



Citywide Parent Policy Committee (CPPC)
Hybrid Full Council Meeting - Tuesday, August 26, 2025

Meeting Location: King Center (Hybrid)

Microsoft Teams Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzlmY2ZiY2MtNjFkZC00N2E4LWJiZDQ0YzA1YzgwYThlNjEw%40thread.v2/0?content=%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 – Jasmine Jordan calls the meeting to order at 10:41 am.
- Roll Call/Establish Quorum – A quorum has been established.

DFSS staff

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

Delegates/Guests

[x] Desiree Patterson- Kenedy King (P)	[x] Angela Igbineweka
[] Melissa Moore – (SGA – guest)	[] Sara Ortega- Diversey Daycare
[x] 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)	[] Victoria Marinez SGA- (P)
[x] Nicholena Moore – El Valor (P)	[x] Yulieth Perez – (Kimball Day Care)
[] Brenda Romero – Kimball Daycare (P)	[x] Nicole Allen
[] Tierra Muhammad – Montessori (P)	[x] Allison N.
[x] Consuelo Cancino – Erie	[x] Angelique S
[x] Timmy Adegunju - Mary Crane (P)	[] Carla Johnson (Alt. P)
[] Chardina Burks – ITAV	[x] Brandi Spruell–Family Focus(P)
[] Litecia Casteneda – Northstar	[] Shannon Moten-Rogers–CNH(P)
[x] Sharon Kirkconnell – El Valor (P)	[] Angela Obaseki –Chris House(Alt. P)
[] Ana Garcia – Diversey Daycare	[] Christopher Peragallo
[x] Tracy Rayner – NUSH (P)	[] Calzada Estela – SGA staff
[] Tiara Rodriguez – Gads Hill (P)	[] Felena Boston -Ada S. (P)
[] Janelle Davis – YMCA (P)	[] Brittney Brooks – Allison Inf/Tod (P)
[] Kiara Johnson – CCC (P)	[] Anastacia Jackson – ITAV (P)
[] Charles Frazier – CNH (P)	[] Siliece Wiggins CNH (coordinator)
[x] Carmen N	[x] Alpha N
[] Johnnisha Moore – FF Southshore	[] Eva Esparanza
[x] Charles N	[x] Nellie N

- Action items
 - o Approval of **July 22, 2025**, Full Council Meeting Minutes - We have established a quorum. 1st motion: Tianna Ried; 2nd motion: Desiree Patterson

- **Approvals are needed for the following items:** Cerathel Burnett provides overviews and seeks approvals for the Annual Report and self-assessment. Both have been approved. Cerathel Burnett summarizes the self-assessment report. All information was from the CSD's staff and agencies that had federal grants. A **self-assessment** is a collaborative process that helps us identify and address the weaknesses and strengths of our program goals, leading to changes in methodology and exploring new approaches. We are looking for all content-specific areas: ERSEA, enrollment, nutrition, dental, health, strategic framework goals, program management, disabilities data, educational plan, health/safety, incident reports, and attendance data. Highlighting several points: unable to get the marketing materials out on time to the delegates. For parents, there are online marketing materials. CSD is aware of the staff turnover. CSD understands teacher shortages nationwide. CSD competes with other grantees and CPS. With few qualified teachers, there are major health/safety concerns for the delegates. CSD offers scholarships for teachers and parents to obtain their credentials. CSD offers job fairs for recruitment. Some of the strengths are identified, including effective collaboration among program staff, the governing body, and policy councils, which are actively engaged in program directions. Some challenges are fluctuating parent participation due to external factors and difficulty getting a quorum. Increase governance presence. Parents are welcome. CEL 3.0 will be released soon. Training is ongoing throughout the year. Banners are being restricted on certain properties. Two groups are responsible for marketing materials: COFI. Both target various community areas. (laundry mat, UIC contractor (FAST)). Effective communication and qualified staff supporting family partnerships, strong turnout at parent events and workshops, and fathers are increasingly engaged in programming. Some challenges include staff shortages and workload (34), which impact the depth of engagement. Additionally, agencies require support from Rosie's family curriculum, and documentation practices may not accurately reflect engagement levels. Some recommendations include improving documentation for engagement activities, maintaining open-door policies, and continuing to increase father-specific programming and community partnerships. Disabilities: CSD collaborates with vendors and professionals to provide support to children with disabilities, including speech language professionals, CPS, and the Erikson Institute. Strengths: Exceed the 10% enrollment requirement set by Head Start, comply with screenings/ IEP services planning timelines, increase training and professional development opportunities, and agencies hire paraprofessionals to support special needs children. CSD recognizes that staff are overstretched in the classroom, transition breakdowns with CPS, cultural and parental resistance to evaluation. Recommendation: Provide paraprofessional staffing, currently closed due to limited budget. Education is important, but teacher shortages impact the classroom. Some strengths include the effective use of screening/assessment tools, research-based curricula, lesson plans that promote developmentally learning environments, strong communication across content areas, and citywide adoption of a creative curriculum aligned with teaching strategies. Some challenges include teachers lacking training to support children with disabilities, credentialing and behavioral issues being ongoing challenges that lead to teacher turnover. Some recommendations include training, streamlining background check processes for therapists, and continued support for the Early Learning Workforce scholarship program. Health/Safety: CSD has a 45-day sensory screening for enrollment after the start of the program. Some strengths include facilities, hygiene practices, and safety policies that meet federal standards, as well as emergency preparedness and health plans implemented for children with concerns. Some challenges include

noncompliance (90 days) with timely medical oral health determinations, as well as ongoing staff shortages, which continue to impact health compliance.

Recommendations: increase the availability of health technicians and provide additional training on incident reporting and health documentation protocols.

Program design/management: CSD and its delegates adhere to all Head Start guidelines and strategic components. Strengths: The program design is responsive to community shifts, offers scholarships and hiring incentives (bonuses) to support retention, and aligns fiscal practices strongly with program goals. Challenges: staff turnover, misalignment in understanding of funding structures. Recommendations:

standardize monitoring tools and share with agencies in advance, separate key roles to reduce the burden on individuals, and complete and release CELS 3.0 with clarified, up-to-date standards and expectations. ERSEA: We identify qualified children through a combination of marketing materials, specific criteria, universal messaging, whole-agency recruitment practices, and the inclusion of SNAP benefits.

Challenges include failing to meet the full enrollment target (97%), streamlining school data systems, addressing application corrections, and hosting more cities.

Agencies must do better... not just signs on the awnings. In summary, DFSS has strong systems, policies, and procedures to provide legal, fiscal, and programmatic oversight for the entire network of providers throughout Chicagoland communities.

However, challenges were noted, such as teacher shortages. To address the challenges, in-person or online training sessions are available. Looking into the future: DFSS will release CELS 3.0. DFSS will develop and implement a training

calendar covering key areas: program governance, HSPPS, eligibility standards, and health documentation/ monitoring. DFSS will collaborate with agencies to develop plans to recruit and retain parent volunteers. DFSS will consolidate data and

reporting systems to streamline the application process. A new training plan will be developed and made available by 12/01/2025. Agencies will reach and maintain 97% of funded enrollment beginning in 09/2025. **An annual report for the 2023-2024 period.** Craig Zemke gives an overview of the annual report. CSD tries to meet the

mission expectations. We try to promote the well-being of every child and to uplift families through holistic, data-informed services. We have established strategic professional development partnerships that have enhanced learning opportunities for staff across various organizations involved in early childhood education.

Health/Safety Summit 2.0 aims at addressing essential health/safety practices in today's educational settings. The workshops provide resources. The Summit 2.0 features keynote speakers focusing on the importance of building resilience in the classroom. Claridigm Training has implemented an online training data system to

help family support staff and administrative staff. The modules covered essential topics like enrollment management and compliance tracking. As a result, 88% of participants feel better equipped. Emotional Literacy Coaching: 75 early educators

received in-classroom support to foster emotional development in children. It involves practical strategies that promote essential skills. (Partnership with

Teachstone, workforce scholarship program (focus on bilingual), Ready Rosie). The CEL's application was launched on May 22, 2025. DFSS hosts a service event

between September 30 and October 3. The CLASS is designed to evaluate the quality of interactions between teachers and children in early childhood classrooms.

We try to reach out to families to participate in the program. Each year, all children are assessed in various areas (social-emotional, mathematics, etc.) to evaluate their school readiness. We have fiscal reports. We encourage delegate agencies to spend

their entire budget every year.

- a. Self-Assessment – Tianna Reid (1st motion); Nicholena Moore (2nd motion)
 - b. Annual Report – Tianna Reid (1st motion); Desiree Patterson (2nd motion)
- Eligibility Criteria – ERSEA: Families whose income is between 101% and 130% FPL are eligible to enroll in the Head Start programs. Chicago’s minimum wage is \$16.60/hr.—for example, a family of two is not eligible for HS under the 100% FPL. HS funding may enroll additional 35% of participants whose families’ incomes are below 130% FPL if agencies establish and implement outreach and enrollment policies to ensure they meet the needs of eligibility pregnant women or children and children with disabilities, before serving pregnant women or children who do not meet the criteria; and establish criteria that ensure pregnant women and children who are eligible under the following criteria are first served. Nicholena Moore approves the motion, and Tianna Reid seconds the motion to approve the updated ERSEA.
- DFSS Executive Updates. Cerathel Burnett gives updates: our federal grants will be in the HS enterprise by September 1, 2025. DFSS has a new commissioner, Angela Green. She had been with Region 5. We have a new first deputy commissioner, Harley Jones. HS grants (2025 and 2026) – Head Start, EHS, EHSCCP, and EHS-expansion will be in the HS enterprise system soon. \$14M will be restored, as our PIR has been submitted. For HS/EHS – a community change of scope: Calumet Heights as a service community. For the EHS CCP, change in scope – reducing the funded slot number from 1100 to 705. We will increase the current rate per child. We continue to invest in 14 subrecipients. No changes in scope to EHS Expansion. For FY 2026 grants:
 - a. Head Start / Early Head Start– motion 1st: Tianna Reid; motion 2nd: Nicholena Moore
 - b. EHSCCP - motion 1st: Tianna Reid; motion 2nd: Nicholena Moore
 - c. EHS Expansion - motion 1st: Tianna Reid; motion 2nd: Nicholena Moore
 Some additional documents (form SF-424 and attendance) must be signed.

- CPPC Updates. Martuice Brooks reminds members of the committee that there are three vacant positions. Voting will take place in October 2025 for the new school year. Volunteers can nominate themselves. Here are the Vacant Positions (updated on 3/4/25)

- Secretary
- Assistant Secretary
- Assistant Treasurer

- Program Reports. Jasmine Jordan calls on the following presenters.

- This is enrollment/attendance for July. Craig Zemke talks about the enrollment, meals count, and attendance reports for July 2025.

This is our July Enrollment Report:

Head Start – 1275	EHS – 1093	EHSCCP – 729
EHS Expansion – 181	PFA – 1500	Preventive Initiative – 2041

Attendance Report – July 2025. Schools are not in session. The attendance is a bit low.

HS – 65.17%	EHS – 72.83%
EHSCCP – 75.93%	EHS Expansion – 75.01%

Meals Report – July 2025 report:

	Head Start	EHS	EHS-CCP	EHS-Expansion
Breakfast	14348	12201	8487	1640

Lunch	15320	12738	8745	1713
Snacks	14225	12075	8784	1609

- Cerathel Burnett – summarizes financial expenditure for the July report. We encourage the delegate agencies to submit their invoices. We want the federal \$ used. We are experiencing downtime due to issues with several agencies.

	HS	EHS	EHSCCP	EHSexpansion	ECBG	Childcare
Expenditure	\$10,927,585	\$14,221,988	\$6,869,997	\$1,851,833	\$92,211,471	\$8,545,028
Balance	\$14,479,573	\$19,399,005	\$12,292,527	\$2,369,990	\$8,912,968	\$2,270,972
% Utilization	43.01%	42.30%	35.85%	43.86%	91.19%	78.93%

- Cerathel Burnett gives a talk about the Content Area Reports.
 - a. *ERSEA* continues to receive applications from families interested in enrolling their children in CBO. The CEL application for the 2025-2026 school year was launched on April 8, 2025. A hotline: 312-229-1690 is established for parents who need assistance. The average enrollment in July is 81%. Currently, 6,000 returning children have applied for the upcoming school year. The One-System Initiative is underway. Collaborating with Homeless Services, CSD, CPS, and the Mayor's office hosted a virtual CEL enrollment training. Enrollment training is continuous and will be mandatory for shelter staff supporting families with children. Collaborative efforts between CHS and the Homeless Division have created additional recruitment opportunities for children (0-5 y/o) within the homeless shelter sites. All CBOs are encouraged to continue their recruitment efforts with current residents who live in Chicago. (b) *Health/Nutrition/Mental Health/Disabilities* – Ongoing meetings with/ CPS and HS regarding the inclusion pilot, which is due in June 2025. The survey will be circulated. CSD and Lead Care Complete are collaborating to inform agencies about the resources (mitigating lead in paint and water). 7/8/2025 – EIC and Family Connections/ CPS monthly check-in to discuss barriers and strengths. 7/10/2025, HS Partners Check In to discuss the obstacles and strengths. 7/11/2025 – Meeting with the office of Head Start staff for the Midwest Region. 7/15/2025 – CPS and HS advisory meeting to discuss collaborative efforts at the leadership level. For Claridigm (Health/Safety Module Status) for July 2025, the total number of users is 2,593. One thousand seven hundred eighty-four users have completed the module (3 CWPPC). One thousand eight hundred thirty-three users have completed 50% of the module. The Spanish version is now LIVE. All users can register at <https://www.earlychildedu.info/> or <https://zfrmz.com/f6CK73IIHWGYxKIIhtf> (c) *Education/Training* – Teaching Strategies: 7/8 – 31 (Introductory to GOLD...), Disabilities/CPS: 7/2-31 (Speech language development in Early childhood ...), UIC: 7/15-22 (Case and Time Management Part 1&2. (d) *Parent Family and Community Engagement (PFCE)* – UIC provides training to support family service workers in connecting families with community resources. Other services include FAST literacy. DFSS staff continue reaching out to agencies for a 5-minute slot on the parent policy agenda (emphasize the significance of parental involvement). (e). *Fiscal* – The practice sessions convene every 3rd Friday of the month (1 PM), discussing best practices, approaches, and challenges for the programs. A drop-in session provides peer networking opportunities. (f) *CPPC updates* – elected CPPC parents must be

parents of current enrolled children in a DFSS-funded HS program. As of July 2025, there are three vacant positions: secretary, assistant secretary, and assistant treasurer. Agencies with more than one funding source must have parent representation, one from each funding source. The Full council voted to move future meetings to the 4th Tuesday of each month, starting July 22nd. The meeting is online and at the King Center.

b. Schedule of the CPPC meeting Calendar:

Executive Council Meeting		Full Council Meeting	
Date	Time	Date	Time
August 5 th	11-12	August 26 th	10:30 - 12:30
September 2 nd	11-12	September 23 rd	10:30 – 12:30
October 7 th	11-12	October 28 th	10:30 - 12:30
November 4 th	11-12	November 25 th	10:30 – 12:30

c. Deputy Commissioner’s Corner – Cerathel Burgess Burnett summarizes the updates. Mayor Johnson and DFSS announced a \$7M city investment to provide a cost-per-child increase towards salaries for childhood professionals. At least 3000 early childhood workers will receive a wage increase (5% - 10%). Also, there will be a bonus (2%) for all teachers effective December 1. The OHS regional office is now in Region Midwest 10 (located in Missouri). We had a very successful Pre-Service Training this past week at the Palmer House. We are preparing to release the CEL RFP. Current state contracts have been extended through 6/30/2026, and federal grants have been extended through 11/30/2026. Agencies have been notified.

- Open Discussion – Jasmine Jordan opens the floor for discussion. Craig Zemke thanks every one of the parents who have been a CPPC member. The parents have lots of input into the program.
- Adjournment – Jasmine Jordan adjourns the meeting at 12:51 PM: Tianna Reid (1st motion) and Nicholena Moore (2nd motion) motion to adjourn the meeting.