



**CITY OF OAKLAND**

HUMAN SERVICES DEPARTMENT

**HEAD START PROGRAM**

***ADVISORY BOARD MEETING***

**MEETING AGENDA – FINAL**

**Thursday, December 16, 2021**

**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:** December 16, 2021 03:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until June 16, 2022, 8 occurrence(s), with the \*exception of September 23, 2021.

Nov 18, 2021 03:30 PM

**Dec 16, 2021 03:30 PM**

Jan 20, 2022 03:30 PM

Feb 17, 2022 03:30 PM

Mar 17, 2022 03:30 PM

Apr 21, 2022 03:30 PM

May 19, 2022 03:30 PM

Jun 16, 2022 03:30 PM

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

Monthly:

[https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc\\_MjQAgnKNDqipy\\_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAljCb-\\_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL\\_LE](https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqipy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAljCb-_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE)

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Webinar ID: 912 3351 9388

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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>.

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

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



**Human Services Department**

**ADVISORY BOARD MEETING**

**Thursday, December 16, 2021; 3:30-5:00pm**

**AGENDA**

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

Molly Tafoya, *Chair*

Dr. Javay Ross, *Vice Chair*

Priya Jagannathan

Kevin Bremond

1. Public Comment

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

1. Review and Approval of **AB 361 Resolution No. 21-003**
2. Review and Approval of **December 16, 2021, Advisory Board Meeting Agenda**
3. Review and Approval of **November 18, 2021, Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

1. **Review and Discussion of FY 21-22 Head Start Advisory Board Bylaws;** *Tracey Black, Program Planner*
2. **Request to Submit FY 22-23 CDE/State Preschool (CSPP) Annual Continuation Funding Application;** *Tracey Black, Program Planner*
3. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
  - a. Monthly Enrollment and Content Area Monitoring Update – *November 2021*
  - b. COVID 19 Response Update
4. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager;*  
*Jason Wang, Admin. Analyst II*
  - a. Monthly Financial Report – *November 2021*
5. **Policies & Procedures:** *Program Staff*

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

1. **Parent Policy Council Feedback** (as requested by AB)
2. **FY 21-22 School Readiness Goals**
3. **FY 21-22 New Grant Update**
4. **Debrief Special City Council Meeting, December 7, 2021**
5. **FY 21-22 Community Assessment Review and Update Begins**
6. **Upcoming FY 21-22 Governance Training** (Pending)

**V. OPEN FORUM**

**VI. ADJOURNMENT**

# OAKLAND HEAD START ADVISORY BOARD

## RESOLUTION NO. 21-003

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**WHEREAS**, on [November 18, 2021] 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.

## HEAD START ADVISORY BOARD MEETING

### Zoom Meeting

Thursday, November 18, 2021

3:34-5:07 pm

### \* MEETING MINUTES

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

#### **Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Kevin Bremond  
Priya Jagannathan  
Dr. Javay Ross, *Vice Chair*

#### **Staff Present:**

Diveena Cooppan, *Program Director*  
Tracey Black, *HHS Program Planner, Head Start*  
Jason Wang, *Administrative Analyst II*  
Chris Gonzales, *Administrative Assistant I*

#### **Parent Policy Council Members Present:**

Christina Michaud, *Chair & Parent*  
*Policy Council/Advisory Board Liaison*  
Thuy Do, *Member*

Lina Hancock, *Office of Councilmember Loren Taylor*  
Wenonah Elms, *HS Program Coordinator*  
Sarah Chao, *Data Coordinator*  
Shelley Taylor, *HS Supervisor*

#### **Guests:**

Aly Bonde, *Director of Housing and Economic*  
*Security, Oakland Thrives*

Sarah Trist, *HHS Program Planner & Health Manager*  
Cindy King, *HHS Program Planner, HSD& Head Start*  
Maria Lavanderos, *HS Supervisor*  
Michael Munson, *KTOP Cable & TV Operations*  
Everardo Mendoza, *ERSEA Coordinator*  
Alisa Burton, *HS Supervisor*  
Christine Rolan, *HSD Budget Manager*

#### **Members of Public Present:**

Nino Parker  
Assata Olugbala

### **I. ROLL CALL:**

The Head Start Advisory Board meeting was called to order by Tracey Black at 3:34 PM, and roll was taken. Four (4) Board Members were present. Quorum was established. Dr. Ross left the meeting at 4:22 pm. Quorum was maintained.

Also, present at the meeting were Parent Policy Council Members, Christina Michaud, *Chair, Parent Policy Council & Parent Policy Council/Advisory Board Liaison*, Thuy Do, *Member, Parent Policy Council*.

#### **1. Public Comments:**

Nino Parker, Black Homeless Advocate, member of the public, commented regarding on the homeless situation in Oakland, which is not quite related to Advisory Board meeting of Head Start. He expressed concern regarding the management of the *Human Services Department*, "Tiny Homes Project" in Oakland, and that there appears to be racial discrimination with how the tiny homes are arranged, with a fence dividing white and black people. And that we should not have a divided community in Oakland. Tracey Black responded to Mr. Parker, that the program has noted of his concern and we will be forwarding his information to our Human Services Director Dept. Director, Sara Bedford.

## II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of **AB 361 Resolution No. 21-002**
  - Chair, Molly Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-002**
  - ✓ Priya Jagannathan, motioned to approve the **AB 361 Resolution No. 21-002**
  - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions.
2. Review and Approval of **November 18, 2021 Advisory Board Meeting Agenda**
  - Chair, Molly Tafoya called for a motion to approve the **November 18, 2021 Advisory Board Meeting Agenda**
  - ✓ Dr. Javay Ross motioned to approve the **November 18, 2021 Advisory Board Meeting Agenda**
  - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions
3. Review and Approval of **October 21, 2021 Special Advisory Board Meeting Minutes**
  - Chair, Molly Tafoya, called for a motion to approve **the October 21, 2021 Special Advisory Board Meeting Minutes**
  - ✓ Priya Jagannathan, motioned to approve the **October 21, 2021 Special Advisory Board Meeting Minutes**
  - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions
4. Review and Approval of **October 21, 2021 Advisory Board Meeting Minutes**
  - Chair, Molly Tafoya, called for a motion to approve **the October 21, 2021 Advisory Board Meeting Minutes**
  - ✓ Dr. Javay Ross motioned to approve the **October 21, 2021 Advisory Board Meeting Minutes**
  - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

## III. ACTION ITEMS:

1. **Annual Review, Discussion and Approval of FY 21-22 Head Start Board Bylaws:** *Tracey Black, HHS Program Planner*
  - Tracey Black presented the FY 21-22 Head Start Board Bylaws and engaged the Advisory Board in a preliminary discussion of how they wanted to go about reviewing the Bylaws.
  - Chair Tafoya explained that we can help strengthen the Bylaws before approving it, referencing the concerns expressed by the community. For example, *Article III – Functions and Duties – Section 1, Item g.* [which references the hearing and resolving community complaints about Head Start program] can be further improved.
  - Priya Jagannathan also agreed with Chair Tafoya on strengthening further the Bylaws. Dr. Javay Ross also agreed with Molly & Priya and suggested replacing the word “complaint” with “feedback”.
  - Tracey Black responded by mentioning that a draft of the policy [Community Complaint Policy and Procedure] can be presented at the next meeting, in response to the recommendation of strengthening the Bylaws further.
  - Diveena Cooppan, Program Director, responded that the Parent Policy Council reviews all action items first, prior to the Advisory Board. There is also the possibility of having the Parent Policy Council Members present, to provide a report on the outcomes of their monthly meetings to the Advisory Board, to bring more cohesion to the Parent Policy Council & Advisory Board. We can also reach out the City offices in regard to changing the Bylaws.

- **Public Comment:** A. Olugbala, member of the public, commented that she read the ordinance that the created the Advisory Board and expressed concern about membership of the Advisory Board with members frequently resigning. A. Olugbala also expressed the desire to see that parents are empowered to make decisions for their children.
- **Policy Council Member Response:** Christina Michaud, Parent Policy Chair, presented a statement from the Parent Policy Council Meeting held on Tuesday, November 16, 2021. The report acknowledged the concerns previous raised by the community about lack of Parent Policy Council involvement and participation with the Advisory Board, and indicated that no parents [Parent Policy Council Members] expressed the concerns raised. And that they [Parent Policy Council Members] were aware of their role to review and approve all action items first, and that they are the they [the Parent Policy Council] are the initial point for approval of any/all action items before the Advisory Board, and that Parent Policy Council actions and decisions are then recommended [directly or through the program staff] to the Advisory Board. Chair Michaud concluded the report by ensuring that we will make sure that Parents' voices are heard at every meeting.
- Chair Tafoya commented that Advisory Board can make edits on the Bylaws, with track changes showing. Tracey Black responded that we can submit the proposed changes to the Bylaws to the City Attorney's Office [if indicated by the Advisory Board, program staff, or the 'Bylaws amendment process' as it is presented in the Bylaws – Article X, Section 1 – Amendments: Items (a), (b) and 1-4] to make sure the process is in compliance.
- Chair Tafoya called for a motion to postpone the approval of the **Annual Review, Discussion and Approval of FY 21-22 Head Start Board Bylaws**
  - ✓ P. Jagannathan motioned to postpone approving the **Annual Review, Discussion and approval of Head Start Advisory Board Bylaws.**
  - ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions
- 2. **New Grant Award Requests: Diveena Cooppan & Program Staff**
  - a. **Request to Submit Proposal to Increase Program Enrollment by 52 slots**

Ms. Cooppan provided background for the Advisory Board that on July 13 and July 15, 2021 – City of Oakland Head Start/Early Head Start Program's request to accept the FY 21-22, HeadStart Program grant was approved by the Oakland Head Start Parent Policy Council and Advisory Board, respectively, and approved by the Board [Oakland City Council], on Tuesday, July 20, 2021.

Ms. Cooppan explained that on July 20, 2021, the program then submitted report for the new FY 21-26 Head Start grant to the Oakland City Council for review and approval. The program report described the new design of the FY 21-22 COO Head Start/Early Head Start program, which included the re-design of the following three former Head Start/Early Head Start sites: Franklin Head Start; Tassafaronga Head Start, and Arroyo Viejo Early Head Start, where Head Start/Early Head Start services formerly intended for 52 slots (40 Head Start slots and 12 Early Head Start slots), would be replaced by Family Resource and Inclusion



Center and Home Based Program services. The program's report was approved by the City Council to accept the FY 21-26 new Head Start grant award.

Ms. Cooppan explained that on September 1, 2021, subsequent to the City Council's initial approval of the FY 21-26 new Head Start grant award, and after much discussion, deliberation, and reconsideration, the City Council voted to adopt Resolution No. 88801 C.M.S., requesting that the 52 slots be restored to offer Early Head Start/Head Start services at the three former Head Start/Early Head Start sites, Tassafaronga, Franklin, and Arroyo, and authorized \$1,836,000 from the City of Oakland General Purpose Fund, to facilitate the site re-openings and restoration of Head Start/Early Head Start center-based services **for the current fiscal year, 2021-22.**

Ms. Cooppan concluded the presentation by sharing that the proposed addition of 52 slots would increase the grantee's funded enrollment from 622 slots to 674 funded slots with 332 Head Start slots and 342 Early Head Start slots. And that City Council is bringing a resolution on December 7, 2021, where they are putting in writing and committing to this. And that they want the City to come back in May [2022] with a new budget, including this.

**Questions/Discussion - Advisory Board Members:**

No comments or questions noted.

**Action Requested:** Approval to submit proposal to the Office of Head Start to increase funded enrollment by 52 slots to a program-wide total of 674 slots, consisting of 332 Head Start slots and 342 Early Head Start slots, for program year 2021-2022, as presented.

- Chair Tafoya called for a motion to approve the **New Grant Award Requests: Request to Submit Proposal to Increase Enrollment by 52 slots.**
- ✓ Dr. Javay Ross motioned to approve the **New Grant Award Requests: Request to Submit Proposal to Increase Enrollment by 52 slots.**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** 4)-ayes, (0)-nays, (0)-Abstentions

**b. Request to Submit Proposals for Two Locally Designed Options (LDO)**

**1.) Class Size Waivers**

Ms. Cooppan provided background for the Advisory Board that on July 13 and July 15, 2021 – City of Oakland Head Start/Early Head Start Program's request to accept the FY 21-22, HeadStart Program grant was approved by the Oakland Head Start Parent Policy Council and Advisory Board, respectively, and approved by the Board [Oakland City Council], on Tuesday, July 20, 2021.

Ms. Cooppan described the specific rationale of the request for the Locally Designed Option - Class Size Waivers, to increase designated Head Start classrooms from 20 to 24 children and designated Early Head Start classrooms from 8 to 10 children, noting what is allowable as specified by the Head Start Performance Standard 1302.21(b). Ms. Cooppan explained that the class size waivers would allow the

program to provide Head Start and Early Head Start services to additional children in the City's Head Start and Early Head Start programs. Ms. Cooppan also specified additional staffing will come with increased class sizes.

Ms. Cooppan presented the specific configuration of the proposal and request for class size waivers of one (1) classroom each at two (2) grantee-operated Head start sites - San Antonio CDC and Sungate Head Start; two (2) classrooms each at two (2) partner-operated Head Start sites - Laney Children's Center and Saint Vincent's Day Home; and one (1) classroom each at two (2) grantee-operated Early Head Start Sites, 85<sup>th</sup> Avenue and San Antonio Park.

Ms. Cooppan concluded the presentation by specifying that the request to submit the proposals for Class Size Waiver Requests was for a total of six (6) grantee and partner Head Start classrooms and two (2) grantee Early Head Start classrooms.

**Action Requested:** Approval to submit proposal to the Office of Head Start a Request for a Locally Designed Option – *Class Size Waivers* for 6 designated grantee and partner Head Start classrooms and 2 grantee Early Head Start classrooms, as presented.

**Questions/Discussion - Advisory Board Members:**

**Q:** P. Jagannathan – Has there been a policy change where this type of request needs to now be approved every year?

**R:** T. Black – With a new grant and grantee Program Specialist, the request for an LDO is required this year and may be required in maybe the first two years [of the new grant cycle], if desired by the grantee's Program Specialist.

**Please note corrected response:** T. Black -With a new program grant, approval of a request for an LDO does need to be sought, if not approved in initial grant application narrative. However, once approved, the description of all approved LDOs would be included in the subsequent continuation funding applications within the body of the grant application narrative. No additional approval of an LDO would be necessary, unless otherwise requested by the Regional Office/Office of Head Start.

**R:** D. Cooppan: We are in the first year, which is considered the start-up year of the grant. When we bring the continuation funding application to you for approval in February/March 2022, and you will be approving the application that may be sufficient to not have to bring it back to you, but we will ask.

**Q:** K. Bremond: Just so that I'm clear on process, you said that normally the class sizes are 8 and so because they are 10, you have to get approval? And the other one was 24 and what is the normal class size?

**R:** D. Cooppan: Yes [because proposal is to increase the Early Head Start class size to 10 from 8, approval is required]. The normal class size [for Head Start] is 20 [and the proposal is to increase the size to 24].

- Chair Tafoya called for a motion to approve the **Request to Submit Proposals for Two Locally Designed Options (LDO) – Class Size Waivers**

- ✓ P. Jagannathan motioned to approve **Request to Submit Proposals for Two Locally Designed Options (LDO) – Class Size Waivers**
- ✓ K. Bremond seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

## **2.) Mobile Classroom**

Ms. Cooppan provided background for the Advisory Board that on July 13 and July 15, 2021 – City of Oakland Head Start/Early Head Start Program’s request to accept the FY 21-22, HeadStart Program grant was approved by the Oakland Head Start Parent Policy Council and Advisory Board, respectively, and approved by the Board [Oakland City Council], on Tuesday, July 20, 2021.

Ms. Cooppan explained that the modified mobile home-based mobile classroom is a new program option and that it specifically is the renovation of an RV vehicle, into a mobile classroom setting. Ms. Cooppan shared that the program has been working in partnership with local family shelters, where the mobile classroom will be located on certain days of the week. The Head Start program will then work with the shelters to identify families who are eligible for the home-based program. And rather than families who are living in transitional and/or insecure housing situations, the program can bring the Head Start services to the them [the families].

The enrollment planned for the modified home-based program mobile classroom, consists of 8 Early Head Start slots and 16 Head Start slots, with a total funded enrollment of 24 slots. We are hoping that this program will provide some insight into the needs of families who are experiencing insecure housing and give us direction on that front.

The model is something new for Head Start. The program has been in communication with the Head Start program run by the Los Angeles County of Education (LACOE), who has their mobile classroom up and running, and they have been helpful partners in this process. The design is being developed. The proposal the program will be submitting [for the LDO – Modified Home-based Program Mobile Classroom], which has been fully funded by the Office of Head Start, is required by the Office of Head Start.

**Action Requested:** Approval to submit proposal to the Office of Head Start for a Request for a Locally Designed Option: Modified Home-Based Program Mobile Classroom, as presented.

### **Questions/Discussion - Advisory Board Members:**

**Q:** Chair Tafoya: Do we know how many other Head Start programs are operating a mobile classroom? This just seems like such a unique opportunity to part of the Oakland Head start story. I don’t really have a sense of what other HS programs are doing around this option.

**R:** D. Cooppan: It is rare. We have a Parent Policy Council Member, who works in the “Safe Car Park” program, who has volunteered to work with our team around this proposal, to make sure that the needs of the families that she works with are considered in the proposal, as well. Anyone on the HS Advisory Board is welcome to participate.

**C:** Chair Tafoya, commented that as we get it underway, I'd like for us to be able to tell the story about what we're doing here.

- Chair Tafoya called for a motion to approve the **Request to Submit Proposal for Locally Designed Option (LDO) – Modified Home- Based Program Mobile Classroom**
- ✓ K. Bremond motioned to approve the **Request to Submit Proposal for Locally Designed Option (LDO) –Modified Home-Based Program Mobile-Classroom**
- ✓ P. Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

**3. Monthly Progress Report: Diveena Cooppan & Program staff**

**a. Monthly Enrollment and Content Area Monitoring Update – October 2021**

- Current Head Start Program Summary was presented and explained. Corrections and updates on the Program Summary are that not all HS Sites are full yet, and most contracts are executed but not all of them.
- We are 65% enrolled and we are still on the start-up phase this year. Staffing is a challenge at this point. We are 73% on physical screenings and 77% on Developmental and behavioral screening.
- **Comment:** Chair Tafoya wanted to note that while the Head Start program is effectively identifying and referring children in need of an IEP evaluation to the school district, as required, the time at which the children are then evaluated is delayed, due to a backlog in the school district's system. So, while the program is doing what it can to refer children for evaluation and services, the program mandate of servicing at least 10% of children with active IEPs not being met at the that would ideal. So, we need to advocate that children receive the IEP services that they are eligible for, as much as possible.
- HS Site Arroyo is scheduled to open November 15, 2021. Tassafaronga tentatively opening on November 29, 2021. Staffing is a challenge at this point, and we have 14 vacant positions for now in the classroom level.
- File Audit will occur during end of November 2021. We will audit files for 10% of funded enrollment and will include all content areas.
  
- **Public Comment:** A. Olugbala, member of the public, expressed concerns regarding staffing issues and asked if volunteering is a possibility to help staff in the classroom.
- **Staff Response:** Diveena Cooppan explained that the program used to have a process of having volunteers in the classroom, and we are currently revisiting the possibility of using volunteers to help alleviate the staffing challenge. However, with the vaccine mandates, heightened COVID protocols, background checks, the program has to get the new process in place.
- **Public Comment:** In response, A. Olugbala has offered to volunteer in the classroom, whenever the program reinstitutes the process of having volunteers in the classroom.
  
- **b. COVID 19 Response Update**
- K. Bremond asked about the program's COVID protocol process, with the upcoming winter season. K. Bremond also asked if there were any plans for food distribution during this time.

- Sarah Trist, *HHS Program Planner & Health Manager*, responded by explaining that we follow strict Covid protocols and by visiting our HS Sites to facilitate and mitigate Covid exposure prevention.
- Chair Tafoya called for a motion to approve the **Monthly Progress Report – October 2021**
- ✓ P. Jagannathan motioned to approve the **Monthly Progress Report – October 2021**
- ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

#### 4. **Monthly Financial Report;** *Jason Wang, Admin. Analyst II*

##### a. **Monthly Financial Report – October 2021**

- Head Start/Early Head Start budget was presented and explained. The report is up to November 9, 2021. Payroll report is up to September 17, 2021. We started payroll for HS Site Staff on September 1, 2021 and we are 33% through the Fiscal Year.
- Travel is 0% for now for expenses because travel is less due to Covid, but we can use these funds for training and online conferences. We are up to par for this year as far as expenditures go.
- Contractual expenses are 33% due to most contracts are now executed. We are 56% spent for the renovations in the HS central office. HS grant funding for the Central office renovation is part of the Low-cost extension.
- Child and Adult Care Food Program (CACFP) meal and expense report was presented and explained. 1709 Breakfasts, 1796 lunches, 1676 afternoon snacks had been served at HS/EHS Site for the month of September.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – October 2021**
- ✓ P. Jagannathan motioned to approve the **Monthly Financial Report – October 2021**
- ✓ K. Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

#### 5. **Policies & Procedures:** *Thao Ly, Education Coordinator*

##### a. **Lesson Planning and Individualization**

- City of Oakland Head Start and Early Head Start program requires that all children enrolled receive high quality instruction that is developmentally and linguistically appropriate, meeting the needs of individual children and families.
- Rationale for this policy is to guide center-based staff in planning, organizing, and curating instructional learning experiences that meet the developmental needs of each child.
- Responsibilities for Lesson Planning and Individualization are carried by Teacher Assistant, Teacher, Center Director, Home Base Supervisor and School Readiness Coordinator.
- Molly Tafoya commented on the Lesson Planning and Individualization Policy to have more context provided to why as The Advisory Board are approving it. Thao Ly responded by explaining that we are updating the Lesson Planning and Individualization Policy.
- Chair Tafoya called for a motion to approve the Policies & Procedure: **Lesson Planning and Individualization**
- ✓ K. Bremond motioned to approve the **Lesson Planning and Individualization**
- ✓ P. Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
- Due to lack of time meeting had to be adjourned.

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

- 1. FY 20-21 Program Information Summary**
- 2. FY 21-22 New Grant Update**
- 3. FY 21-22 School Readiness Goals**
- 4. Review of Life Enrichment Committee Meeting, November 15, 2021**
- 5. FY 21-22 Community Assessment Review and Update Begins**
- 6. Upcoming FY 21-22 Governance Training** (Tentatively scheduled for December)

**V. OPEN FORUM:**

- **Public Comment:** A. Olugbala, member of the public, commented on having more inclusion of parents in the Head Start program.
- **Public Comment:** P. Jagannathan suggested to have *Parent Policy Council Feedback* included in agenda items.
- **Public Comment:** Chair Michaud commented that when they bring up the Policies & Procedures to Parent Policy Council meetings, they [staff] clarify how the policies and procedures will be implemented.

**VI. ADJOURNMENT**

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ K. Bremond motioned to **Adjourn the meeting.**
- ✓ P. Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:07 pm

Submitted and recorded by  
***Christopher Gonzales***  
Administrative Assistant I

**City of**  
**Oakland FY**  
**21-22**

**Head Start Advisory Board**

**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~~**complaints** 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.
- (a) **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 7 6 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.
- (a) Head Start parent or alum--knowledge of the direct impact of Head Start as a parent 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 for failure to attend meetings without prior notice. Absence from three consecutive regular meetings (except for illness or when absent from the City with the prior knowledge of the Board) will constitute grounds for proposing removal. Conviction of a felony, misconduct, incompetence, and inattention or inability to perform duties shall constitute additional grounds for removal. Violation of the

standards of conduct, (See Article VIII) where a member uses his or her position as a Board member for personal gain, shall also be grounds for removal or other sanctions.

- 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 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 at the time and place designated by the Board each year at its first meeting in September.
- 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.

## **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 Policy Council (PC) 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.
- (4) City Council shall notify the Advisory Board in writing of the proposed amendments at least ten (10) working days before the date of first consideration of said amendments by the City Council. The Advisory Board shall have a right to appear before City Council or its relevant Committee(s) to comment upon the proposed amendments prior to the vote on the proposed amendments by City Council.

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Chairperson Signature

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Date

**Head Start & Early Head Start Budget Summary - All projects**  
Report as of 12/8/21 - Payroll to 10/29/21

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 706,171.34	\$ 4,665,965.66	13%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 505,337.27	\$ 1,628,319.73	24%
c. Travel	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 1,475.59	\$ 5,984.06	\$ 308,836.35	2%
f. Contractual	\$ 3,379,679.00	\$ 2,477,885.89	\$ 170,603.93	\$ 731,189.18	78%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 98,502.31	\$ 313,924.00	\$ 219,833.69	65%
i. Total Direct Charges	\$ 11,849,029.00	\$ 2,577,863.79	\$ 1,702,020.60	\$ 7,569,144.61	36%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 50,883.75	\$ 352,781.25	13%
<b>k. TOTALS</b>	<b>\$ 12,252,694.00</b>	<b>\$ 2,577,863.79</b>	<b>\$ 1,752,904.35</b>	<b>\$ 7,921,925.86</b>	<b>35%</b>

**Head Start Budget Summary - Project 1005569**  
**Report as of 12/8/21 - Payroll to 10/29/21**

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,261,490	-	353,451	1,908,039	16%
b. Fringe Benefits	1,009,275	-	248,898	760,377	25%
c. Travel	7,200	-	-	7,200	0%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	1,021	2,556	147,035	2%
f. Contractual	1,321,523	710,320	23,686	587,517	56%
g. Construction	-	-	-	-	-
h. Other	276,868	41,730	139,931	95,207	66%
i. Total Direct Charges	5,026,968	753,071	768,522	3,505,375	30%
j. Indirect Charges	169,854	-	25,554	144,300	15%
<b>k. TOTALS</b>	<b>5,196,822</b>	<b>753,071</b>	<b>794,076</b>	<b>3,649,675</b>	<b>30%</b>

**Early Head Start Budget Summary - Project 1005575**  
**Report as of 12/8/21 - Payroll to 10/29/21**

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	352,721	2,757,926	11%
b. Fringe Benefits	1,124,382	-	256,439	867,943	23%
c. Travel	7,800	-	-	7,800	0%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	1,223	3,428	161,033	3%
f. Contractual	1,912,278	1,522,017	137,543	252,718	87%
g. Construction	-	-	-	-	-
h. Other	315,640	56,772	173,993	84,875	73%
i. Total Direct Charges	6,636,431	1,580,012	924,123	4,132,296	38%
j. Indirect Charges	233,811	-	25,329	208,482	11%
<b>k. TOTALS</b>	<b>6,870,242</b>	<b>1,580,012</b>	<b>949,453</b>	<b>4,340,777</b>	<b>37%</b>

**Head Start T/TA Budget Summary - Project 1005570**

**Report as of 12/8/21 - Payroll to 10/29/21**

<b>Category</b>	<b>Appropriation</b>	<b>Encumbrance</b>	<b>Expenditures</b>	<b>Avail</b>	<b>Encumber &amp; Expend %</b>
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	39,071	-	-	39,071	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	27,681	-	8,161	20,921	29.48%
i. Total Direct Charges	66,752	-	8,161	59,992	12.23%
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>66,752</b>	<b>-</b>	<b>8,161</b>	<b>59,992</b>	<b>12.23%</b>

**Early Head Start T/TA Budget Summary - Project 1005576**

**Report as of 12/8/21 - Payroll to 10/29/21**

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

**Head Start Budget Summary - Project (1006121 & 1006122)**  
**Report as of 12/8/21 - Payroll to 10/29/21**

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	60,000	-	-	60,000	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	290,000	-	-	290,000	0.00%
e. Supplies	275,000	-	-	275,000	0.00%
f. Contractual	211,000	199,125	9,372	2,503	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	162,000	-	-	162,000	29.48%
i. Total Direct Charges	998,000	199,125	9,372	789,503	12.23%
j. Indirect Charges	-	-	-	-	0.00%
<b>k. TOTALS</b>	<b>998,000</b>	<b>199,125</b>	<b>9,372</b>	<b>789,503</b>	<b>12.23%</b>

City of Oakland  
PURCHASE CARD TRANSACTION LOG

DATE: 11/30/21

Cardholder Name: Diveena Cooppan

PRINT NAME

Oct 28, 2021

Transaction Period (Month / Year)



TO

Nov 27, 2021

Transaction Period (Month / Year)

Agency / Department: Human Services  
Department-Head Start

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

 Diveena Cooppan (Dec 1, 2021 12:37 PST) Date	510-238-7186 PHONE NUMBER (REQUIRED)		 Date 11-30-2021 AUTHORIZATION SIGNATURE AND DATE
CARDHOLDER'S SIGNATURE AND DATE		CODING BLOCK	

Line #	Transaction Date	Vendor Name	Transaction Description	GL Coding Block	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	11/5/21	Zoom	Zoom for HS Centers	1005569.78231.52213.1Default.23	161.60		
2				1005575.78231.52213.1Default.23	182.23		
3							
4	11/22/21	Servsafe Training	Kitchen Safety Training	1005569.78231.55212.1Default.23	93.06		
5				1005575.78231.55212.1Default.23	104.94		
6							
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15							

Document Total

541.83

DETAILED DESCRIPTION

Audited By:  
(Finance and Management Agency)

FMA 02/07



### Community Complaint, Feedback & Grievance Process

<b>Subject:</b>	Community Concerns/Complaints	<b>Policy #:</b>	(if applicable)
<b>HSPPS Subpart:</b>	<i>PERFORMANCE STANDARD: 1304.50 (d) (2) (v) establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.</i>	<b>Policy Council Review Date:</b>	
<b>HSPPS and other regulations:</b>		<b>Policy Council Approval Date:</b>	
<b>State Regulations:</b>		<b>Board of Directors Approval Date:</b>	
<b>Effective Date:</b>		<b>Revised Date:</b>	
<b>Policy Statement and Detailed Procedures</b>			
<b>Policy Statement:</b>	<p>COO EHS/HS wants to hear from parents and community members who may have concerns or complaints about program operations impacting the health and safety of children in a timely, respectful manner in order to resolve concerns and improve the program. Complaints should be resolved at the program level whenever possible. All community complaints/resolutions will be triaged through a Complaint Committee consisting of the Program Director and Program Supervisors.</p> <p>COO EHS/HS recognizes that community members may bring up significant concerns and complaints to staff but not want to escalate their concerns to a formal complaint. In those cases, it is important that significant concerns and complaints be communicated to agency leadership for monitoring and tracking.</p>		
<b>Rationale:</b>	<p>All community complaints, feedback, investigation, and resolutions will be handled in a solution-oriented, transparent manner. At no time will a child's participation in a program be influenced by a community complaint. Information regarding community complaints and concerns impacting the program must be communicated to agency leadership to allow monitoring and program improvements.</p>		
<b>Responsibility:</b>	<p><b>Center Directors, Teaching Staff, Family Advocates, School Readiness Coordinators, Family &amp; Community Engagement Coordinator, all Program and Content Supervisors and Managers, Education &amp; Home-Based Coordinator &amp; Director of Head Start Program</b></p>		
<b>Monitoring:</b>	<p>1. All will be kept in an on-line file that includes investigation and resolution and are approved by the Program Director</p>		





Policy Statement and Detailed Procedures	
	2. Aggregate community complaints and their resolution will be reviewed twice per year by the Program Director and the Program Supervisor.
<b>Procedure:</b>	<p><b>Formal Complaints</b></p> <ol style="list-style-type: none"> <li>1. If a community member raises a concern about program operations, treatment of a child or any other issue impacting the health and/or safety of a child or any potential serious violation of program rules or standards, the person receiving that should encourage the community member to document their complaint in writing.</li> <li>2. The staff person receiving the complaint will refer the complaint or the complainant to the appropriate Program Supervisor (School Readiness, Content, or Partner).</li> <li>3. Any Program Supervisor or Program Director receiving a complaint should communicate the complaint to any relevant Program Supervisor and the Program Director within two business days of receiving the complaint. The Program Supervisors can delegate all or part of the investigation/resolution to appropriate staff members.</li> <li>4. The Program Supervisor or Program Coordinator or other staff person will meet with the complainant and make every effort to resolve the complaint. Program Supervisors/Coordinators may investigate the complaint to gather more information by reviewing documents and or interviewing other staff.</li> <li>5. The Program Supervisor/Coordinator will document the complaint, any investigation and any resolution and submit to the Program Director.</li> <li>6. If the complaint is not resolved, the Program Director will meet with all parties involved and attempt to resolve the complaint. If the complaint is not resolved, the Human Services Director will meet with all parties and attempt to resolve the complaint. All meetings and investigations will be documented.</li> <li>7. Any feedback or information provided to the complainant regarding investigation or resolution must be provided within privacy guidelines. The privacy of employees and other families will be protected in all communications.</li> <li>8. The Community Complaint process must be included in the Parent Handbook and discussed in orientation meetings at the beginning of the program year.</li> </ol> <p><b>Informal Complaints or Feedback</b></p> <ol style="list-style-type: none"> <li>1. If a community member raises a complaint or feedback of a serious nature, but does not want to make a formal complaint, the person receiving the information must communicate the nature of the complaint to the appropriate Program Supervisor.</li> <li>2. Examples of concerns that need to be reported include but are not limited to:             <ol style="list-style-type: none"> <li>a. Inappropriate or harsh discipline of a child/violation of children's rights.</li> </ol> </li> </ol>



Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> <li>b. Violation of policies and procedures impacting health and safety.</li> <li>c. Reports of unfair or biased treatment of family members, community members or children.</li> <li>d. Reports of unsafe conditions at centers resulting in injury or potential injury.</li> <li>e. Classroom practices or situations that impact health and safety of children and staff.</li> </ul> <ul style="list-style-type: none"> <li>3. Staff members must document the complaint on the Community Complaint form.</li> <li>4. Program Supervisors will investigate or delegate the investigation to a staff person. Documentation of the investigation will be provided to the Program Director.</li> </ul>
<b>Documentation:</b>	Informal Community Complaint Documentation Form Unusual Incident Report (if required) Child Abuse Reporting Report (if required)
<b>Timeframe:</b>	On-going  Due process