



Sullivan High School and Language Learners' Academy

# PPLC Meeting Minutes 01/19/2021

---

**19 JANUARY 2021 / 4:00 PM / VIRTUAL / Special - Principal in attendance**

## OUR PURPOSE

The purpose of the **Professional Personnel Leadership Committee** is to develop and formally present recommendations to the principal and the LSC on all matters related to the educational program, including but not limited to, curriculum, school improvement plan, development and implementation, and school budgeting.

## ATTENDEES

Present In-Person:

Present via Video Meet/Speakerphone: Jason Brookes, Calvin Clark, Annmarie Handley, Katerina Kiriazopoulos, Cyriac Mathew, Stephanie Moore, Benjamin Passer, Joshua Zepeda

Absent:

Quorum Present: Yes

## SECRETARY

Annmarie Handley

## AGENDA

- **Call to order 4:03**
- **Roll call**
- **Approval of agenda - approved**
- **Approval of minutes - approved**

- **Public Comment N/A**
- **Fulfilling our purpose**

## Old Business

- Communication
  - Issue: Administration sometimes shares information with staff and then a change is made, but then communication about the change does not always happen.
    - **Last update/action items:** To be shared with Principal Thomas at PPLC meeting
    - **Updates/Resolution:** Mathew and Clark will compose an email to introduce the issue and will present it at the LSC meeting on Monday, January 25th
- Hiring
  - Issue: Sullivan needs to hire more teachers and staff of color (particularly Black), so that staff better represents the make-up of our student body. Sullivan needs connections/relationship with other teacher preparation universities to draw more diverse candidates
    - **Last update/action items:** -To be shared with Principal Thomas at PPLC meeting and with LSC at 1/25 meeting
    - **Updates/Resolution:** Mathew and Clark will compose an email to introduce the issue and will present it at the LSC meeting on Monday, January 25th citing the recommendations from the [1/5 PPLC meeting](#)
- Funding
  - Issue: We need funding for Language-Learner-specific digital tools for remote learning (ESL Library, Kami, Quizlet subscriptions, etc.)
    - **Last update/action item:** Questions for admin:
      - -What is the current process for requesting new digital tools?
      - -How can we make it a more transparent process moving forward?
      - -Do department Leads get a budget each year?
      - -Can we decide as a department how to spend the department budget?
    - **Updates/Resolution:** Mathew and Clark will compose an email to introduce the issue and will present it at the LSC meeting on Monday, January 25th

## New Business

- Principal Thomas was not able to attend. Suggestion: can we have the Assistant Principal attend when Thomas cannot?
  - **Recommendation:** If we have items pending due to admin absence, automatically bring to the LSC meeting (default action)?
    - **Updates/Resolution:** We decide as a committee which issues are taken to the LSC
- Improving the Remote Daily Schedule (as opposed to changing the present schedule for the remainder of the year)
  - Issue: concerns over imbalance of 70 minute and 30 minute periods
    - **Last update/action item:** -draft survey was created to gather info about how teachers & staff currently implement daily schedule (since there seems to be considerable variation)
    - **Updates/Resolution:** Admin (and others, GLT/DPT?) will need to re-explain the daily schedule for all staff; Zepeda will finish reformatting survey for teachers
      - Once the survey is finalized, email admin (K will bring to SLT to bring to ILT to add to agenda etc.)
      - Have goal of having data to show on PD day (Feb. 5)

## NEXT MEETING

- \*PPLC Training: January 26; 4:15pm - 5:30pm (special meeting)
- February 2, 2021; 4:00pm

## ACTION ITEMS for next PPLC agenda

- Zepeda - McDonald's fundraiser / Friends of Sullivan for remote learning reimbursement; Finalize teacher survey and email Administrators (for approval?)
- Kiriazopoulos - Once the survey is finalized and approved by PPLC, bring to SLT to present to ILT to add to the LSC agenda
- Handley - I can help with data presentation for February 5th PD (Zepeda, let me know)
- Mathew/Clark - Compose an email to introduce issues to Administrators: communication, hiring, funding transparency for departments
- Mathew/Clark - Present issues at the 1/25 LSC meeting

## ADJOURNMENT

Meeting adjourned at 5:26pm