

CITY OF  
**OAKLAND**  
HEAD START



**CITY OF OAKLAND**  
HUMAN SERVICES DEPARTMENT  
**HEAD START PROGRAM**  
***ADVISORY BOARD MEETING***

**MEETING AGENDA – FINAL**

**Thursday, 4-20-2023**

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

**In person Meeting Location:**

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

**Please See the Agenda to Participate in The Meeting**

*Thank you!!*

**Human Services Department  
HEAD START/EARLY HEAD START PROGRAM**

**ADVISORY BOARD MEETING**

**Day & Time:** Thursday, 4-20-2023; 3:30-5:00pm

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

**AGENDA**

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

Molly Tafoya, *Chair*  
Alysoun (Aly), *Vice Chair*

Kevin Bremond  
Dr. Javay Ross

Dr. Mariamawit (Mari) Tamerat  
Reverend Annette Howard  
Dr. Jei Watkins

1. Public Comment

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

1. Review and Approval of **April 20, 2023, Advisory Board Meeting Agenda**
2. Review and Approval of **February 23, 2023, Advisory Board Meeting Minutes**
3. Review and Approval of **January 19, 2023, Advisory Board Meeting Minutes** (*postponed until March*)

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

1. **Parent Policy Council Feedback**

**IV. ACTION ITEMS:**

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

- COVID 19 Mitigation Policy and Procedure Update  
2023

**2. Monthly Financial Report; *Annie Friberg, Interim HSD Budget & Fiscal Manager***  
**b. COVID 19 Response Update**  
*Tony Daquipa, Admin. Analyst II*

- a. **Monthly Financial Report – Combined Jan/Feb/Mar 2023**
  - Expenditures, Purchase Card, CACFP

**3. FY 23-24 Funding Applications; *Diveena Cooppan & Program Staff***

- a. Head Start Continuation
- b. Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)

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

**1. Program Updates**

- a. Annual Report to City Council – May 23rd
- b. Conference Update: Early Childhood Education STEM (Science, Technology, Engineering & Math) Conference, San Jose, CA; March 20-22, 2023
- c. Equity Cohort & Film Screening – “Black Boys” @ Oakland Museum, March 28, 2023
- d. Children’s Fairyland Family Resource Day, April 14, 2023
- e. Workforce Development Apprenticeship Program

**VI. OPEN FORUM**

**VII. ADJOURNMENT**

**OAKLAND HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**  
**Thursday, February 23, 2023**  
**3:41 -5:06 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Dr. Javay Ross, *outgoing*  
*Chair*  
Dr Mariamawit (Mari)  
Tamerat.  
Reverend Annette Howard

**Advisory Board Members Excused:**

Kevin Bremond  
Alysoun (Aly) Bonde, *incoming Chair*

**Parent Policy Council Members Present:**

To Niya Scott Smith, *incoming Chair*  
Christina Michaud (Community Rep.),  
*outgoing Chair*  
Jewel) Xiong (Home Based Program),  
*incoming Treasurer*

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Clara Sanchez Silva, *Administrative Assistant II*  
Tracey Black, *Education Manager*  
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, *Operations Manager*  
Helen Luong, *Family Advocate, HS/EHS*  
Conterenia Farrish, *Family Advocate, HS/EHS*  
Tonya Love, *Office of Councilmember Carroll Fife*  
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 3:41 PM.

**1. Public Comments:**

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

**1. Review and Approval of AB 361 Resolution No. 21-0015**

- Chair Molly Tafoya, called for a motion to approve the AB 361 Resolution No. 21-0015
- ✓ Chair Molly Tafoya motioned to approve the AB 361 Resolution No. 21-0015
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

**2. Review and Approval of February 23, 2023, Advisory Board Meeting Revised Agenda**

- Chair Molly Tafoya, called for a motion to approve the **February 23, 2023,**

**Advisory Board Meeting Revised Agenda**

- ✓ Chair Molly Tafoya motioned to approve the February 23, 2023, Advisory Board Meeting Revised Agenda.
  - ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
3. Review and Approval of **January 19, 2023, Advisory Board Meeting Minutes.**
- Postponed until March

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

- Chair To Niya Scott-Smith presented the Parent Policy Council Updates.

**IV. ACTION ITEMS:**

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

- a. Monthly Enrollment and Content Area Monitoring Updates (December 2022/January 2023)
  - Center-based staff attended workshops on supporting children with Autism Spectrum Disorder (ASD) and other developmental differences facilitated jointly by the Program's mental health and developmental consultants from Through the Looking Glass.
  - On the last day of the program services in December, 572 gifts were distributed to all families in the program courtesy of The Giving Tree.
  - The Program is currently conducting three TLC CLASS coaching cohorts: one for Early Head Start center-based teachers, one for Head Start center-based teachers, and the third for Home Based Visitors.
  - By the end of January, our program had 504 children enrolled and this was up from 487 from the month prior. We have an increase of 17 children in January placing our program at 75% of our funded enrollment.
  - The Initial Family Outcome Assessment data show a 9% increase (from 6% to 15%) in participants identifying their financial situation as "vulnerable" or "in crisis" compared to last Program Year. To address these financial needs, the Program is partnering with the Alameda County Community Partner Action Program (ACO-CAP) to connect families to financial assistance including help completing taxes to receive the Earned Income Tax Credit and strengthening partnerships with WIC and SNAP for additional basic needs assistance. Families also report that the monthly diaper distribution is very helpful.
  - Black Joy Parade is happening this Sunday February 26th.
  - Site Spotlights: Arroyo Early Head Start and Brookfield Head Start!
- b. COVID 19 Response Update

- Over the course of January, we had two cases of COVID-19 that impacted children at centers.
- We had a dental event for families sponsored by the Office of Dental Health. We look forward to reporting back on all the dental health and other activities completed this month.
- Chair Molly Tafoya, called for a motion to approve **Monthly Enrollment and Content Area Monitoring Updates**
- ✓ Chair Molly Tafoya motioned to approve the Monthly Enrollment and Content Area Monitoring Updates
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

**2. Monthly Financial Report:** *Annie Friberg, Acting HSD Budget & Fiscal Manager; Tony Daquipa, Budget & Fiscal Admin Analyst II*

- Monthly Financial Report has been moved to March due to the cyberattack the City of Oakland experienced which locked staff out of the systems to gather information for this report.

**3. Strategic Planning Discussion for FY22-23 & FY 23-24:** *Diveena Cooppan & Program Staff*

Diveena Cooppan asked for each action item in the Strategic Planning Discussion to be approved individually.

**a. FY 22-23 Community Needs Assessment Overview**

- The Office of Head Start requires us to do a Community Needs Assessment update every year. We're required every five years to do a very deep dive and we did the deep dive ahead of the new application, the competitive application that we submitted therefore each year thereafter is an update.
- The task is for us to give a sense of what's going on in our community, what has changed over the last year and who we are serving.
- The Community Needs Assessment Report is attached in the Advisory Board packet.

During the Racial Demographic Report, a question regarding Native American data was raised. Robyn Levinson explained that the report presented is using the breakdown requested by Region 9, however City of Oakland Head Start has a more detailed breakdown where we can see the exact number for Native American children who are enrolled in our program.

- The report is what we use to design and shape our program such as introducing the mobile classroom and creating zero to five centers.

Due to timing, the Strategic Planning Discussion for FY22-23 & FY 23-24 will be approved jointly instead of individually.

**b. Selection Criteria (FY 23-24)**

- The selection criteria are a priority system we utilize to ensure that applicants are treated fairly.
- Priority Selection Criteria is created based on the community assessment.
- Points are assigned to each applicant based on the selection categories. Applicants with the highest points are selected first.
- We have 4 Eligibility Categories which are: Homeless, Foster, Public Assistance, and Income.
- We have 10% reserved slots for IFSP or IEP children.

Sharon Brown asked how long the Covid 19 criteria will stay in place. Sarah Trist confirmed that COVID is still generating a traumatic impact on us and the families that we serve in our community. Everardo Mendoza mentioned that the criteria will remain in effect until it is revised again in the fall of 2023.

Chair Molly Tafoya highlighted that the Selection Criteria is always changing and asked how Head Start can help the impacts of violent crime in the high crime communities.

Diveena Cooppan mentioned that we are bringing a Race and Equity Fellow who will be looking at the data we collect and work around violence prevention, violent incidents and crime. We also will be receiving funding from congress which we can utilize to help towards this issue.

Deep discussion regarding Selection Criteria occurred on the floor.

**Program Goals (FY 22-23 & FY 23-24)**

Due to Timing, the Program Goals (FY 22-23 & FY 23-24) Item was not presented.

- Chair Molly Tafoya, called for a motion to approve **FY 22-23 Community Needs Assessment Overview and Selection Criteria (FY 23-24)**
- ✓ Chair Molly Tafoya motioned to approve the FY 22-23 Community Needs Assessment Overview and Selection Criteria (FY 23-24)

- ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

1. **ADJOURNMENT**

- Chair Molly Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Chair Molly Tafoya motioned to approve the Adjournment of the Advisory Board Meeting
- ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:06 pm

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

**OAKLAND HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**  
**Thursday, January 19, 2023**  
**3:39-4:10 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Dr. Javay Ross, *Vice Chair*  
Alysoun (Aly) Bonde  
Dr. Mari Tamerat  
Reverend Annette Howard

**Advisory Board Members Excused:**

Kevin Bremond

**Parent Policy Council Members Present:**

Christina Michaud (Community Representative.), outgoing *Chair*  
Sharon Brown, *Vice Chair*, (Brookfield HS)  
Justine Sharifi, Secretary (Broadway EHS)  
Madeleine Grasso (Laney Children's Center), *Asst. Secretary*  
Quizhu (Jewel) Xiong, (*Community Representative*); *Treasurer*

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Clara Sanchez Silva, *Administrative Assistant II*  
Tracey Black, *Education Manager*  
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, *Operations Manager*  
Helen Luong, *Family Advocate, HS/EHS*  
Conterenia Farrish, *Family Advocate, HS/EHS*  
Tonya Love, *Office of Councilmember Carroll Fife*  
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 3:39 PM.

New City Council Member Tonya Love introduced herself to the Advisory Board.

The newly elected Parent Policy Officers introduced themselves.

**1. Public Comments:**

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

**1. Review and Approval of AB 361 Resolution No. 21-0014**

- Chair Molly Tafoya, called for a motion to approve the AB 361 Resolution No. 21-0014



- ✓ Alysoun (Aly) Bonde motioned to approve the AB 361 Resolution No. 21-0014
  - ✓ Dr. Mariamawit (Mari) Tamerat seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response
2. Review and Approval of **January 19, 2023, Advisory Board Meeting Agenda**
    - Chair Molly Tafoya, called for a motion to approve the **January 19, 2023, Advisory Board Meeting Agenda**
    - ✓ Dr. Javay Ross motioned to approve the January 19, 2023, Advisory Board Meeting Agenda.
    - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response
  3. Review and Approval of **July 21, 2022, Advisory Board Meeting Minutes.**
    - Chair Molly Tafoya, called for a motion to approve **July 21, 2022, Advisory Board Meeting Minutes.**
    - ✓ Chair Molly Tafoya motioned to approve the July 21, 2022, Advisory Board Meeting Minutes.
    - ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (3)-ayes, (0)-nays, (1)-abstentions, (1) no response
  4. Review and Approval of **September 15, 2022, Advisory Board Meeting Minutes.**
    - Chair Molly Tafoya called for a motion to approve **September 15, 2022, Advisory Board Meeting Minutes.**
    - ✓ Dr. Javay Ross motioned to approve the September 15, 2022, Advisory Board Meeting Minutes.
    - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. Vote: (3)-ayes, (0)-nays, (1)-abstentions, (1) no response
  5. Review and Approval of **October 20, 2022, Advisory Board Meeting Minutes.**
    - Chair Molly Tafoya, called for a motion to approve **October 20, 2022, Advisory Board Meeting Minutes.**
    - ✓ Chair Molly Tafoya motioned to approve the October 20, 2022, Advisory Board Meeting Minutes.
    - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. Vote: (3)-ayes, (0)-nays, (1)-abstentions, (1) no response

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

- The Oakland Head Start Program welcomed and inducted nine incoming Primary Parent Policy Council Representatives and seven incoming Alternative Parent Policy Council Representatives for the PY 22-23.
  - Unfortunately, Chair To Niya Scott-Smith was not able to present the Parent Policy Council Updates. The Parent Policy Council will return in February to present any key information items.

IV.

**ACTION ITEMS:**

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

- Tracey Black explained the descriptions and responsibilities of the positions of the Officers on the Advisory Board.
- Elections for Officers to the Advisory Board were held at the meeting and the following members were elected:
  - Molly Tafoya – *Chair*
  - Alysoun (Aly) Bonde – *Vice Chair*

**2. Request to hold February Advisory Board Meeting on Thursday, February 23, 2023:** *Diveena Cooppan & Program Staff*

Due to our FA1 Review happening during the week of February 6<sup>th</sup>, we would like to request for the Advisory Board meeting to be moved to February 23, 2023.

- Chair Molly Tafoya, called for a motion to approve **Request to hold February Advisory Board Meeting on Thursday, February 23, 2023**
- ✓ Chair Molly Tafoya motioned to approve the Request to hold February Advisory Board Meeting on Thursday, February 23, 2023
- ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

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

a. Monthly Enrollment and Content Area Monitoring Updates  
(October/November)

- In November, we had a visit from the Office of Head Start and it included the representatives from the Federal Administration of Children and Families as well as office of Head Start Region 9 staff. These visitors toured toward the mobile classroom RV, and they visited our 85th Avenue and Lion Creek program locations. The visit primarily focused on supporting families experiencing homelessness in Oakland.
- The Program had its child and adult care food program, the CPA, CFP Administrative review, conducted by the California Department of Social Services and that went well.
- We also just finished our audit with the California Department of Education, mostly led by our ERSEA and Fiscal Team.
- In the month of November, our Family Services team and Home Visitors team supported our families by providing over 160 packages of diapers, wipes, pull-ups, personal protective equipment and other events included volunteering with the annual City of Oakland Human Services Department Thanksgiving dinner. As well as our home-based partner Brighter Beginnings, hosting their annual Thanksgiving.

- On December 16th we had our annual family giving tree which provided gifts to all children at sites across the program.
  - During the weeks of December 19th through January 3rd our program was closed for winter break, however Staff Professional Development was conducted.
  - By the end of December, we had 487 children enrolled, which was an increase of 24 children since October. And we also have 62 children who have been accepted and are shortly pending a start date once application materials are in.
- b. Monthly Enrollment and Content Area Monitoring Update (December):  
*Postponed to February*
- c. COVID 19 Response Update
- December was as expected despite the break with a total of 6 cases. Not all of them impacted the classrooms, which was very fortunate, but we continue to see high community levels of COVID-19 as well as other respiratory viruses.
  - We ask that everyone who comes to Head Start continues to wear masks and for staff and families to continue to stay home when sick because our testing system isn't perfect.
  - With many of these cases, what we found is that we can keep classrooms open and now keep fully vaccinated children in the classroom if they're well after an exposure.
  - Additionally, we've added a test of air within the centers as another way for us to look for the presence of COVID-19, flu, pollution, and fire smoke.

Chair Molly Tafoya asked for more numbers and/or percentages to understand enrollment. Diveena Cooppan mentioned that enrollment is not at the level it should be around the country, we also have a lower enrollment number due to Saint Vincent terminating our partnership.

Reverend Annette Howard wanted to obtain clarity on enrollment as she know multiple parents at church that would benefit from the Head Start Program therefore she would like to know the current enrollment number in the program. Robyn Levinson clarified that as of the last day of December 2022, we are at 485 enrollment.

Assata Olugbala asked for a report breakdown by race demographic on applicants and rejected applicants for the program. Diveena Cooppan mentioned that we can bring the data requested on our enrollees and staff however we do not have the data on applicants, rejected applicants and applicants who didn't fully apply and left the application halfway.

- Chair Molly Tafoya, called for a motion to approve **Monthly Enrollment and Content Area Monitoring Updates**
- ✓ Chair Molly Tafoya motioned to approve the Monthly Enrollment and Content Area Monitoring Updates
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

**4. Monthly Financial Report:** *Annie Friberg, Acting HSD Budget & Fiscal Manager; Tony Daquipa, Budget & Fiscal Admin Analyst II*

a. *Monthly Financial Report, November-December 2022, including CACFP Meal Count Reports*

- The November and December Financial Report was presented and is attached to the agenda packet.

Budget - \$12,252,694.00  
 Encumbrance - \$2,069,126.78  
 Expenditures - \$6,053,362.11  
 Avail - \$4,130,205.11  
 % of Budget Spent – 66%

- November Meal Count:  
 Breakfast: 2,772.00  
 Lunch: 3,086.00  
 Afternoon Snack: 2,763.00

- December Meal Count:  
 Breakfast: 1,440.00  
 Lunch: 1,649.00  
 Afternoon Snack: 1,493.00

- Chair Molly Tafoya, called for a motion to approve **Monthly Financial Report**
- ✓ Reverend Annette Howard motioned to approve the Monthly Financial Report
- ✓ Dr. Mariamawit (Mari) Tamerat seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

**5. Continuation Funding Application Requests:** *FY 2023-24 California State Preschool (CSPP) and General Child Care (CCTR); Program Staff*

- The Oakland Head Start program is requesting approval to submit the Continued/Renewal Funding Application for our annual California State General Childcare Contract, in order to continue providing comprehensive general childcare services for eligible families and children for the coming 23-24 fiscal year.

- CCTR funding will help with the program cost at the following Early Head Start CCTR sites: Arroyo Viejo, Lion Creek, 85th Avenue, Broadway, and West Grand.
- CCTR funding helps to cover our annual program costs in the following budget categories: Personnel and Fringe Benefits, Educational Materials and Classroom Supplies, and Professional Development for Center Directors, Teachers, and Family Advocates.
- 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, 85<sup>th</sup> 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.
- Chair Molly Tafoya, called for a motion to approve **FY 2023-24 California State Preschool (CSPP) and General Child Care (CCTR); Program Staff**
- ✓ Chair Molly Tafoya motioned to approve the FY 2023-24 California State Preschool (CSPP) and General Child Care (CCTR); Program Staff
- ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

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

**1. General Program Updates:**

- Focus Area 1 Monitoring Review from Office of Head Start, week of February 6, 2023.
- It will be a three-day interview on the different content areas. We are practicing and preparing with our consultants and this week we will have our mock interviews with the consultant to give us an assessment of where we are in our preparation.

**2. FY 22-23 Program Governance Training *Proposed* – In Person at Oakland Head Start Central Office – Saturday, March 18, 2023: 9:00am – 1:00pm**

- Child Care Preference (Private, at home care or at HS Central Office)

3. Workforce Development Project – Oakland Head Start Career Pathways  
Program Measure AA – City of Oakland Children’s Initiative

1. **OPEN FORUM**

- No comments

2. **ADJOURNMENT**

- Chair Molly Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Chair Molly Tafoya motioned to approve the Adjournment of the Advisory Board Meeting
- ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (1) no response

Meeting adjourned at 4:10 pm

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



# FEBRUARY 2023

City of Oakland Head Start Monthly Report

## AT-A-GLANCE

	Head Start	Early Head Start	Current Total
Enrollment/Funded (No.)	225/332	276/342	501/674
Enrollment/Funded (%)	67%	82%	74%
Daily attendance	77%	81%	78%
Medical Home	99%	98%	99%
Health Insurance	98%	99%	98%
Current Physical exam/Well-baby check	91%	78%	84%
Updated immunizations	97%	94%	95%
Hearing Screening	96%	86%	90%
Vision Screening	95%	88%	90%
Growth Screening	98%	95%	96%
Dental Home	95%	78%	79%
Current Dental Exam	92%	83%	88%
Nutrition Screening	95%	94%	94%
Developmental Screening (ASQ)	97%	96%	97%
<i>Concerns Identified following ASQ Screening</i>	53%	36%	45%
Behavioral Screening – (ASQ-SE)	98%	96%	97%
<i>Concern Identified following ASQ-SE Screening</i>	28%	20%	24%
1 <sup>st</sup> Individualized Curriculum (DRDP)	100%	96%	98%
Initial Parent/Teacher Conference (IDP)	98%	93%	95%
Initial Home Visit	99%	99%	99%
2 <sup>nd</sup> Individualized Curriculum (DRDP)	97%	94%	96%
2 <sup>nd</sup> Home Visit	83%	84%	83%
Agency Transition Plans	95%	90%	93%
Preliminary Family Outcomes Assessment	100%		
Second Family Outcomes Assessments	77%		
Referrals to RCEB	N/A	3	3
Referrals to OUSD	14	N/A	14
Children enrolled with IFSP or IEP	29	21	50
% of children enrolled with IFSP or ISP	8%	6%	(7% enrollment)



## NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- February 21, 2023 (ACF-PI-HS-23-02): *FY 2023 Head Start Funding Increase*:  
<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-23-02>

## ELIGIBILITY, ATTENDANCE, RECRUITMENT, SELECTION & ENROLLMENT

The Program participated in the Oakland Black Joy Parade on February 28<sup>th</sup>, which provided a great opportunity to advertise and raise awareness about the Program. Parent Policy Council members, staff, parents, children, and Head Start Program alumnae walked together in the rain, passing out recruitment materials to families with young children. The Program also joined Tandem to distribute books and host an informational table. By the end of the day, 100 bags of recruitment materials were distributed.

## EDUCATION & SCHOOL READINESS

During February, sites also celebrated Black History Month and learned about important Black and African American leaders.

On February 17, 2023, the Program held a virtual Professional Development training for all staff to review Active Supervision in the program, prompted by an increase in Unusual Incidents reported in January. During the professional development meeting, the program was joined by Maureen Burns Vermette, the Supervising Program Specialist for Region 9, who presented data on Care and Supervision trends across Region 9 and the nation.

In February, five of grantee center-based sites received Active Supervision Training with one-on-one support provided by the Program's new Education Specialist, Kim Bonnema. The remaining seven grantee center-based sites will receive in-person Active Supervision Training in March. All grantee center-based classrooms are now equipped with Active Supervision supports, including white boards, child/staff count forms, and classroom and outdoor zoning maps.



## DENTAL/PHYSICAL HEALTH & NUTRITION

February marked Dental Awareness Month, and the program worked with local providers to help raise awareness, share educational information, and provide dental exams to Head Start families. Overall, 27 children were screened for dental exams in February, which is in addition to the over 160 children screened in the fall. The program also participated in the following dental-related events:

- On February 2<sup>nd</sup> the Alameda County Office of Dental Health provided a dental health training for Family Advocates and Home Visitors
- On February 7<sup>th</sup> Asian Health Services provided dental Exams to eight children at Laney Head Start and seven children at Brookfield Head Start.
- On February 10<sup>th</sup> the Alameda County Office of Dental Health tabled and participated in dental health activities at San Antonio Community Development Center Head Start
- On February 21<sup>st</sup> the Alameda County Office of Dental Health provided a virtual info session to ten Head Start and Early Head Start parents
- On February 22<sup>nd</sup> the Alameda County Office of Dental Health tabled and participated in dental health activities at Brookfield Early Head Start/Head Start.
- On February 23<sup>rd</sup> Head Start partner, Brighter Beginnings, hosted a “dental social,” where children participated in dental activities and 12 dental exams were completed.

## HOME-BASED AND EXPECTANT PROGRAM

### Home-Based Program

The Home-Based Program held its monthly diaper distribution, food pantry/fresh produce drive, two socialization sessions and one Family Peer Cafe. While 49 families participated in the food drive and distribution, the socialization and Family Peer Café sessions saw an average of ten parents per event, a lower turnout due to the need to use an alternate location. An alternate location was needed because an unhoused resident has taken up shelter directly outside the grantee socialization location. The individual has refused support from Homeless Services and has refused to leave, blocking the entrance of the site and filling the area with tobacco smoke. This example demonstrates the various ways the Program’s families are affected by Oakland’s housing and homelessness.

### Expectant Parent Program

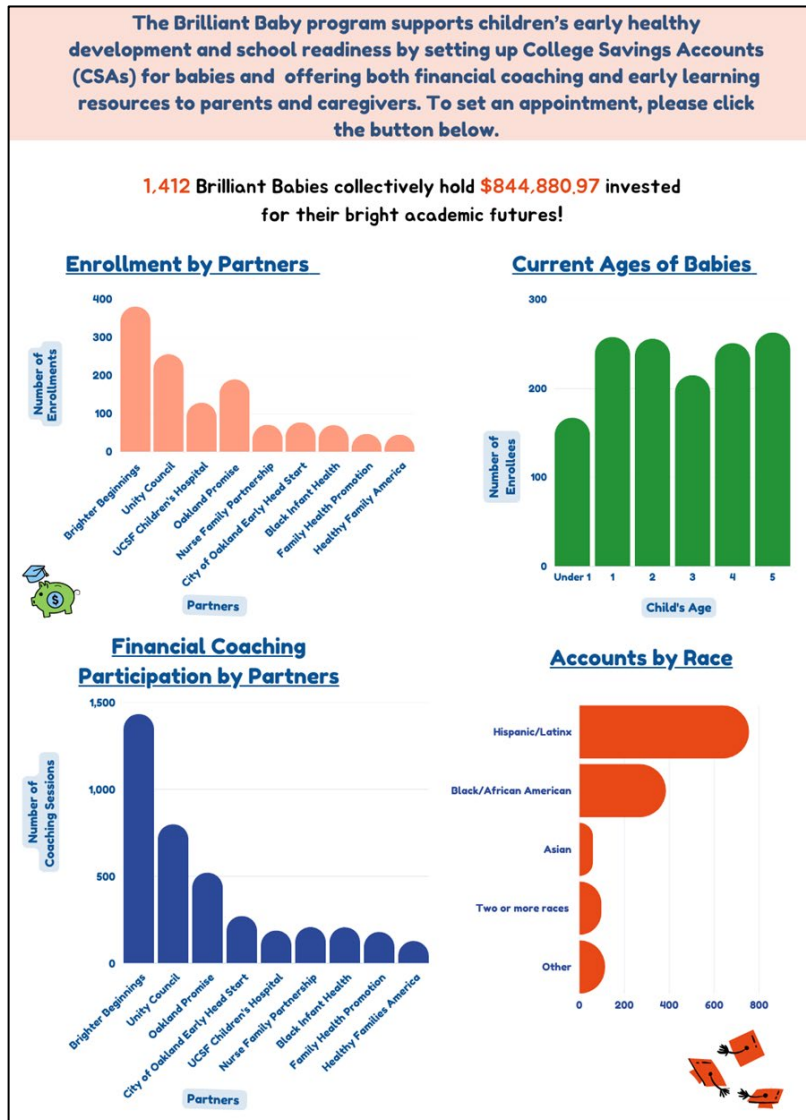
This Program Year, 24 expectant parents have been served through our Expectant Parent program. We are thrilled to announce the birth of a new baby in the program!	
Total expectant parents served this Program Year	24/30 (80%)
City of Oakland to date*	14/10 (140%)
Brighter Beginnings to date*	10/20 (50%)
<b>Previous Month</b>	
Expectant parents served in February	10
Number of babies born in February	1
Number of children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	16/18 (89%)
Percentage with Medical Insurance	100%
Percentage with Medical Home	100%
Percentage with Dental Home	100%
Percentage with Prenatal Dental Exam	40%
Percentage with Physical Exam	81%
Percentage with Health and Nutrition Screening	100%

\* Last month’s table had the City of Oakland and Brighter Beginnings numbers swapped.

## FAMILY SERVICES & COMMUNITY ENGAGEMENT

Data from Family Outcomes Assessments continue to demonstrate the areas of most need for our families are in the areas of Employment, Housing, and Education. 302 families across the Head Start Program received diapers in February 2023.

These data show the Program’s involvement in the Oakland Promise Brilliant Baby program, as well as



the involvement by other ECE providers. Please note that City of Oakland Head Start children only references grantee program options; Brighter Beginnings numbers reflect not only Brighter Beginnings families enrolled in the Head Start Home-Based program option but also other children receiving services through Brighter Beginnings. Infants are eligible for the program if they are between zero to twelve months, so the Program directs particular focus on enrolling children in the Early Head Start program and Pregnant Parent program.

During the first half of the program year, the Program had eleven visits from Early Learning Specialists with Tandem Partners in Early Learning. The Early Learning Specialists are assigned to each grantee center-based site and work with Center Directors and teaching staff to replenish any lost StoryCycles book rotation materials, schedule read-alouds and workshops, and provide support to begin the rotation of bags. StoryCycles® is a school-to-

home book lending program that provides children with diverse books selected intentionally to reflect the cultural and linguistic diversity of the Program’s communities.

## DISABILITIES & MENTAL HEALTH

At the end of February, there are 17 children in the Program who have been referred for evaluation to determine Individuals with Disabilities Education Act (IDEA) eligibility. Three of these children have been referred to Regional Center of the East Bay and 14 children have been referred to Oakland Unified School District (OUSD).

Three children have turned three and therefore aged out of their IFSPs. Families are currently waiting for the IEPs for these children to help determine if they are to continue to qualify for services through OUSD. Of the total number of children with IFSPs/IEPS (50), 52% of them have a diagnosis of speech/language delay, 32% have a non-categorical developmental delay diagnosis, and 14% of children a School District Autism diagnosis.

## PARTNER & FAMILY CHILD CARE

### Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	33/41 (80%)	16/18 (89%)	49/59 (83%)
Brighter Beginnings	80/100 (80%)	20/20 (100%)	100/120 (83%)
Laney		43/48 (90%)	53/64 (83%)
Merritt		10/16 (63%)	

Peralta administrative staff and the newly assigned Family Advocate are working with community health partners to meet health related requirements and link accepted families to an ongoing source of medical care. On February 7<sup>th</sup>, Asian Health Services offered on-site dental exams at Laney, where eight children were screened.

### Family Child Care

The Tiny Steps program option has the highest attendance average of any of the City of Oakland Head Start partner options. Tiny Steps has new partnerships with the Black Joy Project to provide educational enhancements to the Tiny Steps providers and with Samuel Merritt University Nursing program to assist with vision and hearing screenings beginning in August for the 2023 -2024 program year.

## DATA MANAGEMENT & ONGOING MONITORING

The Program completed the Office of Head Start Focus Area 1 Monitoring review during the first week of February, which occurs once during the five-year Head Start grant cycle. The HS team that participated in the review were well prepared and delivered a detailed and clear representation of the program across all content areas.

Staff wellness survey data showed staff believe they had what they needed to do their jobs well. 63% of staff agree or strongly agree that stress impacts their ability to do their job well. More staff strongly agreed that “stress levels impact their ability to do their job” than any other question. 70% of staff feel the COVID protocols put in place keep them safe. Around 60% of staff believe Program leadership care about their health and wellness, which is a 4% increase from last year. The survey was completed by 48 direct-service and field-based staff, including Center Directors, ERSEA Data Entry Specialists, ECE Instructors, Family Advocates, Home Visitors, Kitchen Staff, and Maintenance/Facilities staff.

Last month, a Parent Policy Council member asked if our program served a higher percentage of single parent-led families. Below is an overview of data from Program Year 2021-2022 showing that our program serves around the same proportion of single parent-led families as other programs in California and Region 9 (Arizona, California, Nevada and Hawaii). Our program and all programs in Region 9 serve a lower rate of single parent-led families compared to Head Start programs nationally.

<b>Program</b>	<b>Total Number of Families</b>	<b>Percentage of Single Parent Families</b>
All Head Start Programs nationally	721,512	60.5%
Head Start Programs in Region 9	91,792	52.3%
Head Start Programs in California	78,569	52.1%
City of Oakland Head Start Program	485	52%

That being said, only about 31% of Oakland families and 11% of Alameda County families are led by single parents, while 52% of families in our program are led by single parents. Therefore, we serve a higher proportion of single parent-led families compared to our region.

We also discussed median income at the last meeting. Median income is the “middle-most” income amount across an income range. The table below represents the middle income amount of all income earners in Alameda County and the State of California broken out by different racial demographic categories.

	<b>Alameda County</b>	<b>State of California</b>
American Indian/Alaskan Native	\$89,382	\$67,051
Asian	\$147,693	\$116,313
Black/African American	\$62,403	\$63,202
Native Hawaiian/Pacific Islander	\$106,039	\$89,942
Other Race	\$87,017	\$66,508
Hispanic/Latino	\$95,087	\$69,970
Non-Hispanic/Latino	\$128,516	\$100,660
White	\$131,217	\$94,340
2+ Races	\$116,592	\$90,898
<b>All</b>	<b>\$121,205</b>	<b>\$89,481</b>

Lastly, a member of the Advisory Board mentioned the lack of information reflecting demographics of American Indian/Alaskan Native families. The following table has been updated to include and present the demographic data to include American Indian/Alaskan Native families.

<b>Race</b>	<b>City % 2020</b>	<b>City % 2022</b>	<b>Program % 21-22</b>
American Indian/Alaskan Native	0.9%	1.0%	0.4%
Asian	16.7%	15.7%	20.7%
Black/African American	22.7%	22.0%	32.6%
Hispanic/Latino	27.0%	27.2	34.3%
Multi-Racial	8.4%	9.4%	5.3%
Native Hawaiian/Other Pacific Islander	0.6%	0.5%	0.2%
White	34.4%	33.4%	2.8%
Other/Unsure	n/a	n/a	4.1%

## HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

The Head Start Program has selected a candidate as the Race and Equity Research Fellow. Pending onboarding requirements, the candidate is expected to join the Program in mid to late March. The Program also hired four Family Advocates to the newly created position of Family Service Specialist: Conterenia Farrish, Betty Ly, Maria Angelica Medina and Antonia Ochoa.

Two Center Directors, the Program's Disability and Mental Health Coordinator, and the Program Director travelled to Long Beach in February to attend the Caltech Early Childhood Science, Technology, Engineering and Math Conference. The team also visited centers that are part of the Los Angeles Child Care Resource Center Head Start program with their Early Learning Manager.

On February 8<sup>th</sup> the City of Oakland experienced a ransomware attack, which inhibited use of all City systems. In addition to freezing all fiscal operations, all City systems related to hiring (which include Oracle and NEOGOV) were shut down. This caused confusion to candidates currently in ongoing hiring processes. Through continuous communication with HR staff, candidates were informed of the situation and patiently waited for our department to resume normal operations.

## FACILITIES AND MAINTENANCE

In February, Facilities staff managed facilities renovations at Franklin and Tassafaronga funded through the Inclusive Early Education Expansion grant allocation the program received from Oakland Unified School District. Renovations will continue through March. One primary goal of the grant is to provide funds for facilities and supplies to increase access to full inclusion services for children with disabilities.

In addition to the renovations at Franklin and Tassafaronga, Facilities staff are also installing door chimes and additional air purifiers at all grantee center-based sites.

## WORKFORCE DEVELOPMENT PROGRAM

Progress continues toward the implementation of the Early Childhood Education (ECE) Apprenticeship. While the Program is still awaiting news of the California Apprentice Initiative Implementation Grant application submitted in December, the Apprenticeship team is working on program design. The design of the Apprenticeship program will include the following elements:

- Target population: Head Start and Early Head Start parents, youth, and community members in Oakland
- Apprentice cohort size: 36 total, 18 apprentices with the City of Oakland and 18 apprentices with the YMCA of the East Bay
- Apprentice Certification/Degree earned: Child Development Permit(s): Associate Teacher (12 units), Assistant Teacher (6 units)
- Apprentice eligibility Criteria: over 18 years old, eligible to work in the US, Criminal Record Clearance/background check, required physical and health immunizations
- Lead Local Education Agency applicant: Merritt College
- Materials provided: Laptops, books, and other academic/course supplies

Please contact Alisa Burton if you are interested and/or know someone who is interested in becoming an ECE Teacher.

## SITE SPOTLIGHT: West Grand Early Head Start

### West Grand Early Head Start

West Grand Early Head Start is located on West Grand Avenue and Linden Street within an apartment complex. The site serves children whose parents immigrated to the United States from Ethiopia, Nigeria, the Middle East, Slovenia, Central America, and Mexico.



Gloria Martinez has been the Center Director at West Grand for the past six years. She has worked for City of Oakland Head Start for ten years overall. Ms. Gloria shared that she loves the diverse makeup of the families the site serves. Families share that they love that West Grand EHS is a clean, safe, and friendly center. The teaching staff work as a team to ensure the children are cared for, loved, and healthy. Despite challenges related to staffing, the West Grand staff are proud to have demonstrated resilience and continues to provide quality care for the children enrolled. Teachers are attuned to children's developmental needs and provide activities to support their growth in all areas.

As the program year progresses, more toddlers are using expressive language to communicate their needs and are fully toilet trained. Recently, a pretend play kitchen was added to the infant classroom to encourage dramatic play, and the children love it.

## UPCOMING

All questions or requests related to the following events can be emailed to Robyn Levinson at [RLevinson@oaklandca.gov](mailto:RLevinson@oaklandca.gov).

- Saturday, March 18<sup>th</sup> 9am-1pm: Program Governance Training at 150 Frank Ogawa Plaza
- Monday, March 20<sup>th</sup> 12-1:30pm: Parenting While Black webinar series. *Each webinar includes live Spanish language translation and closed captioning.* Learn more and register [here](#).
- Wednesday, March 22<sup>nd</sup> 3-4:15pm: Embrace, Encourage, and Engage: Family and Caregiver Access to Child and Youth Mental Health Resources Training via Zoom. Click [here](#) to register.
- Thursday, March 23<sup>rd</sup> 6-7:30pm: Dad-scussions- Exploring the Fullness of Fatherhood. *Occurs every fourth Thursday of the month, 6-7:30pm via Zoom.* Click [here](#) to register.
- Thursday, March 30<sup>th</sup> 10am-11am: Early Head Start – Transition to Head Start virtual informational event via Zoom. Email [LTaylor@oaklandca.gov](mailto:LTaylor@oaklandca.gov) for the link.
- Friday, April 28<sup>th</sup> from 9am-11am: Head Start – Transition to Kindergarten/Transitional Kindergarten informational event at Lockwood Elementary School, 6701 International Boulevard, Oakland 94621
- Friday, April 14<sup>th</sup> 10am-2pm: Head Start Day at Children's Fairyland
- Wednesday, April 26<sup>th</sup> 6:30-8pm: Early Learning Symposium
- March 2023: National Nutrition Month







CITY OF  
**OAKLAND**  
HEAD START



# MARCH 2023

## Program Monthly Report

## AT-A-GLANCE

	HS/Preschool	EHS/Infant-Toddler	Current Total
Enrollment/Funded (No.)	237/332	283/342	520/674
Enrollment/Funded (%)	70%	81%	76%
Daily attendance	85%	78%	82%
Medical Home	99%	98%	99%
Health Insurance	99%	99%	99%
Current Physical exam/Well-baby check	88%	75%	81%
Updated immunizations	98%	91%	94%
Hearing Screening	96%	90%	93%
Vision Screening	95%	90%	92%
Growth Screening	98%	95%	97%
Dental Home	97%	79%	90%
Current Dental Exam	92%	87%	80%
Nutrition Screening	96%	95%	95%
Developmental Screening (ASQ)	97%	96%	97%
<i>Concerns Identified following ASQ Screening</i>	55%	34%	45%
Behavioral Screening – (ASQ-SE)	98%	96%	97%
<i>Concern Identified following ASQ-SE Screening</i>	30%	20%	25%
1 <sup>st</sup> Individualized Curriculum (DRDP)	100%	96%	98%
Initial Parent/Teacher Conference (IDP)	98%	93%	95%
Initial Home Visit	100%	99%	99%
2 <sup>nd</sup> Home Visit	83%	84%	83%
Agency Transition Plans	95%	90%	93%
Preliminary Family Outcomes Assessment	100% completed as required, 0 past due		
2 <sup>nd</sup> Family Outcomes Assessments	88% completed as required, 12% past due		
Referrals to RCEB	N/A	4	4
Referrals to OUSD	14	N/A	14
Children enrolled with IFSP or IEP	30	19	49
% of children enrolled with IFSP or ISP	9%	6%	(8% funded enrollment)

## NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- March 15, 2023 (ACF-PI-HS-23-03): *Hurricanes Fiona and Ian Disaster Recovery Funds*: <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-23-03>
- March 28, 2023 (ACF-IM-HS-23-01): *The Role of Head Start Programs in Addressing Lead in Water*: [https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-23-01?utm\\_medium=email&utm\\_campaign=New%20to%20the%20ECLKC%20April%20Edition&utm\\_content=New%20to%20the%20ECLKC%20April%20Edition+CID\\_954b5f696746d8b149b8769a2c4c7e81&utm\\_source=CM%20Eblast&utm\\_term=ACF-IM-HS-23-01%20The%20Role%20of%20Head%20Start%20Programs%20in%20Addressing%20Lead%20in%20Water&cid=954b5f696746d8b149b8769a2c4c7e81](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-23-01?utm_medium=email&utm_campaign=New%20to%20the%20ECLKC%20April%20Edition&utm_content=New%20to%20the%20ECLKC%20April%20Edition+CID_954b5f696746d8b149b8769a2c4c7e81&utm_source=CM%20Eblast&utm_term=ACF-IM-HS-23-01%20The%20Role%20of%20Head%20Start%20Programs%20in%20Addressing%20Lead%20in%20Water&cid=954b5f696746d8b149b8769a2c4c7e81)

## ATTENDANCE & ENROLLMENT

Program-wide, attendance increased by 4% during March from 78% to 82% average daily attendance. Considering the winter storms, chilly weather, and many days of rain, the program’s ability to keep such high rates of attendance is worth recognition. During March, 520 children from 445 families were served by the program. Peralta is the only program option at or above the 95% enrollment threshold, a significant achievement that we have been striving for since the beginning of the COVID-19 pandemic. Tiny Steps saw a dip in enrollment because several families moved out of the Bay Area.

## EXPECTANT FAMILIES PROGRAM

This Program Year, expectant parents have been served through our Expectant Parent program. We are thrilled to announce the arrival of two new babies in the program!	
Total expectant parents served this Program Year	27
City of Oakland	17
Brighter Beginnings	10
<b>March 2023</b>	
Expectant parents served	10
Number of babies born	2
Number of Pre-Natal Depression screenings conducted in March	1/1 (100%)
Number of children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	20 (87%)
Percentage with Medical Insurance	8/8 (100%)
Percentage with Medical Home	8/8 (100%)
Percentage with Dental Home	8/8 (100%)
Percentage with Prenatal Dental Exam	(4/8) 50%
Percentage with Physical Exam	8/8 (100%)
Percentage with Health and Nutrition Screening	8/8 (100%)

## DENTAL/PHYSICAL HEALTH & NUTRITION

To celebrate National Nutrition Month, staff from family services, home base, and the health team attended trainings from our local CalFresh and WIC offices in March. A Representative from the local WIC office also attended the program’s family meetings.

The program continues to focus on connecting families to ongoing care their children need for well-baby checks, health concerns, and dental concerns. Collaboration with local dental clinics to connect children to the necessary follow-up care and partner with families to address barriers to follow up care has been critical. Dental screenings completed across program options are well above rates pre-COVID. Asian Health Services will partner with the program again this Spring to provide additional screenings at sites, and the program is excited to announce the return of daily toothbrushing.

To support families experiencing homelessness, the program allowed some children to enroll in the program without having completed health documentation (physical, immunizations) due to their homeless status. Program staff then worked to connect these families to care and get these documents completed as part of their support received through the program.

## DISABILITIES & MENTAL HEALTH

Overall, the number of children with IFSPs or IEPs did decrease from the end of February to the end of March. This is partially due to seven children aging out their IFSPs who are awaiting evaluation from Oakland Unified School District and Alameda Unified School District to determine IFP eligibility. 20 children and families continue to await final evaluation to determine eligibility. Using last year as a benchmark, it is expected that some children's referrals will carry over to next Program Year; the evaluation teams at the Regional Center of the East Bay and local education agencies continue to struggle to meet the demand for referrals overall.

Of the total number of children with IFSPs/IEPS (49), 49% of them have a diagnosis of speech/language delay, 22% have a non-categorical developmental delay diagnosis, and 20% of children a School District Autism diagnosis. In addition to providing services, the Disabilities and Mental Health Coordinator helped arrange two trainings for the partner Peralta sites during March. These included a training on "Supporting Children with Autism," facilitated by Developmental and Mental Health Consultants from Through the Looking Glass, and "Speech and Language Learning," facilitated by Emily Vincent from Think Communication.

## EDUCATION & SCHOOL READINESS

In March, sites implemented learning activities that prepared children to transition to their next education learning environment. As part of the annual Self-Assessment, Education staff conducted health and safety monitoring visits during the week of March 26th. Additional site visits with a focus on Active Supervision, Zoning, the use of the Air Purifiers, and meal count protocols were also conducted by our new Early Learning Specialists. One opportunity identified through the site visits are ways the program can improve ADA access at sites.

Staff from the Program attended the California Head Start Association Early Childhood Education STEM (Science, Technology, Engineering, and Mathematics) Conference on March 20-22, 2023 in San Jose. A total of 13 program staff attended, including Management, Center Directors, Teachers, Home Visitors, and the Parent Policy Council Chair. The conference focused on creatively integrating STEM concepts into the early childhood education classroom, teaching practices, and learning experiences for young children so they engage in STEM concepts in developmentally appropriate ways.

Attendance at the Early Childhood Education STEM Conference was in alignment with one of the program’s School Readiness Goals: “Children will increase their dispositions towards inquiry and curiosity, through exploration, observation, and investigation.” The conference provided participants with the opportunity to reflect on creative ways they might support the school readiness goal through providing ECE STEM activities in their classrooms. Upon their return, the conference participants shared their knowledge and handouts from the conference with their colleagues so that they could introduce the STEM concepts and developmentally appropriate activities to the children in their classrooms moving forward.

## FAMILY SERVICES & COMMUNITY ENGAGEMENT

Through a partnership with Parks Chapel A.M.E church, the Program received a grant to provide 85 coats to Head Start children and their siblings. Additionally, 33 families also received two extra bags of food when they participated in a church event held on Saturday, March 11<sup>th</sup>.

In March, 358 diapers and wipes were provided to program participants. Throughout the program year, so far 472 families in the program have received a \$250 Visa gift card through the Program’s partnership with Alameda County Oakland Community Action Program (AC – OCAP). The program’s Family Services Coordinator held the EHS transition to HS event via Zoom, of which five families attended.

All Family Advocate Specialists, Family Advocates, Home Visitors, ERSEA Data Entry Specialists, members of the Management team, and the Chair of the Parent Policy Council received training on identifying and supporting families experiencing homelessness on March 17<sup>th</sup>. The training covered the McKinney Vento Act, implicit bias, and how to best support families experiencing homelessness.

## PARTNER PROGRAMS & FAMILY CHILD CARE

### Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	33/41 (80%)	16/18 (89%)	49/59 (83%)
Brighter Beginnings	79/100 (84%)	20/20 (100%)	99/120 (83%)
Laney	n/a	47/48 (98%)	61/64 (95%)
Merritt	n/a	14/16 (88%)	

### Tiny Steps Family Child Care Program

The Tiny Steps program has two children identified for the two remaining open slots and has initiated the enrollment process for them. The Tiny Steps team is working to increase attendance at Parent meetings. After conducting a survey, Tiny Steps has changed the frequency, time and date of the meetings to accommodate more parents. Parent meetings will now be held quarterly on Saturday mornings with lunch and childcare provided to encourage parent participation. Using Fiscal Year 21-22 startup funds as of March 2023, Tiny Steps has begun purchasing materials to improve facilities, promoting safe and quality learning environments for program participants.

### Peralta (Laney and Merritt College) Partner Center-Based Program

In March, the Peralta teaching staff focused on strategies to effectively support the unique and individualized needs of children with special needs. Staff also had an opportunity to explore practical

self-care strategies, discuss compassion fatigue and vicarious trauma, and learn easy steps to balance trauma through music and movement. The March parent meeting focused on adult self-awareness, regulation and care. Tips and resources were provided to all Head Start parents in attendance and participants were encouraged to reach out to our mental health team for additional resources if needed.

### Brighter Beginnings Partner Home-Based Program

After losing three staff members in February and March, Brighter Beginnings had to limit, contributing to a dip in enrollment for Early Head Start home-based slots in their program. However, Brighter Beginnings has recently hired two new home visitor staff and hosted the largest socialization session to date in March. Home Visitors partnered with the Alameda Food Bank, Help A Mother Out, and City of Oakland to provide families with food, diapers, and financial support. Over 90 food bags and 50 boxes of diapers were distributed, and through the continued partnership with Alameda County-Oakland Community Action Partnership (ACO-CAP), over \$15,000 in financial support was given to 60 families through \$250 Visa gift cards.

## DATA MANAGEMENT & ONGOING MONITORING

During March, the Data Management and Ongoing Monitoring team compiled findings from the file audit conducted in January and February. To conduct the file audit, 55 participant files and 40 personnel files were randomly selected for evaluation. The file audit generated the following recommendations:

- The program should provide follow-up training to Family Advocates and ERSEA Data Entry Specialists on the process for indicating a family is experiencing homelessness within the program's software management system. Further, while human error is unavoidable, and staff do a good job removing any Personally Identifiable Information (PII) from documents received, continuous training on this topic is encouraged because of its importance.
- Improving naming conventions and focusing on organization within the Human Resources area of our software system will ensure easier compliance monitoring and tracking. HR/PD staff should also focus on partner staff documentation collection and management.
- The program needs to better track reasons a family chooses to conduct their eligibility interview by phone. Right now, the rationale selected is "COVID-19," but does not enable the program to track family preference and trends related to having phone interviews (versus in-person).
- A comprehensive review of the current Family Outcomes Assessment tool and how it reflects the needs of our program should be conducted.

Upon completion of the file audit, the Program began its annual self-assessment during the month of March with a focus on health and safety. There will be a comprehensive overview of the self-assessment in next month's report.

## HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

One Center Director, Fidelia Onyejekwe, retired from the Program in March after working with the program for 26 years! We thank Fidelia for her support for children and families throughout her time with the program. The Program is also thrilled to welcome Lamisa Mustafa as the Head Start Race Equity Research Fellow, who will be leading the Program's Diversity, Equity, Inclusion, and Belonging Assessment as outline in the program's five-year grant goals. Finally, the program welcomes Carmen

Smith-Wright, Early Learning Specialist, to the team. Ms. Smith-Wright will be working alongside Kim Bonnema, the program's other Early Learning Specialist, who joined the team in January.

To find qualified candidates to join our team, the Program continues to recruit through the Head Start Jobs website, LinkedIn, and through social media. The Workforce Apprenticeship Program currently accepting applications for future early childhood educators to begin their classes and cohort meetings in August of 2023. You can access the job application for Head Start Instructor [HERE](#) and Early Head Start Instructor [HERE](#).

## WORKFORCE DEVELOPMENT PROGRAM

Recruitment for the Early Educators Apprenticeship Program has begun. Please see the attached flyer to access the application and share with enrolled parents and community members who are interested in a career in Early Childhood Education (ECE). The goal of this project is to expand the ECE workforce through operating a Registered Apprenticeship Program. The Program is recruiting 18 Apprentices to begin the cohort in August 2023.

**CLICK HERE:** [Early Educators Apprenticeship Program application](#)

## FACILITIES AND MAINTENANCE

The maintenance team saw a reduction in capacity as one driver reached their 960-hour part-time work limit, and another driver remains out on leave. However, the Facilities team was able to complete several exciting and important projects at sites. The outdoor play area updates at Franklin and Tassafaronga Head Start and the gate projects for the Homebase Socialization site and Sungate Head Start were all completed in March.

Franklin



Tassafaronga



## SITE SPOTLIGHTS: San Antonio Park and San Antonio CDC

### San Antonio Park Early Head Start/Infant Toddler

San Antonio Park (SAP) is led by Center Director Corrinne Williams-Lindsey. Corrinne shared that one thing that makes SAP special is the male engagement and involvement. The males in SAP families show up! Fathers, grandfathers, uncles, cousins, and brothers are all present in the lives of the children at SAP. They do drop off and pick up, participate in conferences, review, approve, and sign documents, help set up the outside yard, assemble classroom materials, and actively attend parent meetings. The SAP staff have captured images of these remarkable male figures and posted them in the classroom, providing the opportunity to children at SAP to see the men in their lives engaged and involved in their learning experiences. Pictured to the right is the hanging Mobil of children with their male figures in Room 1.



### San Antonio Community Development Center Head Start/Preschool

All staff at the San Antonio Community Development Center (SA CDC) site are bilingual, and the site serves families from seven different languages backgrounds (Cantonese, Vietnamese, Mien, Karen, Mam, Spanish and English). Staff at SACDC believe that children experience the greatest growth in all the domain areas when they feel secure and wanted, so they strive to provide a positive, caring, and safe learning environment for children and families from different cultural backgrounds feel welcome and accepted.

SA CDC helps promote socio-emotional development and wellness by creating a “safe corner” in the classroom to comfort children in distress. Another positive strategy that teachers use is by choosing a



child to be the “Super Friend” and let him/her to use the ‘Super Friend Cape for the day because the child was being kind, safe, respectful and responsible with others. By seeing this, all children want to be a “Super Friend “and some children with trauma or self-regulation issues start to foster a sense of self as a competent individual, an internalization of self- control and a positive pattern of interaction with others because he /she wants to wear the “Super Friend Cape”.



## UPCOMING EVENTS

All questions or requests related to the following events can be emailed to Robyn Levinson at [RLevinson@oaklandca.gov](mailto:RLevinson@oaklandca.gov).

- Saturday, April 22<sup>nd</sup> from 10am-1pm at Children's Fairyland: *UNPEELED 2023: BANANAS Ultimate Children's Event*. Register [here](#)
- Sunday, April 23<sup>rd</sup> at 11:30am: Evergreen Baptist Church, INC. and Maya Angelou Library and Literacy Center present a special book reading by Tamara Shiloh, children's book author. 408 West MacArthur Blvd., Oakland, CA. For more information, click [here](#)
- Wednesday, April 26<sup>th</sup> from 6:30-8pm via Zoom: Oakland Starting Smart and Strong presents the *Oakland Early Learning Symposium: Building Community with LGBTQ+ Families*. Register [here](#)
- Friday, April 28<sup>th</sup> from 9am-10:45am at Lockwood Elementary School: *Head Start to Kindergarten Transition event*. Light refreshments provided.
- Friday, April 28<sup>th</sup> from 3:30-4:30pm at Oakland Public Library-Main Branch. *In-Person Family Story Time with Strong Families Alliance & Family Paths*. Register [here](#)
- Saturday, April 29<sup>th</sup> from 10am-12pm: Early Learning Symposium, *Saturday Symposium Social: Books, Bags, and Breakfast*. Register [here](#)
- Saturday, May 6<sup>th</sup> from 10am-6pm: REACH Ashland Youth Center, the Alameda County of Supervisors, Chamber of Commerce, Community Development Agency, H.A.R.D, and Ashland Cherryland Healthy Community Collaborative present the *Fam Fest Spring Festival*. E. 14th Street and 163rd Ave, Ashland, CA. For more information, click [here](#)

**Head Start & Early Head Start Budget Summary - All projects**  
**Report as of 03/06/23 - Payroll to 1/20/23**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	\$ 5,329,540.00	\$ -	\$ 3,298,208.00	\$ 2,031,332.00	62%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 2,389,349.00	\$ (255,692.00)	112%
c. Travel	\$ 4,800.00	\$ -	\$ 15,561.93	\$ (10,761.93)	324%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 315,126.00	\$ 78,461.14	\$ 82,787.00	\$ 153,877.86	51%
f. Contractual	\$ 3,345,963.00	\$ 2,010,587.00	\$ 689,340.00	\$ 646,036.00	81%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 750,540.00	\$ 57,903.00	\$ 693,371.00	\$ (734.00)	100%
i. Total Direct Charges	\$ 11,879,626.00	\$ 2,146,951.14	\$ 7,168,616.93	\$ 3,259,721.23	78%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 226,779.00	\$ 158,141.95	61%
<b>k. TOTALS</b>	<b>\$ 12,252,694.00</b>	<b>\$ 2,146,951.14</b>	<b>\$ 7,395,395.93</b>	<b>\$ 3,417,863.18</b>	<b>72%</b>

**Summary of Categories**

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

**Head Start Budget Summary - Project 1005580**  
**Report as of 03/06/23 - Payroll to 1/20/23**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	2,268,328	-	1,473,548	1,153,619	65%
b. Fringe Benefits	1,009,275	-	1,072,776	876,144	106%
c. Travel	2,256	-	-	2,256	0%
d. Equipment	-	-	-	18,544	-
e. Supplies	137,015	46,997	35,575	195,488	60%
f. Contractual	1,428,367	669,152	179,039	990,926	59%
g. Construction	-	-	-	-	-
h. Other	192,797	27,770	374,699	314,942	209%
i. Total Direct Charges	5,038,038	743,919	3,135,637	1,158,482	77%
j. Indirect Charges	158,783	-	101,864	75,220	64%
<b>k. TOTALS</b>	<b>5,196,821</b>	<b>743,919</b>	<b>3,237,501</b>	<b>1,233,702</b>	<b>77%</b>

**Early Head Start Budget Summary - Project 1005586**  
**Report as of 03/06/23 - Payroll to 1/20/23**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	3,061,212	-	1,824,660	2,535,194	60%
b. Fringe Benefits	1,124,382	-	1,316,573	1,939,410	117%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	13,291	-
e. Supplies	178,111	97,979	47,212	118,137	82%
f. Contractual	1,917,596	1,172,959	482,876	156,761	86%
g. Construction	-	-	-	-	-
h. Other	372,113	30,133	300,785	391,555	89%
i. Total Direct Charges	6,655,958	1,301,071	3,972,106	5,156,892	79%
j. Indirect Charges	214,285	-	124,915	167,288	58%
<b>k. TOTALS</b>	<b>6,870,243</b>	<b>1,301,071</b>	<b>4,097,021</b>	<b>5,324,179</b>	<b>79%</b>

**Head Start T/TA Budget Summary - Project 1005581**  
**Report as of 03/06/23 - Payroll to 1/20/23**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	13,454	16,235	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	66,752	-	16,141	50,611	24.18%
<b>i. Total Direct Charges</b>	<b>66,752</b>	<b>-</b>	<b>29,595</b>	<b>66,846</b>	<b>44.34%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>66,752</b>	<b>-</b>	<b>29,595</b>	<b>66,846</b>	<b>44.34%</b>

**Report as of 01/31/23 - Payroll to 1/06/23**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
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	-	17,887	100,991	15.05%
<b>i. Total Direct Charges</b>	<b>118,878</b>	<b>-</b>	<b>33,449</b>	<b>85,429</b>	<b>28.14%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>118,878</b>	<b>-</b>	<b>33,449</b>	<b>85,429</b>	<b>28.14%</b>

**Head Start ARP Budget Summary - Project 1006194**  
**Report as of 03/06/23 - Payroll to 1/20/23**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	139,453	147,485	-	138,274	105.76%
f. Contractual	311,083	77,507	7,066	226,510	27.19%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>450,536</b>	<b>224,992</b>	<b>7,066</b>	<b>364,784</b>	<b>51.51%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>450,536</b>	<b>224,992</b>	<b>7,066</b>	<b>364,784</b>	<b>51.51%</b>

**Report as of 01/31/23 - Payroll to 1/06/23**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	157,257	-	-	157,257	0.00%
f. Contractual	392,100	90,969	20,359	280,772	28.39%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>549,357</b>	<b>90,969</b>	<b>20,359</b>	<b>438,029</b>	<b>20.27%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>549,357</b>	<b>90,969</b>	<b>20,359</b>	<b>438,029</b>	<b>20.27%</b>

**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: January-23

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	Full Day	85th Avenue I	49.00	53.00	49.00	17.00	entire site (50)	16.00	16.00	1.00	272.00	NO	NO
2	Full Day	85th Avenue II	84.00	102.00	98.00	19.00	entire site (50)	10.00	16.00	1.00	304.00	NO	NO
3	Full Day	85th Avenue III	162.00	178.00	163.00	19.00	entire site (50)	18.00	16.00	1.00	304.00	NO	NO
4	Full Day	Arroyo Viejo	90.00	96.00	81.00	20.00	16	12.00	12.00	1.00	240.00	NO	NO
5	Full Day	BROADWAY/INFANT	61.00	77.00	58.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
6	Full Day	BROADWAY/RM 3 (TODDLER)	51.00	93.00	83.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
7	Full Day	BROADWAY/RM 4 (TODDLER)	58.00	74.00	64.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
8	Full Day	Brookfield 1	172.00	190.00	160.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
9	Full Day	Brookfield 2	129.00	139.00	123.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
10	Full Day	Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
11	Full Day	Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
12	Full Day	Franklin	125.00	177.00	115.00	19.00	18	16.00	32.00	1.00	608.00	NO	NO
13	Full Day	Lion's Creek 1	173.00	182.00	152.00	19.00	18	16.00	16.00	1.00	304.00	NO	NO
14	Full Day	Lions Creek 2	74.00	77.00	57.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
15	Full Day	Manzanita / Brookfield	158.00	170.00	130.00	19.00	20	16.00	20.00	1.00	380.00	NO	NO
16	Full Day	San Antonio CDC 1	203.00	212.00	163.00	19.00	entire site (24)	24.00	24.00	1.00	456.00	NO	NO
17	Full Day	San Antonio Park I	67.00	96.00	88.00	15.00	8	8.00	9.00	1.00	135.00	NO	NO
18	Full Day	San Antonio Park II	53.00	69.00	65.00	15.00	8	10.00	9.00	1.00	135.00	NO	NO
19	Full Day	Sungate I	259.00	266.00	276.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
20	Full Day	Sungate II					0	-	16.00	1.00	16.00	NO	NO
21	Full Day	Tassafaronga	193.00	196.00	204.00	17.00	24	24.00	24.00	1.00	408.00	NO	NO
22	Full Day	West Grand (Infant)	69.00	69.00	65.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
23	Full Day	West Grand (Older)	109.00	109.00	101.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
24	Full Day	West Grand (Young)	82.00	84.00	77.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
		<b>TOTAL</b>	<b>2,421.00</b>	<b>2,709.00</b>	<b>2,372.00</b>	<b>386.00</b>		<b>282.00</b>	<b>366.00</b>		<b>5,788.00</b>		
		<b>HS</b>	<b>1,386.00</b>	<b>1,608.00</b>	<b>1,333.00</b>	<b>245.00</b>							
		<b>EHS</b>	<b>1,035.00</b>	<b>1,101.00</b>	<b>1,039.00</b>	<b>141.00</b>							

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

Mar 10, 2023

**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

Prepared by: **Richard Chan**

*Sarah Trist*

Fiscal Approval: \_\_\_\_\_

**Annie Friberg**  
**Human Service Fiscal Manager**

Mar 10, 2023

**Avg Daily Participation** 135.45

= (max meals)/(max days)

ADP ENTRY 136.00

**Signature:** Annie Friberg  
Annie Friberg (Mar 10, 2023 19:37 PST)

**Email:** AFriberg@oaklandca.gov



City of Oakland  
**PURCHASE CARD TRANSACTION LOG**

DATE: 03/10/23

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

**February 2023**

TO

**February 2023**

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 (Mar 13, 2023 12:02 PDT)	<b>510-238-3165</b> <small>PHONE NUMBER (REQUIRED)</small>	 Annie Friberg (Mar 13, 2023 12:03 PDT)
Date Mar 13, 2023		Date Mar 13, 2023
<small>CARDHOLDER'S SIGNATURE AND DATE</small>		<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	2/7/23	UCLA	Education	424.00		
2			50% 1.2128.78231.55200.1005580.YS13 50% 1.2128.78231.55200.1005586.YS13			
3	2/13/23	UCLA	Education	527.00		
4			50% 1.2128.78231.55200.1005580.YS13 50% 1.2128.78231.55200.1005586.YS13			
5	2/13/23	ECSTEM 2023	ECSTEM Conference Registration x4	1,400.00		
6			50% 1.2128.78232.55212.1005581.YS13 50% 1.2128.78232.55212.1005587.YS13			
7	2/17/23	WALGREENS	Formula	36.09		
8			1.2102.78231.52911.1005579.YS13			
9	1/23/23	MARRIOTT SF	Parking for City Car - LWE CoP Workshop	77.50		
10			11% 1.1010.78231.55119.1006628.YS13 3.3% 1.1010.78231.55119.1006629.YS13 39.5% 1.2128.78231.55119.1005580.YS13 46.2% 1.2128.78231.55119.1005586.YS13			
11	2/14/23	HOTELS.COM	Hotel Rooms for ECSTEM Conference x4	3,205.48		
12			50% 1.2128.78232.55114.1005581.YS13 50% 1.2128.78232.55114.1005587.YS13			
13	2/14/23	EXPEDIA	Car Rental Insurance	40.00		
14			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1			
15	2/13/23	SOUTHWEST	Flight for Maria Lourdes Jimenez	553.96		

16			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
17	2/13/23	SOUTHWEST	Flight for Wenonah Elms	553.96	
18			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
19	2/13/23	SOUTHWEST	Flight for Diveena Cooppan	553.96	
20			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
21	2/13/23	SOUTHWEST	Flight for Terry Chen	553.96	
22			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
23	2/13/23	SOUTHWEST	Refund: Flight for Maria Lourdes Jimenez	(1.00)	
24	2/13/23	SOUTHWEST	Refund: Flight for Wenonah Elms	(1.00)	
25	2/13/23	SOUTHWEST	Refund: Flight for Diveena Cooppan	(1.00)	
26	2/13/23	SOUTHWEST	Refund: Flight for Terry Chen	(1.00)	
27	2/15/23	SOUTHWEST	Refund: Flight for Wenonah Elms	(130.00)	
28					
29	2/19/23	ALAMO	Car Rental for ECSTEM Conference	418.92	
30			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
31	2/17/23	City of Santa Monica	Parking	1.00	
32			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
33	2/18/23	City of Santa Monica	Parking	5.00	
34			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
35	2/17/23	City of Pasadena	Parking	1.00	
36			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS1		
37	2/27/23	PANERA BREAD	Breaskfast for Black Joy Parade	345.02	
38			39.5% 1.2128.78234.52911.1005580.YS13 46.2% 1.2128.78234.52911.1005586.YS13 14.3% 1.1010.78231.53719.1005578.YS13		

<b>Document Total</b>	<b>8,562.85</b>
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DETAILED DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

<b>Audited By:</b> (Finance and Management Agency)	
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**Head Start & Early Head Start Budget Summary - All projects**  
**Report as of 4/1/23 - Payroll to 3/3/23**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	\$ 5,329,540.00	\$ -	\$ 4,368,060.61	\$ 961,479.39	82%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 3,199,137.51	\$ (1,065,480.51)	150%
c. Travel	\$ 4,800.00	\$ -	\$ 35,131.50	\$ (30,331.50)	732%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 315,126.00	\$ 180,310.59	\$ 131,860.46	\$ 2,954.95	99%
f. Contractual	\$ 3,345,963.00	\$ 1,593,827.33	\$ 938,298.78	\$ 813,836.89	76%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 750,540.00	\$ 70,924.98	\$ 818,384.83	\$ (138,769.81)	118%
<b>i. Total Direct Charges</b>	<b>\$ 11,879,626.00</b>	<b>\$ 1,845,062.90</b>	<b>\$ 9,490,873.69</b>	<b>\$ 543,689.41</b>	<b>95%</b>
<b>j. Indirect Charges</b>	<b>\$ 373,068.00</b>	<b>\$ -</b>	<b>\$ 299,381.53</b>	<b>\$ 73,686.47</b>	<b>80%</b>
<b>k. TOTALS</b>	<b>\$ 12,252,694.00</b>	<b>\$ 1,845,062.90</b>	<b>\$ 9,790,255.22</b>	<b>\$ 617,375.88</b>	<b>95%</b>

Summary of Categories

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

**Head Start Budget Summary - Project 1005580**  
**Report as of 4/1/23 - Payroll to 3/3/23**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	2,268,328	-	1,695,980	572,348	75%
b. Fringe Benefits	1,009,275	-	1,240,077	(230,802)	123%
c. Travel	2,256	0	-	2,256	0%
d. Equipment	-	-	-	-	-
e. Supplies	137,015	55,221	50,140	31,654	77%
f. Contractual	1,428,367	602,328	255,542	570,497	60%
g. Construction	-	-	-	-	-
h. Other	192,797	26,717	409,701	(243,620)	226%
i. Total Direct Charges	5,038,038	684,265	3,651,440	702,333	86%
j. Indirect Charges	158,783	-	117,109	41,674	74%
<b>k. TOTALS</b>	<b>5,196,821</b>	<b>684,265</b>	<b>3,768,549</b>	<b>744,007</b>	<b>86%</b>

**Early Head Start Budget Summary - Project 1005586**  
**Report as of 4/1/23 - Payroll to 3/3/23**

<b>Category</b>	<b>Budget</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	3,061,212	-	2,212,413	848,799	72%
b. Fringe Benefits	1,124,382	-	1,605,911	(481,529)	143%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	-	-
e. Supplies	178,111	107,562	64,247	6,302	96%
f. Contractual	1,917,596	991,499	-	926,097	52%
g. Construction	-	-	-	-	-
h. Other	372,113	35,462	331,503	5,148	99%
<b>i. Total Direct Charges</b>	<b>6,655,958</b>	<b>1,134,523</b>	<b>4,214,075</b>	<b>1,307,360</b>	<b>80%</b>
j. Indirect Charges	214,285	-	150,978	63,307	70%
<b>k. TOTALS</b>	<b>6,870,243</b>	<b>1,134,523</b>	<b>4,365,053</b>	<b>1,370,667</b>	<b>80%</b>

**Head Start T/TA Budget Summary - Project 1005581**  
**Report as of 4/1/23 - Payroll to 3/3/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	13,873	(13,873)	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	66,752	-	16,490	50,262	24.70%
<b>i. Total Direct Charges</b>	<b>66,752</b>	<b>-</b>	<b>30,363</b>	<b>36,389</b>	<b>45.49%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>66,752</b>	<b>-</b>	<b>30,363</b>	<b>36,389</b>	<b>45.49%</b>

**Early Head Start T/TA Budget Summary - Project 1005587**  
**Report as of 4/1/23 - Payroll to 3/3/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	118,878	-	20,451	98,427	17.20%
<b>i. Total Direct Charges</b>	<b>118,878</b>	<b>-</b>	<b>20,451</b>	<b>98,427</b>	<b>17.20%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>118,878</b>	<b>-</b>	<b>20,451</b>	<b>98,427</b>	<b>17.20%</b>

**Head Start ARP Budget Summary - Project 1006194**  
**Report as of 4/1/23 - Payroll to 3/3/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	139,453	1,179	-	138,274	0.85%
f. Contractual	311,083	59,845	24,727	226,511	27.19%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>450,536</b>	<b>61,025</b>	<b>24,727</b>	<b>364,784</b>	<b>19.03%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>450,536</b>	<b>61,025</b>	<b>24,727</b>	<b>364,784</b>	<b>19.03%</b>

**Early Head Start ARP Budget Summary - Project 1006197**  
**Report as of 4/1/23 - Payroll to 3/3/23**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	157,257	1,330	28,658	127,268	19.07%
f. Contractual	392,100	88,071	95,458	208,571	46.81%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>549,357</b>	<b>89,402</b>	<b>124,117</b>	<b>335,839</b>	<b>38.87%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>549,357</b>	<b>89,402</b>	<b>124,117</b>	<b>335,839</b>	<b>38.87%</b>

**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: February-23

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								
Full Day	85th Avenue I	60.00	62.00	51.00	19.00	entire site (50)	16.00	16.00	1.00	304.00	NO	NO
Full Day	85th Avenue II	95.00	111.00	97.00	19.00	entire site (50)	10.00	16.00	1.00	304.00	NO	NO
Full Day	85th Avenue III	165.00	175.00	145.00	19.00	entire site (50)	18.00	16.00	1.00	304.00	NO	NO
Full Day	Arroyo Viejo	90.00	106.00	83.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
Full Day	BROADWAY/INFANT	58.00	77.00	67.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	BROADWAY/RM 3 (TODDLER)	61.00	102.00	89.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	BROADWAY/RM 4 (TODDLER)	72.00	85.00	79.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
Full Day	Brookfield 1	164.00	189.00	148.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
Full Day	Brookfield 2	131.00	151.00	135.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
Full Day	Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
Full Day	Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
Full Day	Franklin	124.00	163.00	100.00	19.00	18	16.00	32.00	1.00	608.00	NO	NO
Full Day	Lion's Creek 1	178.00	188.00	169.00	19.00	18	16.00	16.00	1.00	304.00	NO	NO
Full Day	Lions Creek 2	107.00	107.00	65.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
Full Day	Manzanita / Brookfield	163.00	192.00	149.00	19.00	20	16.00	20.00	1.00	380.00	NO	NO
Full Day	San Antonio CDC 1	245.00	267.00	233.00	19.00	entire site (24)	24.00	24.00	1.00	456.00	NO	NO
Full Day	San Antonio Park I	88.00	125.00	106.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	San Antonio Park II	80.00	97.00	84.00	19.00	8	10.00	9.00	1.00	171.00	NO	NO
Full Day	Sungate I	227.00	235.00	233.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
Full Day	Sungate II					0	-	16.00	1.00	16.00	NO	NO
Full Day	Tassafaronga	209.00	213.00	193.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
Full Day	West Grand (Infant)	88.00	88.00	79.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	West Grand (Older)	101.00	100.00	86.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
Full Day	West Grand (Young)	82.00	84.00	79.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
	<b>TOTAL</b>	<b>2,588.00</b>	<b>2,917.00</b>	<b>2,470.00</b>	<b>399.00</b>		<b>282.00</b>	<b>366.00</b>		<b>5,946.00</b>		
	<b>HS</b>	<b>1,468.00</b>	<b>1,708.00</b>	<b>1,377.00</b>	<b>247.00</b>							
	<b>EHS</b>	<b>1,120.00</b>	<b>1,209.00</b>	<b>1,093.00</b>	<b>152.00</b>							

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

Mar 10, 2023

Avg Daily Participation **153.53**

=(max meals)/(max days)

ADP ENTRY **154.00**

Prepared by : *Tony Daguija*  
*Sarah Trist*

Fiscal Approval: \_\_\_\_\_

**Annie Friberg**  
**Human Service Fiscal Manager**

Mar 10, 2023



**Signature:** Annie Friberg  
Annie Friberg (Mar 10, 2023 15:27 PST)

**Email:** AFriberg@oaklandca.gov

**City of Oakland  
PURCHASE CARD TRANSACTION LOG**

DATE: 04/11/23

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

**March 2023**

TO

**March 2023**

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:

Date	<b>510-238-3165</b>	 <small>Annie Friberg (Apr 12, 2023 12:52 PDT)</small>
<small>CARDHOLDER'S SIGNATURE AND DATE</small>	<small>PHONE NUMBER (REQUIRED)</small>	<small>AUTHORIZATION SIGNATURE AND DATE</small>

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	2/26/23	Starbucks	Black Joy Parade Breakfast Coffee	40.00		
2			1.1010.78231.52921.1005578.YS13, 1 DEFAULT, 23369			
3	3/17/23	Region IX Head Start	Region 9 STEM Institute Conference Fee	12,740.00		
4			50% 1.2128.78232.55212. 1005581.YS13 50% 1.2128.78232.55212. 1005587.YS13			
5	3/23/23	Umbrella	Region 9 STEM Institute Conference Shuttle Rental	4,095.00		
6			50% 1.2128.78232.55212. 1005581.YS13 50% 1.2128.78232.55212. 1005587.YS13			
7						
8						

<b>Document Total</b>	<b>16,875.00</b>
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DETAILED DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

<b>Audited By:</b> <small>(Finance and Management Agency)</small>	
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City of Oakland  
Head Start Prenatal to Five Program



FY 2023-24  
Grant Application for Continued Funding and  
Supplemental Cost of Living Adjustment (COLA)/Quality Improvement (QI) Funding

**Continuation Application**

Following the baseline for the duration of the project period, grantees submit a **Continuation Application**. In this application, grantees describe any changes to the program design, goals, approach to service delivery, and supporting budget. Grantees provide a rationale for changes such as resulting from ongoing oversight or using data for continuous improvement as described in [1302.102\(b\)-\(c\)](#). Also, grantees describe challenges with implementing the program design and how they are working to address those challenges.

The application consists of three components. Below are the general headings:

**Section I. Program Design and Approach to Service Delivery**

Sub-Section A: Goals

Sub-Section B: Service Delivery

Sub-Section C: Governance, Organizational, and Management Structures

**Section II. Budget and Budget Justification Narrative**

**Documents**

**Summary of Key Updates of Proposed Application**

**Background**

In FY 2021-22, the Oakland Head Start/Early Head Start program successfully competed and was awarded new grant Head Start/Early Head Start grant funding for a new 5-year project cycle, FY 2021-26 with a grant award of \$12,252,694 to provide 622 children and families with comprehensive early childhood services and 105.5 FTE staff.

In September 2021 the City Council passed Resolution C.M.S. 88490, which approved \$1.836 in additional funding from City's General-Purpose Fund to restore Head Start/Early Head Start services at Franklin, Head Start at Tassafaronga, Early Head Start at Arroyo Viejo.

For FY 22-23, the Oakland Head Start program submitted a Change of Scope proposal to the Office of Head Start Regional Office and Federal Office of Head Start to re-open 3 sites and add 12 Early Head Start and 40 Head Start slots to the program's funded enrollment, increasing the funded enrollment to 674 from 622 slots.

For FY 23-24, the Oakland Head Start program is requesting approval to submit a continuation funding application to the U.S. Department Of Health And Human Services, Administration for Children and Families (DHHS/ACF), Office of Head Start continuation grant, with a May 1, 2023 extended submission deadline, in an estimated amount of \$12,569,260, to serve approximately 622 pregnant women and low-income children, ages 0-5, and their families throughout the City of Oakland, with high quality early childhood development services from July 1, 2023 through June 30, 2024, as part of the annual renewal grant award process.

The City of Oakland Head Start Program (the program) will continue to prioritize Early Head Start as the State expands universal pre-kindergarten funding for preschool-age children through Assembly Bill 22. The Head Start grant award funds 330 Early Head Start slots (children ages 0 to 3) and 292 Head Start slots (children ages 4 to 5), totaling 622 slots. The Oakland Head Start Program will provide full-day center-based program options, home-based program options, a modified home-based mobile classroom option, and family child care options.

The program will directly operate 12 existing center locations and one home-based location. Three of the center locations, equating to 52 slots, were restored to full HS/EHS program operation through the approval of Council Resolution No. 88801 C.M.S. on September 1, 2021. In addition, through the approval of Council Resolution No. 88940 C.M.S. on December 7, 2021, the city retains all existing filled positions to continue to support the program.

**Section I. Program Design and Approach to Service Delivery**

**Sub-Section A: Goals**

This section will present the goals and objectives that were approved by the Parent Policy Council and Advisory Board in February 2022.

<b>City of Oakland Head Start Program Goals and Objective PY 2022-2026</b>		
<b>Program Goals</b>	<b>Measurable Objectives</b>	<b>Progress</b>
<b>Goal 1: Family Well-Being</b> Collaborate and partner with families to support family well-being, parents’ aspirations, and parents’ life goals to create healthy, safe, and secure environments for young children to learn and grow.	<b>Objective A:</b> On an annual basis, collect quantifiable data on the number of families that are food or housing insecure through the family outcomes assessment that is collected three times per year.	<b>Objective met</b>
	<b>Objective B:</b> By the end of the Head Start grant cycle, develop a parent advocacy component within the program that pools resources and knowledge from various parent advocacy groups within the city.	<b>Beginning PY 2024-2025</b>
	<b>Objective C:</b> By the end of the Year 2, implement a trauma informed approach in the program that considers the social-emotional needs of families.	<b>Ongoing and in-process</b>
<b>Goal 2: Community Engagement</b> Facilitate meaningful connections with the community to enhance the	<b>Objective A:</b> Conduct an annual review of existing community partnerships to assess how the program engages with the partnerships as well as how the partnerships are meeting the needs of the program’s families	<b>Ongoing and in-process</b>

lives of children and families.	<b>Objective B:</b> Work with Oakland Unified School District, and other community based ECE programs, to implement the new Universal Pre-Kindergarten (UPK) infrastructure within the city and county by 2025 through actively participating in monthly, quarterly, and annual meetings.	<b>Objective met</b>
<b>Goal 3: School Readiness</b> Provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.	<b>Objective A:</b> By the third year of the grant cycle, align the program’s school readiness goals with the kindergarten readiness expectations as defined by the Kindergarten Readiness Assessment.	<b>Ongoing and in-process</b>
	<b>Objective B:</b> By the third year of the grant cycle, conduct a Diversity Equity Inclusion and Belonging (DEIB) assessment of the program’s strategies for diversity, equity, inclusion, and belonging in all educational settings.	<b>Ongoing and in-process</b>
	<b>Objective C:</b> By the end of the grant cycle, develop formalized partnerships that build a staffing pipeline of future Head Start staff (e.g., developing a quality workforce) and partners.	<b>Ongoing and in-process</b>

**Sub-Section B: Service Delivery**

**Updates to this section will focus on the following areas:**

- Chosen Program Option(s) and Funded Enrollment Slots
- Centers and Facilities
- Eligibility, Recruitment, Selection, Enrollment, and Attendance

The continuation application will maintain the new program structure approved by the Change of Scope to include the additional 52 slots at the three sites – Tassafaronga, Franklin and Arroyo Viejo with funding provided by the City General Purpose Funds.

**Program Duration**

For the 2023-24 program year, City of Oakland Head Start, Prenatal to 5 program will operate for approximately 180-240 days per year.

**Program Description**

The City’s Head Start program will submit a continuation application to the Office of Head Start, by the May 1, 2023 extended submission deadline, that allows the city to continue providing free, high-quality, comprehensive early education programming to low-income children and families so that children start school ready to succeed. Learning environments promote social and emotional development, growth, and abilities, including self-regulation and social expression. Oakland Head Start learning environments also promote early learning experiences and school readiness skills in the development and learning domain areas of physical health and development; approaches toward learning; communication, language usage, and literacy, and cognition and general knowledge.

**Table 2** presents the overall program slots funded for the City of Oakland and early childhood education partners for center-based, home-based, and family child care Early Head Start/Head Start services in

FY2023-24. In August of 2022, St. Vincent’s Day Home, informed the City of Oakland Head Start that they would not be entering into the grant agreement for FY 22-23 to serve 46 Head Start slots.

The Informational Memorandum published on September 23,2022 providing an Oakland Head Start Program Update for FY22-23 provides additional detail of the St. Vincent partnership. The program will identify a new partner through the City’s request for proposal process. Table 3 shows the funded slots for all City of Oakland direct service sites.

**Proposed Configuration and Funded Enrollment**

Program configuration and total funded enrollment proposed for FY 2023-24 of 342 Early Head Start slots and 332 Head Start slots, totaling 674 HS/EHS slots, is presented in Table 1, below. A detailed summary of the slot allocation is presented, in Table 2:

**Table 1: Grantee and Partner Slots**

Early Head Start/ Head Start Grantee & Partners	Early Head Start Funded Slots	Head Start Funded Slots	Total Program Funded Slots
<b>Grantee</b>			
City of Oakland	181	184	<b>365</b>
<b>Partner Agencies</b>			
Brighter Beginnings Home Based Program	120	20	<b>140</b>
New Partners (Formerly St. Vincent's Day Home slots)	15	31	<b>46</b>
Peralta Community College - Laney College Children's Center		48	<b>48</b>
Peralta Community College - Merritt College Children's Center		16	<b>16</b>
Bananas, Inc. Family Child Care Partnership	33	26	<b>59</b>
<b>Total Program Enrollment Proposed</b>	<b>342</b>	<b>332</b>	<b>674</b>

**Table 2: Program Year 2023-2024 Slots by City of Oakland Sites**

Name of City of Oakland Site (Grantee)	Funded Slots
Brookfield (HS)	<b>32</b>
Lion Creek Crossing (EHS/HS)	<b>24</b>
San Antonio CDC (HS)	<b>24</b>
Sungate (HS)	<b>24</b>
Manzanita (HS)	<b>16</b>
Franklin (HS) (City Funded)	<b>16</b>
Tassafaronga (HS) (City Funded)	<b>24</b>
Mobile Classroom Program (EHS/HS)	<b>24</b>

85th Avenue (EHS/HS)	34
Arroyo Viejo (EHS) (City Funded)	12
Broadway (EHS)	24
Home-Based Program (EHS)	59
Home Based-Pregnant Families Program (EHS)	10
San Antonio Park (EHS)	18
West Grand (EHS)	24
<b>Grantee Total Funded Slots</b>	<b>365</b>
<b>Partner Total Funded Slots</b>	<b>309</b>
<b>Total By Program</b>	
Head Start (HS)	332
Early Head Start (EHS)	342
<b>Overall Program Slots</b>	<b>674</b>

#### **Core Program Service Areas in FY 2023-2024**

City of Oakland Head Start program delivers services to children and families in core areas of early learning, health, and family well-being in each of these program options, engaging parents as partners throughout the way. The program model includes family leadership and advocacy with the Parent Policy Council and a Parent Committees at every site, ensuring that the program goals and services are responsive to and driven by community voice.

Oakland Head Start/Early Head Start program will continue to operate the following program service options in FY 2023-2024:

**a) Full-day, Center-Based** Head Start and Early Head Start services, operated by the City of Oakland (the Grantee) and Partners;

**b) Home-Based** Head Start and Early Head Start services operated by the Grantee and Partner Agency providing education, developmental and family services at homes and at the Home-Based centers,

**c) Pregnant People and Expectant Families Program** that offers health and nutrition, in addition to pre/postnatal and early parenting classes, newborn home visits and transition of infant to the Early Head Start Program by the Grantee and Partner Agency;

**d) Family Child Care Partnership (FCC) Program** in partnership with BANANAS, Inc. Resource and Referral Agency Oakland Head Start works with licensed family child care providers, Tiny Steps Program, throughout the city to provide Head Start comprehensive services; and

**e) Mobile Classroom Program** that offers early learning education, child development, and family services in a mobile vehicle classroom setting at family shelters and other locations where unhoused families can be served.

## Selection Criteria

The Selection Criteria for FY 2023-24, was reviewed, discussed, and approved by the Parent Policy Council and Advisory Board, as a separate action item in February 2023. Below is a summary.

Special Program Emphasis for FY 2022-23	Special Program Emphasis FY 2023-24
<p><b>1) Homeless families</b> with young children, both” unsheltered” and “sheltered”</p> <ul style="list-style-type: none"><li>Proposing to target agencies that assist homeless families through a referral and coordinated service delivery approach.</li></ul> <p><b>2) Children in foster care</b></p> <p><b>3) Children with disabilities</b></p> <p><b>4) Children experiencing trauma</b></p> <p><b>5) Adults experiencing trauma.</b></p> <ul style="list-style-type: none"><li>Program will reinforce current service delivery efforts and work with new partners, such as the Family Front Door Program – coordinated service delivery.</li><li><b>FY 2022-23 Selection Criteria:</b> based on increasing number of homeless families with young children in service area, along with other community data, we updated our FY 2022-23 Selection Criteria.</li></ul>	<p><b>1) Homeless families</b> with young children, both” unsheltered” and “sheltered”</p> <ul style="list-style-type: none"><li>Proposing to target agencies that assist homeless families through a referral and coordinated service delivery approach.</li></ul> <p><b>2) Children in foster care</b></p> <p><b>3) Children with disabilities</b></p> <p><b>4) Children experiencing trauma</b></p> <p><b>5) Adults experiencing trauma.</b></p> <ul style="list-style-type: none"><li>Program will reinforce current service delivery efforts and work with new partners, such as the Family Front Door Program – coordinated service delivery.</li><li><b>FY 2023-24 Selection Criteria:</b> based on increasing number of homeless families with young children in service area, along with other community data, we have updated our FY 2023-24 Selection Criteria.</li></ul>

## Sub-Section C: Governance, Organizational, and Management Structures

### Governance

This section will highlight the review and revision to the by-laws, and the Parent Policy Council and Advisory Board partnership through liaisons attending and presenting at meetings.

### Human Resources Management

In accordance with City Council Resolutions C.M.S. 88801 and 88940, the original grant personnel structure will include the 14 FTEs City Council approved to run the 3 Head Start sites previously slated for closure, and the 20.43 FTEs City Council approved to maintain all currently filled positions to continue supporting the Head Start Program.

### Program Management and Quality Improvement

This section will include findings from the self-assessment currently underway. The self-assessment will focus on Health & Safety. The program will present the detailed analysis of the self-assessment at the April or May 2023 meetings. The findings and corrective action plans will be included in the continuation application.

## Section II. Budget and Budget Justification Narrative

This section will be presented separately by the Fiscal Team for Approval. The program will provide a comprehensive budget that aligns with the proposed program approach and identifies allowable costs and is aggregated by object class category.



The comprehensive budget will include the supplemental but required 5.6% COLA (Cost of Living Adjustment) and Quality Improvement (QI) funding. The program will complete separate budgets for Head Start and Early Head Start.

### **Documents**

**The following documents will be uploaded with as part of a complete application package:**

- Application and Budget Justification Narrative
- Results of Self-assessment and Improvement Plan
- Governing Body and Policy Council Decisions
- Selection Criteria
- Cost Allocation Plan
- Training and Technical Assistance Plan
- Annual Report to the Public
- Program Goals
- Indirect Cost Rate Agreement, or records showing adoption of 10% *de minimis* indirect cost rate
- Sample Partnership Contracts

# EARLY EDUCATOR APPRENTICE PROGRAM



Through an innovative partnership with the YMCA of the East Bay, City of Oakland Head Start, and Merritt College we are proud to present the apprenticeship program designed to train and prepare participants who have an interest in working with young children 0-5 and providing their professional knowledge, skills and practice! If you are interested, please apply as classes are filling up fast!!

MCEAP is a registered apprentice program with the US Department of Labor and the CA Division of Apprenticeship Standards through Early Care and Education Pathways to Success (ECEPTS). MCEAP combines the traditional components of education and practice-based learning with extensive individualized supports.

## Eligibility Requirements

- Completion of application, interview, enrollment forms and reference checks
- Eligible to work in the U.S.
- Eligibility to work with the YMCA or City of Oakland Head Start during the duration of the program
- Criminal Record Clearance (Live-Scan), Child Abuse Index Check
- TB Clearance, Physical Exam, Immunizations: MMR, TDAP, COVID, Flu

Scan to  
apply!



CITY OF  
OAKLAND  
HEAD START



ECEPTS  
EARLY CARE & EDUCATION PATHWAYS TO SUCCESS

## Program Support:

- Cohort groups
- Success Coordination
- **FREE** tuition, books, tutoring
- Bilingual, culturally responsive Instructors
- Mental Health Consultation
- Childcare on-site
- Attendance/grade tracking
- On-the-job coaching
- Additional training – soft/hard skills training, CPR/First Aid, preventative health, nutrition, special needs, trauma informed strategies



## Program Structure

*Participants in the program will receive:*

- 12 semester units in Early Childhood Education,
- Associate Teacher Permit
- On-the-job training with a mentor of no less than 50 days/3+ hours a day
- Soft and hard skills training



**FOR MORE INFORMATION CONTACT:**

**ABURTON@OAKLANDCA.GOV OR DBRIGHT@YMCAEASTBAY.ORG**