMS:

1. Monthly Progress Report: *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*

a. Monthly Enrollment and Content Area Monitoring Update – July & August 2022

- Home Based program started on July 18th for and our Center Based program on August 17th.
- Pre-Service made sure all of our staff were prepared with the required trainings on all topics.
- We are now moving into completing these first 30- and 45-day education and health requirements.
- We submitted our program information report which is the annual report describing the program services delivered annually. This is a requirement from the office of Head Start and it was successfully submitted in August.
- Children enrolled in IFSP or IEP are now 4.5% of funded enrollment or 30 individuals in our program overall. We have additional children are in the evaluation and referral process at the moment.
- Children's attendance has increased, and we continue to expect an increase as families are adjusting to their new routines.
- Home Based program is focused on making sure they are meeting all of their hearing and vision screenings to comply with 45-day mandate.
- Families who are currently receiving SNAP are categorically eligible for Head Start. SNAP is considered one of the forms of public assistance for which families don't need to verify their income level to document proof of eligibility.
- Families who were originally on our wait list or not eligible because they were over-income as of Head Start standards (making over 130% of the Federal poverty line) are now eligible for Head Start because they are CalFresh recipients.

Multiple discussions and questions were raised between the Advisory Board members regarding the new SNAP eligibility and enrollment.

Diveena mentioned that a policy is currently being developed which will be presented to the Parent Policy Council and Advisory Board on what next steps will be taken to make sure we are continuing to serve low-income families. Diveena explained that our current enrollment numbers are doing well compared to others and that there will be a 77% enrollment increase as well as a 7% decrease due to Saint Vincent no longer working with us very last minute. Diveena clarified that the new eligibility change regarding the SNAP program comes from the Office of Head Start.

b. COVID 19 Response Update, *presented by Sarah Trist, Health Manager & HHS Planner*

- Many of our COVID-19 policies and procedures remain the same.
- We continue to use layered mitigation to keep our centers safe places and our home visits safe for the families that we serve.
- Masking is still required, and we continue our program with California Department of Public Health for our staff to continue practicing surveillance testing on themselves.
- We are using rapid tests with both staff and children in ways that are following the evidence such as at the end of isolation after a case (which continues to be 10 days) we're asking for a negative test to return to work to the classroom.
- We continue to use rapid tests to help keep children in the classroom when they have

minor symptoms but repeat the test to make sure we have true negatives and we're following the best way to use those tests.

- We held vaccine clinics over the summer however we noticed that parents prefer to vaccinate their children with their pediatrician.
- There are currently no plans to make vaccination a requirement for our children.
- We had two cases during our new program year, and we continue to work with families for support.
- Vice Chair Dr. Javay Ross called for a motion to approve the **Monthly Progress Report – July & August 2022**
- ✓ Kevin Bremond motioned to approve to approve the **Monthly Progress Report – July and August 2022**
- ✓ Dr. Mariamawit seconded the motion; Motion carried. **Vote:** (6) ayes, (0)-nays, (0)-abstentions, (0) no response

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

a. Monthly Financial Report – July & August 2022, *presented by Jason Wang,*
Admin. Analyst II

- Two months have passed in the new fiscal year, as of August 5th:
- Personnel - 5% spent,
- Fringe Benefits - 10%
- Travel is at – 0%,
- Equipment – 0 %,
- Supplies - currently at 11%,
- Contractual – we're at 0%,
- Other - we have spent 11%,
- Total Direct Charges - 5%
- Indirect Charges - 5%, and
- Total – 5%
- Purchase Card (P-Card) –Lead Testing, training, and electric skillet for a site - Total spent - \$570.97

CACFP Meal Count Report – June 2022

- Report includes 1,573 served breakfasts, 1,740 lunch, and 1,486 afternoon snacks.
- Vice Chair Dr. Javay Ross called for a motion to approve the **Monthly Financial Report – July & August 2022**
- ✓ Kevin Bremond motioned to approve the **Monthly Financial Report – July & August 2022**
- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

c. Low-Cost Extension Request: *Christine Rolan, HSD Budget & Fiscal Manager*

- Head Start Startup amount of \$108,100 and Early Head Start Startup amount of \$121,900.

- We are requesting low-cost extension for one HR personnel, supplies (laptops, hotspots and tech support for parents and children), contractual costs and renovations for children with disabilities.
- The total amount request is \$230,000 across both grants.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **Low-Cost Extension Request**
- ✓ Reverend Annette Howard motioned to approve the **Low-Cost Extension Request**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

d. Base Grant Carryover FY 22: *Christine Rolan, HSD Budget & Fiscal Manager*

- Head Start Basic amount of \$293,851 and Early Head Start Basic amount of \$376,149.
- We are requesting a carryover for the funds we did not utilize during the fiscal year for personnel, temp services for maintenance and safety, supplies, consultant costs, playground specialist assessment, safety training, security for sites, air quality assessor, outdoor play area improvements, playground structure and turf for site.
- The total amount request is \$670,000 across both grants.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **Base Grant Carryover**
- ✓ Reverend Annette Howard motioned to approve the **Base Grant Carryover**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

3. FY 2022-23 Planning Calendars

- Tracey Black clarified that the Planning Calendars and Bylaws were provided back in July to the Advisory Board for review.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **FY 2022-23 Planning Calendars**
- ✓ Alysoun (Aly) Bonde motioned to approve the **FY 2022-23 Planning Calendars**
- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions, (0) no response

4. FY 2022-23 Advisory Board Bylaws

- Tracey Black clarified that the Planning Calendars and Advisory Board Bylaws were provided back in July to the Advisory Board for review.
- ✓ Vice Chair Dr. Javay Ross called for a motion to approve the **FY 2022-23 Advisory Board Bylaws**
- ✓ Alysoun (Aly) Bonde motioned to approve the **FY 2022-23 Advisory Board Bylaws**

- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:**
(6)-ayes, (0)-nays, (0)- abstentions, (0) no response

5. Policies & Procedures:

- **Child Assignment Policy & Procedures**
Moved to our next Advisory Board Meeting
- **Enrollment by Eligibility Type**
Moved to our next Advisory Board Meeting

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

- a. School Readiness Presentation
 - Deborah Turner and Thao Ly presented their School Readiness Goals PY 21-22 Data Analysis and action plan.

VI. OPEN FORUM

- Priya Jagannathan asked for the Saint Vincent Information Item to be brought back next month as it is very important.

VII. ADJOURNMENT

- Vice Chair Dr. Javay Ross **Adjourned the meeting.**

Meeting adjourned at 5:09 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, October 20, 2022
3:43-5:01 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Priya Jagannathan
Alysoun (Aly) Bonde
Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard

Advisory Board Members Excused:

Dr. Javay Ross, *Vice Chair*
Kevin Bremond

Staff Present:

Sarah Trist, *Health Manager & HHS Planner, HS/EHS*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *HHS Planner, HS/EHS*
Robyn Levinson, *HHS Planner, HS/EHS*
Sarah Chao, *Data Coordinator, HS/EHS*
Shelley Taylor, *Supervisor – HR & Business Services*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact Interpretation Team*
(5 members present)

Parent Policy Council Members Present:

Christina Michaud (Community Rep.), *Chair*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:43 PM, and roll was taken. Quorum was established with 5 members present.

1. Public Comments:

No Comments.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Chair Molly Tafoya*

- 1. Review and Approval of AB 361 Resolution No. 21-0012**
 - Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-0012**
 - ✓ Dr. Mariamawit (Mari) Tamerat, motioned to approve the **AB 361 Resolution No. 21-0012**
 - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (0) no response
- 2. Review and Approval of October 20, 2022, Advisory Board Revised Meeting Agenda**
 - Chair Molly Tafoya called for a motion to approve the **October 20, 2022, Advisory Board Revised Meeting Agenda**
 - ✓ Alysoun (Aly) Bonde to approve the **October 20, 2022, Advisory Board Revised Meeting Agenda**
- 3. Review and Approval of July 21, 2022, Advisory Board Meeting Minutes.**

Moved to November Advisory Board Meeting.

 - Review and Approval of **September 15, 2022, Advisory Board Meeting Minutes.**

Moved to November Advisory Board Meeting.

- Program staff requested for the Policies & Procedures be moved to the November Meeting.
- ✓ Dr. Mariamawit (Mari) Tamerat seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)-abstentions, (0) no response.

III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair*

- The Parent Policy Council followed their agenda and approved requested items.
- Two PPC members are currently attending the Family Engagement Conference.
- The Workforce Development Plan/Program was presented.

IV. ACTION ITEMS:

1. Advisory Board Officer Elections; *Diveena Cooppan & Program Staff*

- This is a practice for every program year. The Advisory Board elected to go through the process in November, when all active board members are present. We will elect officers for the roles of Chair and Vice Chair, at that time.
- Advisory Board member, Priya Jagannathan, announced her resignation from the Head Start Advisory Board due to her appointment to the Measure AA Commission.

2. Monthly Progress Report: *Diveena Cooppan & Program Staff (Presented by Robyn Levinson, HHS Planner)*

a. Monthly Enrollment and Content Area Monitoring Update – September 2022

- Head Start staff, Parent Policy Council and Advisory Board members walked together in the Oakland Pride Parade.
- Tiny Steps Program held their parent orientation which was attended by 15 families.
- Home Based Program held their first socialization event and had 13 families in attendance.
- Family Services department program helped orchestrate the first diaper and food distribution which was held and attended by 60 families.
- We held a support group for expectant parents.
- We had our first half day for professional development where staff went through the review and training for the classroom assessment scoring system.
- Our enrollment is at 68%, we anticipate our number to increase in October.
- 37 Children are enrolled with either IFSP or IEP.
- City Council approved the acceptance of our General Childcare Program CCTR Contract.
- We have multiple job openings and are actively hiring.

b. COVID 19 Response Update, presented by *Sarah Trist, Health Manager & HHS*

Planner

- We had one Covid-19 case in one of our centers and one in our Home-Based Program.
- We continue to test at sites.
- Covid-19 booster is available now for people ages 5 & up.
- Novavax new Covid-19 vaccine is now available for people ages 18 & up.
- California Department of Public Health has a contract with Sesame which offers free virtual Covid-19 visit for Californians to provide treatment and medication for Covid-19.

- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – September 2022**
- ✓ Chair Molly Tafoya motioned to approve to approve the **Monthly Progress Report – September 2022**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5) ayes, (0)-nays, (0)- abstentions

3. Monthly Financial Report: *Christine Rolan, HSD Budget & Fiscal Manager*

a. *Returning Item – P-Card Purchases – July/August 2022

- Full Purchase Card report, which includes July and August, was presented: Charges for lead testing, refunds for flights for staff who attended the WIPFLI conference, food safety training, skillet for hot breakfast.
- September Purchase Card report includes banners for Oakland Pride event, formula, Calendly yearly subscription, Region 9 Conference travel and accommodation.

b. Monthly Financial Report – September 2022, Christine Rolan, HSD Budget & Fiscal Manager

- Head Start Budget Summary Total: 21%
- No changes to categories
- Head Start Budget Project Total: 19%
- Early Head Start Budget Summary Total: 33%
- Head Start T/TA Budget Summary Total: 26%
- Early Head Start T/TA Budget Summary Total: 17.2%
- Head Start ARP Budget Summary Total: 38.6%
- Early Head Start ARP Budget Summary Total: 41.9%

CACFP Meal Count Report

- Report includes 2,772 served breakfasts, 3,086 lunch, and 2,763 afternoon snacks.

- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – September 2022**
- ✓ Reverend Annette Howard motioned to approve the **Monthly Financial Report – September 2022**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)- ayes, (0)-nays, (0)- abstentions

4. Policies & Procedures: *Program Staff*

- a. **FY 2022-23 Selection Criteria (now includes SNAP/Cal-Fresh Eligibility)**
 - Moved to November Advisory Board Meeting

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

1. **General Program Updates** (*presented by Tracey Black, Education Manager*)
 - Saint Vincent's Day Home Grantee-Partner Contract.
 - i. City Administrator's Information Memo
 - City Administrator Website has issued a public memo with details regarding what happened with the Saint Vincent's Day Home Partner and the next steps the program will take.

Advisory Board members offered to help prevent any other partner contract issues/challenges and requested for any guidance on how they can do so.

- FY 21-22 Program Information Report
 - On August 31st, we completed the Program Year 21-22 Program Information Report (PIR). This annual report is a requirement by the Office of Head Start and it provides comprehensive data.
 - Sarah Chao presented the PIR Comparison Highlights between PY 20-21 vs PY 21-22
 - Head Start, Region 9, Family Engagement Conference, October 18 – 21, 2022
 - We have a total of 9 staff and Parent Policy Council members currently attending the Family Engagement Conference.
 - Workforce Development Efforts – Early Care & Education Pathways to Success
 - Alisa Burton will provide a presentation in November.
 - Site-based Parent Policy Council Elections during month of October
 - The elections for new Parent Policy Council for the 22-23 program year are happening this month.
 - We should have our new members joining us next month – November 2022.
2. **Strengthened communication protocols with families**
 - Tracey Black discussed the strengthened communication protocols in being practiced in the Oakland Head Start/Early Head Start Program. We are strengthening our system to better respond to family concerns promptly and readily, as well as program complaints or community complaints.

VI. **OPEN FORUM**

- Assata Olugbala mentioned that she noticed three Head Start reports on the City of Oakland “Informational memo” where it stated that Measure KK funds for Head Start would be going to the Department of Transportation. Assata Olugbala requested for more information regarding the similarities of OUSD Creative Curriculum vs Head Start.

- Tracey Black reassured Head Start will look into the Informational Memos moving forward. Tracey Black confirmed that Oakland Head Start is using Creative Curriculum for Infants & Toddlers in our Early Head Start Program and Creative Curriculum for Preschoolers in our Head Start program.

VII.

ADJOURNMENT

- Chair Molly Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Priya Jagannathan motioned to **Adjourn the meeting.**
- ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (5)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 5:01 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II



OCTOBER 2022

Monthly Report

ABSTRACT

This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to review progress towards goals, discuss challenges and solutions, and share updates for key program areas.

AT-A-GLANCE

	Head Start	Early Head Start	Current Total
Enrollment/Funded (No.)	202/332	261/342	463/674
Enrollment/Funded (%)	61%	76%	69%
Daily attendance	81%	76%	79%
Medical Home	93%	98%	96%
Health Insurance	93%	97%	95%
Current Physical exam/Well-baby check	70%	60%	65%
Updated immunizations	98%	85%	91%
Hearing Screening	82%	87%	85%
Vision Screening	81%	88%	85%
Growth Screening	80%	91%	86%
Dental Home	81%	93%	88%
Current Dental Exam	80%	61%	64%
Nutrition Screening	96%	86%	90%
Developmental Screening (ASQ)	91%	94%	93%
<i>Concerns Identified following ASQ Screening</i>	48%	33%	41%
Behavioral Screening – (ASQ-SE)	89%	94%	91%
<i>Concern Identified following ASQ-SE Screening</i>	27%	21%	24%
1 st Individualized Curriculum (DRDP)	84%	86%	85%
Initial Home Visit	92%	90%	91%
Preliminary Family Outcomes Assessment	94% completed as required, 0 past due		
Referrals to Regional Center of the East Bay	N/A	7	7
Referrals to OUSD	13	N/A	13
Individualized family service plan (IFSP)	9	13	22
Individualized education plan (IEP)	21	0	21
Children enrolled with IFSP or IEP	30	13	43 (6.9% OHS funded enrollment)

NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- ACF-IM-HS-22-08 (October 21, 2022): *Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-08>

DENTAL & PHYSICAL HEALTH

The program is thrilled to welcome dental screenings back to sites and home base socialization locations. Asian Health Services is providing dental exams to program children and will continue to do so in November. Samuel Merritt Nursing students completed sensory screenings at all sites and conducted an education session for children at 85th and Lion Creek on Oral Health. The students will hold three more sessions on various health-related topics through November. Families continue to struggle to make and keep well baby and physical exam visits. Staff will assess during the upcoming Program audit to learn more about the different barriers that can be mitigated to help families make these appointments as scheduled.

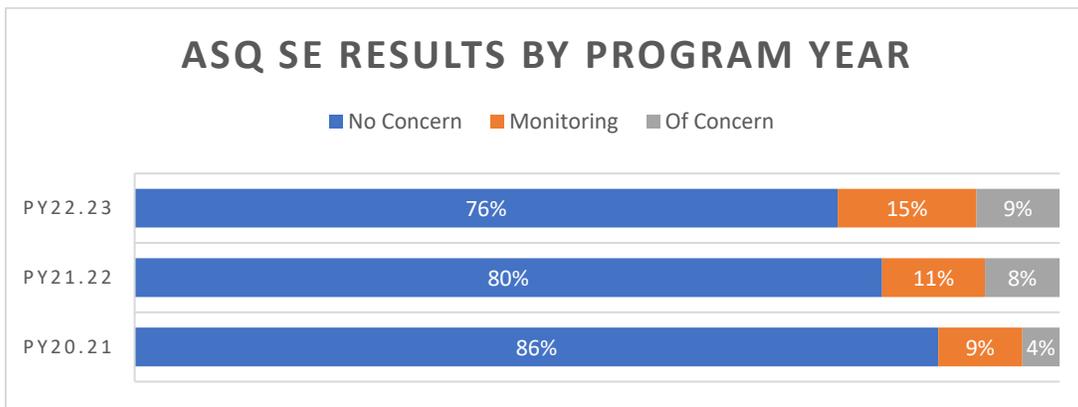
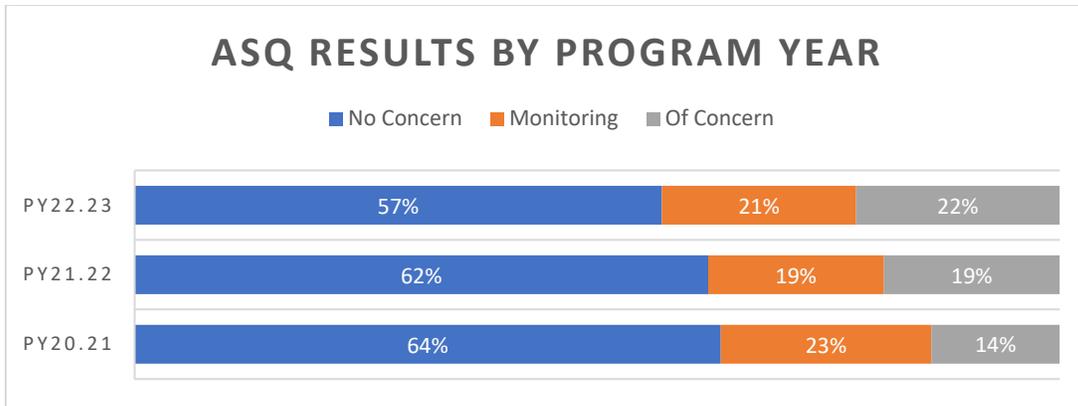
CHILD NUTRITION

In addition to completing Child and Adult Care Food Program (CACFP) monitoring for all grantee sites, Nutrition staff participated in trainings on the CalFRESH program and food preparation for children with allergies. Team members also attended the annual CACFP conference and the Head Start Health Institute conference, where staff learned about best practices related to nutrition and meal service. These trainings will help the program prepare for the CACFP Administrative Review, which is tentatively scheduled for December, and occurs every two years. Lastly, at the Alameda County Community Food Bank performed a site visit during the monthly Home Base food distribution. The visit was successful and, as a result, the Program received a recommendation to create our own account with the Food Bank to support food needs for Head Start families.

DISABILITIES & MENTAL HEALTH

There are seven children who have been referred for evaluation to determine IDEA eligibility to Regional Center of the East Bay and 13 children who have been referred for evaluation to determine IDEA eligibility to Oakland Unified School District (OUSD). Eleven of the referrals to OUSD are from this program year, but two are from the previous school year. Some children have turned three with IFSPs have not yet received evaluations for IEPs by OUSD. OUSD reports that the district is still addressing referrals that were delayed due to COVID-19.

The Program is finding that more children are showing developmental and behavioral concerns from the ASQ and ASQ-SE this program year compared to previous years. This aligns with national trends that reflect an increase in the number of children showing developmental and behavioral concerns.



Once the DRDP data are also analyzed, the program plans to explore if this increase is a result of better identification practices, a result of more children actually having concerns, or if this increase is due to another reason. Children enrolled in the grantee programs are showing fewer concerns than children enrolled in partner programs.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

In October, two Parent Policy Council members joined the Program Director, one Center Director, and staff from the Family Advocate, ERSEA, and Home-Based teams at the Region IX Family Engagement Conference. The participation of the Parent Policy Council members was exceptional; the parents were recognized in 1st and 3rd place in the conference for most participation. At Parent meetings conducted in October, Policy Council members were elected for the current program year. Through a partnership with the Veterans of Foreign War (VFW) organization, 300 backpacks were donated to families who attended Back-to-School Day. The Veterans of Foreign War were excited to partner with Head Start and are eager to volunteer again. In addition to backpacks, diapers, PPE and books were also distributed to families at the Back-to-School Day.

The Family Services team held the first Family Experiencing Homelessness meeting in October, which included reviewing the process of connecting families with Family Front Door. Additionally, Family Services staff worked with the Data Management and ERSEA staff to develop a better data collection process so the Program can better monitor how many families are experiencing homelessness and how many are receiving housing through Family Front Door.

EDUCATION & SCHOOL READINESS

During October, sites welcomed the Fall season by hosting Harvest Day Celebrations, which included making art related to autumn and collecting various colored fallen leaves.



The Program continues to navigate staffing shortages. Substitutes from Child Care Career have been utilized as a short-term solution as the program recruits new staff.

Head Staff start received CLASS observations by external reviewers who provided feedback to teaching staff directly following the observations. Teaching staff used the October 10th Professional Development day to complete Desired Results Developmental Profiles (DRDPs) and home visits. Education and School Readiness staff are working hard to complete the 16% of DRDPs for Head Start and 13% of DRDPs for Early Head Start that are past due. Efforts are primarily focused on supporting our partner sites, who have slightly lower completion numbers than grantee sites.

HOME-BASED PROGRAM

	Enrollment	Home Visits Completed	Family Cancellations	Staff Cancellations	Family No Show
City of Oakland Home-Based	58/59 (98%)	259 (90%)	15 (5%)	10 (3%)	1 (0%)
City of Oakland Mobile Classroom	4/24 (17%)	7 (50%)	4 (29%)	3 (21%)	0 (0%)
Brighter Beginnings EHS	78/100 (78%)	232 (80%)	42 (14%)	26 (3%)	2 (3%)
Brighter Beginnings HS	19/20 (95%)	61 (85%)	8 (11%)	3 (4%)	0 (0%)

The Program is currently awaiting final approval for the Local Design Option of the Mobile Classroom. Across home-based program options, most of the visits cancelled by families and staff were for health-related reasons.

In October, the Home-Based program had two socialization sessions, one of which was attended by the Region IX Head Start Specialist, Laura Candellero, as part of the Office of Head Start Ann Linehan Day of Service. The Region IX Specialist read stories, sang songs, and participated in activities with the children

and families at the socialization event. Home-Based program families also voted for their Policy Council Representative in October and attended the monthly diaper distribution and food pantry pick up.

EXPECTANT FAMILIES PROGRAM

19 expectant parents were served in October	
City of Oakland Enrollment	10/10
Brighter Beginnings Enrollment	9/20
Pre-Natal Depression screenings conducted	16
Post-partum Depression screenings conducted	6
Post-partum 2-week visits conducted	8
How many babies born	2
Children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	3
Medical Insurance	100%
Medical Home	100%
Dental Home	100%
Physical Exam	77%
Health and Nutrition Screening	93%

The Program held its second monthly Family Peer Cafe for expectant and new mothers. The Family Peer Cafe promotes peer connection, support, and relationship building to help expectant and new mothers reduce stress and practice self-care.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	27/41 (66%)	15/18 (83%)	42/59 (69%)
Brighter Beginnings	86/100 (86%)	19/20 (95%)	105/120(89%)
Laney		41/48 (85%)	41/48 (85%)
Merritt		5/16 (31%)	5/16 (31%)

The decrease in enrollment at Merritt is due to three recent drops. It is expected that the program will have eight children by November, which is the maximum number of children they can currently enroll due to staffing capacity.

Family Child Care

BANANAS has hired a new staff member dedicated to enrollment, and the program is already seeing the positive impact from staff dedicated to ensuring families can enroll quickly. Currently, Tiny Steps Enrollment staff are contacting families from the Eligibility list to fill the remaining 14 Early Head Start slots and collecting all required health documentation for three children to fill the remaining open Head Start slots.

The Tiny Steps program completed all ASQ and ASQ-SE assessments and met with the Disabilities Coordinator to address developmental and behavioral needs of children. There will also be a new monthly Mental Health meeting for FCC's with the intention to create a safe space where FCC providers

can share strategies to support their own mental health as caregivers and educators. Tiny Steps is also working more closely with the Inclusion Navigator at BANANAS to offer additional support for providers and families.

DATA MANAGEMENT & ONGOING MONITORING

The Data Management team coordinated the virtual training with the Program’s ChildPlus Consultant the first week of October and attended the ChildPlus annual Training Scramble conference. The Program’s Data Coordinator also held additional ChildPlus trainings for staff on inputting Health and Safety checklists and using the Personnel module.

Building off the year-by-year data Program Information Report (PIR) comparison completed in September, the Data Management team analyzed the Program’s PIR data against state and federal PIR data to understand where the program was comparable, better, or worse across different metrics. The infographic highlighting some of the key differences is attached to this report. Staff also began creating the Community Needs Assessment update to help inform adjustments made to the selection criteria for Program Year 2023-2024 and strategic planning for the remainder of the program year. An overview of findings will be provided at an upcoming meeting.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

Coaching and Professional Development

In addition to CLASS observations, twelve staff members from six different sites started the Community of Practice sponsored by Oakland Starting Smart and Strong and OUSD on the 10 Promising Practices Equity Toolkit to Support Black boys. The Community of Practice will take place of the course of the year, and all participants will get stipends, professional development credits, and materials.

The first Professional Development Day was held on October 10th where family advocates, teaching staff and home visitors reviewed the School Readiness. Staff learned how to use Learning Genie reports to support children’s development, discussed how to observe specific School Readiness Goals/DRDP domains and set up activities in the classroom, and shared how to provide resources to parents on supporting relevant school readiness goals.

As mentioned in the sections above, staff also participated in the following professional development opportunities: Head Start California Health Institute, CACFP conference, ChildPlus Training Scramble, the Region IX Family Engagement Conference, and Region IX Equity Cohort.

City of Oakland Staff Recruitments

Position	# Vacancies	Status
Early Head Start Instructors	2	In recruitment
Maintenance Mechanic, PPT	1	Recruitment estimated December 2022
Head Start Driver Courier	1	Interviewing candidates
Home Visitor	1	In recruitment
Head Start/Early Head Start Associate Instructor	Up to 5	Ongoing open recruitment
Head Start/Early Head Start Assistant Instructor	Up to 7	Ongoing open recruitment
Program Analyst I	1	Interviewing candidates

Admin Analyst II	1	Interviewing candidates
Family Support Specialist	3	Reviewing applications.
Education Coach	-	Reviewing Job specification with HR.

Retirements and Separations

In October, the program said farewell to two long-term Head Start teachers. Linda Martin-Evans, a Head Start Teacher at Tassafaronga, had worked with the program for 20 years, retired. Lily Sien, a Head Start Teacher at Manzanita resigned and, is now working with OUSD after 24 years with the City of Oakland Head Start program. We thank both Linda and Lily for their work and dedication to our families!

FACILITIES & MAINTENANCE

The Program is gearing up to renovate the playgrounds at Franklin and Tassafaronga using Inclusive Early Education Expansion Program (IEEEP) funding from the California Department of Education. Using Office of Head Start funding, the program is also planning to replace the Sungate playground and assessing the outdoor space at San Antonio Park for maintenance or renovation needs.

SITE SPOTLIGHT: LION CREEK

The Lion Creek Crossings Center is located within the Lion Creek public housing complex in East Oakland. Ten of the current families enrolled live in the Lion Creek housing community. The environment is beautiful, clean and community oriented, and within the housing complex there is another Child Care Center and a play group provided by BANANAS that also supports children and surrounding neighborhood. Parents have shared that they don't care about the distance they have to travel to bring their child to Lion Creek because they love the way their children are excited to go to school and can feel the care, support, and the love from staff.



Darlene Bacon is the Center Director at Lion Creek. Darlene started working with the City of Oakland Head Start Program in December 1990 and relocated from the Seminary Head Start site to the Lion Creek Crossing site around 16 years ago. Three of the teachers who relocated with Darlene still teach with her at Lion Creek today, demonstrating the close-knit team built at this site. Darlene says that the “staff come to work every day and feel like they are a family that supports each other.”

The Lion Creek staff often encourage interested parents to take classes in Child Development. Since Darlene has been Director, three former Head Start parents have become teachers, and there is one current parent who is also interested in this career path.



UPCOMING

- Monday, November 21st 10am - 12pm: Thanksgiving Food Bag giveaway at Shiloh Church (3295 School Street). [Register here](#)
- Monday, November 21st-Wednesday, November 23rd: Diaper Distribution at centers
- Tuesday, November 22nd 11am-1pm: City of Oakland's Human Services Department and Jeweled Legacy Group 31st Annual Thanksgiving Dinner
- Tuesday, November 28th: CACFP Monitoring at Laney
- November 11th: Program and all sites closed
- November 21st- November 25th: Program and all sites closed



NOVEMBER 2022

City of Oakland Head Start Monthly Report

This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to review progress towards goals, discuss challenges and solutions, and share updates for key program areas.

AT-A-GLANCE

	Head Start	Early Head Start	Current Total
Enrollment/Funded (No.)	210/332	271/342	481/674
Enrollment/Funded (%)	63%	79%	71%
Daily attendance	78%	76%	77%
Medical Home	98%	98%	98%
Health Insurance	97%	98%	98%
Current Physical exam/Well-baby check	81%	64%	72%
Updated immunizations	97%	89%	92%
Hearing Screening	92%	87%	89%
Vision Screening	92%	87%	89%
Growth Screening	93%	93%	93%
Dental Home	96%	92%	94%
Current Dental Exam	81%	76%	79%
Nutrition Screening	95%	96%	95%
Developmental Screening (ASQ)	94%	99%	97%
<i>Concerns Identified following ASQ Screening</i>	54%	33%	44%
Behavioral Screening – (ASQ-SE)	93%	99%	96%
<i>Concern Identified following ASQ-SE Screening</i>	27%	20%	24%
1 st Individualized Curriculum (DRDP)	87%	90%	89%
Initial Parent/Teacher Conference (IDP)	91%	82%	87%
Initial Home Visit	98%	100%	99%
Preliminary Family Outcomes Assessment	100% completed as required, 0 past due		
Referrals to Regional Center of the East Bay	N/A	6	6
Referrals to OUSD	12	N/A	12
Individualized family service plan (IFSP)	9	16	25
Individualized education plan (IEP)	20	0	20
Children enrolled with IFSP or IEP			45 (7% of OHS funded enrollment)

NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- ACF-IM-HS-22-09 (November 7, 2022): *Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-09>

ATTENDANCE & ENROLLMENT

The Program increased enrollment by 18 children in November. In addition to the 481 children enrolled, 60 children have been accepted and are pending a start date in the coming month. The requirement for families to meet all health and program intake requirements prior to enrollment can often delay the start date for pending children.

Attendance was impacted this month due to children and staff becoming ill. With Respiratory syncytial virus, COVID-19, and the flu hitting the community, many children were out with fevers and reports of symptoms.

SERVING FAMILIES EXPERIENCING HOMELESSNESS

Local Design Option: Mobile Classroom



The Region IX Head Start Office approved the Local Design option of November 2nd, ensuring the Program can move forward with implementing this service option. The City of Oakland Department of Public Works is currently adding the vehicle to the official City of Oakland and Head Start fleet, registering the vehicle with the California Department of Motor Vehicles, and including the vehicle on the City's insurance.

The implementation of the mobile program will begin following the signing of agreements with partners and the transfer of the vehicle to Head Start from Public Works once the insurance is finalized.

As part of the mobile classroom program, the Program will meet regularly with the City of Oakland Community Homelessness Division to receive updates in program options and priorities in the City in order to collaborate and support families. The Mobile Classroom will initially serve one or two program sites during the first-year startup phase. The Mobile Classroom will be supervised by the Home-Based Specialist and is part of the Education team.

EXPECTANT FAMILIES PROGRAM

So far this Program Year, 24 expectant parents have been enrolled and served through our Expectant Parent program. We are on track to meet full enrollment of 30 expectant parents by the program year's end.

Expectant parents served in November	16
City of Oakland Enrollment	9
Brighter Beginnings Enrollment	7
Pre-Natal Depression screenings conducted	14
Post-partum Depression screenings conducted	4
Post-partum 2-week visits conducted	0
How many babies born	0
Children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	1
Medical Insurance	93%
Medical Home	100%
Dental Home	93%
Physical Exam	73%
Health and Nutrition Screening	94%

DENTAL & PHYSICAL HEALTH

16 staff members were recertified in CPR and First Aid in November, and the program is thrilled to report that over 100 children were screened for dental issues by Asian Health Services this Fall. Now that dental screenings are mostly completed, the Health team will support families to get any follow up care children and families need. The Health Team is also working hard to help families make and keep appointments so their Well Baby Checks, Physical exams, and immunizations remain up to date. With the surge of respiratory viruses and strains on the healthcare system this has been particularly difficult.

CHILD NUTRITION

Most of November was dedicated to preparing for the CACFP Administrative Review by the California Department of Social Services (CDSS), which consists of two site visits and documentation review. Center Directors and Family Advocates were given direction on how to prepare for a possible site visit and to review allergy and food modification lists. CDSS visited the Broadway and West Grand sites.

Recent Program Information Report data showed that CalFresh enrollment is between 30-40% for families. One Program goal is to increase the percentage of families enrolled, so the Nutrition team met with CalFresh partners to learn more about the program and how to make these resources easily accessible to families.

DISABILITIES & MENTAL HEALTH

By the end of December, 45 children were enrolled in the Program with an IEP or IFSP, equating to 9.4% of actual enrollment and 6.7% of funded enrollment. Of the 45 children with IFSPs/IEPS (45), 46% have a diagnosis of speech/language delay, 40% have a non-categorical developmental delay diagnosis, and 13% of children a School District Autism diagnosis.

There are currently 18 evaluations that have not been completed, six of which are for children who have been referred to Regional Center of the East Bay, and twelve of which are for children who have been referred to Oakland Unified School District (OUSD). Eleven of the OUSD referrals are from this program year, and one is from last program year.

There are several children who have turned three and therefore aged out of their IFSPs. Most of those children are continuing to be served under extended IFSPs. Families are currently waiting for the IEPs for these children to help and a determination made if they are to continue to qualify for services through OUSD. Lastly, we are thrilled to report that Lincoln Families will begin providing mental health consultation services for children.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

In November, 159 packages with diapers, wipes, pull-ups and personal protective equipment were distributed to families. Additionally, the Family Services and Community Engagement team volunteered



with the annual Human Services Department Thanksgiving Dinner and provided families information about other food options available to ensure families could celebrate the holiday. Brighter Beginnings also hosted their Annual Thanksgiving and Gratitude Social where over 90 Thanksgiving meals were distributed to families. Over 35 families participated in the Social, receiving food for holiday meals and making holiday decorations with their children.

To fill a recent vacancy, the Family Services team added one additional Family Advocate in November.

EDUCATION & SCHOOL READINESS

During the first week of November, the Program hosted visitors from the Office of Head Start and federal Administration of Children and Families to the Program. Visitors included Maureen Burns-Vermette (Region IX Supervisory Program Specialist), Laura Candeloro (Region IX Program Specialist), Colleen Rathgeb (Acting Deputy Assistant Secretary of Early Childhood Development), and Cynthia Yao (Regional Program Manager). These visitors toured the Mobile Classroom RV and visited the 85th and Lion Creek program locations. The visits focused on supporting families experiencing homelessness in Oakland.

CACFP Monitoring was conducted at Arroyo, Franklin, Tassafaronga and West Grand. Overall, the sites received very positive feedback, including that meal service was very organized and it was clear that the children liked what they were eating.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	29/41	16/18	76%
Brighter Beginnings	79/100	19/20	82%
Laney	n/a	41/48	85%
Merritt	n/a	5/16	31%

Laney currently has 9 of the 41 children enrolled with IEP's, equating to 21% of enrollment. Through strong collaboration with the mental health consultants, Disability Coordinator, and children attending OUSD special-day programming, Laney is able to meet goals set for each child to assure they are functioning within the guidelines of their IEP's. An additional highlight from Laney is their new partnership with the Oakland Library to operate a book exchange where Library staff come and read to the children.

Merritt continues to try and actively recruit for the open position from last program year. While it was expected that Merritt would be at full enrollment by the end of November, the enrollment of three additional children that were accepted was delayed as parents work to complete all required intake paperwork. However, these children are expected to enroll shortly, and pending no further drops, the site should be at eight children enrolled by mid-December.

Family Child Care

BANANAS enrollment continues to increase, and all funded slots have been identified for children who are approved or pending approval. The addition of the Enrollment Intake Specialist has significantly improved enrollment processes for the program.

The program is pursuing a partnership with Samuel Merritt Nursing students to not only support the children in Head Start, but all children at their FCC sites.

The Disability Coordinator and BANANAS staff are organizing a Mental Health monthly meeting for FCCs with Lincoln Families. The group is expected to launch in January 2023 with the goal to create a safe space where FCC providers can share and receive strategies to support their mental health as caregivers and educators.

DATA MANAGEMENT & ONGOING MONITORING

Since completing Program Information Report data analysis, the Data Management team has begun drafting the Community Needs Assessment update for Program Year 22-23. This document will help inform any changes to the selection criteria as well as program design decisions made in the coming year. An overview of the report will be provided at an upcoming meeting.

The Data Management team has also started preparation for Focus Area 1 Monitoring. This includes assisting staff with identifying and organizing relevant documentation, reviewing the monitoring protocol, and helping staff describe how the program meets all compliance requirements detailed in the Head Start Program Performance Standards.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

City of Oakland Head Start Staff Recruitments

Position	# Vacancies	Status
Early Head Start Instructors	2	Recruiting for one center-based and one home-based EHS Instructor
Head Start Instructors	5	Recruitment just opened, currently accepting applications
Maintenance Mechanic, PPT	1	Awaiting recruitment to post
Head Start Driver	1	Exhausted list, awaiting next steps from HR

Head Start/Early Head Start Associate Instructor	1	Long time Part-Time staff moved into Full-Time positions
Head Start/Early Head Start Assistant Instructor	5	Currently accepting applications
Admin Analyst II	1	One Admin Analyst to assist with Fiscal is in the onboarding process
Program Analyst I	1	Exhausted list, attempting to review other PA lists for potential candidates

This month, join the Program in congratulating all staff who hit milestones of achievement in their careers with the City of Oakland Head Start Program. Thank you to our incredible staff for their work to help our families thrive!

5 years

Lorena Arechiga Pelayo, Early Head Start Instructor
Sarah Chao, Data Coordinator
Thea Hernandez, Facilities Coordinator
Miu Yan, Early Head Start Instructor

20 years

Stephanie Dawson, Food Service Worker
Rosa Gomez, Head Start Instructor
Vivien Levias, Head Start Instructor
Irma Salinas, Data Entry Operator
Chan Sen, Head Start Instructor

10 years

Mary Bull-Ransom, Early Head Start Instructor
Janna Demby, Early Head Start Instructor
Donald Edwards, Supervising Cook
Gloria Martinez Vallejo, Early Childhood Center Director

25 years

Fidelia Onyejekwe, Early Childhood Center Director

30 years

Demita Henderson, Office Assistant II
Thao Ly, Education Coordinator
Harold Scoggins, Family Advocate

15 years

Bich Hong Dang, Head Start Instructor
Lisa Ross, Early Childhood Center Director

35 years

Rachelle "Rocky" Brown, Family Advocate

WORKFORCE DEVELOPMENT PROGRAM

The Program is thrilled to announce that as part of an Oakland-based collaborative, it has been accepted to the Early Care and Education Pathways to Success (ECEPTS) Community of Practice Institute. ECEPTS is an organization that supports the development of Early Childhood Education Apprenticeship programs across the state. The City of Oakland Head Start Program is one of six agencies making up the Oakland-based collaborative, which also includes: Merritt College, Unity Council, the City of Oakland Workforce Development Board, and the YMCA of the East Bay. OUSD has also agreed to meet monthly from January to June 2023 to assist with coordination. The goal of the Oakland-based ECEPTS collaborative is to launch a new Registered Apprenticeship Program by August 2023.

To help fund the Registered Apprenticeship Program, the Head Start Program is partnering with Merritt College to apply for state funding through California Apprenticeship Initiative (CAI). Merritt College has agreed to serve as the lead applicant for the CAI grant application. If awarded, this grant would provide funding for planning, implementation, and expansion of Early Childhood Education apprenticeship opportunities over three years for the Oakland-based ECEPTS collaborative.

SITE SPOTLIGHT: Home-Based Program and Brighter Beginnings



In partnership with the City of Oakland, Brighter Beginnings has provided services to Oakland families since 2010. Home-Based program services include weekly 90-minute client visits, family-directed case management, program eligibility screening and referral assistance, community service and resource connection, Individualized Family Action Plan support, health and developmental screenings, facilitated family socialization activities, specialized services for fathers, and basic needs assistance (such as diapers, food, and transportation).

Once enrolled in the program, each family is assigned a Home Visitor. The goal of the Home-Based program is to individualize each home visit to better cater to and understand each family's unique needs. The Home Visitors employ a positive, holistic, and strength-based approach when providing services, aimed at promoting self-sufficiency and family unity. In the program, Home

Visitors and parents work in partnership to prepare the child for their next learning environment, support family goals, and ensure easeful and successful transitions.

Brighter Beginnings primarily serves low-income Guatemalan families who speak Mam. The majority of families are first generation, undocumented and immigrant families. Families love the Home-Based program because of its flexibility and the ability for Home Visitors to meet them where they are at- both physically and emotionally. With the pandemic, the last couple of years have brought much uncertainty, and families



feel like the Program and support from Home Visitors has been one of the only constants they can rely on. Families share that the Program ensures the family is supported and embodies the belief that every child matters and deserves a happy and healthy future.

UPCOMING

- December 5th-9th: CDSS CACFP Administrative Review
- December 16th: Family Giving Tree for all children
- December 19th-January 2nd: Winter Break - all sites closed

Head Start & Early Head Start Budget Summary - All projects
Report as of 01/13/23 - Payroll to 12/09/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,329,540.00	\$ -	\$ 2,818,300.70	\$ 2,511,239.30	53%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 2,028,827.04	\$ 104,829.96	95%
c. Travel	\$ 4,800.00	\$ -	\$ 29,016.08	\$ (24,216.08)	605%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 315,126.00	\$ 67,670.98	\$ 67,179.50	\$ 180,275.52	43%
f. Contractual	\$ 3,345,963.00	\$ 1,994,259.59	\$ 497,368.45	\$ 854,334.96	74%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 750,540.00	\$ 7,196.21	\$ 418,543.58	\$ 324,800.21	57%
i. Total Direct Charges	\$ 11,879,626.00	\$ 2,069,126.78	\$ 5,859,235.35	\$ 3,951,263.87	67%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 194,126.76	\$ 178,941.24	52%
k. TOTALS	\$ 12,252,694.00	\$ 2,069,126.78	\$ 6,053,362.11	\$ 4,130,205.11	66%

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 1005580
Report as of 01/13/23 - Payroll to 12/09/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,268,328	-	1,284,835	983,493	57%
b. Fringe Benefits	1,009,275	-	930,658	78,617	92%
c. Travel	2,256	0	-	2,256	0%
d. Equipment	-	-	-	-	-
e. Supplies	137,015	9,233	29,774	98,008	28%
f. Contractual	1,428,367	695,849	141,477	591,041	59%
g. Construction	-	-	-	-	-
h. Other	192,797	6,183	190,229	(3,615)	102%
i. Total Direct Charges	5,038,038	711,266	2,576,972	1,749,800	65%
j. Indirect Charges	158,783	-	88,955	69,828	56%
k. TOTALS	5,196,821	711,266	2,665,927	1,819,628	65%

Early Head Start Budget Summary - Project 1005586
Report as of 01/13/23 - Payroll to 12/09/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,061,212	-	1,533,466	1,527,746	50%
b. Fringe Benefits	1,124,382	-	1,098,169	26,213	98%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	-	-
e. Supplies	178,111	58,438	37,406	82,268	54%
f. Contractual	1,917,596	1,298,410	355,892	263,294	86%
g. Construction	-	-	-	-	-
h. Other	372,113	1,013	190,378	180,723	51%
i. Total Direct Charges	6,655,958	1,357,861	3,215,310	2,082,787	69%
j. Indirect Charges	214,285	-	105,172	109,113	49%
k. TOTALS	6,870,243	1,357,861	3,320,482	2,191,900	68%

Head Start T/TA Budget Summary - Project 1005581
Report as of 01/13/23 - Payroll to 12/09/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	13,454	(13,454)	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	66,752	-	17,486	49,266	26.19%
i. Total Direct Charges	66,752	-	30,940	35,812	46.35%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	30,940	35,812	46.35%

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 01/13/23 - Payroll to 12/09/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	15,562	(15,562)	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	118,878	-	20,451	98,427	17.20%
i. Total Direct Charges	118,878	-	36,013	82,865	30.29%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	36,013	82,865	30.29%

Head Start ARP Budget Summary - Project 1006194
Report as of 01/13/23 - Payroll to 12/09/22

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	79,905	4,667	226,511	27.19%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	450,536	81,084	4,667	364,784	19.03%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	450,536	81,084	4,667	364,784	19.03%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 01/13/23 - Payroll to 12/09/22

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	93,673	17,654	280,772	28.39%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	549,357	95,004	17,654	436,699	20.51%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	549,357	95,004	17,654	436,699	20.51%

City of Oakland PURCHASE CARD TRANSACTION LOG

DATE: 10/27/22

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

September 2022

TO

September 2022

Transaction Period (Month / Year)

Transaction Period (Month / Year)

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


Diveena Cooppan (Oct 28, 2022 10:26 PDT) Date Oct 28, 2022

510-238-3165


Christine Rolan (Oct 27, 2022 15:31 PDT) Date Oct 27, 2022

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	8/31/22	COPYWORLD	Oakland Pride Banners	419.50		
2			1005580 78232 1DEFAULT 24157 39.50% 54721 1005586 78232 1DEFAULT 24157 46.20% 54721 1006228 78232 1DEFAULT 23369 11.00% 54721 1006229 78232 1DEFAULT 23369 3.30% 54721			
3	8/31/22	COPYWORLD	Oakland Pride Banners	419.50		
4			1005580 78232 1DEFAULT 24157 39.50% 54721 1005586 78232 1DEFAULT 24157 46.20% 54721 1006228 78232 1DEFAULT 23369 11.00% 54721 1006229 78232 1DEFAULT 23369 3.30% 54721			
5	9/1/22	WALGREENS	Formula/Medical Supplies	71.07		
6			1005580 78232 1DEFAULT 24157 39.50% 52920 1005586 78232 1DEFAULT 24157 46.20% 52920 1006228 78232 1DEFAULT 23369 11.00% 52920 1006229 78232 1DEFAULT 23369 3.30% 52920			
7	9/6/22	WALGREENS	Formula/Medical Supplies	42.09		
8			1005580 78232 1DEFAULT 24157 39.50% 52920 1005586 78232 1DEFAULT 24157 46.20% 52920 1006228 78232 1DEFAULT 23369 11.00% 52920 1006229 78232 1DEFAULT 23369 3.30% 52920			
9	9/8/22	WALGREENS	Formula/Medical Supplies	13.09		
10			1005580 78232 1DEFAULT 24157 39.50% 52920 1005586 78232 1DEFAULT 24157 46.20% 52920 1006228 78232 1DEFAULT 23369 11.00% 52920 1006229 78232 1DEFAULT 23369 3.30% 52920			
11	9/8/22	CALENDLY	Yearly Subscription	103.20		

12			1005580 78232 1DEFAULT 24157 39.50% 52913 1005586 78232 1DEFAULT 24157 46.20% 52913 1006228 78232 1DEFAULT 23369 11.00% 52913 1006229 78232 1DEFAULT 23369 3.30% 52913			
13	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,645.00		
14			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
15	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,645.00		
16			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
17	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,809.28		
18			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
19	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,809.28		
20			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
21	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	586.08		
22			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
23	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	586.08		
24			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
25	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
26			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
27	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
28			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
29	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		

30			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
31	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
32			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
33	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99		
34			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
35	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99		
36			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
37	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	794.61		
38			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
39	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	794.61		
39			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
39	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	677.11		
39			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			

Document Total	21,448.61
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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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: August-22

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				entire site (50)	16.00	16.00	1.00	16.00	NO	NO	
1 2	Full Day	85th Avenue II	202.00	220.00	177.00	20.00	entire site (50)	16.00	16.00	1.00	320.00	NO	NO
1 3	Full Day	85th Avenue III				entire site (50)	16.00	16.00	1.00	16.00	NO	NO	
2 4	Full Day	Arroyo Viejo	113.00	117.00	65.00	20.00	16	12.00	12.00	1.00	240.00	NO	NO
3 5	Full Day	BROADWAY/INFANT	50.00	51.00	38.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
3 6	Full Day	BROADWAY/RM 3 (TODDLER)	64.00	103.00	99.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
3 7	Full Day	BROADWAY/RM 4 (TODDLER)	94.00	109.00	107.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
4 8	Full Day	Brookfield 1	121.00	154.00	111.00	18.00	entire site (48)	16.00	16.00	1.00	288.00	NO	NO
4 9	Full Day	Brookfield 2	126.00	144.00	112.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	NO	NO
5 10	Full Day	Fannie Wall				20	20.00	20.00	1.00	20.00	NO	NO	
6 11	Full Day	Frank G. Mar				21	20.00	20.00	1.00	20.00	NO	NO	
7 12	Full Day	Franklin	121.00	121.00	117.00	20.00	18	32.00	32.00	1.00	640.00	NO	NO
8 13	Full Day	Lion's Creek 1	240.00	254.00	233.00	20.00	18	16.00	16.00	1.00	320.00	NO	NO
8 14	Full Day	Lions Creek 2	127.00	131.00	113.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
9 15	Full Day	Manzanita / Brookfield	198.00	225.00	215.00	20.00	20	20.00	20.00	1.00	400.00	NO	NO
10 16	Full Day	San Antonio CDC 1	313.00	346.00	310.00	20.00	entire site (24)	24.00	24.00	1.00	480.00	NO	NO
11 17	Full Day	San Antonio Park I	106.00	140.00	121.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
11 18	Full Day	San Antonio Park II	78.00	119.00	114.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
12 19	Full Day	Sungate I	328.00	345.00	333.00	20.00	entire site (34)	24.00	24.00	1.00	480.00	NO	NO
12 20	Full Day	Sungate II				entire site (34)	16.00	16.00	1.00	16.00	NO	NO	
13 21	Full Day	Tassafaronga	205.00	219.00	218.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14 22	Full Day	West Grand (Infant)	121.00	121.00	120.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
14 23	Full Day	West Grand (Older)	71.00	73.00	68.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
14 24	Full Day	West Grand (Young)	94.00	94.00	92.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
		TOTAL	2,772.00	3,086.00	2,763.00	373.00		366.00	366.00		5,536.00		
		HS	1,456.00	1,629.00	1,387.00	213.00							
		EHS	1,316.00	1,457.00	1,376.00	160.00							

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

Avg Daily Participation 154.30

Certified by:

=(max meals)/(max days)

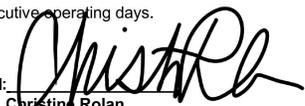
Sarah Trist

ADP ENTRY 155.00

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

Fiscal Approval: 
Christine Rolan
Human Service Fiscal Manager

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: December-22

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	36.00	42.00	36.00	12.00	entire site (50)	16.00	16.00	1.00	192.00	NO	NO
1 2	Full Day 85th Avenue II	46.00	62.00	62.00	11.00	entire site (50)	10.00	16.00	1.00	176.00	NO	NO
1 3	Full Day 85th Avenue III	95.00	100.00	96.00	12.00	entire site (50)	18.00	16.00	1.00	192.00	NO	NO
2 4	Full Day Arroyo Viejo	41.00	50.00	40.00	10.00	16	12.00	12.00	1.00	120.00	NO	NO
3 5	Full Day BROADWAY/INFANT	29.00	40.00	26.00	11.00	8	8.00	9.00	1.00	99.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	22.00	53.00	44.00	11.00	8	8.00	9.00	1.00	99.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	31.00	46.00	45.00	10.00	8	8.00	8.00	1.00	80.00	NO	NO
4 8	Full Day Brookfield 1	101.00	125.00	101.00	12.00	entire site (48)	16.00	16.00	1.00	192.00	NO	NO
4 9	Full Day Brookfield 2	59.00	70.00	63.00	12.00	entire site (48)	16.00	16.00	1.00	192.00	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	61.00	89.00	57.00	12.00	18	16.00	32.00	1.00	384.00	NO	NO
8 13	Full Day Lion's Creek 1	60.00	60.00	55.00	9.00	18	16.00	16.00	1.00	144.00	NO	NO
8 14	Full Day Lions Creek 2	17.00	17.00	11.00	9.00	8	8.00	8.00	1.00	72.00	NO	NO
9 15	Full Day Manzanita / Brookfield	93.00	103.00	83.00	12.00	20	16.00	20.00	1.00	240.00	NO	NO
10 16	Full Day San Antonio CDC 1	164.00	170.00	157.00	12.00	entire site (24)	24.00	24.00	1.00	288.00	NO	NO
11 17	Full Day San Antonio Park I	48.00	75.00	66.00	12.00	8	8.00	9.00	1.00	108.00	NO	NO
11 18	Full Day San Antonio Park II	50.00	59.00	56.00	12.00	8	10.00	9.00	1.00	108.00	NO	NO
12 19	Full Day Sungate I	161.00	159.00	169.00	12.00	24	24.00	24.00	1.00	288.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	142.00	143.00	151.00	12.00	24	24.00	24.00	1.00	288.00	NO	NO
14 22	Full Day West Grand (Infant)	44.00	44.00	41.00	12.00	8	8.00	9.00	1.00	108.00	NO	NO
14 23	Full Day West Grand (Older)	62.00	63.00	57.00	12.00	8	8.00	9.00	1.00	108.00	NO	NO
14 24	Full Day West Grand (Young)	78.00	79.00	77.00	12.00	8	8.00	8.00	1.00	96.00	NO	NO
	TOTAL	1,440.00	1,649.00	1,493.00	239.00		282.00	366.00		3,630.00		
	HS	691.00	857.00	719.00	143.00							
	EHS	749.00	792.00	774.00	96.00							

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 137.42

=(max meals)/(max days)

ADP ENTRY 138.00

Prepared by : **Tony Daquipa**

Fiscal Approval: Annie Friberg
Annie Friberg (Jan 13, 2023 14:13 PST)

Annie Friberg
Human Service Fiscal Manager

Request to Submit
FY 23-24 California State Preschool Program (CSPP)
Continued Funding Application

FY 23-24 State Preschool (CSPP) Continued Funding Application (Due 12/23/22)

The Oakland Head Start program is requesting approval to submit the Continued/Renewal Funding Application for our annual California State Preschool Program (CSPP) contract, in order to continue providing comprehensive State Preschool Program services for eligible families and children, ages 3-5 years-old, in collaboration with our existing federal **Head Start** grant, also serving children, 3-5-years old, for the coming 23-24 fiscal year.

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

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

The Action Requested: Oakland Head Start Parent Policy Council approval of the Oakland Head Start Program’s submittal of the FY 23-24 CDE/California State Preschool Program (CSPP) Continued Funding Application, signed by the Authorized Representative and Interim Director of the City of Oakland Human Services Department, ***Estelle Clemons***.

Request to Submit
FY 23-24 California Department of Social Services
General Child Care Program (CCTR) Continued
Funding Application

FY 23-24 CDSS General Child Care Program (CCTR) Continued Funding

The Oakland Head Start program is requesting approval to submit the Continued/Renewal Funding Application for our annual California Department of Social Services General Child Care contract, in order to continue providing comprehensive general child care services for eligible families and children, ages birth-3 years-old, in collaboration with our existing federal **Early Head Start** grant, also serving children, birth-3-years old, for the coming 23-24 fiscal year.

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

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

The Action Requested: Oakland Head Start Parent Policy Council approval of the Oakland Head Start Program’s submittal of the FY 23-24 CDSS/General Child Care Program (CCTR) Continued Funding Application, signed by the Authorized Representative and Interim Director of the City of Oakland Human Services Department, ***Estelle Clemons***.