



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

MEETING AGENDA – FINAL

Thursday, 10-20-2022

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: 10-20-2022; 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, 10-20-2022; 3:30-5:00pm**

AGENDA

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

Molly Tafoya, <i>Chair</i>	Priya Jagannathan	Dr. Mariamawit (Mari)
Dr. Javay Ross, <i>Vice Chair</i>	Kevin Bremond	Tamerat
	Alysoun (Aly) Bonde	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. 21-0012**
2. Review and Approval of **October 20, 2022, Advisory Board Meeting Agenda**
3. Review and Approval of **July 21, 2022, Advisory Board Meeting Minutes**
4. Review and Approval of **September 15, 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. **Advisory Board Officer Elections;** *Diveena Cooppan & Program Staff*
2. **Monthly Progress Report;** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *September 2022*
 - b. COVID 19 Response Update
3. **Monthly Financial Report;** *Christine Rolan, HSD Budget & Fiscal Manager*
 - a. **Returning Item – P-Card Purchases – July/August 2022*
 - b. Monthly Financial Report – *September 2022*
 - c. CACFP Meal Count Report – *July 2022*
5. **Policies & Procedures;** *Program Staff*
 - a. FY 2022-23 Selection Criteria (*now includes SNAP/Cal-Fresh Eligibility*)

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

1. General Program Updates
 - a. Saint Vincent's Day Home Grantee-Partner Contract
 - i. City Administrator's Information Memo
 - b. FY 21-22 Program Information Report
 - c. Head Start, Region 9, Family Engagement Conference, October 18 – 21, 2022
 - d. Workforce Development Efforts – Early Care & Education Pathways to Success
 - e. Site-based Parent Policy Council Elections during month of October
2. Strengthened communication protocols with families

VI. OPEN FORUM

VII. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-0012

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 [October 20, 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, July 21, 2022
3:36-5:01 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Dr. Mariamawit (Mari) Tamerat

Advisory Board Members Excused:

Dr. Javay Ross, *Vice Chair*
(Excused)
Aly Bonde (Excused)
Reverend Annette Howard
(Excused)

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*

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 3:36 PM, and roll was taken. Quorum was established with 4 members present.

1. Public Comments:

Assata Olugbala noted that in recent Council Meeting where the council was in the process of reviewing the budget, Council Member Kalb asked if any of the Measure AA funding would be going toward Head Start? Ms. Olugbala expressed her concern regarding whether Measure AA funding would go towards Head Start and encouraged the body to explore whether Head Start could receive any of the funding for its current programming.

Priya Jagannathan mentioned that Head Start is written into the legislation and funding will be distributed, Priya Jagannathan also requested for Measure AA to become a standing item in our agenda for updates.

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

1. Review and Approval of AB 361 Resolution No. 21-0010

- Chair Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-0010**
 - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-0010**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
2. Review and Approval of **July 21, 2022, Advisory Board Revised Meeting Agenda**
- Chair Molly Tafoya called for a motion to approve the **July 21, 2022, Advisory Board Revised Meeting Agenda**
 - ✓ Kevin Bremond to approve the **July 21, 2022, Advisory Board Revised Meeting Agenda**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions, (0) 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 meeting.

4. Review and Approval of **June 16, 2022, Advisory Board Meeting Minutes.**

Priya Jagannathan abstained from voting on the June 16, 2022, Advisory Board Meeting Minutes as she was not in attendance. Quorum was no longer met therefore the June 16, 2022, Advisory Board Meeting Minutes have been postponed for approval until the next meeting.

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

- The Parent Policy Council (PPC) agreed that a summer recess in August, in alignment with City Council Summer Recess calendar was a good idea and approved the proposal.
- The PPC followed their agenda and approved requested items.

IV. ACTION ITEMS:

1. Proposal: *Advisory Board Meeting Recess for August 2022*

- Tracey Black explained that Oakland City Council is on a Summer Recess until September. Therefore, a schedule change, to be in alignment with the City Council, was proposed for our *Parent Policy Council Meeting* and *Advisory Board Meeting*.
- Chair Molly Tafoya called for a motion to approve the **Proposal:** *Advisory Board Meeting Recess for August 2022*
- ✓ Chair Molly Tafoya motioned to approve to approve the **Proposal:** *Advisory Board Meeting Recess for August 2022*
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)-abstentions

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

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

- We have two enrollment numbers which are funded enrollment and actual enrollment.
- By the end of the program year, we served 485 children which equated to about almost 80% of our funded slots.
- Over 90% of our children obtained access for health services.
- We are working on ways to intervene and ensure we can increase well baby checks, screenings, and exams.
- Our education events and requirements are at over 90%.
- 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 IFSPs or IEPs, equating to 10.4% of **actual** enrollment. We currently have 21 referrals still pending evaluation with OUSD and with the Regional Center of the East Bay (RCEB).
- We noted 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 of June.
- Six (6) children enrolled during June, were identified as *experiencing homelessness*, as defined by the McKinney Vento Act.
- We are working 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.
- Program Operations and Facilities staff are obtaining all required registration, licensing, and insurance for our Mobile Classroom.
- Playground inspections and CACFP monitoring were completed in June.
- Family Services and Facilities staff distributed 27,840 diapers to Center-based Early Head Start families and 212,850 diapers to Home-Based Program Early Head Start families.
- Grantee Partner - Merritt College Children's Center, is scheduled to begin serving 8 children, ages 3-5, at the start of the 2022-23 program year. Once Merritt hires an additional teacher, they will expand to serving 16 children.
- In your packet, you will see the findings from the Staff Wellness Survey, to all staff.
- We have a Focus Area 1 (FA1) Review from the Office of Head Start coming up, which will investigate our administrative background documents which show how we operate and implement services, as a program.
- During June and into July, Data Management staff met with staff to review their ChildPlus skills assessment and identified training priorities for next year.
- In June, two members of our Teaching staff retired: Hilda Gallegos (Broadway EHS) and Tammy Trujillo (Franklin HS).
- On June 28th, 2022, a *Staff Wellness and End of Year Celebration*, was held for all City of Oakland Head Start staff. We had almost 100 staff in attendance.

- Maintenance team collected all summer repair requests from each site however they remain short-staffed.

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

- June was a difficult month for our program, we had six site closures across five sites that interrupted services. We also experienced several cases in staff who are not site based.
- We continue our testing program with California Department of Public Health.
- We do not have many participants in our vaccine clinics and it may be due to our children receiving their vaccines with their primary health physician.
- Chair Molly Tafoya called for a motion to approve the **Monthly Progress Report – June 2022**
- ✓ Priya Jagannathan motioned to approve to approve the **Monthly Progress Report – June 2022**
- ✓ Kevin Bremond 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 – June 2022, presented by Jason Wang, Admin. Analyst II

- Personnel - 102% spent,
- Fringe Benefits - 176%,
- New GPF line to reflect the amount spent,
- Travel is at – 8%,
- Equipment – 0 %,
- Supplies - currently at 37%,
- Contractual – we're at 83%,
- Other - we have spent 83%,
- Total Direct Charges - 92%,
- Indirect Charges - 95%, and
- Total – 93%,
- Purchase Card (P-Card) – WIPFLI Training Conference flight and hotel stay – Total spent - \$5,241.76

CACFP Meal Count Report – May 2022

- Report includes 2,772 served breakfasts, 3,086 lunch, and 2,763 afternoon snacks.

Chair Molly Tafoya asked if “on track to spend down funds” meant we did not anticipate applying for any rollover. Jason Wang mentioned that we are contemplating applying for carryover.

Assata Olugbala asked if the Advisory Board would receive a report or presentation from the WIPFLI Training Conference. Jason Wang mentioned that a WIPFLI Agenda was emailed to the Parent Policy Council therefore the Advisory Board will receive the agenda as well.

- Chair Molly Tafoya called for a motion to approve the **Monthly Financial Report – June 2022**
- ✓ Chair Molly Tafoya motioned to approve the **Monthly Financial Report – June 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

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

- The Oakland Head Start Program applied for a General Childcare (CCTR) contract back in January 2022. We went through an extensive application review process with the California Department of Social Services and were selected to receive a contract award for General Childcare (CCTR) contract funding, beginning FY 22-23.
- We were awarded a \$3,315,326 contract. This funding will support and augment our current Early Head Start Program.
- We will be a direct CCTR contractor with the California Department of Social Services.
- Chair Molly Tafoya called for a motion to approve the **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
- ✓ Priya Jagannathan motioned to approve the **Request to Accept FY 22-23 California Department of Social Services (CDSS) CCTR (General Child Care) Contract Award**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

5. FY 2022-23 Planning Calendars and Strategic Planning Process

- Due to timing, Chair Molly Tafoya asked for Action Item 5 to be moved to September Meeting. Tracey Black asked for Advisory Board to review FY 2022-23 Planning Calendars and Strategic Planning Process for our September meeting.

6. Policies & Procedures:

- **Tuberculosis Screening of Children Policy & Procedures** (*Presented by Laura Zarate Vazquez, Health Analyst*): This new policy & procedure was developed to help Family Advocates identify any risk factors for tuberculosis (TB).

Dr. Mari Tamerat highlighted that neither homelessness nor foster care children are a risk factor to tuberculosis.

- Chair Molly Tafoya called for a motion to approve the **Tuberculosis Screening of Children Policy & Procedures**
- ✓ Kevin Bremond motioned to approve the **Tuberculosis Screening of Children Policy & Procedures**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes,

(0)-nays, (0)- abstentions

- **Diapering Policy & Procedures** (*Presented by Laura Zarate Vazquez, Health Analyst*): We accept all children regardless of where they are in their journey to toileting independence. We will also care for a child's diapering need immediately and appropriately every morning. Updated, step by step instructions to staff on diapering to reflect the latest guidance in caring for our children standards has been provided to staff.
- Chair Molly Tafoya called for a motion to approve the **Diapering Policy & Procedures**
- ✓ Chair Molly Tafoya motioned to approve the **Diapering Policy & Procedures**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Chair Molly Tafoya thanked the Head Start team for working on FY 2022-23 Planning Calendar as she understands the complexity of it. Chair Molly Tafoya wanted to highlight that moving forward, the Advisory Board Agenda will maintain a Measure AA standing item and that during out September meeting, there will be three Advisory Meeting Minutes to approve.

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

VI. **OPEN FORUM**

- No Comments.

VII. **ADJOURNMENT**

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

Meeting adjourned at 5:01 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II



SEPTEMBER 2022

Monthly Report

SUMMARY

In September, Head Start staff, Parent Policy Council and Advisory Board members walked together in the Oakland Pride Parade. The Program increased its enrollment, continued the steady completion of required health, family and education documentation, and developed a proposal for how Measure AA funds can expand access to services and improve quality of care.

AT-A-GLANCE

	Head Start	Early Head Start	Current Total
How many children did we work with?			
Enrollment/Funded (No.)	204/332	257/342	461/674
Enrollment/Funded (%)	61%	75%	68%
Daily attendance	82%	80%	81%
How many have...			
Medical Home	100%	99%	99%
Health Insurance	100%	98%	99%
Current Physical exam/Well-baby check	76%	66%	70%
Updated immunizations	96%	88%	92%
Hearing Screening	87%	89%	88%
Vision Screening	86%	89%	88%
Growth Screening	85%	92%	89%
Dental Home	98%	90%	94%
Nutrition Screening	96%	95%	96%
How many completed...			
Developmental Screening (ASQ)	75%	80%	78%
<i>Concerns Identified following ASQ Screening</i>	35%	28%	32%
Behavioral Screening – (ASQ-SE)	73%	80%	76%
<i>Concern Identified following ASQ-SE Screening</i>	23%	16%	20%
Preliminary Family Outcomes Assessment	98% completed as required, 0 past due		
How many received...			
Referrals to Regional Center of the East Bay	N/A	4	4
Referrals to OUSD	10	N/A	10
Individualized family service plan (IFSP)	7	12	19
Individualized education plan (IEP)	18	0	18
Children enrolled with IFSP or IEP	25	12	37 (5.7% of funded enrollment)

NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

- ACF-IM-HS-22-06 (September 12, 2022): *Strategies to Stabilize the Head Start Workforce*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-06>
- ACF-IM-HS-22-07 (September 27, 2022): *Reporting Child Health and Safety Incidents*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-07>

The Children's Initiative

The Oakland Children's Initiative (Measure AA) expands access to high-quality early childhood education by generating roughly \$30 million in annual revenue dedicated to expanding access and improving the quality of services provided to children ages zero to five. The City of Oakland Head Start Program and the Oakland Unified School District (OUSD) are specifically named as priority recipients for these funds.

The Program is developing a proposal to bring to the governing bodies that include data projections for expanding access to more families, determining quality measures, defining key goals and desired outcomes, and creating project timelines. The City of Oakland is in the process of identifying the Implementation Partner to administer the distribution of funds. A Request for Proposals (RFP) for the Implementation Partner was released on August 31st, 2022 and can be reviewed [here](#).

Workforce Career Pathways Program

One of the primary barriers to expanding services to families eligible for the program is the early childcare educator (ECE) workforce shortage. To address this challenge, the Program is formalizing an ECE workforce apprenticeship program for Head Start families and community members who are interested in working in the ECE field. The City of Oakland Career Pathways Program (Career Pathways Program) is exploring partnership with key community organizations, including Merritt College, OUSD, Berkeley City College, the Unity Council, PIC, and the City of Oakland Workforce Development Board, to provide educational opportunities and job training in a cohort model. All participants will finish the proposed program with their ECE certification and immediate employment opportunities within the field.

ATTENDANCE & ENROLLMENT

While the Program experienced a steady increase in enrollment during September, it remained below the Head Start Program threshold of 97%. Program staff are meeting weekly with partner agencies and center staff to increase enrollment. There will be a consistent increase in enrollment by the end of October.

Merritt Child Development Center is in the process of hiring an additional teacher, which will enable the enrollment of an additional eight children. Detailed tables on partner enrollment are included below on Page 4.

HOME-BASED PROGRAM

	Enrollment	Home Visits Completed	Family Cancellations	Staff Cancellations	Family No Show
City of Oakland	59/59 (100%)	239 (91%)	17 (6%)	7 (3%)	0 (0%)
Brighter Beginnings EHS	86/100 (86%)	261 (80%)	46 (14%)	10 (3%)	9 (3%)
Brighter Beginnings HS	19/20	61 (85%)	8 (11%)	3 (4%)	0 (0%)

The Home-Based Program held the first socialization session of the program year in September and 13 families attended. The Home-Based Program representative for the previous program year's Parent Policy Council shared her experience as a Parent Policy Council representative. Families continue to receive diapers for their children and pick up food from the monthly food pantry. Home-Based staff are developing strategies to increase family participation at socialization sessions.

SERVING FAMILIES EXPERIENCING HOMELESSNESS

In partnership with the Mayor's Office, the Program is participating in the *Cultural Strategists in Government Project*, which integrates Oakland artists into City departments to infuse policy making and problem solving with new perspectives and creative thinking. Sabereh Kashi has been named the Cultural Strategist for the Program and will work with parents, staff, and children throughout the program year to capture the perspective of families and staff in the Head Start Program, particularly related to the experiences of families facing housing insecurity and homelessness. The project aims to generate honest conversations between families and staff and shed light on the benefits that the Program provides as well as the challenges experienced by staff to meet the needs of the community.

EXPECTANT FAMILIES PROGRAM

Enrollment	22/30 (73%)
City of Oakland Enrollment	13/10
Brighter Beginnings Enrollment	9/20
Pre-Natal Depression screenings conducted	16
Post-partum Depression screenings conducted	7
Post-partum 2-week visits conducted	6
How many babies born	2
Children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	1
Medical Insurance	100%
Medical Home	100%
Dental Home	100%
Physical Exam	77%
Health and Nutrition Screening	93%

The first Expectant Parent Socialization session took place in September and six participants attended. Participants shared ways they take care of themselves during stressful times and what resources community resources are available for support.

DENTAL & PHYSICAL HEALTH

The Samuel Merritt nursing students have rejoined Head Start for this program year. In September they visited seven sites to conduct vision screenings, hearing screenings, growth assessments and to measure blood pressure. Asian Health Services started dental screenings at one site and will continue screenings into October. To support ongoing dental health and education the Program requested dental kits from the Alameda County Office of Dental Health for distribution at back-to-school events.

The Health Team has resumed documentation of COVID-19 vaccines and continues to connect families to appointments. There was one COVID-19 exposure at the end of September. However, due to effective risk mitigation efforts, there was no spread.

CHILD NUTRITION

The Program began Child and Adult Care Food Program (CACFP) monitoring for this program year in September. Health and Nutrition program staff participated in several educational and collaborative forums, including a CACFP Roundtable and the White House Conference on Hunger and Nutrition.

The Nutrition staff are meeting with Center Directors and Family Advocates regularly to check that children with special diet and nutrition needs are accommodated. Our nutrition consultant has additionally met with families with nutrition concerns. The kitchen continues to experience supply chain and vendor issues, so the Purchasing Department has granted the Program permission to identify and possibly use another vendor.

DISABILITIES & MENTAL HEALTH

The Program held its first monthly Multi-Disciplinary Team (MDT) meeting in September to review services delivered to children with exceptional needs. Contracts for additional Mental Health Consultants are progressing, but not finalized, so the program still has some sites that do not have a designated Mental Health Consultant available.

The Program noticed two children who qualified for services through the Regional Center of the East Bay (received IFSPs) based on the eligibility criteria of *Established or High Risk*. This is a re-established category that has not been used in the most recent program years. The Program will monitor how the Regional Center uses this re-established category as well as others that can impact who can access services.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

60 families received diapers, wipes, books, and Personal Protective Equipment (which includes masks, gloves, and hand sanitizer) during the first family services event of the year. So far, the primary challenges families share they are facing are housing and food insecurity. Program staff are meeting with Family Front Door and 211 to try and address housing insecurity faced by families. Staff are also ensuring all families are signed up for SNAP and WIC to help address food insecurity.

EDUCATION & SCHOOL READINESS

As children and families adjust to the new program year, teaching staff have shared children are settling into routines and families and staff are building strong relationships. The Program is working to navigate staffing shortages, improve community safety at sites, respond to parent concerns, support children with challenging behaviors, and adjust to new foods.



Child Care Careers substitutes have been requested to respond to staffing shortages, but they are not always available. The Education team is now also managing an “on-call” calendar for available Management staff who can step in and assist at sites as needed.

The program is identifying which sites need increased security to ensure families and staff feel safe, and the Program Director is working with Management staff to respond to each individual

parent concern that is shared. School Readiness staff are helping teaching staff prepare activities that promote self-comforting, sharing, communicating with others, and being kind to each other. To help children adjust to mealtimes at Head Start, staff are working with the parents and providing educational materials and information about nutrition and food resources.

77% of the behavioral and developmental screenings due have been completed. Education staff are working closely with Program partners to help parents complete outstanding screenings by working with parents over the phone or through Zoom to complete the screenings together.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	20/41	16/18	36/59= 61%
Brighter Beginnings	77/100	19/20	96/120= 80%
Laney	n/a	40/48	40/48= 83%
Merritt	n/a	8/16	8/16= 50%

Tiny Steps Family Child Care Program

The Tiny Steps team hosted a Parent Orientation on September 29th attended by 15 families. Tiny Steps and Head Start Program staff were available to meet program participants, share information about program requirements, and promote involvement in the Parent Policy Council. Parents will vote to select a Parent Policy Council representative at the meeting on Thursday, October 27th.

The Tiny Steps Program is thrilled to welcome one new Family Child Care partner, Tarsha Jordan, located in West Oakland.

DATA MANAGEMENT & ONGOING MONITORING

The Data Management team is leading an effort to shift the completion of monthly Health and Safety checklist from hard copies to a module within the ChildPlus database. This requires training all Center Directors and partner staff on the data submission process in the ChildPlus system and developing the monitoring process to ensure continued compliance.

The Data Management team compared data from the PY 2020-2021 Program Information Report (PIR) to the PY 2021-2022 PIR to note changes and trends. Key findings are available in the appendix below. PIR comparisons with state and national statistics will be available in November or December.

STATE CONTRACTS

The Oakland Life Enrichment Committee approved the acceptance and appropriation of the California General Child Care Program (CCTR) contract funds on September 24th, enabling the contract to move forward. The California Department of Social Services has approved a retroactive start date of September 1st, meaning the Program will be eligible for reimbursement for CCTR services delivered to children from September 1st and throughout the remainder of the program year.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

Current City of Oakland Staff Recruitments

Position	# Vacancies	Status
Early Head Start Instructors	3	Ongoing recruitment is open
Maintenance Mechanic, PPT	1	Currently in interview process
Head Start Driver Courier	1	Currently in interview process
Head Start/Early Head Start Sub Associate Instructor	Up to 5	Ongoing recruitment is open
Head Start/Early Head Start Assistant Instructor	Up to 7	Ongoing recruitment is open
Program Analyst I	1	Currently in interview process

Retirements In September we said farewell to three of our staff:

- Eunice Chimezie: Head Start Instructor, 14 years
- Rachele (Rocky) Brown: Family Advocate, 35 years
- Debbie Rivera: Family Advocate, 5 years

Professional Development

On September 16th, the program had a half-day of Professional Development. A CLASS (Classroom Assessment Scoring System) training was held for all Center Directors and Head Start Instructors. Early Head Start Instructors focused on child screenings.

FACILITIES & MAINTENANCE

The program has welcomed back Dee Maxwell as a Head Start Driver and is in the process of interviewing candidates for a Maintenance Mechanic and an additional Head Start Driver.

SITE SPOTLIGHT: 85th Avenue

This month, we are highlighting the 85th Avenue Head Start site and Center Director Lynn Pham. The 85th Avenue Head Start site is located on International Boulevard in deep East Oakland at the Allen Temple Baptist Church. The site was previously a Head Start location and with the new grant the site



was renovated and relicensed to serve infant, toddlers, and preschoolers to meet community need.

With 34 funded slots and both EHS and HS classrooms, 85th Avenue is one of the program's largest grantee-operated locations. The team at 85th is a cohesive group who support and communicate well with each other. During COVID, they have been creative in finding ways to build trust with parents and help them feel part of the classroom. Staff send pictures of the children throughout the day through the Learning Genie platform.

Center Director Lynn Pham has worked with the City of Oakland Head Start Program for 22 years as a Teacher and Center Director. She has worked at the Franklin site the last few years and

transferred to the larger 85th Avenue location this year to run the new infant, toddler, and preschool program. Lynn has seen many Head Start children graduate from college and watched teachers grow and become better educators over the years. The 85th Avenue staff have had a successful launch of the new Early Head Start and Head Start site.

UPCOMING

First 5 Alameda County and Brazelton Touchpoints Center: *Telling Your Story for Impact* Webinar: Tuesday, October 25th 9am PST. Register [here](#).

Back to School Day and Backpack/Book/PPE/Toothbrush Distribution: Friday, October 28, 2022

First 5 Alameda County Ubuntu Healing Circle: November 1st, 15th, and 29th 12pm-1:30pm. Register [here](#).

First 5 Alameda County and Brazelton Touchpoints Center: *It Takes a Village* Advocacy Webinar: Tuesday, November 15th at 9am PST. Register [here](#).

CACFP monitoring at sites: October and November 2022

Head Start & Early Head Start Budget Summary - All projects
Report as of 10/7/22 - Payroll to 9/16/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,329,540.00	\$ -	\$ 750,527.08	\$ 4,579,012.92	14%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 587,669.05	\$ 1,545,987.95	28%
c. Travel	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 315,126.00	\$ 76,066.98	\$ 4,418.53	\$ 234,640.49	26%
f. Contractual	\$ 3,345,963.00	\$ 928,486.00	\$ -	\$ 2,417,477.00	28%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 750,540.00	\$ 1,566.64	\$ 172,853.34	\$ 576,120.02	23%
i. Total Direct Charges	\$ 11,879,626.00	\$ 1,006,119.62	\$ 1,515,468.00	\$ 9,358,038.38	21%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 52,107.66	\$ 320,960.34	14%
k. TOTALS	\$ 12,252,694.00	\$ 1,006,119.62	\$ 1,567,575.66	\$ 9,678,998.72	21%

Summary of Categories

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

Head Start Budget Summary - Project 1005580
Report as of 10/7/22 - Payroll to 9/16/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,268,328	-	320,593	1,947,735	14%
b. Fringe Benefits	1,009,275	-	253,778	755,497	25%
c. Travel	2,256	0	-	2,256	0%
d. Equipment	-	-	-	-	-
e. Supplies	137,015	31,969	1,037	104,009	24%
f. Contractual	1,428,367	279,702	-	1,148,665	20%
g. Construction	-	-	-	-	-
h. Other	192,797	722	62,178	129,897	33%
i. Total Direct Charges	5,038,038	312,393	637,586	4,088,059	19%
j. Indirect Charges	158,783	-	22,536	136,247	14%
k. TOTALS	5,196,821	312,393	660,122	4,224,306	19%

Early Head Start Budget Summary - Project 1005586
Report as of 10/7/22 - Payroll to 9/16/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,061,212	-	429,934	2,631,278	14%
b. Fringe Benefits	1,124,382	-	333,891	790,491	30%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	-	-
e. Supplies	178,111	44,098	3,382	130,631	27%
f. Contractual	1,917,596	648,784	-	1,268,812	34%
g. Construction	-	-	-	-	-
h. Other	372,113	845	72,738	298,530	20%
i. Total Direct Charges	6,655,958	693,726	839,945	5,122,286	23%
j. Indirect Charges	214,285	-	29,571	184,714	14%
k. TOTALS	6,870,243	693,726	869,517	5,307,000	23%

Head Start T/TA Budget Summary - Project 1005581
Report as of 10/7/22 - Payroll to 9/16/22

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	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	66,752	-	17,486	49,266	26.19%
i. Total Direct Charges	66,752	-	17,486	49,266	26.19%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	17,486	49,266	26.19%

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 10/7/22 - Payroll to 9/16/22

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	-	-	-	-	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	118,878	-	20,451	98,427	17.20%
i. Total Direct Charges	118,878	-	20,451	98,427	17.20%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	20,451	98,427	17.20%

Head Start ARP Budget Summary - Project 1006194
Report as of 10/7/22 - Payroll to 9/16/22

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	1,179	25,417	112,857	19.07%
f. Contractual	311,083	68,069	79,507	163,507	47.44%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	450,536	69,248	104,924	276,364	38.66%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	450,536	69,248	104,924	276,364	38.66%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 10/7/22 - Payroll to 9/16/22

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	1,330	28,658	127,268	19.07%
f. Contractual	392,100	80,430	119,787	191,883	51.06%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	549,357	81,761	148,445	319,151	41.90%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	549,357	81,761	148,445	319,151	41.90%

**City of Oakland
PURCHASE CARD TRANSACTION LOG**

DATE: 08/08/22

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

Agency / Department: DHS - Head Start
July 2022
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:

<i>Diveena Cooppan</i> Date Aug 9, 2022	510-238-7186	<i>Jason Wang</i> Date Aug 8, 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	7/8/22	PRO-LAB	WATER ANALYSIS REPORTS	480.00		
2			1005578; 78231; 54919; 1 Default; 24158 (100%)			
3	7/11/22	PRO-LAB	WATER ANALYSIS REPORTS	40.00		
4			1005578; 78231; 54919; 1 Default; 24158 (100%)			
5	7/6/22	SOUTHWEST	Refund for Diveena Cooppan Flight	(50.00)		
6	7/6/22	SOUTHWEST	Refund for Robyn Levinson Flight	(50.00)		
7	7/6/22	SOUTHWEST	Refund for Christine Rolan Flight	(50.00)		
8	7/6/22	SOUTHWEST	Refund for Jason Wang Flight	(50.00)		
9			100% 1005567; 55114; 78231; 23369; 1 Default			
10	7/8/22	HOTELS.COM	Refund for Jason Wang Hotel	(369.54)		
11			100% 1005567; 55114; 78231; 23369; 1 Default			
12	7/8/22	SOUTHWEST	Error Charge	40.00		
13	7/11/22	SOUTHWEST	Refund for error	(40.00)		
14						
15						

Document Total	(49.54)
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DETAILED DESCRIPTION

Audited By: <small>(Finance and Management Agency)</small>	
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City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 09/01/22

Cardholder Name: Diveena Cooppan
PRINT NAME

August 2022
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

August 2022
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 (Sep 6, 2022 13:59 PDT)</small>	Date Sep 6, 2022	510-238-7186	 <small>Jason Wang</small>	Date 9-1-2022
<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	7/26/22	PRO-LAB	WATER ANALYSIS REPORTS	200.00		
2			1005578; 78231; 52211; 1 Default; 24158			
3	8/2/22	SERVSAFE	Food Safety Training	279.00		
4			1005578; 78231; 52211; 1 Default; 24158			
5	8/2/22	PRESTO	ELECTRIC SKILLET FOR TASSA	91.97		
6			1005578; 78231; 52211; 1 Default; 24158			
7						
8						
9						
10						
11						
12						
13						
14						
15						

Document Total	570.97
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DETAILED DESCRIPTION

Audited By: <small>(Finance and Management Agency)</small>	
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City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 10/14/22

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

September 2022

TO

September 2022

Transaction Period (Month / Year)

Transaction Period (Month / Year)

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:


Diveena Cooppan (Oct 14, 2022 15:50 PDT) Date Oct 14, 2022

510-238-3165


Annie Friberg (Oct 14, 2022 15:33 PDT) Date Oct 14, 2022

CARDHOLDER'S SIGNATURE AND DATE

PHONE NUMBER (REQUIRED)

AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	8/31/22	COPYWORLD	Oakland Pride Banners	419.50		
2			1005580 78232 1DEFAULT 24157 39.50% 54721 1005586 78232 1DEFAULT 24157 46.20% 54721 1006228 78232 1DEFAULT 23369 11.00% 54721 1006229 78232 1DEFAULT 23369 3.30% 54721			
3	8/31/22	COPYWORLD	Oakland Pride Banners	419.50		
4			1005580 78232 1DEFAULT 24157 39.50% 54721 1005586 78232 1DEFAULT 24157 46.20% 54721 1006228 78232 1DEFAULT 23369 11.00% 54721 1006229 78232 1DEFAULT 23369 3.30% 54721			
5	9/1/22	WALGREENS	Formula/Medical Supplies	71.07		
6			1005580 78232 1DEFAULT 24157 39.50% 52920 1005586 78232 1DEFAULT 24157 46.20% 52920 1006228 78232 1DEFAULT 23369 11.00% 52920 1006229 78232 1DEFAULT 23369 3.30% 52920			
7	9/6/22	WALGREENS	Formula/Medical Supplies	42.09		
8			1005580 78232 1DEFAULT 24157 39.50% 52920 1005586 78232 1DEFAULT 24157 46.20% 52920 1006228 78232 1DEFAULT 23369 11.00% 52920 1006229 78232 1DEFAULT 23369 3.30% 52920			
9	9/8/22	WALGREENS	Formula/Medical Supplies	13.09		
10			1005580 78232 1DEFAULT 24157 39.50% 52920 1005586 78232 1DEFAULT 24157 46.20% 52920 1006228 78232 1DEFAULT 23369 11.00% 52920 1006229 78232 1DEFAULT 23369 3.30% 52920			
11	9/8/22	CALENDLY	Yearly Subscription	103.20		

12			1005580 78232 1DEFAULT 24157 39.50% 52913 1005586 78232 1DEFAULT 24157 46.20% 52913 1006228 78232 1DEFAULT 23369 11.00% 52913 1006229 78232 1DEFAULT 23369 3.30% 52913			
13	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,645.00		
14			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
15	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,645.00		
16			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
17	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,809.28		
18			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
19	9/24/22	HOTELS.COM	Region 9 Family Engagement Conference Hotel	3,809.28		
20			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
21	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	586.08		
22			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
23	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	586.08		
24			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
25	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
26			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
27	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
28			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
29	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		

30			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
31	9/26/22	UNITED AIRLINES	Region 9 Family Engagement Conference Flight	667.56		
32			1005581 78232 1DEFAULT 24157 39.50% 55112 1005587 78232 1DEFAULT 24157 46.20% 55112 1006228 78232 1DEFAULT 23369 11.00% 55112 1006229 78232 1DEFAULT 23369 3.30% 55112			
33	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99		
34			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
35	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99		
36			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
37	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99		
38			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			
39	9/26/22	RESERVATIONS.COM	Region 9 Family Engagement Conference Hotel Fees	19.99		
39			1005581 78232 1DEFAULT 24157 39.50% 55114 1005587 78232 1DEFAULT 24157 46.20% 55114 1006228 78232 1DEFAULT 23369 11.00% 55114 1006229 78232 1DEFAULT 23369 3.30% 55114			

Document Total	19,899.37
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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Child and Adult Care Food Program FY2022-23

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: August-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.

Avg Daily Participation 154.30

Certified by:

=(max meals)/(max days)

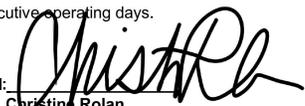
Sarah Trist

ADP ENTRY 155.00

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

Fiscal Approval: 
Christine Rolan
Human Service Fiscal Manager

Description	HS Basic	EHS Basic	TOTAL
Project Manager for Safety	\$ 19,750	\$ 23,100	\$ 42,850
Temp: Maintenance; Safety	\$ 37,525	\$ 43,890	\$ 81,415
UV improvements; safety hazard supplies (poles, tripping hazards)	\$ 15,800	\$ 18,480	\$ 34,280
Consultant costs for organizational assistance and FCC start-up.	\$ 12,640	\$ 14,784	\$ 27,424
Playground Specialist Assessment; Safety Training	\$ 11,850	\$ 13,860	\$ 25,710
Security Brookfield, HB, SA CDC	\$ 51,350	\$ 60,060	\$ 111,410
Air Quality Assessor; Signage; Bus Passes for Parents	\$ 16,590	\$ 19,404	\$ 35,994
Outdoor Play Area Improvements, AC with UV, Outdoor Lighting	\$ 113,346	\$ 132,571	\$ 245,917
Playground Structure Brookfield	\$ 15,000	\$ -	\$ 15,000
Turf West Grand	\$ -	\$ 50,000	\$ 50,000
Subtotal Base Grant	\$ 293,851	\$ 376,149	\$ 670,000

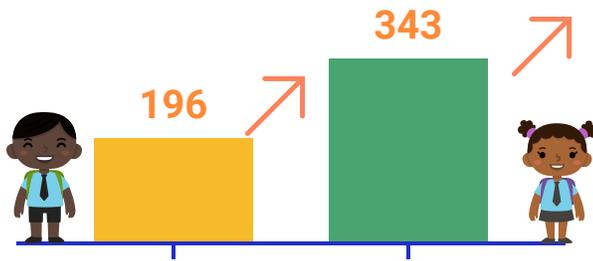
Grant Name	Amount
Head Start Basic	\$ 293,851
Early Head Start Basic	\$ 376,149
HS Startup	\$ 108,100
EHS Startup	\$ 121,900
TOTAL	\$ 900,000

Description	HS Startup	EHS Startup	TOTAL
Human Resources Employee Relations augmented management assistance.	\$ 18,800	\$ 21,200	\$ 40,000
Purchase of laptops, hotspots, and tech support app for parents and children at grantee and partner sites.	\$ 17,014	\$ 19,186	\$ 36,200
Purchase of adaptive supplies for 16 sites for children with disabilities.	\$ 24,346	\$ 27,454	\$ 51,800
Consultant costs for organizational assistance and FCC start-up.	\$ 15,040	\$ 16,960	\$ 32,000
Minor renovations at all 16 E/HS sites to meet services for children with disabilities.	\$ 32,900	\$ 37,100	\$ 70,000
Subtotal Startup	\$ 108,100	\$ 121,900	\$ 230,000
	\$ 401,951	\$ 498,049	\$ 900,000

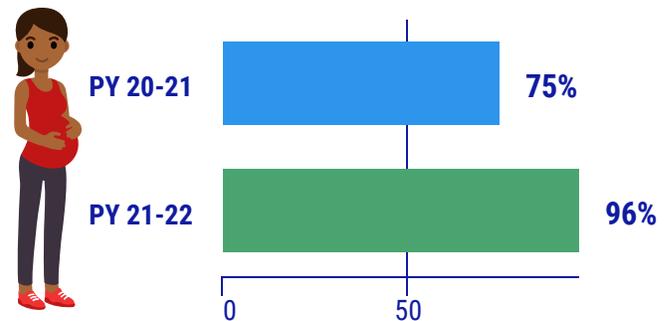
PIR Comparison Highlights (PY 20-21 vs PY 21-22)



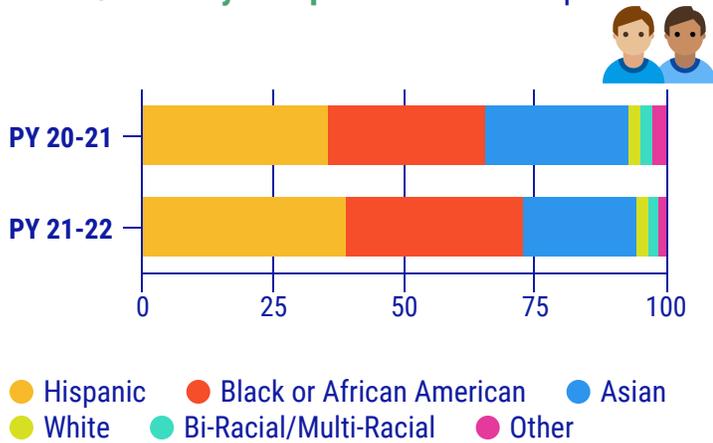
The number of **Newly Enrolled Children** increased by **75%**



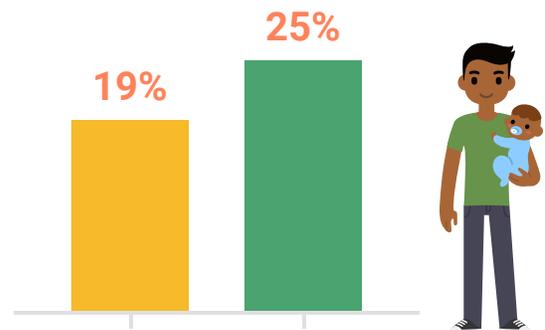
The % retention of **Pregnant Mom participants** to child participants increased by **21%**



Race/Ethnicity Composition of Participants



The % of **Father Engagement** in attending Parent Education workshops increased by **6%**



The % of Families experiencing **Homelessness**



The % of **Homeless Families that Acquired Housing** during enrollment year increased by **12%**

