



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

Thursday, 9-15-2022

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: 9-15-2022; 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:

<https://us02web.zoom.us/j/84029615983>

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Dial(for higher quality, dial a number based on your current location):

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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, 9-15-2022; 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. 21-0011**
2. Review and Approval of **September 15, 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**
5. Review and Approval of **July 21, 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. **Monthly Progress Report;** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *July & August 2022*
 - b. COVID 19 Response Update
2. **Monthly Financial Report;** *Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II*
 - a. Monthly Financial Report – *July & August 2022*
 - b. CACFP Meal Count Report – *June 2022*
3. **FY 2022-23 Planning Calendars;** *Program Staff*
4. **FY 2022-23 Advisory Board Bylaws;** *Program Staff*
5. **Policies & Procedures;** *Program Staff*
 - a. Review and Approval of the Child Assignment
 - b. Review of Enrollment by Eligibility Type

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

- a. General Program Updates
- b. New Hires
- c. School Readiness Presentation
- d. Saint Vincent’s Day Home Grantee-Partner Contract
- e. Oakland Head Start Proposals
- f. Measure AA – “Oakland Children’s Initiative”
- g. Oakland Pride Parade

VI. OPEN FORUM

VII. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-0011

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 [September 15, 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
3:40-5:01 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Kevin Bremond
Alysoun (Aly) Bonde
Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard

Advisory Board Members Excused:

Molly Tafoya, *Chair*

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*
Rachelle Brown, *Family Advocate, HS/EHS*
Lynn Pham, *Center Director (Franklin HS)*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Tracey announced that Advisory Board Vice Chair, Dr. Javay Ross would be chairing the Advisory Board Meeting in the excused absence of Advisory Board Chair, Molly Tafoya. Six (6) voting Board Members present. Quorum was established.

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. 21-008**
 - Dr. Javay Ross, called for a motion to approve the **AB 361 Resolution No. 21-008**
 - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-008**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.
- 2. Review and Approval of May 19, 2022, Advisory Board Meeting Agenda**
 - Dr. Javay Ross called for a motion to approve the **May 19, 2022, Advisory Board**

Meeting Agenda

- ✓ Kevin Bremond motioned to approve the **May 19th, 2022, Advisory Board Meeting Agenda**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions

- 3. Review and Approval of **April 21, 2022, Advisory Board Meeting Minutes.**
 - Dr. Javay Ross, called for a motion to approve the **April 21, 2022, Advisory Board Meeting Minutes**
 - ✓ Kevin Bremond motioned to approve the **April 21, 2022, Advisory Board Meeting Minutes.**
 - ✓ Aly Bonde seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions

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

- **Parent Policy Council Member Feedback**, *presented by Christina Michaud, Chair*
- The PPC discussed the amended language proposed for the FY 21-22 Bylaws with the program, and suggested language that would allow flexibility for the PPC to adjust the meeting time frame, anytime agreed upon and deemed necessary, and that reference to specific time frame was unnecessary. PPC asked that this section of the Bylaws be brought back to the PPC in June for final review and approval.
- The request of the program to apply for the FY 21-22 COLA/QI Funding Increase in the amount of \$316,566 was approved by the PPC.

IV. ACTION ITEMS:

1. **Update to Advisory Board and Parent Policy Council Bylaws:** *Reflecting standing meeting time for FY 21-22, 3:30-5:00pm and language that allows flexibility for both, Parent Policy Council and Advisory Board, to make such adjustments as deemed necessary.*
 - Tracey Black presented the Amended Language Bylaws and explained that there will no longer be a set time frame listed, to allow the Advisory Board the same flexibility as the Parent Policy Council with regard to establishing their meeting time.
 - Dr. Javay Ross, called for a motion to approve the **Update to Advisory Board and Parent Policy Council Bylaws**
 - ✓ Aly Bonde motioned to approve the **Update to Advisory Board and Parent Policy Council Bylaws**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6)-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 – April 2022**
 - April was a month without any Covid related interruptions.
 - We increased our enrollment by about 3% and continue to onboard additional children and families into the program. We expect to see another increase in enrollment through May.

- We held our Children’s Fairyland event which hosted over 600 family members and children.
- We monitored our nutrition and meal service delivery and had effective compliance and service delivery.
- There was around a 10% increase of the number of children with IFSPs and IEPs.
- We welcomed additional teaching and administrative staff.
- Priya Jagannathan asked for partner updates and Diveena mentioned that there have been some closures related to Covid and one due to the loss of a teacher.

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

- We have had two months of no Covid exposure.
- We had one exposure at Brookfield in May, however, children who were not exposed or who are vaccinated are being served at this time.
- There are available vaccines for children 5 and up. In the coming months, we'll be working more closely to support with families who have children who are eligible, who would like their children to receive vaccinations.
- Internally, within the Human Services Department and the City, we have received about three exposure notifications in the last week. There is an increase in Covid 19 within our City and our program that we did not see in the recent past months.
- We will be maintaining our current protocol on strict mask wearing for staff and children.
- We are encouraging all Head Start and Early Head Start families to remain vigilant with masking protocols and safe practices, during this current upsurge of positive COVID 19 exposure. Please remember to remind adults and children about the importance of frequent hand washing and the availability of 1st and 2nd Covid 19 Booster shots for adult

Sara Bedford, current Director of the Human Services Department joined the meeting to announce her retirement and to thank the “wonderful” Advisory Board for their hard work. Sara Bedford announced that Estelle Clemons, Manager of the Alameda-Oakland Community Action Partnership (AC-OCAP), has been appointed to fill the role as Interim Director of the Human Services Department.

- Dr. Javay Ross called for a motion to approve the **Monthly Progress Report – April 2022**
- ✓ Aly Bonde motioned to approve to approve the **Monthly Progress Report – April 2022**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6) ayes, (0)-nays, (0)-abstentions

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

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

- Jason Wang presented the progress on the current Head Start and Early Head Start Budget.
- Personnel - 77% spent,
- Fringe Benefits - 134%
- Travel is at – 0%,
- Equipment – 0 %,
- Supplies - currently at 33%,
- Contractual – we’re at 83%,
- Other - we have spent 76%,
- Total Direct Charges - 88%
- Indirect Charges - 72%, and
- Purchase Card (P-Card) – we have two training sessions and our recurring Zoom expense charges.

b. CACFP Meal Count Report – March 2022

- March report includes 3,083 served breakfasts, 3,383 lunch, and 3,042 afternoon snacks.
- Dr. Javay Ross called for a motion to approve the **Monthly Financial Report – April 2022**
- ✓ Priya Jagannathan motioned to approve the **Monthly Financial Report – April 2022**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

4. FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase; Diveena Cooppan, Christine Rolan, and Jason Wang

a. Request to submit application to Office of Head Start (Due June 1, 2022), presented by Diveena Cooppan and Jason Wang

- Diveena Cooppan introduced the FY 21-2 COLA/QI funding increase that would be received by all Head Start programs to utilize [made possible by the Consolidated Appropriations Act, 2022 and signed by President Biden in March 2022]. Diveena Cooppan explained that once received, the COLA/QI funding increase of \$316,566, would become a permanent part of City of Oakland Head Start’s base grant award, moving forward.
- Jason Wang presented the funding guidelines, issued by the Office of Head Start, that the program followed the budget proposal and request, and presented the specific budget line items and cost categories, within which the COLA and QI funding would be allocated, that amounted to a total of \$316,566. Jason Wang also shared that the application for the COLA/QI funding increase is due on June 1, 2022.
- Dr. Javay Ross called for a motion to approve the **FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase.**
- ✓ Kevin Bremond motioned to approve the **FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase.**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

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

1. General program updates, *presented by Diveena Cooppan*

- Diveena Cooppan provided an update on the Oakland Head Start programs involvement with the Mayor's technology initiative, *Oakland Undivided*, focused on families with children enrolled in Oakland Unified School District, Kindergarten through 12th grades, where Oakland families have been able to access technology and check out laptop computers and hotspots, through a technology lending library. Fortunately, Oakland Head Start was able to participate in the technology lending library in FY 21-22, though our program focus is Pre-K. At the recent *Oakland Undivided, Cradle to Career* Technology kick-off event held in early May, for the coming school year in FY 22-23, Oakland Head Start was invited to share testimony from Head Start families, of how *Oakland Undivided* was accessed by Head Start families during the 21-22 program year. Head Start families, Parent Policy Council members, and program staff were in attendance.
- The Oakland Head Start program staff will update information for our state CSPP/CCTR contract and federal Head Start grant award.

2. Parent Policy Council Request for Support with delay in IFSP/IEP Referral Evaluation by OUSD, *presented by Wenonah Elms, Disabilities & Mental Health Coordinator*

- We are seeing movement, however, OUSD is about 6 to 8 weeks behind in completing evaluations for IEP. We are continuing to stay in communication with them.
- During the month of June, we're planning for individualized transition meetings at our sites for children who are transitioning to kindergarten who either have IFDP/IEP or are in the referral process. These meetings will be held virtually so that more support staff can attend.
- Assata Olugbala – Have you been challenged with providing services for children with exceptional health needs? And if so, what has been done to address these challenges? Wenonah responded that the program is set up to work with children who may have exceptional health needs. In order to effectively support the child needs, the we first consult with our Health and Education management teams, to develop an individualized support plan, based on the child's specific needs, which may include involving an additional caregiver that may be assigned to work with the child and/or staff training, to learn to work with specialized equipment the child may need to use.
- Assata Olugbala - Are you able to provide occupational and physical therapy, in addition to speech therapy, if needed? Wenonah responded that through our collaborations with Through the Looking Glass, we are able to work with Developmental Consultants, on a regular basis, who also have occupational therapy backgrounds, to provide occupational therapy support, when/if needed, as well as with Think Communications (funded by OFCY), who contracts with physical therapists that we are then able to contract with to provide physical therapy support, when/if needed.
- Dr. Ross commented that the opportunity for the program to work with the Family Resource Network (FRN) to assist families with navigating the IEP process is of great value because it empowers parents with knowledge, information, and confidence to navigate an already complex system. Wenonah shared that the program works closely with Family Navigators to ensure families are supported in as many ways as are necessary. Dr. Ross encouraged the program to continue to work with the FRN, and that tailoring the workshops to specific cultural groups is also of great value. Dr. Ross offered her support with the program's connection to the FRN, if needed.

**3. California Department of Education/Program Self-Evaluation (Due June 1, 2022),
presented by Tracey Black HHS Planner**

- Our California State Pre-school Program contract requires us to complete a Program Self-Evaluation in the final quarter of each year. Parents are asked to complete the DRDP Parent Survey as part of the Program Self-Evaluation. The grantee looks forward to receiving parent feedback in order to strengthen our program and work on continuous quality improvement.

VI. OPEN FORUM:

- Assata Olugbala informed the program of an item on the May 25th OUSD School Board Meeting agenda, referencing a collaboration between the Unity Council Head Start program and OUSD Early Childhood Education Department, and asked if there was a possibility for Oakland Head Start to establish a similar collaboration with OUSD? Diveena responded that the program would follow up on the item and question and report back in the June Advisory Board Meeting.
- Ms. Olugbala informed the program of an item on the May 23rd City of Oakland Education Partnership Committee and OUSD School Board Meeting Agenda, submitted by Oakland City Council Members Treva Reid and Dan Kalb, for a non-citizen voting measure to be added to the November 8, 2022 Election Ballot, which would allow noncitizen residents who are the parents, legal guardians, or legally recognized caregivers of a child residing in Oakland to vote for the office of School Board Director on the Oakland Unified School District Board. See the following link to the Agenda Report presenting the action requested - [View Report \(45\).pdf](#).
- Lina Hancock offered her appreciations to Sara Bedford and to announce the Mental Health Awareness Resource on Sunday May 22nd from 1:00 to 5:00 PM.

VII. ADJOURNMENT

- Dr. Javay Ross called for a motion to **Adjourn the meeting.**
- ✓ Kevin Bremond motioned to **Adjourn the meeting.**
- ✓ Annette Howard seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 5:01 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting

Thursday, *June 16, 2022 - *Date Corrected

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: *Molly Tafoya, Chair
***(Name Corrected)**

- 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

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



CITY OF
OAKLAND
HEAD START



JULY & AUGUST

2022

Monthly Report

SUMMARY

All families, teachers and Family Advocates returned for the 2022-2023 Program year as the Home-Based program kicked off on July 18th and center-based programming began on August 17th. Program Leadership facilitated another successful Pre-Service training to ensure all staff received required trainings on topics including the Head Start Program goals, Mandated Reporting, Disaster Preparedness, and supporting children with disabilities. August 31st marked the deadline for the annual Head Start Program Information Report (PIR), which was turned into the Office of Head Start successfully and on time.

AT-A-GLANCE

	Head Start	Early Head Start	Current Total
How many children did we work with?			
Enrollment/Funded (No.)	186/332	225/342	411/674
Enrollment/Funded (%)	(56%)	(66%)	(61%)
Daily attendance	83%	79%	81%
How many have...			
Medical Home	100%	99%	99%
Health Insurance	100%	98%	99%
Current Physical exam/Well-baby check	88%	63%	76%
Updated immunizations	98%	84%	91%
Hearing Screening	81%	84%	83%
Vision Screening	81%	83%	82%
Growth Screening	69%	87%	78%
Dental Home	100%	94%	96%
Current Dental Exam	N/A	N/A	N/A
Nutrition Screening	100%	99%	99%
How many completed...			
Developmental Screening (ASQ)	100%	100%	100%
<i>Concerns Identified following ASQ Screening</i>	45%	13%	29%
Behavioral Screening – (ASQ-SE)	100%	100%	100%
<i>Concern Identified following ASQ-SE Screening</i>	23%	14%	19%
Initial Home Visit	98%	99%	99%
Preliminary Family Outcomes Assessment	167 completed, 0 past due		
How many received...			
Referrals to Regional Center of the East Bay	N/A	3	3
Referrals to OUSD	9	N/A	9
Individualized family service plan (IFSP)	7	9	18
Individualized education plan (IEP)	15	1	16
Children enrolled with IFSP or IEP	22	10	30 (4.5% of funded enrollment)

NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

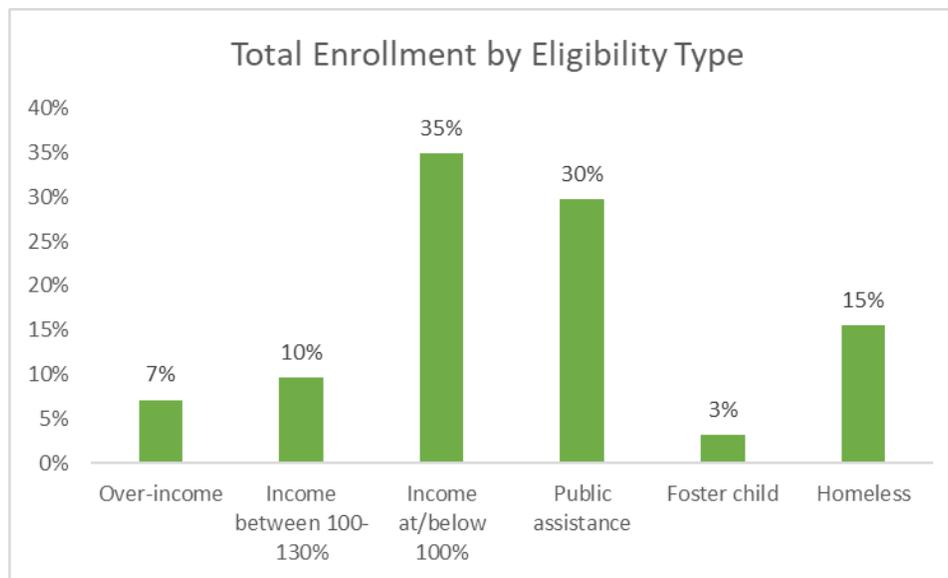
- (AC-IM-HS-22-05) August 29, 2022: *Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2); Accompaniment to ACF-IOAS-DCL-22-01 ACF-IM-HS-22-05*: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-05>
- There have been no new Program Instructions released during July or August 2022.

ATTENDANCE & ENROLLMENT

The program is averaging 81% attendance which is common at the start of the year as children and families adjust to their new schedules and routines.

The program is at 61% of its funded enrollment. The HS requirement to meet 97% enrollment is back in effect after being waived last two program years due to COVID-19. New program options that are under enrolled such as the mobile classroom, and family child care partners account for X%. The remaining enrollment is linked to staffing vacancies at grantee and partner sites.

Below is a breakdown of total enrollment by eligibility type. An analysis of enrollment types and trends is detailed below as a separate report.



HOME-BASED PROGRAM

	Enrollment	Home Visits Completed	Family Cancellations	Staff Cancellations
City of Oakland	59/59 (100%)	125 (89%)	15 (11%)	0 (0%)
Brighter Beginnings	71/100 (71%)	287 (89%)	25 (8%)	11 (3%)

All 59 City of Oakland-operated Home-Based slots were fully enrolled by the end of August. Our partner Home-based program agency, Brighter Beginnings is at 71% enrollment. Brighter Beginnings is actively recruiting children and onboarding new staff to ensure they can meet their funded enrollment. A training was held for Home Visitors to learn how to complete hearing and vision screenings as needed to comply with the 45 days mandate. All staff were trained to conduct the required screenings for children if these screenings were not completed during their well-baby check appointments.

This year, the Program’s Health staff are meeting with all Home Visitors monthly to discuss training needs and challenges. Training topics have included documentation, working with providers to meet performance standards, and navigating COVID-19.

Local Design Option: Mobile Classroom

The Mobile Classroom is awaiting approval from the Office of Head Start Region IX office. This program will operate as a part of the Home-Based program and will specifically support children and families experiencing homelessness.

EXPECTANT FAMILIES PROGRAM

Enrollment	15/30 (50%)
Pre-Natal Depression screenings conducted	8
Post-partum Depression screenings conducted	4
Post-partum 2-week visits conducted	1
How many babies born	1
Children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	1
Medical Insurance	100%
Medical Home	100%
Dental Home	100%
Physical Exam	92%
Health and Nutrition Screening	100%

The City has filled all its Expectant Parent slots and has turned to supporting Brighter Beginnings to ensure it meets its full enrollment for the program year. Home Visitors who support the Expectant Parent Program have ensured that all medical and nutritional measures have been met. While we did not have any children born during the months of July or August, one child was enrolled into EHS from the Expectant Parent Program.

A renewed focus on the tracking of Performance Standards for Pregnant participants has identified several shortcomings in our data system, ChildPlus. This has led to a conversation on how the Program can improve the documentation and monitoring of the work done to serve Expectant Parent participants, and will ultimately point to opportunities to improve services, particularly around immunizations that should occur during pregnancy.

DENTAL & PHYSICAL HEALTH

There have been challenges with well-baby check completion, particularly with Kaiser Permanente. Health staff are hearing other programs are also facing this same challenge and are working with Program Leadership to brainstorm ways to increase Kaiser's willingness to complete these important screenings.

Health and Nutrition staff participated in the MDST and one-on-one meetings with Family Advocates to support children with special health and nutrition needs so they could start receiving Center-based services safely. Members of the Health and Nutrition team also met with Alameda County WIC to strengthen the coordination between our programs and encourage referrals to each other's programs.

The Program's traditional dental providers, Lifelong Medical and Native American Health, continue to have capacity issues that prevent them from entering classrooms to conduct dental screenings. However, the Program continues to benefit from a deepening relationship with the Alameda County Office of Dental Health. Members of their Dental Working Group are actively participating in problem-solving to identify partners available to complete dental screening for Program participants.

The coming month will include a deep data review to look for patterns in participants' Medical Home and Medical Insurance that may predict the likelihood that they will maintain a preventive schedule for visits. It is anticipated that the deep data review will identify additional partners that should be included in the Fall Health Services Advisory Committee Meeting and in ongoing partnerships.



CHILD NUTRITION

The Nutrition Analyst and Kitchen Supervisor worked together to develop a new menu and a monthly newsletter to highlight the changes. Center-based staff have commented on how children like the new menu items and seem to be eating more than last program year. CACFP training was conducted during Pre-Service training in August as a requirement for the CACFP program. The Health and Nutrition team is partnering with Alameda County's WIC program again, and the Alameda County Community Food Bank pilot pantry continued in July, serving the Home-Base Program families.

The Nutrition team is continuing to work with the Family Advocates to ensure that food modifications are documented into ChildPlus in a timely manner so kitchen staff can respond and prepare accordingly.

Additionally, the Nutrition Analyst and Kitchen Supervisor are now conducting monthly check-ins with Center Directors.

DISABILITIES & MENTAL HEALTH

To kick off the program year, Multi-Disciplinary Success Team Meetings (MDST) were held at each site to prepare for and discuss the entry into classrooms for children with Disabilities. Seven sites are awaiting Mental Health Consultant assignments which can be provided once contracts with the city are complete.

There are twelve children who have been referred for evaluation to determine IDEA eligibility. Of the 12, three children have been referred to Regional Center of the East Bay (RCEB). Two of those referrals are from the previous program year and one is from this program year. The remaining nine children have been referred to the Local Education Authority, Oakland Unified School District (OUSD). Seven of those referrals are from the previous school year and two are from this school year.

The Program is monitoring six children who have or had IFSPs and are waiting for OUSD evaluations as children have turned 3 years already. Four of those children IFSPs are being held open pending OUSD evaluation.

A comprehensive report detailing screenings and assessments will be completed after October 1, 2022, which marks the 45-day deadline for behavioral and developmental screenings for children enrolled on our first day of center-based programming on August 17th, 2022.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Family Services staff have been working hard to ensure all families complete all required intake paperwork so families and children can begin program services. In addition to assisting families with the intake process, Family Services staff have completed 48% of Initial Family Outcome Assessments (159 out of 347). Family Advocates are prioritizing the completion of the remaining 188 Assessments so all are completed before the program deadline of October 16th, 2022. Comparing initial Family Outcome Assessments with Family Outcome Assessments later in the program year will enable the program to measure progress and successes achieved during the program year.

The program continues to struggle to find and provide affordable and stable housing options for families because there are so few options available throughout the region. Family Services staff are partnering with the Oakland Housing Authority to provide families housing vouchers.

EDUCATION & SCHOOL READINESS



School Readiness, Family Services, Health, Nutrition, and Disabilities and Mental Health Staff worked together to implement wrap-around support as a comprehensive and coordinated system of service delivery, for families across the months of July and August.

All education screenings that are due have been completed. Staff work working with families to complete 45 days mandates prior to due date. Staff are setting up classrooms using the environmental rating scale to make sure all developmental areas are being address in the environment set up, materials selections and schedule.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	14/41 (34%)	13/18 (72%)	27/59 (46%)
Brighter Beginnings	67/100 (67%)	19/20 (95%)	86/100 (86%)
Laney	N/A	31/48 (65%)	31/48 (65%)
Merritt	N/A	8/16 (50%)	8/16 (50%)

The renovation work on the third classroom at the Laney Child Development Center has been finalized and children are currently receiving services in this new classroom. The Program has launched its expansion to Merritt and is serving eight children. Once an additional teacher is hired, Merritt will meet its full enrollment number. Partners received all required trainings during July, which included trainings on ERSEA, MDSTs, mental health supports available, Head Start Partner Roles and Responsibilities, best practices in parent engagement, and utilizing Learning Genie for education assessments.

Saint Vincent’s Day Home did not renew their contract with the City of Oakland Head Start Program for the 2022-2023 Fiscal Year due to numerous issues. The Program will be presenting alternate options at the September governance meetings to discuss how to fill these funded slots. The Head Start Program Supervisor and Management team are prepared to develop a Request for Proposals to solicit new and prospective community partners.

Family Child Care

The Tiny Steps Providers were invited to a Back to School Bash on August 20th to engage in collaborative training, receive important education resources and enjoy lunch together to celebrate the new program

year. On August 22nd, eight FCC providers began Early Childhood Education classes at Berkeley City College with Professor Iris Bradford in their Tiny Steps cohort. Students will learn together as they receive professional development and move towards their educational goals through classes and receiving credits while caring for children. Parent Engagement meetings will start in September, and BANANAS hired a new Enrollment Specialist who will support our Tiny Steps enrollment process.

DATA MANAGEMENT & ONGOING MONITORING

The Data Management and Ongoing Monitoring team led the submission process for the Program's 2021-2022 Program Information Report (PIR) to the Office of Head Start, due August 31st. The team looks forward to providing an overview of the data in October.

The Data Management team is working with content leads to ensure their data templates are up to date and reflect the information each area needs for monitoring compliance.

This is the first full program year that Supplemental Nutritional Assistance Program (SNAP- or in California, CalFresh) is included as a categorically eligible form of public assistance for families to qualify for Head Start program services. The Data Management team reviewed program enrollment by eligibility type, and the findings and trends are detailed in the report included in the appendix below.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

The Human Resources and Professional Development team led the Program's annual Pre-Service training. Pre-Service for Center-based programming was held from August 2nd through August 16th and included a new Center Director's Institute. All training was held virtually. In a survey to staff evaluating Pre-Service, 79% of staff reported that they agreed or strongly agreed that all training content was relevant to their work. Staff also reported that having the option to take the virtual trainings from home was helpful. Initial feedback from Center Directors shared that this new specific training on Center Director-level responsibilities should be incorporated into the regular Pre-Service training plan moving forward.

In addition to leading Pre-Service, Human Resource staff also facilitated the hiring of new staff members, including new Drivers and a new Nurse Case Manager.

FACILITIES & MAINTENANCE

Facilities staff worked to complete site-based improvements during the summer and get classrooms ready for the start of the program year. Two new drivers are being trained and one driver that recently retired will be returning at the end of September, which will help address the shortage of drivers.

UPCOMING

- September 29th, 2022: Tiny Steps Parent Orientation Meeting
- September 30th, 2022: 1:30-3:30pm: Diaper/Wipes/PPE/Books and Lending technology distribution at the Fire Station
- October 2022: Samuel Merritt Nursing students will begin providing sensory screenings, growth screenings and health education in centers.

APPENDIX: ENROLLMENT BY ELIGIBILITY TYPE

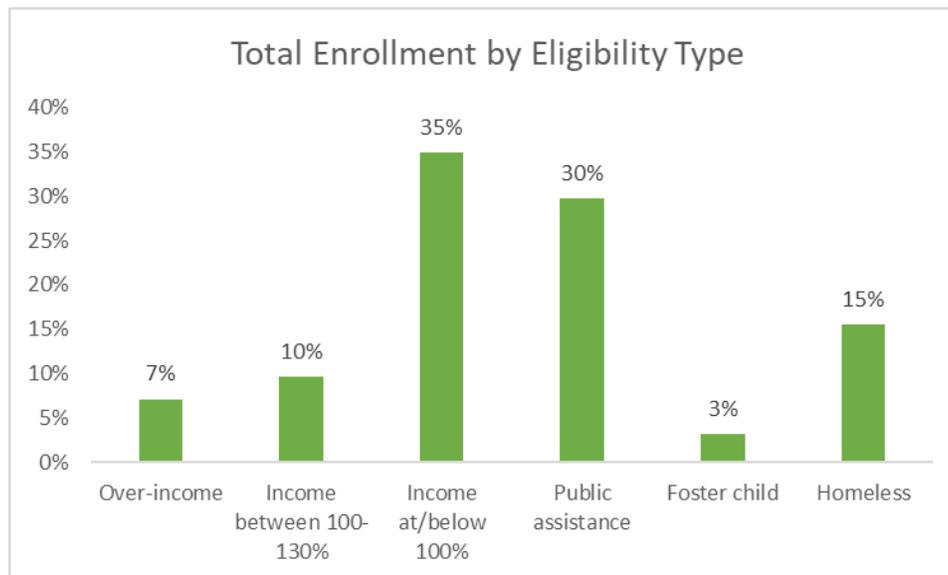
Background:

If a family is eligible for Head Start services through accessing public assistance, they receive benefits through Supplemental Security Income (SSI), Temporary Assistance for Needy Families (TANF), or Supplemental Nutritional Assistance Program (SNAP- or in California, called CalFresh). **Families who are on public assistance do not need to verify their income level to document proof of eligibility for Head Start.**

This is the first full program year that CalFresh is included as a categorically eligible form of public assistance for families to qualify for Head Start program services. If a household has a gross monthly income less than or equal to 200% of the federal poverty level, they are most likely eligible for CalFresh. This means **the income threshold for CalFresh eligibility is higher than that of Head Start.**

In looking at our enrollment broken out by eligibility type, you can see differences in how children and families gain access to Head Start depending on which program they are enrolled in.

Findings:



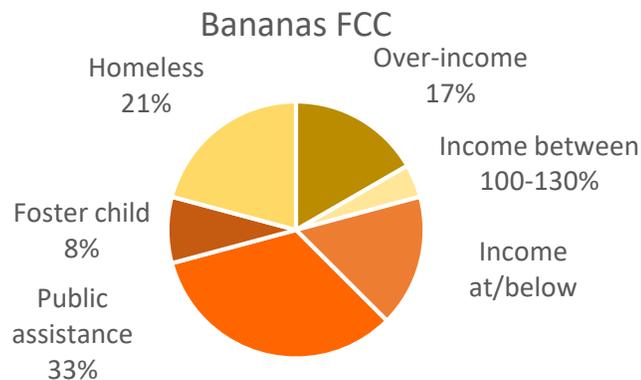
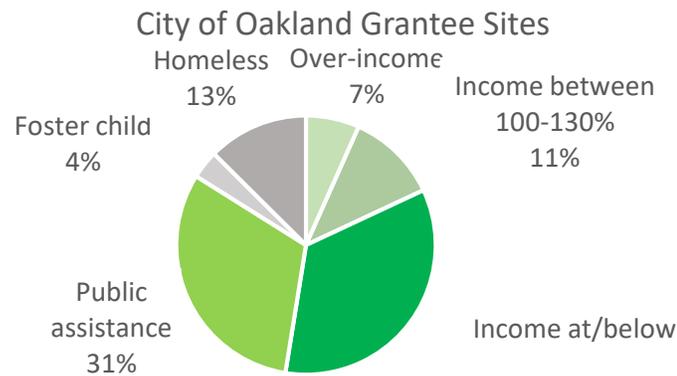
1. Around 15% of all program participants are eligible because they are experiencing homelessness.
2. Only 7% of all program participants are over-income. However, 17% of BANANAS enrolled children/families are over-income (see BANANAS pie chart below).
3. Most families enrolled in our program are eligible because they receive public assistance or have incomes at or below the federal poverty level.
4. Almost half (47%) of all children/families enrolled through Brighter Beginnings have incomes at or below the federal poverty level (see Brighter Beginnings pie chart below).
5. BANANAS has fewer children/families eligible for Head Start services through public assistance (17%) compared to City of Oakland (31%), Brighter Beginnings (33%), and Peralta (47%).
6. Almost half of all children/families enrolled at Peralta (47%) are eligible through public assistance (see Peralta pie chart below).

Analysis:

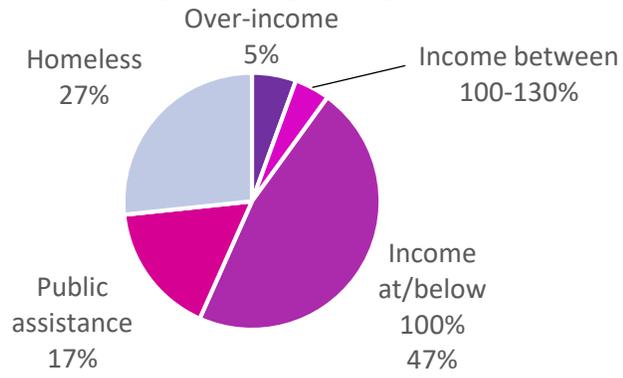
We have noticed an early trend that **families who learn they are not eligible for Head Start because they are over-income (meaning they make over 130% of the FPL) are now applying to receive CalFresh benefits. Once they are receiving CalFresh, they are re-applying to Head Start and accepted as eligible through receiving public assistance.**

When looking at our waitlist eligibility, the number of over-income families on the waitlist has decreased. This is particularly relevant for Laney College. At the start of the year, Laney College had roughly 50 children on the waitlist who were over-income. Once they heard they could be eligible through CalFresh/public assistance, they re-applied and were accepted. Now, Laney only has 7 children on the waitlist who are over-income.

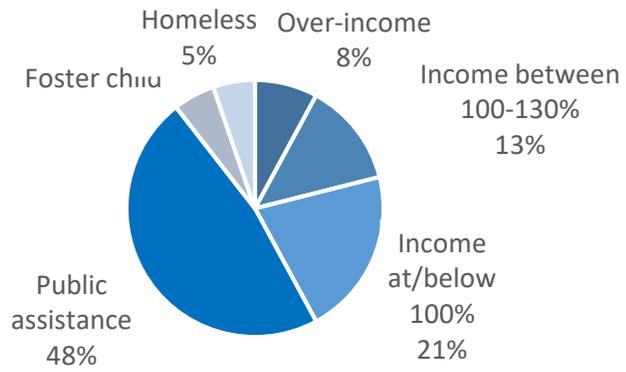
Anecdotally, we have heard that other Head Start programs are seeing similar trends. We are now going to track if we see an increase in CalFresh enrollment or higher rates of CalFresh use overall for our families.



Brighter Beginnings



Peralta



Head Start & Early Head Start Budget Summary - All projects
Report as of 9/6/22 - Payroll to 8/5/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,329,540.00	\$ -	\$ 252,711.27	\$ 5,076,828.73	5%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 204,591.09	\$ 1,929,065.91	10%
c. Travel	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 315,126.00	\$ 30,889.98	\$ 2,249.63	\$ 281,986.39	11%
f. Contractual	\$ 3,345,963.00	\$ -	\$ -	\$ 3,345,963.00	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 750,540.00	\$ 343.93	\$ 79,264.44	\$ 670,931.63	11%
i. Total Direct Charges	\$ 11,879,626.00	\$ 31,233.91	\$ 538,816.43	\$ 11,309,575.66	5%
j. Indirect Charges	\$ 373,068.00	\$ -	\$ 17,868.62	\$ 355,199.38	5%
k. TOTALS	\$ 12,252,694.00	\$ 31,233.91	\$ 556,685.05	\$ 11,664,775.04	5%

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 9/6/22 - Payroll to 8/5/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,268,328	-	120,841	2,147,487	5%
b. Fringe Benefits	1,009,275	-	97,472	911,803	10%
c. Travel	2,256	0	-	2,256	0%
d. Equipment	-	-	-	-	-
e. Supplies	137,015	13,315	1,037	122,663	10%
f. Contractual	1,428,367	-	-	1,428,367	0%
g. Construction	-	-	-	-	-
h. Other	192,797	159	22,302	170,336	12%
i. Total Direct Charges	5,038,038	13,473	241,652	4,782,913	5%
j. Indirect Charges	158,783	-	8,652	150,131	5%
k. TOTALS	5,196,821	13,473	250,304	4,933,044	5%

Early Head Start Budget Summary - Project 1005586
Report as of 9/6/22 - Payroll to 8/5/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,061,212	-	131,871	2,929,341	4%
b. Fringe Benefits	1,124,382	-	104,119	1,020,263	9%
c. Travel	2,544	-	-	2,544	0%
d. Equipment	-	-	-	-	-
e. Supplies	178,111	17,575	1,213	159,323	11%
f. Contractual	1,917,596	-	-	1,917,596	0%
g. Construction	-	-	-	-	-
h. Other	372,113	185	22,277	349,650	6%
i. Total Direct Charges	6,655,958	17,761	259,480	6,378,717	4%
j. Indirect Charges	214,285	-	9,217	205,068	4%
k. TOTALS	6,870,243	17,761	268,697	6,583,786	4%

Head Start T/TA Budget Summary - Project 1005581
Report as of 9/6/22 - Payroll to 8/5/22

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	-	15,987	50,765	23.95%
i. Total Direct Charges	66,752	-	15,987	50,765	23.95%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	15,987	50,765	23.95%

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 9/6/22 - Payroll to 8/5/22

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	-	18,698	100,180	15.73%
i. Total Direct Charges	118,878	-	18,698	100,180	15.73%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	18,698	100,180	15.73%

**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:


Diveena Cooppan (Sep 6, 2022 13:59 PDT) Date Sep 6, 2022
CARDHOLDER'S SIGNATURE AND DATE

510-238-7186
PHONE NUMBER (REQUIRED)


Date 9-1-2022
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	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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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: June-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	89.00	144.00	117.00	17.00	entire site (50)	16.00	16.00	1.00	272.00	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	77.00	78.00	55.00	17.00	16	12.00	12.00	1.00	204.00	NO	NO
3 5	Full Day BROADWAY/INFANT	31.00	32.00	23.00	12.00	8	9.00	9.00	1.00	108.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	57.00	85.00	72.00	17.00	8	9.00	9.00	1.00	153.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	80.00	83.00	70.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
4 8	Full Day Brookfield 1	71.00	78.00	62.00	13.00	entire site (48)	16.00	16.00	1.00	208.00	NO	NO
4 9	Full Day Brookfield 2	96.00	105.00	97.00	13.00	entire site (48)	16.00	16.00	1.00	208.00	NO	NO
5 10	Full Day Fannie Wall					20	20.00	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar					21	20.00	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	16.00	16.00	12.00	3.00	18	32.00	32.00	1.00	96.00	NO	NO
8 13	Full Day Lion's Creek 1	87.00	87.00	63.00	10.00	18	16.00	16.00	1.00	160.00	NO	NO
8 14	Full Day Lions Creek 2	55.00	56.00	41.00	10.00	8	8.00	8.00	1.00	80.00	NO	NO
9 15	Full Day Manzanita / Brookfield	32.00	39.00	24.00	3.00	20	20.00	20.00	1.00	60.00	NO	NO
10 16	Full Day San Antonio CDC 1	161.00	158.00	126.00	14.00	entire site (24)	24.00	24.00	1.00	336.00	NO	NO
11 17	Full Day San Antonio Park I	73.00	95.00	87.00	17.00	8	9.00	9.00	1.00	153.00	NO	NO
11 18	Full Day San Antonio Park II	71.00	102.00	101.00	17.00	8	9.00	9.00	1.00	153.00	NO	NO
12 19	Full Day Sungate I	306.00	307.00	293.00	16.00	entire site (34)	24.00	24.00	1.00	384.00	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	30.00	32.00	21.00	3.00	24	24.00	24.00	1.00	72.00	NO	NO
14 22	Full Day West Grand (Infant)	94.00	95.00	85.00	17.00	8	9.00	9.00	1.00	153.00	NO	NO
14 23	Full Day West Grand (Older)	79.00	80.00	73.00	17.00	8	9.00	9.00	1.00	153.00	NO	NO
14 24	Full Day West Grand (Young)	68.00	68.00	64.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
	TOTAL	1,573.00	1,740.00	1,486.00	250.00		366.00	366.00		3,313.00		
	HS	691.00	803.00	636.00	132.00							
	EHS	882.00	937.00	850.00	118.00							

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

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

Jul 7, 2022

Avg Daily Participation **102.35**

=(max meals)/(max days)

ADP ENTRY **103.00**

Christine Rolan
Fiscal Approval: Christine Rolan (Jul 7, 2022 17:28 PDT)
Christine Rolan
Human Service Fiscal Manager

Jul 7, 2022

PURCHASE CARD TRANSACTION LOG

DATE:

08/08/22

Cardholder Name:

Diveena Cooppan

Agency / Department:

DHS - Head Start

PRINT NAME

July 2022

TO

July 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:

<i>Diveena Cooppan</i>	Date Aug 9, 2022	Date Aug 8, 2022
510-238-7186	PHONE NUMBER (REQUIRED)	AUTHORIZATION SIGNATURE AND DATE <i>Jason Wang</i>

#	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)		

DETAILED DESCRIPTION

Audited By:
(Finance and Management Agency)

**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 ❖ 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 <i>PIR Summary</i> 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 <i>Annual Report Due</i> <i>Joint PPC/AB Meeting (Tentative)</i> 	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 (<i>results presented</i>) Self-Assessment (<i>results presented</i>) Qtly. Monitoring updates presented Selection Criteria discussed Governance Training Session III <i>Annual Report Due</i> 	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 (<i>presented for approval</i>) 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

City of Oakland
Head Start Advisory Board
FY 2022-23
BYLAWS

ARTICLE I

Name

The name shall be the Head Start Advisory Board of the City of Oakland, California, established by Motion of the City Council on November 28, 2000 and confirmed by Resolution No. 76996 C.M.S. passed on March 12, 2002; rescinded in May 20, 2014; and ordained by the Oakland City Council, by Resolution No. 13230, re-establishing the Head Start Advisory Board in Accordance with the City Charter Section 601.

ARTICLE II

Purpose

The Head Start Advisory Board (HSAB) is created to assist the Oakland City Council in its Governance role for the Head Start Program. The HSAB is involved in all of the “must approve” items in the Head Start Performance Standards that require the approval of the City Council except Human Resource Management which is the authority of the City Administrator and the City Personnel Department.

ARTICLE III

Functions and Duties

- Section 1. The functions and duties of the Head Start Advisory Board shall include providing advice and recommendations to the City Council about the Head Start program in the following areas:
- a. The procedure for program planning, which describes how and when significant planning activities for the Head Start program occur.
 - b. The needs of Head Start eligible families and how those needs can be addressed within the mandates of the program.
 - c. The program’s philosophy and multi-year goals and annual objectives.

- d.** The selection of any new delegate agencies to operate part of the program.
- e.** All funding applications for the Head Start program.
- f.** The composition of the Head Start Parent Policy Council and the procedures by which policy group members are chosen.
- g.** Procedures for hearing and resolving community feedback about the Head Start program.
- h.** Procedures that describe how the Board, Head Start Parent Policy Council and City Council will implement those activities that are shared functions between the Governing Body and Parent Policy Council as required by Head Start Performance Standards.

Section 2. In the performance of its duties, the Board shall:

- a.** participate in mandated planning activities in accord with the program calendar and planning procedure, Head Start funding guidance and regulations.
- b.** participate in the budget process for the Head Start program, including recommending the adoption of budgets that support the attainment of program goals and objectives, receiving regular reports on program expenditures and making recommendations for changes if appropriate.
- c.** work with staff to ensure that all activities are made publicly available and accessible.

Section 3. In addition to the functions and duties described in Sections 1. and 2. above, the HSAB shall perform the following:

- a.** The HSAB shall, in consultation with the City Administrator, establish rules and procedures for the conduct of its business. Such procedures shall include those required to maintain the Head Start program in good standing.
- b.** The HSAB shall submit regular, publicly-available reports and information (orally and/or in writing) to the City Council's Life Enrichment Committee, or any other committee designated as the liaison to the Board. The Board shall report on their recommendations for planning, general procedures, and for other major programmatic decisions; and, on the progress of the Head Start Program in meeting its stated goals and objectives. The frequency of reporting shall be based on the decision- making requirements of the governing body as

outlined in the HSAB planning procedures. These reports shall occur no less than semi- annually. Each year, the Board shall review the goals and objectives of the City Council to better integrate the activities of the Board with those of the City’s overall activities.

- c. The HSAB shall submit its recommendations for action on those Head Start items that require Council approval with sufficient time for meeting the time frames mandated by the Federal Government.

ARTICLE IV

Membership

Section 1. Composition

The HSAB shall be composed of at least 9 members appointed by the Mayor. Members of the HSAB must reside or conduct business in the City of Oakland and be directly involved in at least one of the following interests:

- a. Public Education—knowledge of issues in early education and kindergarten-transition issues and services to children with disabilities.
- b. Public Health—knowledge of issues and services in health, including general health, nutrition, mental health, and dental health.
- c. Family Services—knowledge of issues relating to low-income families and general approaches to services for families.
- d. Childcare/Child Development—knowledge of issues related to early care and education and transitions to focus on families involved in Welfare Reform.
- e. Management and Administration—knowledge of business practices, budgeting and accountability systems.
- f. Human Resources—knowledge of training, organizational structure and design.
- g. State and Federal Government—knowledge of and relationship to State and Federal Officials representing the City of Oakland.
- h. Head Start parent or alum (parent or guardian)--knowledge of the direct impact of Head Start as a parent or guardian of a current or former student OR as alum themselves.

Additional members may be added to represent other interests, with the

approval of the City Council and with appropriate changes to City documents required to create such Boards.

Section 2 Terms

- a. Members of the HSAB shall serve for a term of at least three calendar years. Board members may serve a maximum of four consecutive three-year terms.
- b. A currently seated member may continue to serve on the Board until the Mayor and Life Enrichment Committee name a replacement. But in no event shall the member serve more than one year beyond the end of the member's term.
- c. The City Council may reconsider its decision to create and maintain a Head Start Advisory Board as a means of carrying out its governance responsibilities for the Head Start program. In the event it is determined that the Head Start Advisory Board will be disbanded, the terms of all members shall cease on the date determined by the City Council.

Section 3. Removal

- a. To ensure the City's full compliance with Head Start requirements, the participation of Head Start Advisory Board members in the designated activities is essential. Attendance at regularly scheduled and special meetings of the Board will provide the involvement and deliberations needed to make sound decisions and recommendations about the City's Head Start program.

Removal by the Head Start Advisory Board

- b. A member may be removed pursuant to Section 601 of the City Charter, for, among other things, a conviction of a felony, misconduct, incompetence, or inattention to or inability to perform duties. Absence from three consecutive regular meetings shall constitute cause for removal.
- c. A proposal to remove a member may be considered at a regular or special meeting of the Board. The reasons for the proposed removal shall be clearly stated for the consideration of the membership. The Board member being considered for removal may request an opportunity to respond to the concerns raised by the Board. If a majority of those present vote for removal, the Board's recommendation shall be forwarded to the Life Enrichment Committee of the City Council with a request for a replacement member in the same category as that represented by the member proposed for removal.

- d. The removal recommendation shall automatically take effect within 60 days from the date of the presentation to the Life Enrichment Committee, in the event that Committee takes no action on the proposal for removal.

Removal by the City Council

- e. The City Council's Life Enrichment Committee has the discretion, by majority vote, to remove a member from the Head Start Advisory Board.

ARTICLE V

Officers

Section 1.

- a. Each year at its first regular meeting in September the Board shall elect a chairperson and vice chairperson from among its members.
- b. The Chairperson shall
 - 1) preside at all meetings of the Board
 - 2) oversee the activities of the Board
 - 3) appoint all committee members to serve on standing and ad hoc committees
 - 4) represent (or designate an alternate) the Board at meetings, public gatherings and other functions related to the Board and the Head Start program.
 - 5) consult with staff in the preparation of meeting agenda
 - 6) receive and review correspondence on behalf of the Board
 - 7) serve as a liaison (Head Start/Early Head Start parent or guardian) with the Parent Policy Council
- c. The Vice Chairperson shall
 - 1) Serve as chair in the absence of the chairperson
 - 2) Succeed to the office of the chairperson in the event the chair is no longer able or willing to serve.
 - 3) Perform such duties as may be assigned by the chair or by the Board.

ARTICLE VI

Meetings

Section 1

- a. All regular and special meetings of the Board will comply with the requirements of the Sunshine Ordinance and Brown Act. Minutes shall be

taken and maintained in official files for review upon request by interested parties.

- b.** Regular meetings of the Board shall be held once per month, at the time and place designated by the Board, each year at its first meeting in September, at a time agreed upon and deemed appropriate by the Advisory Board.
- c.** Meetings called for special purposes to meet critical deadlines, and scheduled at a time and/or place different from regular meetings shall be designated special meetings.
- d.** A quorum shall consist of a majority (50 percent plus one) of currently filled positions on the Board for the purpose of conducting business. In the absence of a quorum, no information may be presented, and no official action shall be taken by the Board except to order a call of the Board, to reschedule the meeting, to recess, or to adjourn.
- e.** Persons wishing to address the Board must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
- f.** The Chair or presiding officer shall have the power to order removal from the meeting any person who commits the following acts:
 - 1) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Board’s Bylaws and procedures;
 - 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
 - 3) Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.

ARTICLE VII

Committees

Section 1.

- a.** The Board may from time to time establish ad hoc committees.
- b.** In order to expedite the work of the Board, the membership may agree to work jointly with Parent Policy Council (PPC) committees in the mandated activities prescribed in the Head Start Performance Standards as described in Article III. Section 1. above.

ARTICLE VIII

Standards of Conduct

Section 1.

- a.** Members of the Head Start Advisory Board are expected to maintain standards of behavior that avoid the perception of any wrongdoing. Specifically, Board members must adhere to the following standards while serving as members of the Board:
 - i.** Board members will follow program confidentiality policies concerning information about children, families and staff and other Board members.
 - ii.** Board members will neither solicit nor accept personal gratuities, favors or anything of monetary value for personal use from contractors or potential contractors with the Head Start program.
 - iii.** Board members will not use their influence for personal gain. Travel and other activities that require the use of program funds in support of Board activities will be approved in formal proceedings of the Board and only when necessary and in support of program objectives. Funds may be used to support only those Board activities that enhance the operation of the Head Start program and are included in the budget approved by the Head Start Parent Policy Council and other appropriate approving authorities of the City.
 - iv.** No one member may make decisions or recommendations on behalf of the Board without the express approval of the Board at a duly called meeting at which the decision or recommendation is discussed and voted on.
 - v.** Board members must adhere to these Bylaws, the Head Start Act and Regulations, City ordinances and requirements. Procedures that describe shared governance in Head Start become operating procedures for the Board once they are adopted by the Board, the Parent Policy Council and the City Council Committee designated responsibility for the Board.
- b.** Failure to adhere to these Standards of Conduct may result in sanctions, including the recommendation for removal of any Board member.

ARTICLE IX

Governance Procedures

Section 1.

- a. The Head Start Advisory Board will adopt, and recommend to the City Council, procedures for implementing shared governance that include each of the enumerated responsibilities in Article III. Section 1 above. Those procedures shall be approved by the Head Start Parent Policy Council prior to being recommended to the City Council.
- b. The Advisory Board may prescribe and enforce such general and specific rules and regulations as deemed necessary to the general operations and conduct of the Advisory Board.
- c. Roberts Rules of Order shall be used as the guiding procedures for the conduct of Board activities.

ARTICLE X

Amendments

Section 1.

- a. These Bylaws shall be reviewed by the Advisory Board annually, or more frequently if deemed necessary.
- b. Amendments to these Bylaws may be made by the City Council or by the Advisory Board, according to the following procedures:
 - (1) The Advisory Board may adopt amendments to these Bylaws at any regular meeting of the Advisory Board, by a majority of those present, provided that such proposed amendments have been provided to all Advisory Board members at least ten (10) days prior to the meeting.
 - (2) Adopted amendments shall be proposed to the City Council Life Enrichment Committee annually or as necessary.
 - (3) City Council, on its own initiative, may propose amendments to these Bylaws.



February 17, 2022

Chairperson Signature

Date

SPRING SCHOOL READINESS GOAL DATA

Updated with New Goals and Results 8.30.22

Age of Children	0 to 8			9 to 18			19 to 27			28 to 35			3 years			4 years			5 years		
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S
Average AGE in Months	6	6	7	14	15	15	24	24	24	31	32	32	41	42	41	54	55	55	64	62	63
Number of Children	13	19	12	45	42	38	67	58	59	48	64	64	43	53	81	60	69	90	2	31	66

SCHOOL READINESS GOAL 1

Children will show increasing awareness of self-identity, cultural identity, family and language in relation to others

	0 to 8			9 to 18			19 to 27			28 to 35			3 years			4 years			5 years		
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S
SED1:Identity of Self in Relation to Others FINDINGS	45%	53%	67%	60%	74%	76%	51%	53%	47%	21%	30%	27%	15%	20%	22%	18%	28%	39%		23%	32%
SED1:Identity of Self in Relation to Others GOAL	80%			80%			75%			60%			66%			60%			60%		
Growth Achieved in Program Year			22%			16%			-4			6%			7%			21%			
Growth Required to Meet Goal			13%			4%			28%			15%			44%			21%			28%

SCHOOL READINESS GOAL 2

Children will increase the use of language (verbal and non-verbal) to express and describe their feelings, ideas, and thoughts

	0 to 8			9 to 18			19 to 27			28 to 35			3 years			4 years			5 years		
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S
LLD4:Reciprocal Communication and Conversation FINDINGS	36%	53%	58%	47%	60%	68%	49%	67%	68%	42%	56%	59%	44%	46%	54%	17%	32%	34%		61%	68%
LLD4:Reciprocal Communication and	80%			70%			80%			80%			80%			60%			80%		

Conversation GOALS																		
Growth Achieved			22%			21%			19%			17%			10%		17%	
Growth Required to Meet Goal			22%			2%			12%			11%			26%		26%	12%

ELD2:Self-Expression in English (Expressive English) FINDINGS											23%	27%	56%	39%	62%	70%	60%	52%
ELD2:Self-Expression in English (Expressive English) GOALS											75%			80%			80%	
Growth Achieved													33%			31%		
Growth Required to Meet Goal													19%			10%		23%

SCHOOL READINESS GOAL 3

Children will increase their ability to explore, observe, investigate objects (living and non-living things) in the environment and become increasingly sophisticated in pursuing knowledge about them.

	0 to 8			9 to 18			19 to 27			28 to 35			3 years			4 years			5 years		
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S
ATL-REG4:Curiosity and Initiative in Learning FINDINGS	27%	63%	67%	60%	74%	76%	85%	90%	97%	65%	80%	81%	44%	46%	54%	38%	64%	66%		55%	64%
ATL-REG4:Curiosity and Initiative in Learning GOALS	85%			80%			90%			85%			75%			80%			80%		
Growth Achieved			40%			16%			7%			16%			10%			28%			
Growth Required to Meet Goal			18%			4%			7%			4%			26%			14%			16%

COG9:Inquiry Through Observation and Investigation FINDINGS	100 %	100 %	100 %	60 %	74 %	63 %	43 %	57 %	53 %	21 %	30 %	27 %	7 %	16 %	12 %	64 %	77 %	78 %	16 %	21%
COG9:Inquiry Through Observation and Investigation GOALS			80%	80 %			70			42 %			45 %			85			43 %	
Growth Achieved						3%			10 %			6%			5 %			12 %		
Growth Required to Meet Goal						17 %			17 %			15 %			33 %			7%		21%

SCHOOL READINESS GOAL 4

Children will demonstrate increasing precision, strength, coordination and efficiency when using the muscles of the hand for play and functional tasks

	0 to 8			9 to 18			19 to 27			28 to 35			3 years			4 years			5 years		
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S
PD-HLTH4: Fine Motor Manipulative Skills FINDINGS	27 %	32 %	33 %	33 %	45 %	47 %	48 %	57 %	54 %	27 %	42 %	45 %	15 %	20 %	22 %	22 %	35 %	50 %		39 %	36%
PD-HLTH4:Fine Motor Manipulative Skills GOALS	68 %			70 %			70			70 %			66 %			75			68 %		
Growth Achieved			6%			14 %			6%			18 %			7%			23 %			
Growth Required to Meet Goal			33%			23 %			16 %			25 %			44 %			25 %			32%

Red = more than 25% growth needed
 Green = within 10% of goal