



Citywide Parent Policy Committee (CPPC)

Hybrid Full Council Meeting - Tuesday, July 18, 2023

Location: DFSS 1615 West Chicago Ave Room 249A Chicago, IL 60622

Zoom link: <https://us06web.zoom.us/meeting/register/tZMkcOyprjMpGdHFgOAMi0q5FXOgmV2oLlLd>

10:30am-12:30pm

Meeting Minutes

- Call to Order – Kellia L. Phillips called the meeting order at 10:40 AM.
- Roll Call/Establish Quorum – Kellia L. Phillips.

DFSS

Cerathel Burgess Burnett
Sharay Johnson
Frederick Stewart
Jocelyn Buchanan
Mara Martinez
Berenice Vargas
Soung San
Craig Zemke
William Hill

Delegates/Guests

Tracy Rayner – NUSH
Kellia Phillips – CNH
Naatsotsoo Wright – YMCA
Martha Zavala – El Valor
Shakari White – Montessori Network
Titilao Adgeunju- Mary Crane
Dr. Nyela Wells - YMCA
Francisca Bardales
Shannon Shelby – Trinity
Tenia Russell-Burns - Trinity
Maria – Vera Translator (Guest)
Shaneika Tolliver

- Action items
 - Reviewed and Approved of the **June 20, 2023**, Full Council Meeting Minutes. We have established the quorum. Motion: 1st – Shakari White; 2nd – Martha Savala
- New Business – Cerathel Burgess Burnett.
 - Parent Activity Fund – the fund is established by the office of Head Start to support program planning: training, parent activities and conferences, professional development, childcare activities, lunches, and snacks and so on. It costs \$5.00 per child. DFSS awards the federal dollars to our delegate agencies. In turn, the agencies allocate a “Parent Activity Fund” for the children and parents. So, the agencies should budget accordingly.
- DFSS Executive Updates – Cerathel Burgess Burnett.
 - Notice of Federal Review – The Administration for Children and Family (ACF) sent out the Information Memorandum. It outlines the monitoring process for FY24 and shares the updated process for FA1 and FA2 and classroom assessment scoring system reviews. During the FY24, the CLASS scores will be used for Designation Renewal System determinations. Due to COVID-19 from year 2020 through Spring 2023, OHS did not use the CLASS scores. Previously, there were two incidents reported but the reporting was late which led to a finding of deficiency. Reporting the classroom incidents is

critical. So, all agencies are to report all incidents in a timely fashion. Between OHS and DFSS the time is 7 days. All agencies have the responsibility to make the reports. As a result of these incidents, both teachers were terminated. These incidents occur nationwide. However, we are trying to create a training module for teachers and others so that our children are healthy and safe. Thus, we had health and safety summit.

- As for FY23-24, HS/EHS grant applications, there will be a webinar on July 26th. The time is between 1:30p – 3:00p. So, all CPPC members should be aware of the grant applications of agency.
- Health and Safety Summit 2.0 – Cerathel Burgess-Burnett. Last Saturday, we had a successful summit on July 15, 2023. 80% in attendance. This Summit 2.0 focused on the home-visiting program. Why Saturday? Because during the regular workday, the home-visiting team were busy. They have a conflict of schedules with all our meetings.
- CPPC Elections – Kellia Phillips.
 - **Vacant positions** are open for all qualified candidates. The floor is open.
 - Secretary
 - Assistant Secretary
 - Treasurer
- Office of Head Start Communication
 - Treatment of Rebates – (Treatment of Rebates, discounts, refunds, and cost-saving) - The purpose of the Information Memorandum is to provide guidance on cost-saving measures and how the savings should be treated by the recipient toward the HS award. The IM will also guide the recipients in ensuring that direct and indirect cost reductions or cash refunds that related to the HS award are reflected in the recipient’s accounting practices, allocated correctly, and returned to the federal award appropriately. Also, the E-Rate program is intended to ensure that all eligible schools and libraries have affordable access to telecommunications and information services. Some HS/EHS’s recipients are eligible for E-Rate program participation.
 - Monitoring FY 2024 - For the FY24 Monitoring Reviews, we have a Review Types (FA1, FA2 and CLASS) which start on October 2023. There will be follow-up reviews and the OHS reserves the right to conduct special offsite or onsite reviews (as needed.)
- Program Reports
 - Spring Outcomes – William Hill reports the child outcome summary for Spring 2023. It provides details the information provided by TS for children enrolled in subrecipient and delegate classrooms for children birth to 5years. It is expected that all children are progressing across the developmental domains (social emotional, physical, language, cognitive, literacy and mathematics.) Social emotional has been used to determine a child’s readiness for success. Overall, children made good progress toward meeting the program’s school readiness goals. The percentage of children with knowledge, skills, and abilities meeting or exceedingly widely held expectations is greater than 85% for all identified objectives and dimensions and greater than 90% for most. Progress varies across age groups and class levels. Fall to Spring growth is stronger for younger children.

- Attendance/Enrollment – Craig Zemke.

	HS	EHS	EHSCCP	EHSexpansion
Attendance	70.77%	74.57%	77.48%	80.22%
Enrollment	91%	79%	77%	83%

- Meals/Snacks – Craig Zemke.

	Breakfast	Lunch	Snack
Head Start	15708	17153	15997
Early Head Start	16495	17448	16961

- Finance – Frederick Stewart. FY2023 report.

	HS	EHS	EHSCCP	EHSexpansion
Anticipated Utilization	58%	58%	58%	58%
Utilization Rate	33.03%	26.01%	27.76%	16.80%

	ECBG	Child Care
Anticipated Utilization	100%	100%
Utilization Rate	57.22%	77.07%

- Open Discussion – Early in the meeting, there was no audio. We should resolve after the meeting.
- Adjournment – Kellia Phillips. Adjourn the meeting at 12:00pm. 1st motion – Tracy Rayner. 2nd motion – Martha Savala