



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

**MEETING AGENDA – FINAL**

**Thursday, 4-21-2022**

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

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

**Phone/Video Conference**

*Thank you!!*

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

## PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

**Topic:** *Oakland Head Start Advisory Board Monthly Meeting*

**When:** 4-21-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until 6-16-2022, 8 occurrence(s).

- 11-18-2021; 3:30 PM
- 12-16-2021; 3:30 PM
- 1-20-2022; 3:30 PM
- 2-17-2022; 3:30 PM
- 3-17-2022; 3:30 PM
- 4-21-2022; 3:30 PM
- 5-19-2022; 3:30 PM
- 6-16-2022; 3:30 PM

### **How: By Zoom Webinar:**

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

[https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc\\_MjQAgnKNDqjpy\\_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAijCb-zmFhej7dFnyDICRFyZO3dGMZTOKJmL\\_LE](https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqjpy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAijCb-zmFhej7dFnyDICRFyZO3dGMZTOKJmL_LE)

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Webinar ID: 912 3351 9388

International numbers available: <https://us06web.zoom.us/u/kbQeNkOvL>

### **COMMENT:**

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

### **There are two ways to submit public comments.**

• To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:  
<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

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

If you have any questions, please email *Tracey Black* at [TBlack@oaklandca.gov](mailto:TBlack@oaklandca.gov)



**Human Services Department**

**ADVISORY BOARD MEETING**

**Thursday, 4-21-2022; 3:30-5:00pm**

**AGENDA**

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

Molly Tafoya, *Chair*  
Dr. Javay Ross, *Vice Chair*

Priya Jagannathan  
Kevin Bremond  
Alysoun (Aly) Bonde

Dr. Mariamawit (Mari) Tamerat  
Reverend Annette Howard

1. Call for Public Comment

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

1. Review and Approval of **AB 361 Resolution No. 21-007**
2. Review and Approval of **April 21, 2022, Advisory Board Meeting Agenda**
3. Review and Approval of **March 17, 2022, Advisory Board Meeting Minutes**

**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. **Parent Policy Council Request:** Change ending time of meeting from 11:30am to 12:00pm
2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
  - a. Monthly Enrollment and Content Area Monitoring Update – *March 2022*
  - b. COVID 19 Response Update
3. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II*
  - a. Monthly Financial Report – *March 2022*
  - b. CACFP Meal Count Report
  - c. Extension of FY 21-22 Low-Cost Extension Request

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

1. **Summary of FY 21-22 Self-Assessment Results**
2. **Monitoring Updates:**
  - a. Program Goals
  - b. Program Information Report (PIR)
3. **Information/Program Updates:**
  - a. *Parent Voices Oakland* – Parent Power Action Meetings (2<sup>nd</sup> Saturday of each month)
  - b. Week of the Young Child Event @ Children’s Fairyland, April 15, 2022
  - c. Council Report for FY 22-23 Head Start/Early Head Start Continuation Funding Application
  - d. Request for Suggestions: Name for Mobile Classroom RV
  - e. FY 2022 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Application

**VI. OPEN FORUM**

**VII. ADJOURNMENT**

# OAKLAND HEAD START ADVISORY BOARD

## RESOLUTION NO. 21-007

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**ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE OAKLAND HEAD START ADVISORY BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.**

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

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

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

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

**WHEREAS**, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

**WHEREAS**, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

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

**WHEREAS**, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

**WHEREAS**, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

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

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

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

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

**WHEREAS**, on [April 21, 2022] the [Oakland Head Start Advisory Board] adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

**RESOLVED:** that the [Oakland Head Start Advisory Board] finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this resolution; and be it

**FURTHER RESOLVED:** that, based on these determinations and consistent with federal, state and local health guidance, the [Oakland Head Start Advisory Board] renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

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

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

**OAKLAND HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**  
**Thursday, March 17, 2022**  
**3:43-5:05 pm**

**\* MEETING MINUTES**

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

**Advisory Board Members Present:**

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

**Advisory Board Members Excused:**

Kevin Bremond

**Newly Appointed Advisory Board Members**

**Present** (*Pending Board Induction with City Clerk's Office*):

Alysoun (Aly) Bonde  
Dr. Mariamawit (Mari) Tamerat

**Parent Policy Council Members Present:**

Christina Michaud (Community Rep.), *Chair*  
Bukola Ajana (San Antonio Park EHS), *Vice Chair*  
Quizhu (Jewel) Xiong (Home Based Program),  
*Treasurer*  
To Niya Scott-Smith (Saint Vincent's),  
*Parliamentarian*  
LaShawnda Hicks (San Antonio Park EHS)

**Members of Public Present:**

Assata Olugbala, *Community Member*  
Nora Martinez, *Parent Voices - Oakland*

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Clara Sanchez Silva, *Administrative Assistant II*  
Alisa Burton, *Program Supervisor*  
Tracey Black, *HHS Planner, HS/EHS*  
Jason Wang, *Administrative Analyst II – Fiscal*  
Christine Rolan, *Budget & Fiscal Manager*  
Robyn Levinson, *HHS Planner, HS.EHS*  
Dave Sandoval, *Program Analyst I*  
Shelley Taylor, *Supervisor – HR & Business Services*  
Everardo Mendoza, *ERSEA Coordinator*  
Sarah Trist, *HHS Planner - Health Manager*  
Helen Luong, *Family Advocate, HS/EHS*  
Conterenia Farrish, *Family Advocate, HS/EHS*  
Rachelle Brown, *Family Advocate, HS/EHS*  
Lynn Pham, *Center Director (Franklin HS)*  
Lina Hancock, *Office of Councilmember Loren Taylor*  
Michael Munson, *KTOP Cable & TV Ops.*

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:43 PM, and roll was taken. Four (4) voting Board Members present. Two (2) new Board Members in final stages of induction to Advisory Board, with the City Clerk's Office, present. Quorum, with currently seated board members, was established.

**1. Public Comments:**

Assata Olugbala provided a shout out to the Rules Committee Meeting that scheduled Head Start Grant Application for Continued Funding for FY 22-23. Ms. Olugbala read the report and wanted to comment on the program goals and the use of the funds, with specific reference to the goal to create success in school. Ms. Olugbala shared her hope that the Social-emotional health of the children will also be achieved through the Head Start Program.

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

1. Review and Approval of **AB 361 Resolution No. 21-006**
  - Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-006**
  - ✓ Dr. Javay Ross, motioned to approve the **AB 361 Resolution No. 21-006**
  - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions.
  
2. Review and Approval of **March 17, 2022, Advisory Board Meeting Agenda**
  - Chair Tafoya called for a motion to approve the **March 17, 2022, Advisory Board Meeting Agenda**
  - ✓ Priya Jagannathan motioned to approve the **March 17, 2022, Advisory Board Meeting Agenda**
  - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions
  
3. Review and Approval of **February 17, 2022, Advisory Board Meeting Minutes.**
  - Chair Tafoya, called for a motion to approve the **February 17, 2022, Advisory Board Meeting Minutes**
  - ✓ Dr. Javay Ross motioned to approve the **February 17, 2022, Advisory Board Meeting Minutes.**
  - ✓ Chair Tafoya seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

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

- **Parent Policy Council Member Feedback**, *presented by Christina Michaud, Chair*  
Program staff welcomed and inducted 2 additional “Primary” Representatives to the Parent Council.
  
- We now have 16 “Primary” Parent Policy Council Representatives (12 grantee sites and 3 partner sites) and 1 Community Representative
  
- In depth presentations, questions, and discussion occurred with each item that is part of the FY 22-23 Head Start/Early Head Start Continuation Application. Staff answered questions of the Parent Policy Council. Each element listed below, was unanimously approved.

**Questions/Comments/Responses:**

**Q: L. Hicks:** When we’re talking about talking with children about the Ukrainian war or war itself, what age are we talking about? Are we talking about Early Head Start or Head Start? I feel like for Early Head Start, they can barely form full sentences, let alone talking about war.

**R: D. Cooppan:** The discussion in the Parent Policy Council Meeting and that request came from a Head Start parent, and was in reference to a particular site.

**C: L. Hicks:** Ok. That makes more sense, because they're learning about yellow, blue, and green.

### **III. ACTION ITEMS:**

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

##### **a. Monthly Enrollment and Content Area Monitoring Update – February 2022**

- For the month of February, there isn't too much of a change from January. Enrollment was at 64%, daily attendance improved as impact of the surge slowed down, and was at 76%. All the other indicators were still in the 90s.
- With well-baby checks, physical exams, and dental exams, we're seeing an increase in these numbers, as we work, individually with particular families in getting these areas moved forward.
- Overall, we have been progressing in these measures as required and we still have the waivers [issued by the Office of Head Start] in place. So, we still have the enrollment waiver and attendance waiver. And in terms of meeting the requirement for IEPs/IFSPs, serving children with special needs, we are at 8.9% out of the required 10%, and that is also within the waiver for this year, due to COVID.

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

- Over the course of February, we had a total of five (5) sites that were closed for one day or more, due to COVID 19 case. Four (4) of those sites were closed into to beginning of February from cases identified in January. The last closure occurred at the end of February and that site re-opened on February 28. So, as of today [March 17] all of our centers are open, and that reflects what we see in the community, as well – a decrease in cases.
- We continue to use all of the tools at our disposal to keep our classrooms safe. So, while the county and state may be changing masking requirements, we are still held to a federal mandate that requires that all adults on the premises are masked, even staff interacting with each other, and that we do our best to help children, ages 2 and up, to mask, as well. And I think that our staff have done a beautiful job modeling and encouraging that, making it a positive experience in our classrooms.

##### **Questions/Comments/Responses:**

**Q: Vice Chair Ross:** This was such a great report. It was very reassuring. I had my fingers crossed, with this new variant coming around...let's hope it's not what we've been seeing [elsewhere]. For the five classrooms that were closed – were those because positive cases were found in the classroom, from a teacher or a student, or were they outbreaks where multiple students tested positive?

**R: S. Trist:** In each of those, it was one case.

**C: Vice Chair Ross:** Awesome!! You guys are rocking it! That is amazing!

**R: S. Trist:** Our staff are so tight and so diligent in following all of the practices and also helping families, because it can be difficult when families may have different rules and their other children's schools or in their workplaces, and then are asked, when they come



to Head Start to mask. So, we continue to try to support them in navigating that, as well. But yes, we're really proud of our safety record in the classroom.

**Q: A. Olugbala:** Question – Regularly test staff. Does that mean once-a-week, twice-a-week? What does that mean? Lastly, enrollment at 61%. Is that acceptable? Because I also hear that we have a waiting list.

**R: S. Trist:** Staff are testing a minimum of twice-a-week and I have many centers where staff are testing five days-a-week.

**R: D. Cooppan:** In terms of the enrollment, we are at 64% for the program overall. Usually the Office of Head Start requires an enrollment of 97%. We were reporting to them every two weeks and now once-a-month, and we are above the average around the country, in relation to COVID and enrollment and attendance. What we're dealing with is in the month of January, we were not able to increase enrollment because as we had accepted families who were ready to go, and a site would be closed due to an exposure. So, in January, we had this constant rolling effect and into February, as well. We should start seeing an uptick in our enrollment numbers in March. This won't be as significant as we would like it to be, because we are also dealing with staff related absences and attendance around COVID, medical leave, and needing to travel, as well as hiring that we are putting into place.

**Q: Dr. Tamerat:** Congratulations on the safety record. I also agree - that deserves commendation. What is the current quarantine protocol when there is a positive exposure?

**R: S. Trist:** It is 10 days from exposure. We haven't cut to a shorter period of time and have held it at 10 days. When we started, we were at 14 days, prior to this program year, but yes – we are at 10 days, currently. One of the things that we have been refining this year is finding children who haven't been exposed that we can bring back to the classroom. Part of that is the power of having vaccinated staff. So, we can bring staff who are well, fully vaccinated, and boosted back into the classroom to serve children who were not exposed, who are part of that classroom. We've been doing this and serving the children, while those who were exposed are in quarantine.

**C: Dr. Tamerat:** I'm not sure what the discussion has been thus far, but there is data that suggests that a 7-day quarantine with a test on the 7<sup>th</sup> day, could be beneficial, and may help get families back to work and kids back into the classroom sooner. So, at some point, maybe we could discuss it to see if that would be appropriate for the children and for the staff. That data looks pretty good in terms of shortening the quarantine period just a bit for the unvaccinated.

**C: S. Trist:** I would greatly appreciate the chance to discuss that with you further.

**Q: Vice Chair Ross:** Through Head Start - do families have access to rapid tests?

**R: S. Trist:** We received some [rapid tests] from Alameda County Health Department that we distributed over winter break, but we have not otherwise distributed rapid tests unless there is a [site] closure. We played "Omicron inventory catch up", with getting rapid tests back in stock, like everyone else. So, making rapid tests available is absolutely a conversation we can now have, and not just for site closures.

- Chair Tafoya called for a motion to approve the **Monthly Progress Report – February 2022**
- ✓ Dr. Javay Ross motioned to approve to approve the **Monthly Progress Report – February 2022**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)- abstentions

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

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

- We are 67% done for the year and are reporting out on month 8 of 12. The report that you see here are with Payroll numbers, as of February 4, 2022.
- Personnel - 52% expended, year-to-date. This number is slightly off target, due to the September start date of our classes, but do expect to catch up by the end of the year.
- Fringe Benefits - 90% expended
- Travel – 0%, due to COVID
- Equipment – 0 %
- Supplies - currently at 19% expended
- Contractual – currently at 74% expended
- Other – currently at 54 % expended
- Total Direct Charges is at 64%
- Indirect Charges are at 49%
- Purchase Card (P-Card) – with Zoom expenses for our centers and led testing charges totaling approximately \$1,087.68.

**b. Monthly Meal Count Report Discussion and Action**

- Meal Count Report is due to the State 45 days after the close of each month. providing this report to the Advisory Board and Parent Policy Council, within 30 days can generate inaccuracies.
- Providing the Meal Count Report with a one-month delay [or every other month], rather than monthly, would allow the program to generate and present a more accurate report. Therefore, we propose to present the February Meal Count Report in April.

**Questions/Responses/Comments:**

**C: Chair Tafoya:** Jason, I think that is fine to present the Meal Count Report with a one-month delay, as long as we are in compliance and you are able to continue to report [to the state] monthly.

- Chair Tafoya called for a motion to approve the **Monthly Financial Report – February 2022**
- ✓ Priya Jagannathan motioned to approve the **Monthly Financial Report – February 2022**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

**3. FY 22-23 Head Start/Early Head Start Continuation Funding Application:**  
*presented by Diveena Cooppan, Program Director*

**a. Selection Criteria (FY 22-23),** *presented by Everardo Mendoza, ERSEA Coordinator*

- Each year we are required to analyze the community needs and strengths to come up with a point system on how children will be selected. This is how children are prioritized to be selected for enrollment.
- This year we made a change in our point system and gave homeless and foster children more points to ensure that they have the highest priority over all other categories. In the age category, we now allow children to come back to a Head Start Program, but they will not be receiving additional age points due to the Unified School District heavily expanding their TK program.
- Points were increased from 150 to 200 points for homeless families.

**Questions/Comments/Responses:**

**Q: P. Jagannathan:** Thank you, Ever. That was a very comprehensive explanation of the Selection Criteria and I appreciate the thoughtfulness that went into it. My question is about the TK piece and the 4-year-olds. I appreciate the modification if a family is not able to find TK in their neighborhood. And I wonder, what if the family would prefer Head Start services over TK, because of the comprehensive nature of the services? I want to make sure that we are preserving family choice and not pushing families to the district and TK. And I know that is not the district's intention and so, I hope that if a family really wants to stay in Head Start, that there is space to acknowledge that.

**R: E. Mendoza:** Yes, it is a very difficult decision because some families love Head Start and really do prefer to stay with Head Start. By the way, we are not preventing them from coming back, it is just how we assign points. They are eligible to return. In particular, families with children with special needs or when we see the child would benefit from continued Head Start services for a 2<sup>nd</sup> or 3<sup>rd</sup> year. We do support those families. We also recognize that there may be more TK option slots than Head Start options slot. So, we are not preventing TK eligible children from returning, but we are prioritizing points based on the community assessment and children with the highest needs.

**R: D. Cooppan:** Following up Everardo's statement of the program priority of serving children with the highest need - this is how Head Start frames it and looks at our eligibility and program enrollment, to ensure that, based on our selection criteria and priority scaling, that those who are at the highest risk or considered the most vulnerable, are receiving services first..

**R: P. Jagannathan:** Ok. Thank you. I think it would be interesting to make sure we are tracking this. And checking in with those families to select TK, to make sure we're offering all of the options that we can.

**R: E. Mendoza:** We are tracking this information and following up with parents about their options, to ensure they have selected a slot in either Head Start or TK, before

releasing their current HS slot. And we can make this information available for review in the coming months.

**Q: Vice Chair Ross:** Thank you Ever for your presentation. I know that you use the McKinney-Vento Act as the definition of homelessness. How obvious is it to families, when they are completing their applications, that “doubled-up” qualifies as homeless?

**R: E. Mendoza:** We have trained eligibility staff, who are required to conduct an eligibility interview and this information is collected during the interview.

**Q: Dr. Tamerat:** Relative to the McKinney-Vento Act definition of homelessness, do all of the criteria and points assigned, align with the definition?

**R: E. Mendoza:** Yes.

**Q: A. Bonde:** I appreciate the inclusion of families at imminent risk. Would a Notice to Evict qualify as an imminent risk?

**R: E. Mendoza:** Yes.

- Chair Tafoya called for a motion to approve the **Selection Criteria (FY 22-23)**
- ✓ Dr. Javay Ross motioned to approve the **Selection Criteria (FY 22-23)**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

**b. Addition of New ECE Partner**

- We have been asked to identify a new partner. A partner provides the educational and development supports services within the classroom environment or within the home-based environment and our team of family advocates, health team, and all the other comprehensive services are provided by city of Oakland staff.
- We have a successful partnership with Merritt College which will open 16 slots and a parent workforce development program.
- We are requesting approval to enter into a new early childhood education partnership with Peralta Community College District, Merritt College Children Center in FY 22-23 in an amount of \$97,600 that will provide comprehensive full day Head Start services for 16 preschool slots and to promote enrollment in courses at Merritt college and other local institutions of higher education courses and AA degree programs to study various fields of career interest.
- Diveena Cooppan confirmed there is reimbursement and support around public transportation for families and mentioned she would look into other transportation options that are possible through Head Start funding and in the City.
- Chair Tafoya called for a motion to approve the **Addition of New ECE Partner**
- ✓ Dr. Javay Ross motioned to approve the **Addition of New ECE Partner**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

**c. Budget Summary for Continuation Application 22-23**

- There are non-significant changes to the budget.
- Christine Rolan presented her Head Start/Early Head Start Total Budget Summary FY 22-23 Program Year.

- Chair Tafoya called for a motion to approve the **Budget Summary for Continuation Application 22-23**
- ✓ Priya Jagannathan motioned to approve the **Budget Summary for Continuation Application 22-23**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

**d. Program Design, Training & Technical Assistance Plan, and Budget**

- We will be re applying for the locally designed option within the continuation application.
- We're going to keep the three sites that are City funded as part of the overall grant, while the original grant award goes for 622, this application will include the 52 slots and the three sites for 674 slots.
- We're going to continue to focus on program wide policies and procedures, updating and creating monitoring to identify risk and corrective action plans to follow through in program areas and continued skilled development and other tools required to improve program quality and deliver on performance standards required by Head Start.
- The Locally Designed Option (LDO) will be added to our continuation application for this coming year.
- Chair Tafoya called for a motion to approve the **FY 22-23 Head Start/Early Head Start Continuation Funding Application**
- ✓ Priya Jagannathan motioned to approve the **FY 22-23 Head Start/Early Head Start Continuation Funding Application**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

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

**1. Program Updates**

- Diveena Cooppan announced she will be on leave beginning the week of March 23<sup>rd</sup> through April 18<sup>th</sup>.
- Sara Bedford announced that she will be retiring from the City of Oakland at the end of April, mid-May.

**V. OPEN FORUM:**

- No Comments.

**VI. ADJOURNMENT**

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

Meeting adjourned at 5:05 pm

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

## MONTHLY PROGRAM REPORT: MARCH 2022

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

### SUMMARY

All centers operated in-person for services for the entirety of the month. The program increased the number of children enrolled and reported improved family outcomes across most metrics. We completed the annual Self-Assessment, highlighting the program’s strengths and helping us develop clear ways to improve program service delivery. Despite hiring struggles, the pandemic, and other challenges our staff and community face, we continue to serve all enrolled children and celebrate the many successes and exciting moments that the City of Oakland Head Start Program helps foster.

### At-a-Glance

	Head Start	Early Head Start	Current Total
<b>How many children did we work with?</b>			
Enrollment/Funded (No.)	222/292	225/330	447/622
Enrollment/Funded (%)	(76%)	(68%)	(72%)
Daily attendance	82%	76%	79%
<b>How many have...</b>			
Medical Home	91%	98%	95%
Health Insurance	96%	98%	97%
Current Physical exam/Well-baby check	84%	56%	70%
Updated immunizations	99%	96%	98%
Hearing Screening	94%	98%	96%
Vision Screening	92%	94%	93%
Growth Screening	92%	94%	93%
Dental Home	94%	93%	94%
Current Dental Exam	80%	72%	76%
Nutrition Screening	97%	97%	97%
<b>How many completed...</b>			
Developmental Screening (ASQ)	89%	98%	94%
<i>Concerns Identified following ASQ Screening</i>	41%	34%	37%
Behavioral Screening – (ASQ-SE)	90%	98%	94%
<i>Concern Identified following ASQ-SE Screening</i>	22%	17%	19%
1 <sup>st</sup> Individualized Curriculum (DRDP)	90%	95%	93%

2 <sup>nd</sup> Individualized Curriculum (DRDP)	71%	84%	78%
Initial Parent/Teacher Conference (IDP)	88%	95%	91%
Initial Home Visits	93%	96%	95%
Second Home Visit	55%	84%	70%
Midyear Family Outcomes Assessment	76%	79%	78%
<b>How many received...</b>			
Referrals to Regional Center of the East Bay	N/A	2	2
Referrals to OUSD	20	N/A	20
Individualized family service plan (IFSP)	1	18	19
Individualized education plan (IEP)	19	0	19
Children enrolled with IFSP or IEP	20	18	38

## **ENROLLMENT & ATTENDANCE**

As of March 31, 2022, 447 participants are enrolled in the program. The program reported 16 more children enrolled this month compared to February 2022. 38 additional children have been selected and are engaged in the enrollment process.

We are accepting and reviewing enrollment applications for the current and next program year. However, teaching staffing challenges limit the number of children that can be enrolled in the program. Our Partner sites are also reporting staffing challenges and cannot fill all program slots allocated and funded.

*Note: The Office of Head Start (OHS) has paused the evaluation of programs for the full enrollment initiative, providing flexibility on meeting the requirement to fill vacancies within 30 days. The standard rule will resume once OHS provides further guidance.*

## **HOME-BASED PROGRAM**

The Home-Based program held a Diaper and Personal Protective Equipment (PPE) distribution and Nutrition Socialization Session during March. Families continue to utilize World Central Kitchen and participated in the *Opening Doors/Abriendo Puertas* Parent Education Curriculum training, which provided strategies to caregivers on how to best support their children. Trainings were provided in both Cantonese and English.

In addition to the events and highlights above, Home Visitors worked with families to finalize their education plan for the 2022-2023 Program Year. Home Visitors completed Agency Transition Plans with parents and scheduled center visits for children who will transition to Head Start. Staff also helped set up and order supplies for the Home-Based Parent Resource Center, expected to open to parents and staff at the end of April.

## **EXPECTANT FAMILIES PROGRAM**

Seven pregnant participants were served in March and one new baby was born. 21 participants delivered babies during this program year and have transitioned their enrollment slot to their child in Early Head Start. The program is on track to meet the goal of serving 30 pregnant people and their families this year.

## **PHYSICAL & DENTAL HEALTH**

We are pleased to report no centers closed in March due to COVID-19. Samuel Merritt nursing students joined us at two centers to administer growth and blood pressure screenings for children. They also continue to provide support and outreach to families to connect them with medical insurance, medical homes, and the COVID-19 vaccine.

Our data show that COVID-19 exacerbates difficulties in obtaining timely medical and dental exams. Families report that pandemic-related challenges impact their ability to make and keep medical appointments. To address this, staff continue to provide one-on-one assistance to families and look for new ways to partner with our community providers. Native American Health Center is coordinating with the program to schedule children for dental exams. The Samuel Merritt nursing students are supporting families to establish a dental home and provided two workshops to families address preventative care: "Understanding Doctor Check Ups and Follow Ups" and "Vaccine Workshop." We look forward to welcoming back dental partners for in-person screening beginning May 2022, which will also help address the challenge of accessing dental screenings and exams.

## **CHILD NUTRITION**

The number of growth assessments completed for the program increased by over 5%, from 88% complete last month to 93% complete in March. Samuel Merritt Nursing Students provided a nutrition workshop to parents titled "Nutritious, Balanced, and Fast" that also highlighted the benefits of the Women, Infant and Children Program (WIC). The Central Kitchen continues to adjust the menu as needed to meet nutrition requirements despite interruptions to the supply chain.

## **MENTAL HEALTH & DISABILITIES**

50 Head Start staff members signed up to attend the Hanna Institute Summit titled "Radical Resolve: Disrupting Systemic Violence Through Trauma Informed Care" and shared that the Summit was empowering, meaningful, and moving.

Program staff are working closely with Mental Health Consultants to meet the needs of all children. However, two of the sites, Arroyo and Tassafaronga, do not have a designated Mental Health Consultant for their centers. Ongoing discussions and the monthly Multi-Disciplinary Team meeting help staff try to determine which children have the highest needs and prioritize services for them.

## **FAMILY SERVICES & COMMUNITY ENGAGEMENT**

We still have families seeking stable housing and who remain on housing wait lists. We partner with the *Oakland Housing Authority* and *Family Front Door* Coordinated Entry Program to identify affordable and low-cost housing options for our families to try and meet this need. With over 75% of Mid-year Family Outcomes Assessments complete, we see improvements across all scores, except for volunteering. These Assessments evaluate each family's current status across topics including safety, school readiness, health, advocacy, transportation and housing and examine to see in what areas we can provide support. Based on the initial and Mid-year Family Outcomes Assessments completed, employment is the primary need identified by families. To



address this, we partner with the Oakland *Private Industrial Council* (PIC) to provide employment opportunities to interested families.

## EDUCATION & SCHOOL READINESS

While we continue to face staffing and hiring challenges, we were thrilled to welcome a new substitute teacher this month and anticipate that we will have another join the team in April. Interviews for additional substitute teachers are ongoing.

In implementing the Self Assessment for School Readiness, we found that we were not consistently documenting the time of arrival and departure of our children at each center. To address this, we created a Corrective Action Plan (CAP) to develop a monitoring plan using our data management system, Child Plus, and met with the ERSEA Coordinator to discuss implementation. Beginning in April, we will now track the daily time of arrival and departure for each child, which will help inform school readiness goals, meetings with families, and highlight any concerns about attendance that we can then address before kids transition to kindergarten.

We have completed over 94% of all educational assessments that are due, and staff have a regular process to update data as needed. During March, Centers planned learning activities about balls and the 3 R's: Recycle, Reduce, and Re-use.

While only 55% of second home visits for Head Start families were done by the end of March, many more were completed during Spring Break in the first week of April, and staff have now completed most of the second home visits for families that started the program on September 1st. We are also following up with our Partner sites to create a plan for children whose education events are past due.



*Franklin Head Start children answer the question "What live in trees?" with "birds with a nest and a snake."*

## PARTNERS & FAMILY CHILD CARE

The teaching staff at Laney and St. Vincent Day Home sites are finalizing the 2nd DRDP (Desired Results Developmental Profile 2015) assessments of all children. Based on the results, teachers will collaborate with the multi-disciplinary team to determine individualized or special needs supports for each child. All assessments milestones will be shared with Head Start parents during scheduled Parent Teacher Conferences to support both the development and progress of each child's goals in their home environment. As reported above, Education and Partner Oversight staff are meeting to develop a plan to address the past due education events for children.

The BANANAS, Inc. *Tiny Steps Family Child Care* program is now enrolling children into Head Start. Two children have been sent to the ERSEA team with complete subsidy enrollment, and five children from the Head Start Waitlist have moved to the subsidy waitlist so they can be enrolled in the subsidy program. *Tiny Steps* staff are working with our Data Management and Ongoing Monitoring team to get access to the ChildPlus program so they can monitor program compliance.

## **DATA MANAGEMENT & ONGOING MONITORING**

The Program completed the mandatory Self-Assessment (SA) from February 28 – March 4, 2022. The SA was led by the Data Management and Ongoing Monitoring team, and contributions were made by Head Start staff at all levels. This included Home Visitors, Center Directors, Management staff at Central Office, and consultants with specific expertise on Health and Safety, Child Plus, and School Readiness.

Overall, the program was fully compliant in 44% of areas assessed, partially compliant in 41% of areas assessed, and non-compliant in 16% of areas assessed. Corrective Action Plans (CAPs) were developed in response to each area of need. Staff were encouraged to think through what challenges they face in meeting goals and share what they need to improve within their area of focus. Lastly, staff were instructed to identify who would be responsible for implementing the CAP and develop a timeline to estimate when the CAP would be completed.

Using results from the SA, the Data Management and Ongoing Monitoring team is now shifting attention to implementing the CAPs in each content area. The summary of the CAPs can be found in the PY 21-22 Self-Assessment Executive Summary, attached.

In addition to the SA, the Program hosted a ChildPlus Virtual training with a ChildPlus consultant from March 7th to March 9th. The ChildPlus Consultant provided training for each content area, conducted the data platform portion of the program's SA, and provided an overview training on the Program Information Report (PIR).

## **HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT**

Several new staff were welcomed to the Head Start team. This included one new Associate Instructor, two new Drivers, and additional administrative support staff. Two more Assistant Instructors are currently in the hiring and onboarding process.

After lengthy hiring freezes, delayed hiring processes, and hiring challenges faced by the entire Early Childhood Education sector, the Program is now quickly onboarding many staff at once. The Program Human Resources (HR) and administrative staff are working closely with the department-wide HR staff to ensure the onboarding process is as seamless as possible. This includes developing clear onboarding packets for each role that supervisors can utilize when onboarding new staff as well having new staff meet with the Program's HR team in-person at Central office prior to joining their site.

Our Professional Development monitoring efforts indicate that it has been difficult for new employees to meet the Office of Head Start requirement to have at least 15 hours of professional development. To address this, the HR team is planning to record all trainings offered during Pre-Service for the 2022-2023 program year. Additionally, HR and other administrative staff are creating various online training plans for different staff roles that are readily available for any new staff member, helping ensure each staff member obtains the required number of professional development hours.

## **FACILITIES & MAINTENANCE**

The hiring of two new facilities staff is helping ease some of the workload from the facilities team, who have been busy with many important facilities updates. The Central Office carpet replacement began in March and is nearly complete.

### **UPCOMING**

- Annual Children's Fairyland Fieldtrip for all Head Start children and families: April 15, 2022
- New artificial turf field installed at the West Grand location: April 2022
- Selection process for program Year 2022-23: late April 2022
- Monitoring visits for the Food Program: April and May 2022
- Lead testing for water at all sites: continuous, will be completed during summer recess

## Executive Summary

The Self-Assessment (SA) was completed in March 2022 and provided staff an opportunity to reflect on the program year, highlight strengths within each content area, and develop strategies to improve services delivered to children and families. The SA focused on ongoing monitoring and program management. It was led by the Data Management and Ongoing Monitoring team, and contributions were made by Head Start staff at all levels, including Home Visitors, Center Directors, Management staff, as well as consultants with specific expertise on Health and Safety, Child Plus, and School Readiness. The SA used data from the DRDP, Learning Genie, ChildPlus, the Family Outcomes Assessment, and a survey distributed through Survey Monkey.

The program was fully compliant in 44% of areas assessed, partially compliant in 41% of areas assessed, and non-compliant in 16% of areas assessed<sup>1</sup>. Once data was collected and analyzed to highlight areas of need, Corrective Action Plans (CAPs) were generated for each question that was either partially compliant or non-compliant. Staff were encouraged to think through what challenges they face in meeting the question's goal or share what they need to improve within that area of focus. Staff were also instructed to identify who would be responsible for implementing the CAP and develop a timeline to complete the CAP.

Using results from the Self-Assessment, the Data Management and Ongoing Monitoring team will shift attention to implementing the CAPs in each content area. The CAPs will be reviewed and prioritized based on their importance, degree of non-compliance, and time sensitivity. Using bi-weekly Internal Monitoring meetings, the Data Management and Ongoing Monitoring team will help guide staff so they understand their individual roles and responsibilities for each CAP and ensure that each CAP is implemented by the end of the program year.

The Self-Assessment results demonstrate that the program delivers effective services for children and families. Implementing these CAPs will improve our already strong program and help ensure our processes are effective at tracking the great work done to serve children and families in our community.

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<sup>1</sup> Sum of percentages is greater than 1 due to rounding.

## Question Inventory

Content/Program Area(s)	Questions for Self-Assessment
<p><b>Data Management and Ongoing Monitoring</b></p>	<p>Is there a tool used to assess program partner readiness to implement HS program and provide high quality services to children and families? If yes, please explain</p>
	<p>Does the Grantee have an updated copy of all partner agency policies and procedures?</p>
	<p>Are staff skills with ChildPlus at the level based on their role?</p>
	<p>Are monthly reports are submitted by all content experts on a regular basis?</p>
<p><b>Education and Home Base</b></p>	<p>Are Socializations well attended, e.g. above 80% of families?</p>
	<p>How do you promote strategies and activities to support parents' ability to support the child learning?</p>
	<p>How do you engage parents in planning for socialization?</p>
	<p>How do you promote the parent's role as the child's teacher?</p>
	<p>Do you promote learning and growth in the developmental progression?</p>
	<p>How do you plan jointly with parents for home visits?</p>
<p><b>ERSEA</b></p>	<p>Does the program have a process for tracking interactions with expectant families, including the services expectant mothers and their families may receive from community partners?</p>
	<p>Does the program share the waitlist of eligible children that ranks children according to the program's selection criteria?</p>
<p><b>Fiscal</b></p>	<p>Is there a cost allocation procedure? Is it being followed?</p>
	<p>Is a standardized form used to ensure partner agency invoicing includes all fiscal reporting requirements as outlined in Scope of Work agreements? If so, please elaborate.</p>
	<p>Is there a process in place to ensure proposed budget for partner agencies accurately reflects start-up, technology, operational, emergency response, or independent contractor costs to successfully implement high quality services?</p>
	<p>Is there a process in place to ensure all fiscal responsibilities outlined in Scope of Work requirements meet Grantee expectations?</p>
<p><b>Governance</b></p>	<p>Do timelines on program calendars match timeline schedules in Policy &amp; Procedures (for all content areas?)</p>
<p><b>Health and Nutrition</b></p>	<p>Does the program educate, support, and collaborate with parents to share information about a child's health and well-being?</p>
	<p>Does the program follow-up and provide support for children with health conditions, as required by performance standard?</p>
	<p>Does the program follow-up and provide support for children behind with dental exams, or who require dental treatment, as required by performance standard?</p>
	<p>Does the program have a patterns of child injuries? Is there a policy and procedure to ensure there is a documented response when child injuries occur?</p>

**Head Start & Early Head Start Budget Summary - All projects**  
Report as of 4/7/22 - Payroll to 3/4/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 3,887,387.01	\$ 1,484,749.99	72%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 2,683,492.61	\$ (549,835.61)	126%
c. Travel	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 25,119.59	\$ 41,080.06	\$ 250,096.35	21%
f. Contractual	\$ 3,379,679.00	\$ 1,989,153.29	\$ 800,934.53	\$ 589,591.18	83%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 14,393.52	\$ 398,416.06	\$ 219,450.42	65%
i. Total Direct Charges	\$ 11,849,029.00	\$ 2,028,666.40	\$ 7,811,310.27	\$ 2,009,052.33	83%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 273,127.20	\$ 130,537.80	68%
<b>k. TOTALS</b>	<b>\$ 12,252,694.00</b>	<b>\$ 2,028,666.40</b>	<b>\$ 8,084,437.47</b>	<b>\$ 2,139,590.13</b>	<b>83%</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 1005569**  
Report as of 4/7/22 - Payroll to 3/4/22

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>% of Budget Spent</b>
a. Personnel	2,261,490	-	2,069,591	191,899	92%
b. Fringe Benefits	1,009,275	-	1,405,520	(396,245)	139%
c. Travel	7,200	-	-	7,200	0%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	11,677	13,129	125,806	16%
f. Contractual	1,321,523	788,157	289,291	244,074	82%
g. Construction	-	-	-	-	-
h. Other	276,868	2,066	165,692	109,110	61%
i. Total Direct Charges	5,026,968	801,900	3,943,223	281,845	94%
j. Indirect Charges	169,854	-	144,415	25,439	85%
<b>k. TOTALS</b>	<b>5,196,822</b>	<b>801,900</b>	<b>4,087,638</b>	<b>307,284</b>	<b>94%</b>

**Early Head Start Budget Summary - Project 1005575**  
**Report as of 4/7/22 - Payroll to 3/4/22**

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	1,817,796	1,292,851	58%
b. Fringe Benefits	1,124,382	-	1,277,973	(153,591)	114%
c. Travel	7,800	-	-	7,800	0%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	13,443	27,951	124,290	25%
f. Contractual	1,912,278	1,200,996	511,643	199,639	90%
g. Construction	-	-	-	-	-
h. Other	315,640	12,328	219,224	84,089	73%
i. Total Direct Charges	6,636,431	1,226,766	3,854,587	1,555,078	77%
j. Indirect Charges	233,811	-	128,713	105,098	55%
<b>k. TOTALS</b>	<b>6,870,242</b>	<b>1,226,766</b>	<b>3,983,300</b>	<b>1,660,176</b>	<b>76%</b>



**Head Start T/TA Budget Summary - Project 1005570**  
**Report as of 4/7/22 - Payroll to 3/4/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	66,752	-	-	66,752	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	6,760	(6,760)	0.00%
<b>i. Total Direct Charges</b>	<b>66,752</b>	<b>-</b>	<b>6,760</b>	<b>59,992</b>	<b>10.13%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>66,752</b>	<b>-</b>	<b>6,760</b>	<b>59,992</b>	<b>10.13%</b>

**Early Head Start T/TA Budget Summary - Project 1005576**  
**Report as of 4/7/22 - Payroll to 3/4/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	79,126	-	-	79,126	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	39,752	-	13,500	26,252	33.96%
<b>i. Total Direct Charges</b>	<b>118,878</b>	<b>-</b>	<b>13,500</b>	<b>105,378</b>	<b>11.36%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>118,878</b>	<b>-</b>	<b>13,500</b>	<b>105,378</b>	<b>11.36%</b>

**Head Start Startup Budget Summary - Project 1006121**  
Report as of 4/7/22 - Payroll to 3/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	15,827	-	8,870	6,957	56.05%
b. Fringe Benefits	12,373	-	6,637	5,736	53.64%
c. Travel	-	-	-	-	0.00%
d. Equipment	136,300	-	-	-	0.00%
e. Supplies	129,250	-	-	-	0.00%
f. Contractual	61,000	51,903	7,922	1,175	98.07%
g. Construction	-	-	-	-	0.00%
h. Other	75,200	-	13,750	61,450	18.28%
<b>i. Total Direct Charges</b>	<b>429,950</b>	<b>51,903</b>	<b>37,179</b>	<b>75,318</b>	<b>20.72%</b>
j. Indirect Charges	-	-	660	(660)	0.00%
<b>k. TOTALS</b>	<b>429,950</b>	<b>51,903</b>	<b>37,839</b>	<b>74,658</b>	<b>20.72%</b>

**Early Head Start Startup Budget Summary - Project 1006122**  
Report as of 4/7/22 - Payroll to 3/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	17,847	-	10,040	7,807	56.26%
b. Fringe Benefits	13,953	-	7,488	6,465	53.67%
c. Travel	-	-	-	-	0.00%
d. Equipment	153,700	-	-	-	0.00%
e. Supplies	145,750	24,349	97	121,304	16.77%
f. Contractual	150,000	137,010	11,665	1,325	99.12%
g. Construction	-	-	-	-	0.00%
h. Other	86,800	-	-	86,800	0.00%
<b>i. Total Direct Charges</b>	<b>568,050</b>	<b>161,359</b>	<b>29,291</b>	<b>223,700</b>	<b>33.56%</b>
j. Indirect Charges	-	-	747	(747)	0.00%
<b>k. TOTALS</b>	<b>568,050</b>	<b>161,359</b>	<b>30,038</b>	<b>222,954</b>	<b>33.56%</b>

**Head Start ARP Budget Summary - Project 1006194**  
**Report as of 4/7/22 - Payroll to 3/4/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	139,453	9,740	15,895	113,818	18.38%
f. Contractual	311,083	112,466	5,072	193,545	37.78%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>450,536</b>	<b>122,206</b>	<b>20,967</b>	<b>307,363</b>	<b>31.78%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>450,536</b>	<b>122,206</b>	<b>20,967</b>	<b>307,363</b>	<b>31.78%</b>

**Early Head Start ARP Budget Summary - Project 1006197**  
**Report as of 4/7/22 - Payroll to 3/4/22**

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	157,257	10,983	17,924	128,350	18.38%
f. Contractual	392,100	166,994	6,153	218,953	44.16%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
<b>i. Total Direct Charges</b>	<b>549,357</b>	<b>177,977</b>	<b>24,077</b>	<b>347,303</b>	<b>36.78%</b>
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>549,357</b>	<b>177,977</b>	<b>24,077</b>	<b>347,303</b>	<b>36.78%</b>

City of Oakland  
**PURCHASE CARD TRANSACTION LOG**

DATE: 04/04/22

Cardholder Name: Diveena Cooppan  
PRINT NAME

March 2022 TO March 2022  
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

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:

<i>Tracy Black</i> Date Apr 5, 2022	<b>510-238-7186</b>	<i>Jason Wang</i> Date Apr 5, 2022
<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	3/5/22	Zoom	Zoom for Staff			
2			1005569.78231.52213.1 Default.23375 (47%)	161.60		
3			1005575.78231.52213.1 Default.23375 (53%)	182.23		
4						
5	3/14/22	Zoom	Zoom for Staff			
6			1005569.78231.52213.1 Default.23375 (47%)	161.61		
7			1005575.78231.52213.1 Default.23375 (53%)	182.24		
8						
9						
10						
11						
12						
13						
14						
15						

<b>Document Total</b>	<b>687.68</b>
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DETAILED DESCRIPTION

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<b>Audited By:</b> <small>(Finance and Management Agency)</small>	
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**Child and Adult Care Food Program FY2021-22**

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-22

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document	
		Breakfast	Lunch	Afternoon Snack									
1 1	Full Day	85th Avenue I					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
1 2	Full Day	85th Avenue II	125.00	125.00	116.00	14.00	entire site (50)	16.00	16.00	1.00	224.00	NO	NO
1 3	Full Day	85th Avenue III					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
2 4	Full Day	Arroyo Viejo	111.00	111.00	105.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3 5	Full Day	BROADWAY/INFANT	60.00	60.00	42.00	19.00	8	9.00	9.00	1.00	171.00	NO	NO
3 6	Full Day	BROADWAY/RM 3 (TODDLER)	47.00	79.00	73.00	18.00	8	9.00	9.00	1.00	162.00	NO	NO
3 7	Full Day	BROADWAY/RM 4 (TODDLER)	70.00	74.00	71.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
4 8	Full Day	Brookfield 1	101.00	94.00	70.00	13.00	entire site (48)	16.00	16.00	1.00	208.00	NO	NO
4 9	Full Day	Brookfield 2	83.00	83.00	62.00	13.00	entire site (48)	16.00	16.00	1.00	208.00	NO	NO
5 10	Full Day	Fannie Wall					20	20.00	20.00	1.00	20.00	NO	NO
6 11	Full Day	Frank G. Mar					21	20.00	20.00	1.00	20.00	NO	NO
7 12	Full Day	Franklin	98.00	99.00	85.00	19.00	18	32.00	32.00	1.00	608.00	NO	NO
8 13	Full Day	Lion's Creek 1	188.00	190.00	178.00	14.00	18	16.00	16.00	1.00	224.00	NO	NO
8 14	Full Day	Lions Creek 2	96.00	96.00	87.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
9 15	Full Day	Manzanita / Brookfield	139.00	171.00	168.00	16.00	20	20.00	20.00	1.00	320.00	NO	NO
10 16	Full Day	San Antonio CDC 1	194.00	220.00	203.00	14.00	entire site (24)	24.00	24.00	1.00	336.00	NO	NO
11 17	Full Day	San Antonio Park I	96.00	118.00	105.00	19.00	8	9.00	9.00	1.00	171.00	NO	NO
11 18	Full Day	San Antonio Park II	76.00	108.00	102.00	19.00	8	9.00	9.00	1.00	171.00	NO	NO
12 19	Full Day	Sungate I	269.00	270.00	253.00	19.00	entire site (34)	16.00	16.00	1.00	304.00	NO	NO
12 20	Full Day	Sungate II					entire site (34)	16.00	16.00	1.00	16.00	NO	NO
13 21	Full Day	Tassafaronga	162.00	175.00	166.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
14 22	Full Day	West Grand (Infant)	111.00	110.00	100.00	18.00	8	9.00	9.00	1.00	162.00	NO	NO
14 23	Full Day	West Grand (Older)	94.00	93.00	84.00	19.00	8	9.00	9.00	1.00	171.00	NO	NO
14 24	Full Day	West Grand (Young)	67.00	66.00	61.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
		<b>TOTAL</b>	<b>2,187.00</b>	<b>2,342.00</b>	<b>2,131.00</b>	<b>324.00</b>		<b>358.00</b>	<b>358.00</b>		<b>4,628.00</b>		
		<b>HS</b>	<b>1,118.00</b>	<b>1,182.00</b>	<b>1,057.00</b>	<b>178.00</b>							
		<b>EHS</b>	<b>1,069.00</b>	<b>1,160.00</b>	<b>1,074.00</b>	<b>146.00</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 23, 2022

**Sarah Trist**  
**Health & Human Services Program Planner**

\* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

**Avg Daily Participation** 123.26

=(max meals)/(max days)

**ADP ENTRY** 124.00

Fiscal Approval: Christine Rolan Mar 23, 2022

**Christine Rolan**  
**Human Service Fiscal Manager**



PARENT VOICES OAKLAND (PVO)  
Preguntas? Email: [info@pvoakland.org](mailto:info@pvoakland.org)



# PODER DE PADRES

## JUNTA DE ACCIÓN

Sabemos que para poder hacer el tipo de cambios que queremos en nuestra ciudad, condado y estado, nosotros, como padres, necesitamos más poder— ¡NECESITAMOS EL PODER DE LA GENTE!

Nuestra reunión mensual de PODER DE MADRES Y PADRES es donde nos reunimos para compartir experiencias y elaborar estrategias sobre cómo avanzar nuestra visión. ¡Esperamos verle ahí!

**¡ACOMPAÑANOS!**  
**DE 11AM-1PM**

**2DO**  
SÁBADO DE CADA  
MES



**zoom**

[bit.ly/ParentPower\\_PVO](https://bit.ly/ParentPower_PVO)



PARENT VOICES OAKLAND (PVO)  
Questions? Email: [info@pvoakland.org](mailto:info@pvoakland.org)

# PARENT POWER



## ACTION MEETINGS

We know that in order for us to make the kinds of changes we want in our city, county and state we as parents need more power—PEOPLE POWER.

Parent Voices Oakland (PVO) hosts monthly PARENT POWER ACTION MEETINGS for parents, caretakers, providers, and allies to come together to share experiences and strategize about how to move our shared vision forward.

**JOIN US!!**

**2ND**

SATURDAY OF THE  
MONTH !!



**zoom**

[bit.ly/ParentPower\\_PVO](https://bit.ly/ParentPower_PVO)