

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, April 21, 2022
3:40-5:05 pm

*** MEETING MINUTES**

Approved May 19, 2022

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Kevin Bremond
Aly Bonde
Reverend G. Annette Howard

Advisory Board Members Excused:

Dr. Mari Tamerat

Parent Policy Council Members Present:

Christina Michaud (Community Rep.), *Chair*
Anna Beliel, (Manzanita HS/Broadway EHS),
Secretary
Quizhu (Jewel) Xiong (Grantee Home Based
Program), *Treasurer*
To Niya Scott-Smith (Saint Vincent's HS), *Parliamentarian*

Staff Present:

Sarah Trist, (Acting Director), HHS Planner, *Health
Manager*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *HHS Planner, HS/EHS*
Jason Wang, *Administrative Analyst II – Fiscal*
Robyn Levinson, *HHS Planner, HS/EHS*
Alisa Burton, *Program Supervisor*
Wenonah Elms, *Disabilities & Mental Health
Coordinator*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
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.*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Six (6) Board Members present and one member excused. Quorum established.

1. Public Comments:

No public comment.

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

- 1. Review and Approval of AB 361 Resolution No. 21-007**
 - Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-007**
 - ✓ Kevin Bremond, motioned to approve the **AB 361 Resolution No. 21-007**
 - ✓ Aly Bonde seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.
- 2. Review and Approval of April 21, 2022, Revised Advisory Board Meeting Agenda**
 - Tracey Black asked for an adjustment to the agenda, to move *Information Item 3 – Presentation of Mobile Classroom* up to Item 2, following Monitoring Updates.
 - Chair Tafoya called for a motion to approve the **April 21, 2022, Revised Advisory Board Meeting Agenda**
 - ✓ Kevin Bremond motioned to approve the **April 21, 2022, Revised Advisory Board Meeting Agenda**

- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.
- 3. Review and Approval of **March 17, 2022, Advisory Board Meeting Minutes.**
 - Chair Tafoya, called for a motion to approve the **March 17, 2022, Advisory Board Meeting Minutes**
 - ✓ Kevin Bremond motioned to approve the **March 17, 2022, Advisory Board Meeting Minutes.**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.

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

Parent Policy Council Member Feedback

- In depth presentations, questions, and discussion occurred with each agenda item. Staff answered questions from the Parent Policy Council and welcomed suggestions. Each element listed, was unanimously approved.
- Critical issues such as safety and the lengthy wait for IEP evaluations were brought up and staff reassured the Parent Policy Council, they would investigate solutions.

IV. ACTION ITEMS:

1. Parent Policy Council Request: *Change ending time of meeting from 11:30am to 12:00pm*

- Tracey Black explained that Parent Policy Council has requested for their meeting time to be extended to 12:00 pm, due to program's recent recurring request to extend the meeting time, due to length of agenda and discussions.
- Christina Michaud mentioned that there have been multiple times where they have had to vote to extend and continue meeting.
- Molly Tafoya requested to vote to update the bylaws on our next monthly meeting to remain in compliance.

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

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

- Tracey Black shared that Diveena Cooppan is on vacation and Sarah Trist is the Acting Director, therefore she will be providing the report.
- Our enrollment is up to 72%, we welcomed 16 new children over the course of the month and have 38 children in the active enrollment process. We continue to accept applications for this year and for the upcoming year.
- We completed the second home visits for families and completed the assessments.
- Wellness exams and baby checks are continuous, and we continue to work on ensuring we get those done for our Early Head Start children. Family dental exams have been a little hard and we hope it changes in the months to come as the risk for COVID-19 decreases.
- Most of our developmental screenings have been completed and from the developmental screenings we've been able to identify developmental concerns for follow up.
- We welcomed one new baby in March and we're on track to meet our goal of serving 30 pregnant people.

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

- We had no Covid closures in March and rates continue to decline. Ongoing diligence from both staff and families to use all our mitigation techniques such as

masking, distancing, and staying home if you feel sick keeps our classrooms safe.

- Staff continue to test, some every day and the rest at least twice a week
- Effective immediately - if a child is experiencing minor symptoms such as a little runny nose, watery eyes, or things that we commonly see with allergies, you may now run a rapid Covid test in front of staff at the center
- Head Start continues to mask (at least until the end of the year) to keep our classrooms safe and joyful places.
- Advisory Board were curious as to how children were acting regarding the masking policy after the masking restriction was lifted and adults are not wearing masks. Conterenia Farrish (Family Advocate) mentioned children wear masks and tell their parents to wear their masks.
- Chair Tafoya called for a motion to approve the **Monthly Progress Report – March 2022**
- ✓ Dr. Javay Ross motioned to approve to approve the **Monthly Progress Report – March 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6) ayes, (0) nays, (0) abstentions.

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

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

- Jason Wang presented the progress on the current Head Start and Early Head Start Budget.
- Personnel - 72% spent,
- Fringe Benefits - 126%, (Using general purpose funds issued by the City)
- Travel is at – 0%,
- Equipment – 0 %,
- Supplies - currently at 21%,
- Contractual – we’re at 83%,
- Other - we have spent 65%,
- Total Direct Charges - 64%
- Indirect Charges - 68%, and
- Purchase Card (P-Card) – we have two Zoom expense charges totaling \$667.68.

b. CACFP Meal Count Report

- February report includes 2,187 served breakfasts, 2,342 lunch, and 2,131 afternoon snacks.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – March 2022**
- ✓ Aly Bonde motioned to approve the **Monthly Financial Report – March 2022**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

c. Extension of FY 21-22 Low-Cost Extension Request

- Request to Region 9 to extend deadline for items we were not able to spend down during the end of last fiscal. There was already an original extension until end of March 30 and the current request is for a final extension to June 30, 2022
- Chair Tafoya called for a motion to approve the **Extension of FY 21-22 Low-Cost Extension Request**
- ✓ Kevin Bremond motioned to approve the **Extension of FY 21-22 Low-Cost Extension Request**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.

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

1. Summary of FY 21-22 Self-Assessment Results, *presented by Robyn Levinson, HHS Planner*

- We used qualitative data from Survey Monkey and quantitative data from DRDP. Our program is in a really good shape, findings are as follows: 44% Program was fully compliant, 41% was partially compliant and 16% was not in compliance.
- Chair Tafoya requested the link to the Office of Head Start Focus Area One (FA1) and Focus Area 2 (FA2) Monitoring Protocols, be added to the meeting minutes (see links below):
- [Fiscal Year \(FY\) 2022 Focus Area One Monitoring Protocol \(hhs.gov\)](https://www.hhs.gov/fy2022-focus-area-one-monitoring-protocol)
- [Fiscal Year \(FY\) 2022 Focus Area Two Monitoring Protocol \(hhs.gov\)](https://www.hhs.gov/fy2022-focus-area-two-monitoring-protocol)

2. Information/Program Updates:

- Shelley Taylor presented her Mobile Classroom Updates slideshow and explained that our new Mobile Classroom is working together with Family Front Doors where they will help us identify shelters, where we could drive to provide socialization and educational services along with providing resources to families.
- Photos of the current building process were presented. Name suggestions provided by the Board Members, as well as names suggested by the Parent Policy Council, were suggested (see below).

<p>Advisory Board, April 21, 2022; Board and Panelists recommended to definitely having “<i>Head Start</i>” in the name:</p> <ol style="list-style-type: none">1. <i>Head Start on the Move...</i>2. <i>Head Start on Wheels...</i>3. <i>Head Start: Ready, Set Go Bus!</i>4. <i>Head Start Bus: Moving Forward, powered by our future...</i>	<p>Parent Policy Council, April 19, 2022:</p> <ol style="list-style-type: none">1. <i>Camp Classroom</i>2. <i>Traveling Classroom</i>3. <i>Head Start (or EHS) in Motion</i>4. <i>A Drive (or Ride) for Education</i>5. <i>The Magic Classroom (like the magic school bus)</i>6. <i>Education Locomotion</i>7. <i>The Locomotive Classroom</i>
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VI. OPEN FORUM:

- Assata Olugbala mentioned that through Measure N funding, OUSD has one school, Oakland Street Academy, with a career pathway that focuses on child

development and family services. She would like to know if there may be a way for us to provide internships to the young children, as they are interested.

- Tracey Black mentioned that Alisa Burton is currently working on building out the program's workforce development program and will be looking into partnering with OUSD's career pathways program, if possible.

VII.

ADJOURNMENT

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Dr. Javay Ross motioned to **Adjourn the meeting.**
- ✓ Aly Bonde seconded the motion; Motion carried. **Vote:** (6)-eyes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:05 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II