



PPLC Meeting Minutes 02/2/2021

2 FEBRUARY 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, Adam Norman

Absent:

Quorum Present: Yes

SECRETARY

Annmarie Handley

AGENDA

- Call to order 4:04 pm
- Roll call
- Approval of agenda - approved

- **Approval of minutes – approved with amendments**
- **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:** Shared with Principal Thomas at PPLC meeting 2.2.21
 - **Updates/Resolution:** Principal Thomas requests that we encourage colleagues to read emails thoroughly and to suggest new ways to improve communication. He also has agreed to follow up on making sure support staff is part of relevant communications. We agreed to add specific communication issues to future meeting agendas.
- **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:** Shared with Principal Thomas at PPLC meeting 2.2.21
 - **Updates/Resolution:** Principal Thomas has requested assistance with reaching out to other universities that may siphon better candidates of color. He suggested that cold emails don't usually produce results and that calls to universities or personal contacts may.
 - **Brookes: Black Excellence Committee can help**
 - **Passer: Contact at National Louis**
 - **Moore: Reach out to Chicago State**
 - **Zepeda: Reach out to N.E.I.U.**
- **Funding**

- Issue: We need funding for Language-Learner-specific digital tools for remote learning (ESL Library, Kami, Quizlet subscriptions, etc.)
 - **Last update/action item:** Shared with Principal Thomas at PPLC meeting 2.2.21
 - **Updates/Resolution:**
 - Process (2 ways to request funds):
 - Staff takes request to Department Lead; DL takes it to Thomas to check the “bucket”; Approved or not
 - Outside the “bucket” of money: comes through the Dept. Chair, then the LSC needs to approve it
 - Note: CPS approved vendors - you may not be able to be reimbursed; with vendors you are guaranteed to be reimbursed (list is fluid; must ask Thies about vendors)
 - Principal Thomas suggests: Ask Dept. Leads to create a wish list with the department to be prepared for “bucket” budget for the 2021-22 school year (**tech should be purchased in July**)
 - Next meeting: plan to get resources for next school year
 - Update: McDonald’s Fundraiser (Zepeda) for reimbursement for this year’s software

New Business

- Adopting PPLC recommendations
 - Share approved meeting minutes with LSC Secretary for transparency
 - Handley will introduce the idea and send approved minutes to Esther Mosak
 - Bi-weekly reminders for Sullivan staff
 - Mathew will send one email to solicit agenda items, then one with the meeting agenda to prevent email fatigue
 - Time limits for agenda items:
 - Maximum 5 minutes for each agenda item; after that, issue will be carried over to the next meeting
 - Any attendee can make a motion to extend the discussion with a maximum of 5 more minutes; after that, it gets carried over to the next meeting
 - More time may be allotted for Principal Thomas to respond

Concluded Issues

- **Principal in Attendance:** if Principal Thomas cannot attend a scheduled meeting, and items are pending due to the absence, the issues will be brought to the attention of the LSC as decided by the committee alone. Resolved 2.2.21.

- **Remote Daily Schedule:** As we cannot change the schedule at this time, we will address concerns over imbalance of 70 minute and 30 minute periods. Survey was created to gather information about how teachers & staff currently implement the daily schedule and was brought to SLT & ILT by Ms. Kiriazopoulos to be distributed at all GLT meetings the week of January 25th. Ms. Kiriazopolous will redistribute on School Improvement Day, February 5th. *Survey results may become new business.* Resolved 2.2.21.

NEXT MEETING

- February 16, 2021; 4:00 pm

ACTION ITEMS for next PPLC agenda

- Mathew and Clark - new ways to improve communication between admin and staff
- Thomas - will follow up to make sure support staff are included in relevant communications
- Brookes - will speak to the Black Excellence Committee about contacting universities (hiring)
- Passer - will contact National Louis University about a relationship with Sullivan
- Zepeda - McDonald's fundraiser update (reimbursement for this year's software for remote learning)
- Next meeting - plan to request resources for next school year
- Handley - send approved minutes after each meeting to Esther Mosak (LSC secretary)
- Mathew - bi-weekly reminders for Sullivan staff (one to solicit agenda items, one to share agenda)

ADJOURNMENT

Meeting adjourned at 5:25pm