



Citywide Parent Policy Committee (CPPC)

Virtual and In-person Full Council Meeting - Tuesday, May 16, 2023

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

10:00am-12:00pm

Meeting Minutes

- Call to Order - Kellia Phillips called to order at 10:43 am.

- Roll Call/Establish Quorum

DFSS members

Cerathel Burgess- Burnett
Martuice Brooks
Berenice Vargas
Frederick Stewart
Craig Zemke
William Hill
Sharay Johnson
Joycelyn Buchanan

Delegates/ Guests

Timmy Adegunju – Mary Crane (Parent)
Kellia Phillips – CNH (Parent)
Dr. Nyela Wells- YMCA
Luther Boyd III- Serendipity
Naatsotsoo Wright – YMCA (Parent)
Christopher Pergallo–Christopher House (Staff)
Coco Ford – Allisons (Staff)
Cassandra Atkins – ASM (Parent)
Anna Naranjo- Kimball (Parent)
Martha Zavala – El Valor (Parent)
Jaleesa Langston – Trinity (Parent)
Tracey Rayner – NUSH (Parent)

- Action items

- Approval of **April 18, 2023**, Full Council Meeting Minutes
Motion: 1st – Cassandra Atkins; 2nd – Martha Zavala
The quorum was established.

- New Business - Kellia Phillips.

- DFSS Executive Updates – Cerathel Burgess Burnett. There will be a new monthly governance report. You will receive materials in a format that is current about our programs. In the report, you can understand what is going on and what we are doing, i.e., a photo from our 2-day health and safety summit last week. Another section would include the simplified version of an enrollment graph. We are trying to present the report in a conceptualized format. There will be a financial report section, a meal count report, and much more.
- New Item – led by Cerathel Burgess Burnett. On the last CPPC's meeting, the committee members received a package about the COLA and Quality Improvement Funding that needed approval; however, there is one additional item that needs to be acknowledged and your approval. This is a 5.6% COLA increase. This non-federal match waiver is a part of the previous package that needs your approval as well. There is a requirement from NFM of 20% of the total budget. This means for all federally funded delegates (HS, EHS, EHSCCP and EHS expansion) does not need to be budgeted or added to their budgets but only through parent volunteering their time and efforts and other sources. Ms. Kellia Phillips is asking for approval. Motion: 1st - Martha Zavala; 2nd- Naatsotsoo Wright
 - Illinois Head Start-Parent Ambassador Program – Martuice Brooks. Head Start

has initiated a Parent Ambassador Program to get parents more involved in Head Start. We will have a representative who has this experience to talk about it to the parents this Summer. We are trying get a full class for the cohort. For those who are interested, kindly reach out to Martuice Brooks or Cerathel Burgess-Burnett. Ms. Kellia Phillips and Ms. Cassandra Atkins are interested.

- CPPC Elections – Martuice Brooks. We still have vacancies for the following positions. The floor is open to all applicants. If you have the time, you can volunteer for these positions.

Vacant positions

- Vice-Chairperson
 - Secretary
 - Assistant Secretary
 - Treasurer
- Unfinished Business – No unfinished business to report for this period.
 - Program Reports
 - Attendance/Enrollment – Craig Zemke. April’s Enrollment report: the end of a program year is approaching. We are not meeting the goal as of April. For enrollment for next school year, the on-line application is now open.

HS	EHS	EHS CCP	EHS expansion	PFA	PI
1138	995	822	152	4408	3757
Attendance	Attendance	Attendance	Attendance	Attend	Attend
90%	80%	68%	77%		
Enrollment	Enrollment	Enrollment	Enrollment		

- Meals/Snacks – Craig Zemke. April’s Meals Report:

	Breakfast	Lunch	Snacks
Head Start	15832	17220	17788
EHS- (ALL Grants)	13249	15181	13695

- Finance – led Frederick Stewart. Financial expenditures report as of April 2023. The expected utilization rate should be at 42%

Programs	HS	EHS	EHS CCP	EHS expansion
Balance	19,691,510.11	27,437,179.51	15,123,159.80	3,677,760.45
% Expended	14.85%	10.43%	12.67%	4.04%

- Content Areas Reports – led by Martuice Brooks. No content areas report to report.
- OHS Communications – led by Martuice Brooks. No OHS Communications to report.

- Open Discussion – Kellia Phillips spent three hours with the children and the family who attended the campaign. She was glad to hear people talking about children’s education at this event. Also, the talks were about non-profit organizations. She had a good time.

- Adjournment led by Kellia Phillips. The meeting was adjourned at 11:16am. Motion to end the meeting. 1st – Martha Zavala; 2nd – Cassandra Atkins

Dear PFA/PI Providers,

Please be advised that as a result of funder reporting requirements, the Department is amending the information required to be submitted with your COLA budget revisions.

With submission of your revised budget, you are required to complete the attached FY23 COLA ECBG PI.PFA Supplemental Attachment.

Attached you will find:

1. Instructions on how to complete the required supplemental attachment
2. Supplemental attachment (to be submitted in excel format along with your budget revision)
3. Frequently Asked Questions
4. CPS Salary Tables to determine your staff salaries are commensurate. CPS entry level salary for a similar credentialed teacher is:
 - a. Level 1 Bachelor's degree \$59,894 22-23 and \$61,990 23-24
 - b. Level 2 Master's Degree \$63,042 22-23 and \$66,284 23-24
5. Sample salaries budget page demonstrating ideally how COLA would be reflected on your salaries budget (NOTE: Include all positions paid from the program at any time during the budget period. If hired or terminated during the period, you must pro-rate applicable COLA for their duration of employment). This sample is based on 26 pay periods with payroll already distributed through May 31st before COLA rate had been implemented (24 pay periods, with two remaining).
 - a. This sample demonstrates three lines for each position:
 - i. Salary at pre-cola rate, pro-rated for the pay periods already concluded
 - ii. Salary at increased COLA rate, pro-rated for the remaining pay periods
 - iii. Retro COLA amount for COLA applicable to pay periods already concluded

Please do not hesitate to reach out with any questions.

Thank you,

DFSS FY 23 ECBG COLA Team