

**OAKLAND HEAD START ADVISORY BOARD MEETING**

**Zoom Meeting**

**Thursday, May 19, 2022**

**3:40-5:01 pm**

**\* MEETING MINUTES**

**(APPROVED BY ADVISORY BOARD; 09-15-22)**

**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 12<sup>th</sup> 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 25<sup>th</sup> 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 23<sup>rd</sup> 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