



Citywide Parent Policy Committee (CPPC)
Hybrid Full Council Meeting - Tuesday, April 15, 2025

Microsoft Teams Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWI4YTM4YTMtNmY3My00MTQ5LTkxZTUtZTQxOGE2YzIzMDk5%40thread.v2/0?context=%7b%22Tid%22%3a%227036cda9-062d-4151-8144-97ddc56e7027%22%2c%22Oid%22%3a%22cbafbe73-338f-42b8-8a69-aada3a64fd16%22%7d

10:30 am-12:30 pm

Meeting Minutes

- Call to Order – Nicholena Moore calls the order to 10:46 AM
- Roll Call/Establish Quorum - We have established the quorum.

DFSS staff

[x] Mara Martinez
[x] Craig Zemke
[x] Martuice Brooks
[x] Sharron Davis
[x] Berenice Vargas
[x] Soung San
[x] Jocelyn Buchanan
[x] Raven Whitehead
[x] Raven Jackson
[] Jacinta Passamentt
[x] Delilah Bedolla
[x] Charles Hall
[x] Cerathel Burnett
[x] Tasia Evans
[x] Frederick Stewart
[x] Catherine Soto
[x] Sharay Johnson
[x] Cathy Wiggins

Delegates/Guests

[x] Desiree Patterson- Kenedy King (P)	[] Ms. T. Li
[x] Alejandra Ortiz – SGA	[] Sara Ortega- Diversey Daycare
[] Jasmine Jordan – Trinity Childcare (P)	[] Tracy McAfee - YMCA
[x] Tianna Reid – CYC (P)	[] Fanita Robins – YMCA – (P)
[] Kebede Mereba – Chris House (P)	[] Shakira Rius
[] Jada Mendez – El Valor - (P)	[x] Victoria Marinez SGA- (P)
[x] Nicholena Moore – El Valor (P)	[] Yulieth Perez
[] Brenda Romero – Kimball Daycare (P)	[] Nala Buchanan
[] Tierra Muhammad – Montessori (P)	[] ELC Gloria A.
[] Consuelo Cancino – Erie	[] Guadalupe
[x] Timmy Adegunju - Mary Crane (P)	[x] Carla Johnson (Alt. P)
[] Chardina Burks – ITAV	[] Brandi Spruell – Family Focus (P)
[] Litecia Casteneda – Northstar	[] Shannon Moten-Rogers – CNH (P)
[x] Sharon Kirkconnell – El Valor (P)	[x] Angela Obaseki – Christ House (Alt. P)
[] Ana Garcia – Diversey Daycare	[x] Christopher Peragallo
[] Tracy Rayner – NUSH (P)	[x] Calzada Estela – SGA staff
[x] Tiara Rodriguez – Gads Hill (P)	[x] Felena Boston -Ada S.
[] Janelle Davis – YMCA (P)	[] Brittney Brooks – Allison Inf/Tod (P)
[] Kiara Johnson – CCC (P)	[] Anastacia Jackson – ITAV (P)
[x] Charles Frazier – CNH (P)	[] Siliece Wiggins CNH (coordinator)
[] Zachery Korotko	[x] Estrela (interpreter)
[x] Johnnisha Moore – FF Southshore	[x] Eva Esparanza
[x] KE (Teamwork Englewood)	[x] Alisha Rosand

- Action items
 - All parents of the committee review the March 18, 2025, Full Council Meeting Minutes. A quorum has been established. Tianna Reid 2nd motion and 1st motion Nicholena Moore

- DFSS Executive Updates –

- Deputy's Corner – Cerathel Burnett updates the Deputy Commissioner's Corner. A friendly reminder: the RFP for FY 2025 will be released soon. All agencies must submit their application for the new contracts. State – July 1 and Federal – December 1. Headstart.gov is a live official website. You can access these trusted resources. Ex. All training courses are available here. Our email to the agencies says the regional offices are closed. All 10 regional offices are consolidated into five regional offices. We are conducting the assessment for our self-assessment. Ex. How well do we meet the community needs, and are we following the best practices, program standards, and challenges? Next meeting: King Center on May 28, 2025.
- OHS Communication – ACF- OS – IM – 25 03 Promoting Healthy Eating. HS programs support healthy eating. Healthy foods and other nutrition services help children grow, develop, and learn. Good nutrition is essential for brain development and provides energy for children to focus throughout the program day. Also, good nutrition reduces the risk of infections and illnesses. It prevents childhood obesity, which can lead to heart disease and diabetes. This IM provides tips to foster enthusiasm for healthy eating in early learning environments and encourages HS to implement strategies to promote health and nutrition.
- Planning Cycle – Training. Craig Zemke gives an overview of planning cycles. Our mission: work with community partners to connect Chicago residents and families to resources that build stability, support well-being, and empower them to thrive. The planning cycle has seven parts: community/self-assessment, goal/objective setting, action plan/budget, implementation/data collection, ongoing monitoring, program adjustments, and annual self-assessment. The planning cycle ensures continuous program improvement, including planning, implementation, evaluation, correction, and support for HSPPS compliance. In step 1, the community assessment is conducted every 5 years. It uses qualitative and quantitative data, informs goals, and service delivery. Also, it includes data on demographics, needs, programs, and strengths. Why do we need a community assessment? It is a vital part of the assessment. It plays a significant role in multiple aspects of HS program planning that include – allocating slots/seats across areas with the most need, creating enrollment selections criteria and recruitment plans, determining the program models, options and duration that will best meet the needs of families, setting program goals and objectives for program quality improvement and creating community partnerships to meet the health and social service needs of the children and families. Step 2 – Self-assessment involves staff, parents, and the community annually. It reviews progress, compliance, and outcomes. Also, it will inform you of next year's plans. Why is self-assessment important? It examines the systems and their support services. It involves a specified time to stop and take stock, focusing on how well we follow best practices and program standards, the challenges we face, and how well we meet the community's needs. Self-assessment helps to check our progress on goals and objectives, identify systemic issues, and consider innovations. Self-assessment exams the quality of work and continually works to improve systems. It is a key part of the HS program planning cycle. Step 3 is setting goals and objectives. It is based on the SMART criteria (Specific, Measurable, Attainable, Relevant, Time-bound, linked to readiness/outcomes, Reviewed annually). In step 4, there is an action plan and budget. It involves an annual implementation roadmap, including activities, resources, and timelines. Its budget should be aligned with the program's priorities. Step 5 is implementation and data collection. Uses data systems to track delivery, outcomes, and fiscal management. Also, it ensures data

integrity and security. Step 6 – is ongoing monitoring. It tracks compliance and progress. This involves roundtables, meetings, internal assessments, and external audits. It supports continuous improvement. Step 7 – is adjustments and constant improvement. It uses data to maintain, replicate, and revise strategies. It enhances outcomes and implements course corrections. This entire process uses data. It informs planning, implementation, and evaluation. It promotes coordinated services and encourages communication and transparency.

- CPPC Updates – Martuice Brooks reminds the parents of the vacancies. There are three vacant positions for parents who want to be nominated. As of 3/4/2025, these are the following positions. The training opportunity is coming soon. The roles and responsibilities will be sent out momentarily.

- Secretary
- Assistant Secretary
- Assistant Treasurer

- Program Reports – Nicholena Moore calls on the following presenters. There are three presenters on this day for the program reports.

- a. Craig Zemke – This is our March Enrollment Report:

Head Start – 1354	EHS – 1072	EHSCCP – 749
EHS Expansion – 180	PFA – 3720	Preventive Initiative – 3084

- b. Attendance Report – March 2025.

HS – 79.20%	EHS – 80.86%
EHSCCP – 79.42%	EHS Expansion – 82.32%

- c. Meals Report – March report:

	Head Start	EHS	EHS-CCP	EHS-Expansion
Breakfast	16598	11678	8656	1727
Lunch	17382	12252	8720	1689
Snacks	16017	11310	8805	1592

- d. Frederick Stewart – summarizes financial expenditure report.

	HS	EHS	EHSCCP	EHSExpansion	ECBG	Childcare
Expenditure	4,019,644.20	4,570,801.70	2,494,783.50	685,431.27	52,552,294	5,209,332.6
Balance	21,387,512.00	29,050,191.00	16,667,740.00	3,536,391.70	48,572,144.00	5,596,317.30
% Utilization	15.82%	13.60%	13.02%	16.24%	51.97%	48.16%

- e. Sharay Johnson gives an overview of the content area reports for March 2025.

1. ERSEA continues to receive applications from families whose children are in 0-5 programs at CBO. The CEL application is open for the 2024-2025 school year. For parents needing help with the application, dial CEL's hotline: 312-229-1690. The monthly enrollment for March is 83%. The One-System Initiative is underway to serve all unhoused Chicagoans. On April 11, CSD hosted the CEL Enrollment training. Collaborative efforts between CSD and the homeless services division have created recruitment opportunities. CBOs are provided with support and are encouraged to continue their recruitment efforts. CSD is participating in the Parenting Student Symposium on March 20th, from 9 am to 1 pm at the UIC Student Service Building.

2. Health/Nutrition, Mental Health/Disabilities - continued meetings with CPS and HS regarding the inclusion pilot, due to conclude by June 2025. CSD and Lead Care Complete are collaborating to inform agencies about the resources the program can receive to mitigate lead in paint/water. DFSS has disseminated information regarding this resource via CSD's electronic newsletter. Globetrotters Engineering hosted an overview of site inspections for DFSS's facility monitors and Q/A. CPS/HS subcommittee met on 3/11/2025 to discuss collaboration, barriers, and MOA. The advisory met on 3/25/2025 regarding updates to collaborative efforts, resolution of issues, and confirmation of signatories for the MOA. HS federal TTA STGi provider to meet with CSD leadership on 3/27/2025 regarding Health and review resources in the Padlet
 3. Education and Training Updates – There is a lot of training to support teachers and community-based organizations. Teaching Strategies offers many training opportunities in March (3/4—3/26). Ex. Introduction to the Creative Curriculum for preschool (Part 1) ... Implementing Studies to promote inquiry-based learning (Part 3). UIC – SMART Goals and SMARTEST Goals (Part 1), March 27th. Erikson Institute – CPS referral process for ages 3-5 and Strategies to support social emotional development for 0-3 programs.
 4. Parent Family/Community Engagement (PFCE) – The UIC parent symposium occurred on 3/20 (from surviving to thriving). DFSS staff continue to connect with agencies to request a 5-minute slot on the Parent Policy agenda. UIC/vendors provide training to support family service workers in connecting families with community resources to ensure that the needs are met. FAST literacy and training for parents.
 5. Fiscal – Fiscal Community of Practice Sessions will convene every 3rd Friday of the month from 1-3 pm. It is a platform where fiscal and program staff can discuss best practices, approaches, and challenges around fiscal administration for their programs. Also, the Initiative for CSD cares system: WHO CARES WE CARE IF YOU'RE IN CARES to engage delegate agencies to use the CSD cares system. CSD cares training courses will be offered to support our delegate agencies in PIR, H/R, ERSEA, Health/Disability, and Education. Sharron Davis conducted a fiscal training in March 2025, highlighting the budgetary operations process.
- CPPC updates—All elected CPPC delegates/alternates must be parents of currently enrolled children in a DFSS-funded HS/EHSCCP program. Currently, we have three vacant positions: secretary, Assistant Secretary, and Assistant Treasurer. Agencies with more than one funding source must have parent representation, one from each. DFSS staff participate in agency CPPC meetings to inform them of the importance of our parent policy committees and empower more parents to serve as partners in educating and caring for their children.

CPPC Executive Council	CPPC Full Council Training
May 6	May 20 - Mental Awareness
June 3	June 17 – Self-Assessment
July 1	July 15 - Kindergarten Readiness
August 5	August 19 – Family/Community Engagement
September 2	September 16 – Program Governance
October 7	October 21 – Advocating for ECE
November 4	November 18 – Year-End Review

- Open Discussion – Nicholena Moore reminds everyone to join the conversation. No questions or comments.
- Adjournment - Nicholena Moore adjourns the meeting at 11:52 AM. Felina Boston – motion - 2nd. Nicholena Moore – 1st motion.