



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

Thursday, 7-21-2022

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: 7-21-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thursday, until 12-15-2022, 5 occurrence(s).

- 7-21-2022; 3:30 PM
- 9-15-2022; 3:30 PM
- 10-20-2022; 3:30 PM
- 11-17-2022; 3:30 PM
- 12-15-2022; 3:30 PM

How to Join the Webinar:

Please click the link below to join the webinar:

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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.](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



Human Services Department

ADVISORY BOARD MEETING

Thursday, 7-21-2022; 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. 21-0010**
2. Review and Approval of **July 21, 2022, Advisory Board Meeting Agenda**
3. Review and Approval of **May 19, 2022, Advisory Board Meeting Minutes**
4. Review and Approval of **June 16, 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. **Proposal:** Advisory Board Meeting Recess for August 2022
2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *June 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 – *June 2022*
4. **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
5. **FY 2022-23 Planning Calendars and Strategic Planning Process**
6. **Policies & Procedures**

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

- a. **Guest presenter** (*tentative* – Community-based, Non-profit Org: *Oakland Natives Give Back*)
- b. General program updates
- c. Update on Mobile Classroom RV
- d. Summary of FY 21-22 California Department of Education/Program Self-Evaluation
- e. FY 2022-23 Advisory Board Bylaws

VI. OPEN FORUM

VII. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-0010

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 [July 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, May 19, 2022
3:43-4:54 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Alysoun (Aly) Bonde (Excused @ 4:25pm)
Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard
(Joined at @ 3:50pm)

Advisory Board Members Excused:

Kevin Bremond
Priya Jagannathan

Parent Policy Council Members Present:

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

Staff Present:

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

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:43 PM, and roll was taken. Quorum was established with 4 members present. Reverend Howard joined the meeting at 3:50pm. Aly Bonde was excused from the meeting at 4:25pm. Quorum was maintained with 4 members present.

1. Public Comments:

No Public Comments.

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

- 1. Review and Approval of AB 361 Resolution No. 21-009**
 - Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-009**
 - ✓ Dr. Javay Ross, motioned to approve the **AB 361 Resolution No. 21-009**
 - ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (1) no response
- 2. Review and Approval of June 16, 2022, Advisory Board Meeting Agenda**

- Chair Molly Tafoya called for a motion to approve the **June 16, 2022, Advisory Board Meeting Agenda**
 - ✓ Alysoun (Aly) Bonde to approve the **June 16th, 2022, Advisory Board Meeting Agenda**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (1) no response.
3. Review and Approval of **May 19, 2022, Advisory Board Meeting Minutes**.

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

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

- **Parent Policy Council Member Feedback**, presented by Tracey Black on behalf the Parent Policy Council Chair, Christina Michaud
- The Parent Policy Council (PPC) reviewed the updated language to the Bylaws that referenced the monthly meeting and removed reference to the set time frame of 9:30am-12:00pm, as requested in the May 17, 2022, PPC Meeting.
- The PPC strongly agreed with the idea of a “PPC Meeting Follow Up” Session.

IV. ACTION ITEMS:

1. **Update to Advisory Board Bylaws: Article IV. Section I. Meetings:** *Language has been updated to describe the monthly meeting requirement and removes reference to a specific timeframe, which provides the Advisory Board with the option to determine the meeting timeframe needed.*

- Tracey Black presented the Advisory Board Bylaws change of language, which now removes the specific time frame of 9:30 am to 12 pm.
- Advisory Board concluded there was no need to vote on Action Item: **Update to Advisory Board Bylaws: Article IV. Section I. Meetings**, as this item was presented and voted on by the Board during May’s Meeting.

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

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

- Our enrollment continues to increase.
- We are at 90% of our screening assessments and required evaluations.
- We have 49 children enrolled in our program with IFSP or IEP with an additional 26 children waiting for evaluation.
- We continue to have success with our Home-Based program, we held two in-person socialization events.
- 25 out of the 30 slots have been filled, we continue to work with our partner

Brighter Beginnings.

- We experience one site closure related to Covid-19; we continue to work to ensure any significant risk is minimized.
- We are working with the Alameda County Food Bank for food box distribution. Over 30 of our Home-Based families were able to benefit from this much needed resource.
- We are also working on a new partnership with the East Bay Agency for Children to enroll in the Epic Program which helps children with special needs or challenges.
- Around 90 children are transitioning from Early Head Start to Head Start and 112 will be transitioning to kindergarten.
- We had early closures for three sites, therefore children were placed in alternative sites.
- We have 16 open slots in Laney Children's Center, due to the third classroom not opening. Once the classroom opens, we will be able to fill the slots.
- Our Bananas, Inc, Family Child Care partnership continues to grow.
- 26 families experiencing homelessness acquired stable housing.
- We administered a Staff Wellness survey in April.
- We continue to have open recruitment for our instructor positions which include EH Instructors, Assistant Teachers, and Associate or Substitute Teachers.
- We were able to complete fire inspections at our HS.EHS 12 sites.
- The Home-Based Program Office, has new washer and dryer, which our Sungate site will be able to utilize.

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

- We have had one center closure in May.
- Bay Area is being hit particularly hard by this latest COVID surge. We've seen an increase in closures and in case of positive staff members or staff members taking care of positive family members.
- We have been able to identify cases through our layers of mitigation by continuing to test through a rapid testing program in partnership with the California Department of Public Health, and then respond accordingly.
- Alameda County has re-implemented the mandatory mask mandate for indoor masking. Our program never stopped indoor masking.
- We will be providing Covid tests in the PPE bags during food distribution on Friday, 6/17/22, to sites.
- We are able to keep sites open, after Covid exposure, to the children who were not exposed (absent when the exposure happened) after a deep clean as our staff are fully vaccinated and boosted.
- Sarah Trist is continuously consulting with Alameda County Department of Public Health. We report to Community Care Licensing about the steps we have taken after an exposure and to our Regional and State Grant specialists.

- We will have our first two vaccine clinics on July 14th at Downtown and East Oakland locations, and a third will be held on July 21st at a West Oakland Location.
- To Niya Scott-Smith asked if we had any procedures in place to help parents understand the IEP process. Alisa Burton replied that the program has several partnerships to help parents understand the IEP process and support.
- Chair Molly Tafoya requested an update on TK transition plan. Conterenia Farrish and Alisa Burton reported that transition to TK and Kindergarten is going very well as there is system established to support families.
- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – May 2022**
- ✓ Reverend Annette Howard motioned to approve to approve the **Monthly Progress Report – May 2022**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

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

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

- Jason Wang presented the progress on the current Head Start and Early Head Start Budget.
- The year is 82% done.
- Personnel - 88% spent,
- Fringe Benefits - 152%
- Travel is at – 0%, there will be a change as there was a trip to Ohio costing about \$1,500, however it has not reflected.
- Equipment – 0 %,
- Supplies - currently at 34%,
- Contractual – we’re at 83%,
- Other - we have spent 81%,
- Total Direct Charges - 96%
- Indirect Charges - %, and
- Purchase Card (P-Card) – we had a rangehood repair, training, and breakfast for Teacher Appreciation Week. Total spend \$2,452.61

b. CACFP Meal Count Report – April 2022

- April report includes 2,163 served breakfasts, 2,455 lunch, and 2,173 afternoon snacks.
- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – May 2022**
- ✓ Dr. Javay Ross motioned to approve the **Monthly Financial Report – May 2022**
- ✓ Reverend Annette Howard seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

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

a. General program updates

- Diveena Cooppan provided an update of the submittal of the State Grant Self-Evaluation Report and CCRT Grant.
- We have a new Urban Fellow, Cesar, who comes from Columbia University, Teachers College, and will be working on the San Francisco Workforce Compensation Initiative.
- We also submitted our application for COLA and Quality Improvement funding, as well as our requests for the Locally Designed Option (LDO).
- Staff Wellness Day is scheduled for June 28th.
- Program start dates will be available soon, as we are currently working on a few details.
- Home Based Program, Bananas, Inc. Tiny Steps Family Child Care Program and Brighter Beginnings will begin on July 18th.
- Center programming will begin on the 17th of August. We are looking to bring Center Directors for specialized pre-service back in the first week of August, followed by the rest of the teaching staff.
- Everardo Mendoza mentioned that we originally had 32 families who were age eligible to transition to a TK program however, 17 out of the 32 families have requested to stay for another HS program year.

b. Update on Mobile Classroom RV

- Mobile Classroom will be delivered next Thursday or Friday, followed by a recorded training session.
- We will work with the Office of Head Start regarding the additional details requested for the Locally Designed Option (LDO) Mobile Classroom.

c. Summary of California Department of Education/Program Self-Evaluation

- Update will be provided in July.
- We submitted our Program Self-Evaluation.

d. FY 23-31 General Plan Housing Element Community Engagement Opportunities

- Community engagement opportunity, please click on the link in your agenda to take you to the Housing Element website.

e. 2022 Virtual Fatherhood Summit, Saturday, June 18th, 2022

- Powerful event for fathers and caregivers, please click on the link in your agenda for more information. Kevin Bremond will be leading the event.

f. Documentary Film Screening, “Black Daddy”, Sunday, June 19th, 2022

- Please click on the link in your agenda for more information about the premiere.

VI. **OPEN FORUM**

- To Niya Scott-Smith asked if there was anything organized to thank our Family Advocates. Diveena Cooppan shared that there will be a celebration happening during the summer, as our Family Advocates continue to work during the summer break.

VII. **ADJOURNMENT**

- Chair Molly Tafoya called for a motion to **Adjourn the meeting.**

- ✓ Dr. Javay Ross motioned to **Adjourn the meeting.**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 4:54 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II



JUNE 2022

Monthly Report

SUMMARY

In June, the Head Start Program completed our 2021-2022 program year. The Program celebrated the end of the year with events to honor and highlight the growth accomplished by our children and families. We are excited for the many families and children who will be transitioning to Head Start from Early Head Start and to Transitional Kindergarten or Kindergarten from Head Start next year! In addition to events honoring our children and families, the Program also hosted a Head Start Staff Wellness Day, which brought direct service and administrative staff all together for the first time since the start of the COVID-19 pandemic. Staff enjoyed a day filled with self-care activities including yoga, meditation, dance, succulent planting, massage, and good food.

AT-A-GLANCE

	Head Start	Early Head Start	Current Total
How many children did we work with?			
Enrollment/Funded (No.)	242/292	243/330	485/622
Enrollment/Funded (%)	(83%)	(74%)	(79%)
Daily attendance	72%	77%	75%
How many have...			
Medical Home	95%	99%	95%
Health Insurance	92%	96%	94%
Current Physical exam/Well-baby check	81%	50%	66%
Updated immunizations	98%	87%	92%
Hearing Screening	80%	92%	86%
Vision Screening	92%	93%	93%
Growth Screening	92%	90%	91%
Dental Home	90%	84%	87%
Current Dental Exam	81%	76%	78%
Nutrition Screening	96%	90%	93%
How many completed...			
Developmental Screening (ASQ)	97%	98%	97%
<i>Concerns Identified following ASQ Screening</i>	40%	33%	36%
Behavioral Screening – (ASQ-SE)	96%	97%	97%
<i>Concern Identified following ASQ-SE Screening</i>	21%	17%	19%
1 st Individualized Curriculum (DRDP)	97%	96%	96%
2 nd Individualized Curriculum (DRDP)	99%	99%	99%
3 rd Individualized Curriculum (DRDP)	95%	98%	96%
Initial Parent/Teacher Conference (IDP)	99%	99%	99%
Second Parent/Teacher Conference (IDP)	91%	96%	94%
Initial Home Visit	98%	99%	99%
Second Home Visit	96%	100%	98%
Preliminary Family Outcomes Assessment	100% completed as required, 0 past due		
Midyear Family Outcomes Assessment	99% completed as required, 1 past due		
End of year Family Outcomes Assessment	100% completed as required, 0 past due		

How many received...			
Referrals to Regional Center of the East Bay	N/A	6	6
Referrals to OUSD	15	N/A	15
Individualized family service plan (IFSP)	0	18	18
Individualized education plan (IEP)	29	3	32
Children enrolled with IFSP or IEP	29	21	50 (8% of funded enrollment)

NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- (ACF-IM-HS-22-04) June 21, 2022: *Competitive Bonuses for the Head Start Workforce*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-04>
- No new Program Instructions were released in June.

ATTENDANCE & ENROLLMENT

The Program had a 75% Average Daily Attendance for June 2022. The decline in daily attendance compared to previous months is most likely due to families leaving for vacation or keeping children home with other siblings who finished school earlier in the month. It is a trend that observed annually in June.

485 participants were enrolled during the month of June 2022. The Program reported nine more children enrolled this month compared to May 2022. The increase of enrollment was a result of enrollment through the BANANAS Family Child Care partnership.

Last Day of Service for Program Options:

June 3, 2022: Franklin, Manzanita, and Tassafaronga

June 14, 2022: Laney College

June 23, 2022: 85th Ave, Arroyo, Broadway, Brookfield, Lion Creek, San Antonio CDC, San Antonio Park, Sungate, and West Grand

June 30, 2022: BANANAS (FCC), Brighter Beginnings (Partner Home-Based), Grantee Home-Based, and St. Vincent's Day Home

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

25 families participated in two socialization sessions held in June. Sessions focused on the upcoming transitions for many children, summer activities to do with your family, and end of year celebrations. Our efforts to increase socialization participation by holding sessions at the Home-Based Program office have been successful, so the Program intends to add an additional two socialization sessions per month

to accommodate the increase in families participating. The Program continues to request feedback from families on what topics to cover in these sessions and will administer a survey to gather input. In addition to the socialization sessions, the Home-Based Program held an event to distribute fresh produce, diapers, and Personal Protective Equipment (PPE). Recruitment of families for next year's Home-Based Program is ongoing. Staff continue to recruit for the upcoming program year through outreach events and current participants' own networks.

SERVING FAMILIES EXPERIENCING HOMELESSNESS

The Program is taking great care to ensure families experiencing homelessness utilize the services and supports the Program can provide. This includes activities such as the Program's Health Analyst, Family Advocates, and Home Visitors helping families access medical appointments and care. Home Visitors and Family Advocates provide families with resources on how to apply to transitional housing and AC-OCAP funding available for those experiencing homelessness. Six children enrolled during June were identified as experiencing homelessness as defined by the McKinney Vento Act.

The Program holds a weekly multi-disciplinary team (MDT) facilitated by Family Services staff to monitor the needs and services for families experiencing homelessness. The Mental Health/Disabilities Coordinator provides updates related to children with disabilities or in referral process when able, and staff discuss various resources available to support each family's unique needs.

All children transitioning to Transitional Kindergarten or Kindergarten, regardless of income or housing status, received a backpack filled with school supplies for the upcoming school year.

Local Design Option: Mobile Classroom

The Program was thrilled to welcome the mobile classroom bus to Oakland in June. Efforts are under way to hire a Family Advocate that will serve children enrolled in the Mobile Classroom and recruit families in partnership with local community organizations and homeless shelters.

Operations and Facilities staff are obtaining all required registration, licensing and insurance documentation to operate the bus. Education and ERSEA Staff are finalizing the timeline to begin mobile classroom services and to coordinate delivery of comprehensive services.

EXPECTANT FAMILIES PROGRAM

We did not serve additional expectant parents during June. During the 2021-2022 Program Year, 25 expectant parents were served; 10 expectant parents were served by the Grantee, and 15 expectant parents were served by Brighter Beginnings, our partner agency. Discussions with Brighter Beginnings continue to ensure they can serve all funded slots in the 2022-2023 program year, as they only met 15 of the 20 slots for which they received funding. The Program also intends to align recruitment efforts for expectant parents with our selection criteria and Community Needs Assessment findings.

DENTAL & PHYSICAL HEALTH

The Program is meeting most Health and Nutrition requirements set in the Head Start Program Performance Standards at over 90%. As new families join the Family Child Care program, it is an ongoing challenge to obtain documentation of medical exams and immunizations for children have already been

attending those programs. We are working with BANANAS to provide ongoing training and support to obtain the required health documents in a timely way.

In June, COVID-19 continued to circulate at high levels in the community, and there were six COVID-19 related closures at five center sites. Both the Home-Based Visitor grantee and partner programs also experienced interruptions in service from positive cases in both staff and families. When possible, Home-Based services were provided to families in isolation or quarantine. Despite high levels of COVID-19 in the community and multiple site closures, the Program's layered mitigation efforts are keeping classrooms open and ensuring they are safe places to learn and grow. For example, the testing protocol continues to identify cases in staff before they can spread.

CHILD NUTRITION

Playground inspections and CACFP monitoring took place at St. Vincent's in June, completing all inspections and monitoring requirements for the program year. Findings will be used to shape the nutrition program for the 2022-2023 program year. The team and kitchen supervisor received training on new reporting requirements for grain ounce equivalents, as well as refresher trainings on topics such as meal pattern, procurement, and purchasing. The team took results from the meal survey, researched new menu ideas, and redesigned the menu for the upcoming program year. Before the kitchen staff left for the summer, the team identified tasks needed for pre-service.

DISABILITIES & MENTAL HEALTH

The Program did not reach 10% of funded enrolled children having IFSPs or IEPs by June 30th. However, the Program had 50 children enrolled with IEPs or IFSPs, equating to 10.4% of actual enrollment. A Waiver to excuse the requirement to meet 10% of funded enrollment was filed with the Office of Head Start on June 30, 2022. There are 21 referrals still pending evaluation. It is important to note that if these 21 referrals were completed, the Program may have been able to meet the 10% of funded enrollment requirement, even with only 79% of fully enrolled slots, which is a significant achievement.

The Program continues to provide support to children in the referral process through teaching strategies and collaboration with speech, mental health, and developmental consultants. The Program also continued to identify and make referrals for children with suspected delays.

The Program is thrilled that the signed 2022-2023 State Budget includes a reduction in the eligibility requirement to qualify for services through the Early Start Program. Once implemented, more children will qualify and will be eligible for services.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

As of June 30th, Family Services and Facilities staff distributed 27,840 diapers to Center-based Early Head Start families and 212,850 diapers to Home-Based Visitor Early Head Start families. Along with School Readiness staff, Family Services and Community Engagement staff helped organize the End of the Year Celebrations for all sites and programs. Staff took special care to organize in-person outdoor gatherings

when able and other sites held remote celebrations through Zoom. Celebrations included performances by children and food for all Grantee sites and programs.

As described in the Serving Families Experiencing Homelessness section, because many of our families continue to struggle with homelessness, it remains a focal point for support for our Family Services staff. Family Outcome Assessment results demonstrate improved overall family well-being, positive parent/child relationships, families as life-long educators, families as learners, engagement in transitions, family connections to peers, and families as advocates.



EDUCATION & SCHOOL READINESS



In June, children and families from the three sites that closed early were welcomed to their new centers for the remainder of the program year. Staff provided additional support to families as they navigated the challenges of new relationships, new routines, and new environments. School Readiness staff also took additional steps to allow our families to remain connected to their original Family Advocate and tried to have teachers from their original sites follow the children. School Readiness, Family Services, and Mental Health staff worked together to implement wrap-around support as a whole system for families.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	18	6	24
Brighter Beginnings	76	11	87
Laney	N/A	30	30
Saint Vincent's Day Home	N/A	47	47

As described above in the Health and Nutrition section, playground inspections and CACFP monitoring were completed at Saint Vincent's Day Home and Laney during June. Laney now has new furniture for their third classroom, expected to open and serve 16 additional children in the 2022-2023 Program Year. Peralta Community College District estimates that the project will be completed by August 8th, 2022.

This will enable Laney to meet its funded enrollment numbers. One open teaching position has been posted at Laney, which will also help to ensure the third classroom opens successfully.

Merritt College Child Development Center is scheduled to begin serving eight children through the Program in 2022-2023. Once Merritt hires an additional teacher, they will expand to serving 16 children. Partner staff are currently planning the first open house for the program to formally introduce the Head Start Partner staff, facility, and children served at Merritt.

The Head Start Program Supervisor is working closely with the ERSEA team to ensure there is full enrollment at the start of Program Year 2022-2023 at all Head Start Partner sites. The Partner Supervisor is also working with partner agency leadership to create the professional development plan for partner sites.

DATA MANAGEMENT & ONGOING MONITORING

In June, the Program Director released the findings from the Staff Wellness Survey to all staff, which are attached to this report. The Program intends to complete two staff wellness surveys every program year to identify trends and opportunities for management to support and improve staff wellness.

The Program welcomed staff from Breakwater Consultants to assist us with FA 1 Monitoring preparation and an overview of our Health, Safety, and Facilities protocols, policies and procedures. Feedback and recommended improvements are expected in late July or early August.

As the program year finished in June, the Data Management team is focusing on completing the Program Information Report (PIR) as required by Office of Head Start. The team is currently reviewing all PIR data by content area to ensure accurate and timely submission of the PIR in August. A review of PIR data for Program Year 2021-2022, including a comparison with last year's PIR and national PIR data, will be presented to the Advisory Board and Parent Policy Council in early fall.

Data Management staff continue to work on the Self-Assessment findings. During June and into July, Data Management staff met with each content area to review their ChildPlus skills assessment and identify training priorities for next year. The Program also continues to prepare for the shift to ChildPlus Online from ChildPlus desktop, which will change how the database can be accessed and viewed. Lastly, the Database Administrator is completing a ChildPlus Family Services Certificate course to improve our data monitoring and analysis capacity for Family and Community Engagement.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

Practice Based Coaching

The Program has been working with a consultant to help administer and develop the CLASS and professional coaching plan for PY 2022-2023. Program Year 2022-2023 coaching participants met in May to learn more about the new coaching program and the TLC (Together Learning and Collaborating) method. The program piloted a virtual CLASS recording process in June to see if having CLASS observations completed remotely is a viable option moving forward. Completing CLASS observations remotely will enable the Program to use an expanded network of CLASS observers to ensure the Program meets all CLASS requirements for PY 2022-2023.

Staff Retention

	Grantee	Laney	SVDH	Brighter Beginnings
HS Teachers	34	6	7	
EHS Teachers	20			
Home Visitors	7			6
Family Advocates	8			
Other Staff	54	3	3	2
Staff Separations	2			

Recruitments

Position	# Vacancies	Status
Early Head Start Instructors	3	Position recently posted on City Website. Staff are in the process of interviewing candidates.
Maintenance Mechanic, PPT	1	
Head Start Driver	0	1 driver currently in the FEHA process
Head Start/Early Head Start Sub Associate Instructor	Up to 5	Hiring Freeze
Head Start/Early Head Start Assistant Instructor	Up to 7	Hiring Freeze
Program Analyst I	1	

Retirements

In June, two members of our Teaching staff retired. We thank Hilda Gallegos (Broadway EHS) for her 16 years of service and Tammy Trujillo (Franklin HS) for her 32 years of service!



Staff Wellness Day

On June 28th, 2022 a Staff Wellness and End of Year Celebration was held for all City of Oakland Head Start staff at Preservation Park. Almost 100 attendees from different centers and positions came together for a day filled with wellness activities and community building.



FACILITIES & MAINTENANCE

In June, the Maintenance team collected all summer repair requests from each site. Due to a shortened summer vacation, the schedule is tight to complete these projects in July, when staff and children are not on-site. Some of the projects include new WIFI systems for all centers.

Renovations and updates to the Head Start Central Office continued in June, including the installation of office doors and a new coat of paint in some areas.

UPCOMING

- PY 2022-2023 Pre-Service begins for the Home-Based Visitor Program: July 5, 2022
- CA Department of Public Health and City of Oakland COVID-19 Vaccine Clinics
 - Downtown Oakland and East Oakland Senior Centers: July 14, 2022 and August 11, 2022 9am-1pm
 - West Oakland Senior Center: July 21, 2022 and August 18, 2022 9am-1pm
- Initial Intake Clinics will be held at four sites this summer: Brookfield, Sun Gate, West Grand and Lion Creek
 - July 11th - July 29th, 2022, 8:30am - 5pm

Staff Wellness Survey Summary of Findings

Survey Background

This survey was delivered to inform HS Leadership about staff wellness needs, particularly in light of Office of Head Start Information Memorandum 21-05, which highlights staff wellness as a Head Start program priority. This survey had 59 respondents total, including all 12 Center Directors, 19 Early Head Start Teachers, 6 Family Advocates, 15 Head Start Teachers, and 7 Home Visitors.

The following table shows the raw data responses to the survey. Of note, the starred questions below identify responses which may indicate a negative impact on staff wellness.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total
**Head Start Leadership cares about my health and wellness	5	7	14	27	6	59
There are opportunities provided by leadership for me to learn about mental health and wellness topics related to my job.	1	5	14	33	5	58
**My skills and abilities are respected by program leadership	2	8	15	27	7	59
I am able to get the support I need from Program Leadership	1	8	18	28	4	59
**My stress level impacts my ability to do my job.	4	4	12	22	15	57
I feel like our COVID related policies have helped keep me safe.	1	7	16	23	11	58
I am provided what I need to do my job well.	0	7	13	29	10	59

In addition to the survey results above, information gathering meetings were held with staff to clarify and elaborate on the findings. The following findings are a summary of the questionnaire results and the information gathering meetings.

Finding 1: Staff connected having enough time to plan and execute work related tasks directly to their wellness.

Most staff strongly agreed that “stress levels impact their ability to do their job.” In the information gathering sessions, staff expressed that most stress resulted from not having enough time to complete their tasks and meet deadlines. Staff also experienced stress when those assigned to support them don’t have adequate skills and training to provide the support needed.

SUGGESTIONS FROM STAFF:

Staff strongly felt that having Head Start Leadership more involved in the day-to-day experiences of teachers and family advocates would benefit program quality, help them be more effective staff members, better inform Leadership of what’s really happening at the site, and provide support that the program staff can benefit from.

Staff Wellness Survey Summary of Findings

Staff also shared that when Leadership regularly gives “shoutouts” and communicates appreciation motivation increases and staff feel valued for the work they do.

Finding 2: Staff seek improved communication and shared decision-making.

56% of staff felt Head Start Leadership cared about their wellness. Those who did not agree that Leadership cared about their wellness shared that they want to be part of decision-making when possible, or at least provided information in a timely way that explains why decisions are made. Recent examples included the start and close dates for the program year and wondering Wednesday afternoons would be allocated as time without children. If staff are not going to have Wednesday afternoons reserved, they want to know the plan to ensure they receive support to complete the paperwork and administrative work on time.

SUGGESTIONS FROM STAFF:

Staff encouraged Head Start Leadership to be more transparent about decision-making. This could include explaining why data submissions deadlines are set when they are, what factors contribute to deciding a child or family placement, why Wednesdays are now full days with children, and what determines the open and close dates for the program. Staff indicated that when policies are not consistently applied across the program, it creates additional stress for them and impacts trust in leadership.

In the information gathering sessions, staff encouraged Head Start Leadership to elicit ideas and suggestions from site-based staff and ask for their contributions when developing or changing practices and policies that directly affect sites and families. Further, staff encouraged Head Start Leadership to let them solve problems at the site level.

Staff also shared that they wanted more dedicated space and time to build relationships with their supervisors and teams. Staff wanted meetings with Leadership to be more discussion based, which they felt would allow Leadership the opportunity to listen to staff, inform them of the challenges faced by direct service providing staff, and offer an opportunity to Leadership to show respect for the work done at the site level. Further, opportunities to meet as a team would help them build relationships with each other and foster better connection and teamwork.

Finding #3: Staff are interested in a Wellness Committee to connect and support each other.

In the initial survey, nine individuals expressed interest in joining a Wellness Committee. When asked further, staff shared that having a solutions-oriented body dedicated to supporting staff wellness, if given the resources and time to implement this, could be beneficial.

SUGGESTIONS FROM STAFF:

In the information gathering sessions, staff said they wanted the Wellness Committee to have clear goals and power to inform program decisions and priorities. This included allocating a budget to the Committee and wellness initiatives, ensuring wellness activities were available to staff during times that they can access, and having Head Start Leadership or other substitutes assist in the classroom as needed so staff can participate in wellness activities

Staff Wellness Survey Summary of Findings

during the regular workday. Staff also suggested that having incentives available may increase interest and participation.

Teaching staff also suggested that our teachers would benefit from meeting as a group, just like Center Directors and Family Advocates meet.

Possible Actions

1. Develop a wellness committee assigned to a Manager with a clear charter and clear communication channels.
2. Increase the amount of communication to staff through regular contact. This could be a monthly "state of the program" email and/or quarterly All Staff meetings.
3. Increase the amount of communication from staff through accessible channels such as the "suggestion box" and regular solicitation of staff perspectives.
4. Develop a plan for Leadership staff to experience the "in the field" jobs. This could be by shadowing staff (when appropriate) or by assisting classrooms in a meaningful way.

Head Start & Early Head Start Budget Summary - All projects
Report as of 7/1/22 - Payroll to 6/10/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 5,495,554.90	\$ (123,417.90)	102%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 3,760,302.22	\$ (1,626,645.22)	176%
GPF subsidy	\$ 4,771,182.00	\$ -	\$ (1,750,063.12)	\$ 3,021,118.88	
c. Travel	\$ 15,000.00	\$ 0.01	\$ 1,157.90	\$ 13,842.09	8%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 26,300.60	\$ 90,210.38	\$ 199,785.02	37%
f. Contractual	\$ 3,379,679.00	\$ 847,803.58	\$ 1,956,301.02	\$ 575,574.40	83%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 7,346.73	\$ 520,130.70	\$ 104,782.57	83%
i. Total Direct Charges	\$ 11,849,029.00	\$ 881,450.92	\$ 10,073,594.00	\$ 893,984.08	92%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 383,984.19	\$ 19,680.81	95%
k. TOTALS	\$ 12,252,694.00	\$ 881,450.92	\$ 10,457,578.19	\$ 913,664.89	93%

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 7/1/22 - Payroll to 6/10/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,261,490	-	2,880,696	(619,206)	127%
b. Fringe Benefits	1,009,275	-	1,956,639	(947,364)	194%
c. Travel	7,200	0	555	6,645	8%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	9,659	40,057	100,896	33%
f. Contractual	1,321,523	370,901	733,015	217,606	84%
g. Construction	-	-	-	-	-
h. Other	276,868	5,954	237,182	33,732	88%
i. Total Direct Charges	5,026,968	386,514	5,848,144	(1,207,690)	124%
j. Indirect Charges	169,854	-	200,668	(30,814)	118%
k. TOTALS	5,196,822	386,514	6,048,812	(1,238,505)	124%

Early Head Start Budget Summary - Project 1005575
Report as of 7/1/22 - Payroll to 6/10/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	2,614,859	495,788	84%
b. Fringe Benefits	1,124,382	-	1,803,663	(679,281)	160%
c. Travel	7,800	-	603	7,197	8%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	16,642	50,153	98,889	40%
f. Contractual	1,912,278	476,902	1,217,336	218,040	89%
g. Construction	-	-	-	-	-
h. Other	315,640	1,393	269,449	44,798	86%
i. Total Direct Charges	6,636,431	494,937	5,956,063	185,432	97%
j. Indirect Charges	233,811	-	183,316	50,495	78%
k. TOTALS	6,870,242	494,937	6,139,379	235,927	97%

Head Start T/TA Budget Summary - Project 1005570
Report as of 7/1/22 - Payroll to 6/10/22

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	-	2,797	63,956	4.19%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	66,752	-	2,797	63,956	4.19%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	2,797	63,956	4.19%

Early Head Start T/TA Budget Summary - Project 1005576
Report as of 7/1/22 - Payroll to 6/10/22

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	-	3,154	75,973	3.99%
g. Construction	-	-	-	-	0.00%
h. Other	39,752	-	13,500	26,252	33.96%
i. Total Direct Charges	118,878	-	16,654	102,225	14.01%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	16,654	102,225	14.01%

Head Start Startup Budget Summary - Project 1006121
Report as of 7/1/22 - Payroll to 6/10/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	15,827	-	34,110	(18,283)	215.52%
b. Fringe Benefits	12,373	-	26,331	(13,958)	212.81%
c. Travel	-	-	-	-	0.00%
d. Equipment	136,300	-	108,100	28,200	79.31%
e. Supplies	129,250	37,092	3,092	89,066	31.09%
f. Contractual	61,000	18,051	39,894	3,055	94.99%
g. Construction	-	-	-	-	0.00%
h. Other	75,200	-	13,750	61,450	18.28%
i. Total Direct Charges	429,950	55,143	225,277	149,530	65.22%
j. Indirect Charges	-	-	2,533	(2,533)	0.00%
k. TOTALS	429,950	55,143	227,810	146,997	65.22%

Early Head Start Startup Budget Summary - Project 1006122
Report as of 7/1/22 - Payroll to 6/10/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	17,847	-	38,502	(20,655)	215.73%
b. Fringe Benefits	13,953	-	29,697	(15,744)	212.84%
c. Travel	-	-	-	-	0.00%
d. Equipment	153,700	-	121,900	31,800	79.31%
e. Supplies	145,750	44,828	31,881	69,041	52.63%
f. Contractual	150,000	54,153	92,402	3,445	97.70%
g. Construction	-	-	-	-	0.00%
h. Other	86,800	(0)	10,196	76,604	11.75%
i. Total Direct Charges	568,050	98,981	324,578	144,490	74.56%
j. Indirect Charges	-	-	2,858	(2,858)	0.00%
k. TOTALS	568,050	98,981	327,437	141,632	74.56%

Head Start ARP Budget Summary - Project 1006194
Report as of 7/1/22 - Payroll to 6/10/22

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	4,753	28,875	105,825	24.11%
f. Contractual	311,083	71,698	64,622	174,763	43.82%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	450,536	76,451	93,497	280,588	37.72%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	450,536	76,451	93,497	280,588	37.72%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 7/1/22 - Payroll to 6/10/22

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	5,357	32,561	119,339	24.11%
f. Contractual	392,100	119,947	58,558	213,595	45.53%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	549,357	125,304	91,119	332,933	39.40%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	549,357	125,304	91,119	332,933	39.40%

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 07/06/22

Cardholder Name: Diveena Cooppan
PRINT NAME
June 2022
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start
Transaction Period (Month / Year)

TO

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:

 <small>Diveena Cooppan (Jul 8, 2022 16:35 PDT)</small>	Date Jul 8, 2022	510-238-3165 <small>PHONE NUMBER (REQUIRED)</small>		 <small>Jason Wang</small>	Date 07/06/2022
<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	06/22/22	HOTELS.COM	WIPFLI Conference Stay (4 Rooms)	3,969.92		
2			100% 1005567; 55114; 78231; 23369; 1 Default			
3						
4	06/22/22	Southwest Airline	WIPFLI Conference Flight (Diveena Cooppan)	317.96		
5			100% 1005567; 55114; 78231; 23369; 1 Default			
6						
7	06/22/22	Southwest Airline	WIPFLI Conference Flight (Robyn Levinson)	317.96		
8			100% 1005567; 55114; 78231; 23369; 1 Default			
9						
10	06/22/22	Southwest Airline	WIPFLI Conference Flight (Christine Rolan)	317.96		
11			100% 1005567; 55114; 78231; 23369; 1 Default			
12						
13	06/22/22	Southwest Airline	WIPFLI Conference Flight (Jason Wang)	317.96		
14			100% 1005567; 55114; 78231; 23369; 1 Default			
15						

Document Total	5,241.76
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DETAILED DESCRIPTION

Audited By: <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: May-22

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	Afternoon Snack								
1 1	Full Day 85th Avenue I					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
1 2	Full Day 85th Avenue II	202.00	220.00	177.00	20.00	entire site (50)	16.00	16.00	1.00	320.00	NO	NO
1 3	Full Day 85th Avenue III					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
2 4	Full Day Arroyo Viejo	113.00	117.00	65.00	20.00	16	12.00	12.00	1.00	240.00	NO	NO
3 5	Full Day BROADWAY/INFANT	50.00	51.00	38.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	64.00	103.00	99.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	94.00	109.00	107.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
4 8	Full Day Brookfield 1	121.00	154.00	111.00	18.00	entire site (48)	16.00	16.00	1.00	288.00	NO	NO
4 9	Full Day Brookfield 2	126.00	144.00	112.00	15.00	entire site (48)	16.00	16.00	1.00	240.00	NO	NO
5 10	Full Day Fannie Wall					20	20.00	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar					21	20.00	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	121.00	121.00	117.00	20.00	18	32.00	32.00	1.00	640.00	NO	NO
8 13	Full Day Lion's Creek 1	240.00	254.00	233.00	20.00	18	16.00	16.00	1.00	320.00	NO	NO
8 14	Full Day Lions Creek 2	127.00	131.00	113.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
9 15	Full Day Manzanita / Brookfield	198.00	225.00	215.00	20.00	20	20.00	20.00	1.00	400.00	NO	NO
10 16	Full Day San Antonio CDC 1	313.00	346.00	310.00	20.00	entire site (24)	24.00	24.00	1.00	480.00	NO	NO
11 17	Full Day San Antonio Park I	106.00	140.00	121.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
11 18	Full Day San Antonio Park II	78.00	119.00	114.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
12 19	Full Day Sungate I	328.00	345.00	333.00	20.00	entire site (34)	24.00	24.00	1.00	480.00	NO	NO
12 20	Full Day Sungate II					entire site (34)	16.00	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	205.00	219.00	218.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14 22	Full Day West Grand (Infant)	121.00	121.00	120.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
14 23	Full Day West Grand (Older)	71.00	73.00	68.00	20.00	8	9.00	9.00	1.00	180.00	NO	NO
14 24	Full Day West Grand (Young)	94.00	94.00	92.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
	TOTAL	2,772.00	3,086.00	2,763.00	373.00		366.00	366.00		5,536.00		
	HS	1,456.00	1,629.00	1,387.00	213.00							
	EHS	1,316.00	1,457.00	1,376.00	160.00							

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

Certified by: Sarah Trist

Jun 29, 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 **154.30**

=(max meals)/(max days)

ADP ENTRY **155.00**

Fiscal Approval: Christine Rolan
Christine Rolan
Human Service Fiscal Manager

Jul 6, 2022

FY 22-23 California Department of Social Services (CDSS)/General Child Care (CCTR) Contract Award

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

California Department of Social Services (CDSS), Child Care and Development Division (CDDD), is offering the City of Oakland Head Start Program a proposed contract award of funding in the amount of \$3,315,326, to provide General Child Care and Development Program (CCTR) services in our Early Head Start (EHS) Program, full-day, full-year, at the following sites:

1. San Antonio Park EHS
2. Lion Creek EHS
3. West Grand EHS
4. 85th Avenue EHS
5. Broadway EHS
6. Arroyo Viejo EHS

In the FY 22-23 fiscal year, with the new contract award proposed, the City of Oakland plans to deepen its efforts to support quality early learning experiences, successful transition to preschool, and parent involvement and education for low-income families with children, birth to 3-years-old, to begin offering services, by October 3, 2022 and/or as soon as the grantee receives approval to accept the contract award from the Oakland City Council.

The Action Requested: Parent Policy Council and Advisory Board approval for the City of Oakland Head Start Program to accept the new General Child Care (CCTR) contract award issued by the California Department of Social Services (CDSS), for FY 22-23, in the amount of \$3,315,326, to provide General Child Care and Development Program (CCTR) services in our Early Head Start Program.



PROGRAM MANAGEMENT

Subject	Management System: Program Planning/Strategic Planning	Policy #	
HSPPS Subpart	J: Program Management and Quality Improvement	Policy Council Approval Date	07/21/20
HSPPS and other regulations	§1302.101	Advisory Board Approval Date	07/23/20
State Regulations		Board of Directors Approval Date	
Effective Date		Revised Date	
Policy Statement and Detailed Procedures			
Policy Statement	<p>The Head Start planning systems and related activities are an essential part of program operations. Thoughtful planning is critical to successful programming. However, it becomes even more important as programs shift from an indefinite grant period to a five-year project period. According to the Head Start planning requirements, the <i>Federal Oversight of Five Year Head Start Grants (ACF-IM-HS-14-02)</i> indicates that the five-year grant applications require programs to describe and define:</p> <ul style="list-style-type: none"> • Long-term goals they will accomplish during the five-year period • Short-term objectives • Expected outcomes that are aligned with the goals and objectives • Data tools and methods for tracking progress toward their goals, objectives, and expected outcomes <p>Grantees report on this progress in their yearly continuation applications over the course of the five-year project period.</p>		
Rationale	<p>The purpose of the planning process is to establish and maintain a systematic approach to decision-making about the direction and scope of programs and services offered by City of Oakland Head Start. The planning process provides overall direction for the City Council and/or its designee (the Head Start Advisory Board), Policy Council and staff.</p> <p>Main components of the planning process include: Community Assessment, Self-Assessment, Long-range Goals and Short-term Objectives, Strategies, Expected Outcomes over 5-years; Criteria for Recruitment, Selection and Enrollment Priorities, and funding applications.</p> <p>Additional Head Start planning requirements include: HEAD START ACT 641(A)(g)(2)(A): Standards: Monitoring of Head Start Agencies and Programs - Self-Assessments:</p>		



Policy Statement and Detailed Procedures	
	<p>(1) IN GENERAL- Not less frequently than once each program year, with the consultation and participation of policy councils and, as applicable, policy committees and, as appropriate, other community members and each Head Start agency that receives financial assistance under this subchapter shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with standards described in subsection (a)(1).</p> <p>(2) GOALS, REPORTS, AND IMPROVEMENT PLANS-</p> <p>(A) GOALS - An agency conducting a self-assessment shall establish agency-determined program goals for improving the school readiness of children participating in a program under this subchapter, including school readiness goals that are aligned with the Head Start Child Outcomes Framework, State early learning standards as appropriate, and requirements and expectations of the schools the children will be attending.</p> <p>(B) IMPROVEMENT PLAN- The agency shall develop, and submit to the Secretary a report, to accompany its annual continuation funding grant application, an improvement plan approved by the governing body of the agency to strengthen any areas identified in the self-assessment as weaknesses or in need of improvement.</p> <p>(3) ONGOING MONITORING- Each Head Start agency (including each Early Head Start agency) shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(1). ¹</p> <p>*FORMER HS PERFORMANCE STANDARD 1304.51 (a) (1) (2) *(Still relevant and will be utilized in FY 2022-23): Head Start Grantee must develop and implement a systematic, ongoing program planning process, in collaboration with the program’s governing body, policy groups, program staff, partners, and other community organizations, that includes but is not limited to: Community Assessment; Self-Assessment; Grant Application; Program Goals & Objectives; Child Outcomes; Training Plan; Ongoing Monitoring; Program Information Report (PIR).</p>
Responsibility	<ul style="list-style-type: none"> • HS Program Director • HS Program Planner • All Head Start Management Staff (Content, Human Resource, Facilities & Fiscal)
Monitoring	See annual program governance and individual content area planning calendars
Procedures	<ul style="list-style-type: none"> • The program school year begins in August. The Program will <u>initiate its multi-year strategic planning process</u> in July of each year. The planning process for all upcoming planning cycles, including 1) an Annual Overall Program Calendar; 2) a Program Governance Calendar; and 3) individual content area planning

¹ [https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-641a-standards-monitoring-head-start-agencies-programs;](https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-641a-standards-monitoring-head-start-agencies-programs)
7/14/17



Policy Statement and Detailed Procedures

calendars for each program content area, will be reviewed and approved annually by the Parent Policy Council (PPC) and the City Council or its designee, the Head Start Advisory Board (AB) in **August** (or **September, if governing body is on Recess**), with existing Policy Council members and again in **November**, with newly elected Policy Council members for the current program year.

- Written work plans to accompany content area planning calendars will then be developed by program content area coordinators, and updated annually, and reviewed and approved annually by the PPC and AB in **August** (or **September, if governing body is on Recess**) and **November**, with newly elected PC Members.
- Draft work plans and a program operating budget will then be presented to the Parent Policy Council and Advisory Board for review and input at the beginning each program year, in **July-August** (or **September if governing body is on Recess**).
- When the written plans and budget are finalized in **August-September**, they will be forwarded to the Parent Policy Council and Advisory Board for final approval.
- Written plans will be monitored quarterly and budgets will be analyzed at management meetings to determine the need for improvement and adjustments.
- Reports will then forwarded to the Parent Policy Council and Advisory Board for input and approval. Written plans will be revised and budget modifications will be made, as required/needed.
- The Head Start Planner will assess community needs, resources, strengths and possible challenges every five years (Community Assessment), and will conduct updates annually, for the following four years. The planning for the Community Assessment will begin in **September** of each year and will consist of 1-2 Community Assessment Planning Meetings in the months of **November** and **December**. Attendees will include PPC and AB members, as well as community stakeholders (i.e. local community agencies, partners, school district, parents and program staff). In **November**, the first planning meeting will include the review of data collected, and the opportunity for the PPC, AB to contribute relevant information and feedback to the development of the Community Assessment and/or update(s).
- The Community Assessment and/or update(s) results will be shared and discussed with the PC, AB, and community members between **January-February**. Staff will use this analysis, along with the findings of the program's Self-Assessment between **January- February**, to review, update, or revise long-term goals, short-term objectives, school readiness and parent, family & community engagement goals, to inform specific program direction for the existing and coming program year (i.e. priorities for selection, recruitment and



Policy Statement and Detailed Procedures	
	<p>enrollment, enhancements to collaboration activities with other community agencies).</p> <ul style="list-style-type: none"> • Long-range goals, short-term objectives, expected outcomes and program impacts and financial goals and objectives, based on data from the Community Assessment/Update, Self-Assessment, Child Outcomes, latest PIR, Parent Survey, and PC and AB, program staff, and community input, will be presented to and approved by the PPC and the City Council or its designee, the AB. Progress in meeting program goals and objectives will be tracked and reviewed regularly at Management Team and Coordinator’s meetings. • In January-February, Community Assessment data will be used to inform recruitment, Selection and Enrollment Priorities, and any changes to program options, will be proposed by staff and approved by the PPC and the City Council or its designee, the AB. • The joint Budget and Fiscal Committee, along with Head Start Management staff, will review the budget for areas that may need changes, according to available resources. • In January - February, The Head Start Planner will develop the draft of the federal Head Start and other relevant funding applications, based on the above planning procedures, including a review of budget changes. • In February-March, the Head Start Director will present the final application and summary to the PPC, AB, and City Council for review and approval.
Documentation	<ul style="list-style-type: none"> • See procedures
Timeframe	<ul style="list-style-type: none"> • See Overall Program Planning Calendar

**City of Oakland Head Start Prenatal to 5 Program FY 2022-23
Comprehensive Program & Program Governance Planning Calendars**

ANNUAL COMPREHENSIVE PLANNING CALENDAR

July 2022			August 2022 (Re-Opening)			September 2022			October 2022		
<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>	<u>Date:</u>	<u>Report or Task Name</u>	<u>Unit</u>
PC: 7/19 AB: 7/21	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Strategic Planning - Planning Calendars Overall & Governance Review Partner Onboarding & Review of Contracts and SOW DA Final Expenditure Report All staff Classroom Assignments Professional Development Plans 5-yr Background Check Audit Acceptance Letters ERSEA File Audit End-of-year CSPP/CDE Final Attendance Report 	PM/PLN FSC PM/PLN PM/PLN FSC/PM C/PD ERSEA	PC: 8/16 AB: 8/18	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Strategic Planning - Planning Calendars Budget Presentation & Staff Training Beginning of year budget presentation to Central Office CACFP Application Due PIR Activated in Child Plus (if not 7/1) Pre-Service New Staff Orientation Mandatory Child Abuse & Neglect Training Program Information Report (PIR) Start of Program Services 	PM/PLN FSC PM/PLN ERSEA C/PD PLN	PC: 9/13 AB: 9/15	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Final Budget Spend-down from Last Fiscal Year Staff Qualifications & Professional Development Plan Audit Planning for Community Assessment/Update: Work Begins 	PM/PLN FSC C/PD	PC: 10/18 AB: 10/20	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Carryforward Request Process Final Year Report from Last Fiscal Year CLASS Audit CDE/CSPP Audit Quarterly Monitoring updates: <ul style="list-style-type: none"> ❖ Quarterly Goal Review ❖ Quarterly PIR Review ❖ Ongoing Monitoring Community Assessment Work (continues) 	PM/PLN FSC C/PD ERSEA PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2022-23
Comprehensive Program & Program Governance Planning Calendars**

November 2022			December 2022			January 2023			February 2023		
Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit
PC: 11/15 AB: 11/17	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars: Program & Program Governance Staff Recruitment Off-site CLASS Audit CDE/CSPP & CDSS/CCTR Continuation Funding Applications for Head Start and CDE/CSPP Community Assessment Planning & Data Meeting #1 (tentative) 	PM/PLN FSC PM/PLN C/PD PM/PLN PM/ PLN	PC: 12/13 AB: 12/15	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Mid-Year Budget Review Coach Assignment/Selection Mid-Year Performance Review Self-Assessment begins Community Assessment Planning & Data Meeting #2 (tentative) Annual Report for Head Start, due <i>Joint PPC/AB Meeting (tentative)</i> 	PM/ PLN FSC C/PD PM/ PLN HR/ PD PM/ PLN	PC: 1/17 AB: 1/19	PC/AB Meetings <ul style="list-style-type: none"> Community Assessment Completed Self-Assessment Completed Monthly Program Progress Report Monthly Program Financial Report Evaluation of RFP/RFQs for Next Program Year City Review of Mid-Year Budget Selection Criteria Developed Letter of Intent to Re-enroll ERSEA File Audits Practice-Based Coaching CLASS Audit Quarterly Monitoring Updates: <ul style="list-style-type: none"> Quarterly Goals PIR Ongoing Mtg. Annual Report for Head Start, due 	PM/ PLN PM/ PLN FSC PM/ PLN FSC ERSEA C/PD PM/ PLN	PC: 2/14 AB: 2/16	PC/AB Meetings <ul style="list-style-type: none"> Selection Criteria Approved Monthly Program Progress Report Monthly Program Financial Report New Program Year Activated in Child Plus <ul style="list-style-type: none"> ❖ Site Selection, ❖ Opening Dates ❖ School Year Calendar, Hours of Operation 	PM/PLN ERSEA PM/PLN FSC PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2022-23
Comprehensive Program & Program Governance Planning Calendars**

March 2023			April 2023			May 2023			June 2023		
Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit	Date:	Report or Task Name	Unit
PC: 3/14 AB: 3/16	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report New Selection Criteria added to Child Plus 	PM/PLN FSC ERSEA	PC: 4/18 AB: 4/20	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Drafting of Partner Contracts for Next Program Year Finalize Next Year's Budget Annual Grant Application Due (Cont. Funding) Child Selection Rosters for Newbies and Returnees Performance Appraisals Staff Recruitment Off-site Quarterly Monitoring updates: <ul style="list-style-type: none"> ❖ Quarterly Goal ❖ Quarterly PIR ❖ Ongoing Monitoring 	PM/PLN FSC PM/PLN FSC PM/PLN ERSEA HR/PD PM/PLN	PC: 5/16 AB: 5/18	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report ERSEA File Audit Initial Interviews for All New Families @ Sites Full Enrollment for Coming Program Year 	PM/PLN FSC ERSEA	PC: 6/13 AB: 6/15	PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Final Fund Obligation for Program Year CSPP/CDE CCTR/CDSS Program Self-Evaluation (PSE) Final PIR Reconciliation <i>Joint PPC/AB Meeting (tentative)</i> 	PM/PLN FSC PM/PLN

**City of Oakland Head Start Prenatal to 5 Program FY 2022-23
Comprehensive Program & Program Governance Planning Calendars**

Weekly, Monthly, Quarterly, and Annual Reporting

Weekly		Monthly		Quarterly		Annually	
Content Unit Data Monitoring Reports to Diveena & Data Team		End of Month Enrollment (EOM) Reported on HSES CDE/CSPP 801-A Report Program Progress & Data Accountability Report		Goals & Objectives Progress Update: Ongoing Monitoring Progress Update: Program Information Report Update:		Annual Report Full Community Assessment, then Annual updates Self-Assessment Report CACFP Application CDE/CSPP/CCTR Program Self-Evaluation HS/EHS Continuation Funding Application CDE/CSPP/CCTR Continuation Funding Application	
	Individual/Unit Responsible				Abbreviations Key: Projects/Agencies/Programs		
PLN	Planning			PC/AB	Policy Council/Advisory Board		
CON	Content Collective			CDE/CSPP	California Department of Education/California State Preschool Program		
FSC	Fiscal			CDE/PSE	California Department of Education/Program Self-Evaluation		
C/PD	Coaching & Professional Development			CDSS/CCTR	California Department of Social Services/General Child Care Program (CCTR)		
ERSEA	Eligibility, Recruitment, Selection, Attendance			CACFP	Child & Adult Care Food Program		
PM	Program Management			SOW	Scope of Work		
CD/ED	Child Development & Education			PIR	Program Information Report		

**City of Oakland Head Start Prenatal to 5 Program FY 2022-23
Comprehensive Program & Program Governance Planning Calendars**

PROGRAM GOVERNANCE

July 2022			August 2022 (Recess Proposed)			September 2022			October 2022 (ERSEA)		
Date: PC: 7/19 AB: 7/21	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars Review: Program & Governance Strategic Planning Process Policies & Procedures discussion 	Unit PM. PLN PM/ PLN FSC PLN/ PM PM/ PLN	Date: PC: 8/16 AB: 8/18	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Program Infor. Report (PIR) (Due: 8/31) Planning Calendars: Program & Governance Strategic Planning Process Annual CACFP Renewal Application (Due 8/15) 	Unit PM. PLN PM/ PLN FSC PL PM/ PLN	Date: PC: 9/20 AB: 9/22	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report PIR Summary (presented) Community Assessment planning begins 	Unit PM. PLN PM/ PLN FSC PLN PLN	Date: PC: 10/18 AB: 10/20	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> <u>PC Member Elections at Site Level</u> (by 10/9) Monthly Program Progress Report Monthly Program Financial Report Qtly. Monitoring updates presented: Program Goals PIR Summary OGM Community Assessment work continues 	Unit PM. PLN
November 2022 (Disabilities & MH)			December 2022 (Health & Nutrition)			January 2023 (Self-Assessment)			February 2023 (Education)		
Date: PC: 11/15 AB: 11/17	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> New & Returning PC Members <u>Attend. New members seated at first formal PC Meeting</u> Monthly Program Progress Report Monthly Program Financial Report Planning Calendars: Program & Governance Community Assessment Planning & Data Meeting #1 CDE/CSPP & CCTR Governance Training – Session I <i>*Continuation Funding Application for CDE/CSPP & CCTR (Due: 11/1)</i> 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 12/13 AB: 12/15	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> New PC Officer Elections Process Recognition of outgoing PC Members & Officers Monthly Program Progress Report Monthly Program Financial Report Self-Assessment begins (12/1-21) Community Assessment Planning & Data Meeting #2 Governance Training Session II Annual Report Due Joint PPC/AB Meeting (Tentative) 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 1/17 AB: 1/19	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Community Assessment (results presented) Self-Assessment (results presented) Qtly. Monitoring updates presented Selection Criteria discussed Governance Training Session III Annual Report Due 	Unit PM/ PLN FSC PM/ PLN ERSEA	Date: PC: 2/14 AB: 2/16	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Governance Training Session IV Selection Criteria (presented for approval) Fall Child Outcomes Report 	Unit PM/ PLN FSC ERSEA EDUC

**City of Oakland Head Start Prenatal to 5 Program FY 2022-23
Comprehensive Program & Program Governance Planning Calendars**

March 2023 (Facilities)			April 2023 (Coaching)			May 2023 (School Readiness)			June 2023		
Date: PC: 3/14 AB: 3/16	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report 	Unit PM/ PLN FSC	Date: PC: 4/18 AB: 4/20	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report Qtly. Monitoring updates presented Annual HS Continuation Funding Grant Application (Due: 4/1) 	Unit PM/ PLN PM/ PLN FSC PM/ PLN	Date: PC: 5/16 AB: 5/18	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report 	Unit PM/ PLN FSC	Date: PC: 6/13 AB: 6/15	Report or Task Name PC/AB Meetings <ul style="list-style-type: none"> Monthly Program Progress Report Monthly Program Financial Report CSPP/CDE Program Self-Evaluation (PSE) (Due: 6/1) Joint PPC/AB Meeting (Tentative) 	Unit PM/ PLN FSC PM/ PLN

Tuberculosis Screening of Children

Subject:	TB Screening	Policy #:	
HSPPS Subpart:	D – Health Program Services	Health Services Advisory Committee Review Date:	
HSPPS and other regulations:	1302.42 (d) CFOC 3.6.1.1.	Policy Council Approval Date:	
State Regulation:	CCR/CCFL 101220 (b)	Board of Directors Approval Date:	
Effective Date:		Revised Date:	7/14/22

Policy Statement and Detailed Procedures	
Policy Statement:	Prior to enrollment and annually, City of Oakland Head Start ensures that children are evaluated for tuberculosis (TB) risk factors. A TB test is only required if, after reviewing the child’s risk factors, a health care provider deems it is necessary. Children are not to be excluded from programming unless indicated by a provider or if symptoms are present.
Rational:	A TB risk factor evaluation is performed to prevent illness, exposure, and address concerns in a timely manner without unnecessarily delaying the enrollment of children to center based care.
Responsibility:	<ul style="list-style-type: none"> • Family Advocate/Home Visitor • Center Director • Health Analyst • Health Manager
Monitoring:	<ul style="list-style-type: none"> • <i>Weekly ChildPlus monitoring of grantee and partners for compliance using ChildPlus reports 3015 & 3035</i> • <i>Weekly/Monthly/Quarterly scheduled file reviews</i> • <i>Prior to enrollment</i>
Procedures:	<ol style="list-style-type: none"> 1) Prior to enrollment, Family Advocates (FA) and Home Visitors (HV) will obtain each child’s current medical exam (performed within the past 12 months). <ul style="list-style-type: none"> • If the exam does not include a TB risk evaluation or a physical exam is not available and a child is unable to obtain a TB Risk Evaluation by their medical provider in a timely manner, the FA and HV will use the TB questionnaire to identify any risk factors. 2) Family Advocates and Home visitors must notify the assigned Health Team when medical exams or TB Questionnaires have been completed and uploaded into Childplus. Assigned Health Team member will document results. 3) Family advocates and Home Visitors must notify the Health Analyst if the child has any risk factors based on the medical exam results or the TB questionnaire administered and determine if there are any symptoms

Policy Statement and Detailed Procedures

	<p>present. Symptoms of TB are as follows:</p> <ul style="list-style-type: none"> • Cough >2 weeks • Chest pain • Shortness of breath • Fatigue • Loss of appetite • Fever • Weight loss • Night sweats • Lymph node swelling or drainage • Meningitis (headache, fever, neck stiffness) <p>4) If child does not have TB symptoms, but has an identified risk factor, the Health Analyst and Family Advocate/Home Visitor will work together to immediately support family in obtaining a follow up screening from the child’s provider who will determine if the child needs a TB test. During this time, the child will not be excluded from services.</p> <ul style="list-style-type: none"> • If the child is in need of a medical home, the Family Advocate will prioritize connecting the child to care immediately. <p>5) If the child has an identified risk factor, and symptoms are present, the child will be excluded from in-person services until the provider clears the child and determines that it is safe to return to the classroom. A written note of clearance is required.</p> <p>6) Family Advocates and Home Visitors document support provided in ChildPlus in the Health Tab on the TB Clearance/Risk Assessment Event to track progress and support.</p>
<p>DOCUMENTATION:</p>	<ul style="list-style-type: none"> • <i>Medical Exam Results</i> • <i>TB questionnaire</i> • <i>ChildPlus Documentation on TB Clearance/Risk Assessment Event</i>
<p>TIME FRAME:</p>	<ul style="list-style-type: none"> • <i>Monitoring follows the Health Services Program Planning Calendar</i> • <i>Weekly/Monthly/Quarterly scheduled file reviews</i> • <i>Prior to enrollment and ongoing</i>



Diapering Policy & Procedures

Subject:	Diapering	Policy #:	(if applicable)
HSPPS Subpart:	Sub Part D – Health Services 1302.41 (a) Sub Part F – Fam Services 1302.50 b(2) 1302.52 (b)	Health Services Advisory Committee Review Date:	
HSPPS and other regulations:		Policy Council Approval Date:	
State Regulations:	Title 22 101428 b-f	Board of Directors Approval Date:	
Effective Date:	5/12/2018	Revised Date:	7/14/22

Policy Statement and Detailed Procedures	
Policy Statement:	<p>A child’s need of toilet training cannot be the basis for denying enrollment to a child for whom Head Start is an appropriate placement. Since requiring that children be toilet-trained upon Head Start enrollment would prevent many children most in need of Head Start services from enrolling, City of Oakland Head Start and its partner agencies may not deny enrollment to any child based on toileting skills.</p> <p>City of Oakland Head Start supports the health and education of children by providing regular diaper changes. Diaper changing procedures are established and followed to promote a safe and hygienic environment for all children and staff.</p> <p>City of Oakland Head Start supports parents and guardians in applying healthy diapering practices at home through education and diapering supplies.</p>
Rationale:	<p>Regularly assessing children’s diapers and changing them promptly promotes good skin health and allows a child to comfortably engage in the program. The procedure for checking diapers and diaper changing is designed help ensure the health and safety of the children and staff at City of Oakland Head Start. Staff are trained in the Diapering Policy and Procedure and are regularly evaluated for adherence to the procedure.</p>
Responsibility:	<p>Teaching Staff Center Directors School Readiness Team Health Analyst Health Manager Facilities Coordinator</p>
Monitoring:	<p>Diaper changes are recorded as they take place on the Parent/Caregiver Information Exchange Form.</p>
Procedure:	<ol style="list-style-type: none"> 1. Diapers are checked in the morning as part of the Daily Health Check. Children who arrive in wet or soiled diapers are changed immediately. If COVID-19 conditions allow, children arriving in a wet or soiled diaper may be changed by their caregiver in the Center before the Health Check is performed. 2. When children regularly arrive in a full diaper, the Teaching Staff, Family Advocate and Center Director will ensure that caregiver is made

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aware that additional diapers are available to the family.

3. Diapers are checked for wetness and feces at least hourly, visually inspected at least every two hours, and checked whenever the child indicates discomfort or exhibits behavior that suggests a full or wet diaper. Diapers are changed when they are found to be wet or full.
4. Diaper changing mats are to be nonporous. Staff are responsible for the cleaning and sanitizing of the changing surface after each use. The diaper changing mat shall be maintained in clean and good condition. Diaper changing materials are kept in a place that is inaccessible to children.
5. The following diaper changing procedure shall be posted in the changing area and followed to protect the health and safety of children and staff:
 - a. Wash hands and gather materials necessary for diaper change. Material needed for diaper change include:
 - i. Fresh diaper/pull-up
 - ii. Diaper changing mat
 - iii. Disposable nonporous gloves
 - iv. Wipes (removed from container so the container will not be soiled during diaper change)
 - v. Plastic bag (for any soiled clothing)
 - vi. Clean clothes (if necessary)
 - b. Put on disposable gloves.
 - c. Assist the child onto the mat.
 - d. Remove soiled clothes (if necessary). Soiled clothing will be placed in plastic bag.
 - e. Remove the soiled diaper without contaminating the mat surface and other areas. Soiled diaper will be rolled inward.
 - f. Discard soiled diaper in a covered, plastic lined, hands-free garbage can. Garbage can will be emptied every day.
 - g. Clean soiled area on child's diaper area with wipes.
 - h. Place clean diaper/pull-up on child.
 - i. Discard disposable gloves.
 - j. Staff wash their hands and assist the child in washing their hands.
 - k. Return the child to classroom.
 - l. Clean any visible soil from the changing surface. Sanitize the surface. If changing mat is lined with non-absorbent paper, discard accordingly.
 - m. Wash hands after sanitation of surface.
 - n. Plastic bag with soiled clothing will be given to parent/guardian at pick-up time.
6. Caregivers shall never a child left unattended on the mat. A hand is kept on the child at all times. A safety strap or harness shall not be used.
7. Record the diaper change on the *Parent/Caregiver Information Exchange Form*. Record what was in the diaper and any problems (e.g.,



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	<p>a loose stool, an unusual odor, blood in the stool, any skin irritation) and report as necessary.</p> <p>8. To request diapering supplies (diapers, pull-ups & baby wipes), Center Directors will submit a monthly dry goods order form to the Facilities Coordinator including the following information:</p> <ul style="list-style-type: none"> a. Sizes requested b. Quantity
Documentation:	Parent/Caregiver Information Exchange Form Dry Goods Order Form
Timeframe:	<i>Hourly checks</i> <i>Visual inspection every 2 hours</i> <i>As needed</i>