

HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, November 18, 2021
3:34-5:07 pm

*** MEETING MINUTES**
***(PENDING APPROVAL OF THE ADVISORY BOARD)**

Advisory Board Members Present:

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

Staff Present:

Diveena Cooppan, *Program Director*
Tracey Black, *HHS Program Planner, Head Start*
Jason Wang, *Administrative Analyst II*
Chris Gonzales, *Administrative Assistant I*

Parent Policy Council Members Present:

Christina Michaud, *Chair & Parent Policy Council/Advisory Board Liaison*
Thuy Do, *Member*

Lina Hancock, *Office of Councilmember Loren Taylor*
Wenonah Elms, *HS Program Coordinator*
Sarah Chao, *Data Coordinator*
Shelley Taylor, *HS Supervisor*

Guests:

Aly Bonde, *Director of Housing and Economic Security, Oakland Thrives*

Sarah Trist, *HHS Program Planner & Health Manager*
Cindy King, *HHS Program Planner, HSD& Head Start*
Maria Lavanderos, *HS Supervisor*
Michael Munson, *KTOP Cable & TV Operations*
Everardo Mendoza, *ERSEA Coordinator*
Alisa Burton, *HS Supervisor*
Christine Rolan, *HSD Budget Manager*

Members of Public Present:

Nino Parker
Assata Olugbala

I. ROLL CALL:

The Head Start Advisory Board meeting was called to order by Tracey Black at 3:34 PM, and roll was taken. Four (4) Board Members were present. Quorum was established. Dr. Ross left the meeting at 4:22 pm. Quorum was maintained.

Also, present at the meeting were Parent Policy Council Members, Christina Michaud, *Chair, Parent Policy Council & Parent Policy Council/Advisory Board Liaison*, Thuy Do, *Member, Parent Policy Council*.

1. Public Comments:

Nino Parker, Black Homeless Advocate, member of the public, commented regarding on the homeless situation in Oakland, which is not quite related to Advisory Board meeting of Head Start. He expressed concern regarding the management of the *Human Services Department*, “Tiny Homes Project” in Oakland, and that there appears to be racial discrimination with how the tiny homes are arranged, with a fence dividing white and black people. And that we should not have a divided community in Oakland. Tracey Black responded to Mr. Parker, that the program has noted of his concern and we will be forwarding his information to our Human Services Director Dept. Director, Sara Bedford.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of **AB 361 Resolution No. 21-002**
 - Chair, Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-002**
 - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-002**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions.

2. Review and Approval of **November 18, 2021 Advisory Board Meeting Agenda**
 - Chair, Molly Tafoya called for a motion to approve the **November 18, 2021 Advisory Board Meeting Agenda**
 - ✓ Dr. Javay Ross motioned to approve the **November 18, 2021 Advisory Board Meeting Agenda**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

3. Review and Approval of **October 21, 2021 Special Advisory Board Meeting Minutes**
 - Chair, Molly Tafoya, called for a motion to approve **the October 21, 2021 Special Advisory Board Meeting Minutes**
 - ✓ Priya Jagannathan, motioned to approve the **October 21, 2021 Special Advisory Board Meeting Minutes**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

4. Review and Approval of **October 21, 2021 Advisory Board Meeting Minutes**
 - Chair, Molly Tafoya, called for a motion to approve **the October 21, Advisory Board Meeting Minutes**
 - ✓ Dr. Javay Ross motioned to approve the **October 21, 2021 Advisory Board Meeting Minutes**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. **Annual Review, Discussion and Approval of FY 21-22 Head Start Board Bylaws: Tracey Black, HHS Program Planner**
 - Tracey Black presented the FY 21-22 Head Start Board Bylaws and engaged the Advisory Board in a preliminary discussion of how they wanted to go about reviewing the Bylaws.
 - Chair Tafoya explained that we can help strengthen the Bylaws before approving it, referencing the concerns expressed by the community. For example, *Article III – Functions and Duties – Section 1, Item g.* [which references the hearing and resolving community complaints about Head Start program] can be further improved.
 - Priya Jagannathan also agreed with Chair Tafoya on strengthening further the Bylaws. Dr. Javay Ross also agreed with Molly & Priya and suggested replacing the word “complaint” with “feedback”.
 - Tracey Black responded by mentioning that a draft of the policy [Community Complaint Policy and Procedure] can be presented at the next meeting, in response to the recommendation of strengthening the Bylaws further.
 - Diveena Cooppan, Program Director, responded that the Parent Policy Council reviews all action items first, prior to the Advisory Board. There is also the possibility of having the Parent Policy Council Members present, to provide a report on the outcomes of their monthly meetings to the Advisory Board, to bring more cohesion to the Parent Policy Council & Advisory Board. We can also reach out the City offices in regard to changing the Bylaws.

- **Public Comment:** A. Olugbala, member of the public, commented that she read the ordinance that the created the Advisory Board and expressed concern about membership of the Advisory Board with members frequently resigning. A. Olugbala also expressed the desire to see that parents are empowered to make decisions for their children.
 - **Policy Council Member Response:** Christina Michaud, Parent Policy Chair, presented a statement from the Parent Policy Council Meeting held on Tuesday, November 16, 2021. The report acknowledged the concerns previous raised by the community about lack of Parent Policy Council involvement and participation with the Advisory Board, and indicated that no parents [Parent Policy Council Members] expressed the concerns raised. And that they [Parent Policy Council Members] were aware of their role to review and approve all action items first, and that they are the they [the Parent Policy Council] are the initial point for approval of any/all action items before the Advisory Board, and that Parent Policy Council actions and decisions are then recommended [directly or through the program staff] to the Advisory Board. Chair Michaud concluded the report by ensuring that we will make sure that Parents’ voices are heard at every meeting.
 - Chair Tafoya commented that Advisory Board can make edits on the Bylaws, with track changes showing. Tracey Black responded that we can submit the proposed changes to the Bylaws to the City Attorney’s Office [if indicated by the Advisory Board, program staff, or the ‘Bylaws amendment process’ as it is presented in the Bylaws – Article X, Section 1 – Amendments: Items (a), (b) and 1-4] to make sure the process is in compliance.
 - Chair Tafoya called for a motion to postpone the approval of the **Annual Review, Discussion and Approval of FY 21-22 Head Start Board Bylaws**
 - ✓ P. Jagannathan motioned to postpone approving the **Annual Review, Discussion and approval of Head Start Advisory Board Bylaws.**
 - ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions
2. **New Grant Award Requests: Diveena Cooppan & Program Staff**
- a. **Request to Submit Proposal to Increase Program Enrollment by 52 slots**

Ms. Cooppan provided background for the Advisory Board that on July 13 and July 15, 2021 – City of Oakland Head Start/Early Head Start Program’s request to accept the FY 21-22, HeadStart Program grant was approved by the Oakland Head Start Parent Policy Council and Advisory Board, respectively, and approved by the Board [Oakland City Council], on Tuesday, July 20, 2021.

Ms. Cooppan explained that on July 20, 2021, the program then submitted report for the new FY 21-26 Head Start grant to the Oakland City Council for review and approval. The program report described the new design of the FY 21-22 COO Head Start/Early Head Start program, which included the re-design of the following three former Head Start/Early Head Start sites: Franklin Head Start; Tassafaronga Head Start, and Arroyo Viejo Early Head Start, where Head Start/Early Head Start services formerly intended for 52 slots (40 Head Start slots and 12 Early Head Start slots), would be replaced by Family Resource and Inclusion

Center and Home Based Program services. The program's report was approved by the City Council to accept the FY 21-26 new Head Start grant award.

Ms. Cooppan explained that on September 1, 2021, subsequent to the City Council's initial approval of the FY 21-26 new Head Start grant award, and after much discussion, deliberation, and reconsideration, the City Council voted to adopt Resolution No. 88801 C.M.S., requesting that the 52 slots be restored to offer Early Head Start/Head Start services at the three former Head Start/Early Head Start sites, Tassafaronga, Franklin, and Arroyo, and authorized \$1,836,000 from the City of Oakland General Purpose Fund, to facilitate the site re-openings and restoration of Head Start/Early Head Start center-based services **for the current fiscal year, 2021-22.**

Ms. Cooppan concluded the presentation by sharing that the proposed addition of 52 slots would increase the grantee's funded enrollment from 622 slots to 674 funded slots with 332 Head Start slots and 342 Early Head Start slots. And that City Council is bringing a resolution on December 7, 2021, where they are putting in writing and committing to this. And that they want the City to come back in May [2022] with a new budget, including this.

Questions/Discussion - Advisory Board Members:

No comments or questions noted.

Action Requested: Approval to submit proposal to the Office of Head Start to increase funded enrollment by 52 slots to a program-wide total of 674 slots, consisting of 332 Head Start slots and 342 Early Head Start slots, for program year 2021-2022, as presented.

- Chair Tafoya called for a motion to approve the **New Grant Award Requests: Request to Submit Proposal to Increase Enrollment by 52 slots.**
- ✓ Dr. Javay Ross motioned to approve the **New Grant Award Requests: Request to Submit Proposal to Increase Enrollment by 52 slots.**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** 4)-ayes, (0)-nays, (0)-Abstentions

b. Request to Submit Proposals for Two Locally Designed Options (LDO)

1.) Class Size Waivers

Ms. Cooppan provided background for the Advisory Board that on July 13 and July 15, 2021 – City of Oakland Head Start/Early Head Start Program's request to accept the FY 21-22, HeadStart Program grant was approved by the Oakland Head Start Parent Policy Council and Advisory Board, respectively, and approved by the Board [Oakland City Council], on Tuesday, July 20, 2021.

Ms. Cooppan described the specific rationale of the request for the Locally Designed Option - Class Size Waivers, to increase designated Head Start classrooms from 20 to 24 children and designated Early Head Start classrooms from 8 to 10 children, noting what is allowable as specified by the Head Start Performance Standard 1302.21(b). Ms. Cooppan explained that the class size waivers would allow the

program to provide Head Start and Early Head Start services to additional children in the City's Head Start and Early Head Start programs. Ms. Cooppan also specified additional staffing will come with increased class sizes.

Ms. Cooppan presented the specific configuration of the proposal and request for class size waivers of one (1) classroom each at two (2) grantee-operated Head start sites - San Antonio CDC and Sungate Head Start; two (2) classrooms each at two (2) partner-operated Head Start sites - Laney Children's Center and Saint Vincent's Day Home; and one (1) classroom each at two (2) grantee-operated Early Head Start Sites, 85th Avenue and San Antonio Park.

Ms. Cooppan concluded the presentation by specifying that the request to submit the proposals for Class Size Waiver Requests was for a total of six (6) grantee and partner Head Start classrooms and two (2) grantee Early Head Start classrooms.

Action Requested: Approval to submit proposal to the Office of Head Start a Request for a Locally Designed Option – *Class Size Waivers* for 6 designated grantee and partner Head Start classrooms and 2 grantee Early Head Start classrooms, as presented.

Questions/Discussion - Advisory Board Members:

Q: P. Jagannathan – Has there been a policy change where this type of request needs to now be approved every year?

R: T. Black – With a new grant and grantee Program Specialist, the request for an LDO is required this year and may be required in maybe the first two years [of the new grant cycle], if desired by the grantee's Program Specialist.

Please note corrected response: T. Black -With a new program grant, approval of a request for an LDO does need to be sought, if not approved in initial grant application narrative. However, once approved, the description of all approved LDOs would be included in the subsequent continuation funding applications within the body of the grant application narrative. No additional approval of an LDO would be necessary, unless otherwise requested by the Regional Office/Office of Head Start.

R: D. Cooppan: We are in the first year, which is considered the start-up year of the grant. When we bring the continuation funding application to you for approval in February/March 2022, and you will be approving the application that may be sufficient to not have to bring it back to you, but we will ask.

Q: K. Bremond: Just so that I'm clear on process, you said that normally the class sizes are 8 and so because they are 10, you have to get approval? And the other one was 24 and what is the normal class size?

R: D. Cooppan: Yes [because proposal is to increase the Early Head Start class size to 10 from 8, approval is required]. The normal class size [for Head Start] is 20 [and the proposal is to increase the size to 24].

- Chair Tafoya called for a motion to approve the **Request to Submit Proposals for Two Locally Designed Options (LDO) – Class Size Waivers**

- ✓ P. Jagannathan motioned to approve **Request to Submit Proposals for Two Locally Designed Options (LDO) – Class Size Waivers**
- ✓ K. Bremond seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

2.) Mobile Classroom

Ms. Cooppan provided background for the Advisory Board that on July 13 and July 15, 2021 – City of Oakland Head Start/Early Head Start Program’s request to accept the FY 21-22, HeadStart Program grant was approved by the Oakland Head Start Parent Policy Council and Advisory Board, respectively, and approved by the Board [Oakland City Council], on Tuesday, July 20, 2021.

Ms. Cooppan explained that the modified mobile home-based mobile classroom is a new program option and that it specifically is the renovation of an RV vehicle, into a mobile classroom setting. Ms. Cooppan shared that the program has been working in partnership with local family shelters, where the mobile classroom will be located on certain days of the week. The Head Start program will then work with the shelters to identify families who are eligible for the home-based program. And rather than families who are living in transitional and/or insecure housing situations, the program can bring the Head Start services to the them [the families].

The enrollment planned for the modified home-based program mobile classroom, consists of 8 Early Head Start slots and 16 Head Start slots, with a total funded enrollment of 24 slots. We are hoping that this program will provide some insight into the needs of families who are experiencing insecure housing and give us direction on that front.

The model is something new for Head Start. The program has been in communication with the Head Start program run by the Los Angeles County of Education (LACOE), who has their mobile classroom up and running, and they have been helpful partners in this process. The design is being developed. The proposal the program will be submitting [for the LDO – Modified Home-based Program Mobile Classroom], which has been fully funded by the Office of Head Start, is required by the Office of Head Start.

Action Requested: Approval to submit proposal to the Office of Head Start for a Request for a Locally Designed Option: Modified Home-Based Program Mobile Classroom, as presented.

Questions/Discussion - Advisory Board Members:

Q: Chair Tafoya: Do we know how many other Head Start programs are operating a mobile classroom? This just seems like such a unique opportunity to part of the Oakland Head start story. I don’t really have a sense of what other HS programs are doing around this option.

R: D. Cooppan: It is rare. We have a Parent Policy Council Member, who works in the “Safe Car Park” program, who has volunteered to work with our team around this proposal, to make sure that the needs of the families that she works with are considered in the proposal, as well. Anyone on the HS Advisory Board is welcome to participate.

C: Chair Tafoya, commented that as we get it underway, I'd like for us to be able to tell the story about what we're doing here.

- Chair Tafoya called for a motion to approve the **Request to Submit Proposal for Locally Designed Option (LDO) – Modified Home- Based Program Mobile Classroom**
- ✓ K. Bremond motioned to approve the **Request to Submit Proposal for Locally Designed Option (LDO) –Modified Home-Based Program Mobile-Classroom**
- ✓ P. Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

3. Monthly Progress Report: Diveena Cooppan & Program staff

a. Monthly Enrollment and Content Area Monitoring Update – October 2021

- Current Head Start Program Summary was presented and explained. Corrections and updates on the Program Summary are that not all HS Sites are full yet, and most contracts are executed but not all of them.
- We are 65% enrolled and we are still on the start-up phase this year. Staffing is a challenge at this point. We are 73% on physical screenings and 77% on Developmental and behavioral screening.
- **Comment:** Chair Tafoya wanted to note that while the Head Start program is effectively identifying and referring children in need of an IEP evaluation to the school district, as required, the time at which the children are then evaluated is delayed, due to a backlog in the school district's system. So, while the program is doing what it can to refer children for evaluation and services, the program mandate of servicing at least 10% of children with active IEPs not being met at the that would ideal. So, we need to advocate that children receive the IEP services that they are eligible for, as much as possible.
- HS Site Arroyo is scheduled to open November 15, 2021. Tassafaronga tentatively opening on November 29, 2021. Staffing is a challenge at this point, and we have 14 vacant positions for now in the classroom level.
- File Audit will occur during end of November 2021. We will audit files for 10% of funded enrollment and will include all content areas.

- **Public Comment:** A. Olugbala, member of the public, expressed concerns regarding staffing issues and asked if volunteering is a possibility to help staff in the classroom.
- **Staff Response:** Diveena Cooppan explained that the program used to have a process of having volunteers in the classroom, and we are currently revisiting the possibility of using volunteers to help alleviate the staffing challenge. However, with the vaccine mandates, heightened COVID protocols, background checks, the program has to get the new process in place.
- **Public Comment:** In response, A. Olugbala has offered to volunteer in the classroom, whenever the program reinstitutes the process of having volunteers in the classroom.

- **b. COVID 19 Response Update**
- K. Bremond asked about the program's COVID protocol process, with the upcoming winter season. K. Bremond also asked if there were any plans for food distribution during this time.

- Sarah Trist, *HHS Program Planner & Health Manager*, responded by explaining that we follow strict Covid protocols and by visiting our HS Sites to facilitate and mitigate Covid exposure prevention.
- Chair Tafoya called for a motion to approve the **Monthly Progress Report – October 2021**
- ✓ P. Jagannathan motioned to approve the **Monthly Progress Report – October 2021**
- ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

4. Monthly Financial Report; *Jason Wang, Admin. Analyst II*

a. Monthly Financial Report – October 2021

- Head Start/Early Head Start budget was presented and explained. The report is up to November 9, 2021. Payroll report is up to September 17, 2021. We started payroll for HS Site Staff on September 1, 2021 and we are 33% through the Fiscal Year.
- Travel is 0% for now for expenses because travel is less due to Covid, but we can use these funds for training and online conferences. We are up to par for this year as far as expenditures go.
- Contractual expenses are 33% due to most contracts are now executed. We are 56% spent for the renovations in the HS central office. HS grant funding for the Central office renovation is part of the Low-cost extension.
- Child and Adult Care Food Program (CACFP) meal and expense report was presented and explained. 1709 Breakfasts, 1796 lunches, 1676 afternoon snacks had been served at HS/EHS Site for the month of September.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – October 2021**
- ✓ P. Jagannathan motioned to approve the **Monthly Financial Report – October 2021**
- ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

5. Policies & Procedures: *Thao Ly, Education Coordinator*

a. Lesson Planning and Individualization

- City of Oakland Head Start and Early Head Start program requires that all children enrolled receive high quality instruction that is developmentally and linguistically appropriate, meeting the needs of individual children and families.
- Rationale for this policy is to guide center-based staff in planning, organizing, and curating instructional learning experiences that meet the developmental needs of each child.
- Responsibilities for Lesson Planning and Individualization are carried by Teacher Assistant, Teacher, Center Director, Home Base Supervisor and School Readiness Coordinator.
- Molly Tafoya commented on the Lesson Planning and Individualization Policy to have more context provided to why as The Advisory Board are approving it. Thao Ly responded by explaining that we are updating the Lesson Planning and Individualization Policy.
- Chair Tafoya called for a motion to approve the Policies & Procedure: **Lesson Planning and Individualization**
- ✓ K. Bremond motioned to approve the **Lesson Planning and Individualization**
- ✓ P. Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
- Due to lack of time meeting had to be adjourned.

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

1. **FY 20-21 Program Information Summary**
2. **FY 21-22 New Grant Update**
3. **FY 21-22 School Readiness Goals**
4. **Review of Life Enrichment Committee Meeting, November 15, 2021**
5. **FY 21-22 Community Assessment Review and Update Begins**
6. **Upcoming FY 21-22 Governance Training** (Tentatively scheduled for December)

V. **OPEN FORUM:**

- **Public Comment:** A. Olugbala, member of the public, commented on having more inclusion of parents in the Head Start program.
- **Public Comment:** P. Jagannathan suggested to have *Parent Policy Council Feedback* included in agenda items.
- **Public Comment:** Chair Michaud commented that when they bring up the Policies & Procedures to Parent Policy Council meetings, they [staff] clarify how the policies and procedures will be implemented.

VI. **ADJOURNMENT**

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ K. Bremond motioned to **Adjourn the meeting.**
- ✓ P. Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:07 pm

Submitted and recorded by
Christopher Gonzales
Administrative Assistant I