

# CITY OF OAKLAND

## AGENDA REPORT

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OFFICE OF THE CITY CLERK  
OAKLAND

2007 NOV 29 PM 7:52

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Head Start Advisory Panel and Policy Council  
DATE: December 11, 2007

RE: **Receive An Annual Informational Report From The Head Start Advisory Panel  
And Policy Council**

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### SUMMARY

The purpose of this joint informational report from the Head Start Advisory Panel and Policy Council is to provide an update to City Council on the City of Oakland Head Start Program.

As the local grantee for the federal Head Start program, the City of Oakland is required to have an established policy group (Head Start Policy Council) and a well functioning governing body (City Council) that share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start federal legislation and policies.

In March 2002, the City Council approved a resolution confirming the creation of a Head Start Advisory Panel to assist the City Council in its governance role for the Head Start program. The role of the Advisory Panel is to provide information, advice, and recommendations to the City Council in areas that require shared action by the City Council (as the governing body of Head Start) and the Head Start Policy Council. The Head Start Advisory Panel participates in the planning and review of matters related to the Head Start program and makes recommendations to the Life Enrichment Committee of the City Council for approval. As part of ongoing communication between the Governing Body, Advisory Panel, and Policy Council, this informational report provides City Council with updates on the Head Start program.

### FISCAL IMPACT

Since this report is informational only, no fiscal impact are included.

### BACKGROUND

In March 2002, the City Council created the Head Start Advisory Panel to assist the Council in its role as the Head Start Governing Body. The Head Start Advisory Panel is responsible for overseeing, monitoring and reporting on the implementation of the Oakland Head Start program. Current Head Start Advisory Panel members are JoEllen Spencer, Finance Officer, Bananas Child Care Resource and Referral Agency, Nancy Yamamoto, Project Supervisor, KQED Early

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Learning, Julie Hadnot, Community and Government Relations Manager, Kaiser Permanente, Dr. Stacy Thompson, Chair, Human Development Department/Associate Professor in Child Development, Merritt College, Krishen Laetsch, Program Officer, East Bay Community Foundation, and Jeffrey Thomas, Consultant.

The Head Start Advisory Panel has established written procedures and by-laws, which describe how and when governance activities will be performed. The by-laws are reviewed on an annual basis. The Panel meets monthly, and members invest time and energy to assure proper oversight of the program. Panel members contribute a significant level of involvement in the development, operation, and oversight of the Head Start Program.

The Head Start Policy Council is made up of a parent representative from each Head Start center, one parent representing family child care homes, and several community representatives. They meet monthly to discuss many different programmatic and administrative issues, and to review and approve staff program and fiscal reports. Parent involvement is a key component of Head Start, and the Policy Council demonstrates the program's commitment to involving parents in key decision-making.

## **KEY ISSUES AND IMPACTS**

The Head Start Policy Council and Head Start Governing Body are federally mandated governance structures for all Head Start programs, ensuring the Head Start program is of the highest quality. The City of Oakland's Head Start Policy Council and Advisory Panel are committed to working together with staff, parents, City Council, and community members to ensure that a quality child development program is provided to children and families in Oakland.

## **PROGRAM DESCRIPTION**

Oakland Head Start has continued to improve and expand upon services for children and families since our last report. The program has worked collaboratively with community partners to ensure that comprehensive services are provided. Together, Head Start and Early Head Start currently provide early childhood development services to a total of 1,608 low-income infant, toddler, and preschool-age children and families throughout Oakland. The City directly serves 1,095 preschool-age children in eighteen Centers and eight Family Child Care homes, and the delegate agency (the Unity Council) serves an additional 313 Head Start and 200 Early Head Start children and their families.

### *Three-Year Program Goals:*

The program has entered the first year of a new three-year program cycle. Accordingly, the program conducted a comprehensive Community Assessment which involved Policy Council and Advisory Panel members, and developed new Goals and Objectives for the program. The 2008-2011 Goals for Oakland Head Start are:

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- 1) Oakland Head Start will enhance its efforts to leverage additional funding and resources to support the comprehensive child development services that it provides.
- 2) Oakland Head Start will work to improve the physical and social emotional health of children, families and staff
- 3) Oakland Head Start will increase its efforts to meet the diverse needs of Oakland Head Start children & families
- 4) Oakland Head Start will continue to improve the literacy skills of children and families, with an emphasis on school readiness for children entering kindergarten.

*New Funding:*

In January of 2007, the California Department of Education (CDE) announced the availability of \$45,000,000 throughout the state of California for part-day preschool services, through the Prekindergarten and Family Literacy Program (PKFLP). This funding was available for programs located in the attendance areas of elementary schools ranked in the base Academic Performance Index (API) deciles 1-3 in 2005. Additionally, preference was given to underserved areas as identified by each Local Child Care Planning Council (LPC).

The City applied for, and received, \$1,092,302 of this funding in order to expand upon services provided to Head Start children and families. This funding provides additional days of preschool as well as parenting education and family literacy services for three hundred and four (304) four-year olds who will be entering kindergarten in 2008, in areas of high need in Oakland that meet the funding criteria.

The funding provided by this grant supplements the Head Start funding currently received by the City of Oakland, in order to provide a comprehensive family literacy and school readiness program. Eligible four-year old Head Start children are enrolled in this program, and are receiving, along with their families, enhanced parenting and family literacy services in addition to comprehensive child development services.

*I am Moving, I am Learning:*

This program year, Oakland Head Start began implementation of an exciting new program entitled "I Am Moving, I Am Learning", which was developed by the Office of Head Start, Region III. This program utilizes a multidisciplinary approach to address and prevent childhood obesity. Quality movement experiences and healthy nutrition choices are incorporated into classroom routines. Head Start staff and families are encouraged to be more intentional about the quality and quantity of children's physical activity, and the importance of good nutrition is reinforced. Oakland Head Start has incorporated 60 minutes of structured and 60 minutes of unstructured physical activity into the daily classroom routine. "I am Moving, I Am Learning" is research-based, developmentally appropriate, and follows Head Start Performance Standards. The Head Start Policy Council and Advisory Panel received a presentation on the program before it was implemented. Head Start staff were then trained on implementation. To date, staff,

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children and families have embraced this new program whole-heartedly, and are moving and learning on a daily basis!

#### *Mental Health and Violence Prevention Services*

Oakland Head Start has continued to build upon its efforts to enhance the social emotional well-being of children and families in the program, as one of our major programmatic goals.

Oakland Head Start contracts with agencies to provide mental health services at all of our eighteen centers and eight family child care centers. Measure Y provides funding, through Safe Passages, for mental health services at two of our largest Head Start centers, 85<sup>th</sup> Avenue and Eastmont. These services are provided through a mental health consultation model in which the consultants work with Head Start staff to build their knowledge and skills in early intervention services. This model has proven to be very effective at our sites, and will increase Oakland Head Start's capacity to foster children's emotional, behavioral, and social development.

The *Second Step Violence Prevention Curriculum* is implemented at all of its sites throughout the City, through a successful partnership with Measure Y and the school district. The curriculum uses age-appropriate techniques to teach empathy, impulse control, problem solving, and anger management in an effort to increase pro-social behavior among children. This curriculum provides Head Start teachers with a concrete tool to manage challenging behaviors in the classroom.

#### *Federal Review Year*

All Head Start grantees are required to be reviewed by the federal Head Start Bureau every three years. Federal reviews ensure that the over 1,700 Head Start Performance Standards and all other relevant legislation, regulatory and policy requirements are met by Head Start programs. Federal reviews identify areas needing improvements, or non-compliances; and deficiencies, defined as areas of performance in which a Head Start grantee agency is not in compliance with State or Federal requirements.

Oakland Head Start was last reviewed in January 2005. During this review, deficiencies and non-compliances were identified for both the grantee and delegate. These were corrected through a Quality Improvement Plan, and a follow-up review in xxx 2006 cleared the program of all non-compliances and deficiencies.

Oakland Head Start will be reviewed this program year (2007-2008). The review process has changed; there is a new tool (Office of Head Start Monitoring Protocol), and program are given just 30 days notice before the review. In addition, there is a heightened focus on fiscal management and the role of the Governing Body. Program staff have been working along with

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Policy Council and Advisory Panel members to prepare for the review, by completing all the questions in the Monitoring Protocol, and collecting extensive documentation for the review.

## **SUSTAINABLE OPPORTUNITIES**

### **Economic:**

The Head Start program delivers comprehensive, high quality services to children and families in the City of Oakland. The Head Start Advisory Panel ensures the Head Start program has a method of providing advice and recommendations to the City Council on policy-making functions that are designated as responsibilities of the Governing Body (City Council) in Head Start regulations. This will ensure continued quality in the operation of the Oakland Head Start Program.

### **Environmental:**

There are no environmental benefits to the City from this report.

### **Social Equity:**

All of the Head Start Advisory Panel members reside or conduct business in the City of Oakland and are directly involved in at least one of the following interests: Public Education, Public Health, Family Services, Childcare/Child Development and Management and Administration.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

By federal regulation, Head Start is required to enroll ten percent of its children from among those with special needs, many of whom fall within the definitions in the Americans with Disabilities Act (ADA). The services discussed in this report are aimed wholly or partly at program governance and oversight. Since Head Start is a program for children, any services to seniors (e.g., grandparents of children enrolled) are incidental to services provided to the children themselves.

## **RECOMMENDATION(S) AND RATIONALE**

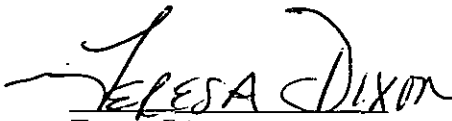
Acceptance of this informational report contributes to the Oakland Head Start program having a fully operating governance structure that provides the oversight and accountability required by the Head Start Program. The Policy Council and Advisory Panel will continue to meet monthly and provide advice and recommendations to the City Council on Head Start policy making functions that are the responsibilities of the Governing Body as stated in the Head Start regulations. Staff recommends that the City Council accept this joint informational report.

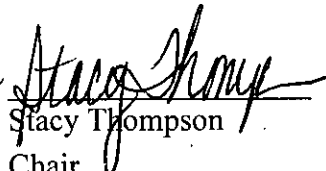
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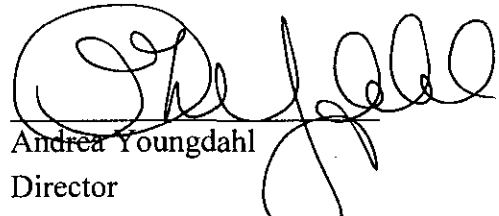
**ACTION REQUESTED OF THE CITY COUNCIL**

Staff requests that the City Council accept this joint informational report from the Head Start Advisory Panel and Policy Council.

Respectfully submitted,

  
 Teresa Dixon  
 Chair  
 Head Start Policy Council

  
 Stacy Thompson  
 Chair  
 Head Start Advisory Panel

  
 Andrea Youngdahl  
 Director  
 Department of Human Services

Reviewed by:  
 Usana Pulliam  
 Early Childhood & Family Services Manager  
 Head Start Program

Prepared by:  
 Priya Jagannathan  
 DHS Planner

APPROVED AND FORWARDED TO THE LIFE ENRICHMENT COMMITTEE:

  
 Cheryl Thompson  
 Office of the City Administrator

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