



Sullivan High School and Language Learners' Academy

PPLC Meeting Minutes 02/16/2021

16 FEBRUARY 2021 / 4:00 PM / VIRTUAL / Regular

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 4:05 pm**
- **Roll call**
- **Approval of agenda - approved**
- **Approval of minutes - approved with amendments**

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

Old Business

- 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; PPLC members will reach out to their university connections (Brookes, Passer, Zepeda)*
 - * For initial contact only; then it is up to admin to follow up and create relationships
 - **Updates/Resolution:** Ms. Moore reached out to Chicago State; made connection with Mr. Thomas but hasn't heard back about a meeting as of yet.
 - Make sure administration is taking on the responsibility of building these relationships and getting results, we are just assisting with the initial connections
- 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; 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**)
 - **Updates/Resolution:**
 - Tentative Budget Sub-Committee: Ms. Moore, Mr. Brookes, Mr. Norman, Mr. Mathew, Ms. Kiriazopoulos, Mr. Zepeda
 - Plan to get resources for next school year

New Business

- Student Voice Committee Survey on Remote Learning

- Issue: SVC conducted a survey of students and parents about difficulties during remote learning
 - **Recommendation:** Data will be reviewed by the PPLC to treat as New Business at the next meeting. We will invite the SVC back to discuss solutions. Ms. Kiriazopoulos will redistribute the synchronous vs. asynchronous learning survey to address student tech fatigue
- IB MYP (International Baccalaureate Middle Years Program)
 - Issue: The Principal of Kilmer Elementary would like to speak to us about establishing a relationship to acquire IB MYP
 - **Recommendation:** Invite Principal McAeown of Kilmer Elementary to the meeting on March 16, 2021

Concluded Issues

- **Improving Our Processes:**
 - Connection and transparency with the LSC:
 - Ms. Handley will share approved meeting minutes with LSC Secretary, Esther Mosak
 - 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
 - Maximum 10 minutes for student or public presenters (with motion to carry over in 5 minute increments)
 - Flexible (soft) 5 minutes for for Principal Thomas to respond
 - Improve PPLC connections school-wide:
 - Monday before the agenda is due, Mr. Mathew will send out F.I.S.T. email with request for agenda items and the last meeting's minutes
 - GLT leads will add link for PPLC agenda item requests for each GLT meeting
- **Communication:** Any specific communication issues should be addressed by creating an agenda item; it may not be added to the immediate next agenda because of posting deadlines, but it will be added and addressed.
- **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

- March 2, 2021; 4:00 pm - Principal Thomas in attendance

ACTION ITEMS for next PPLC agenda

- **Mathew:** PPLC will review data from SVC and add to new business to the 3/2 meeting (follow-up: we will invite the SVC back to discuss possible solutions)
- **Kiriazopoulos:** resend Asynchronous vs Synchronous Learning Survey via F.I.S.T.
- **Clark:** invite Principal McAeown of Kilmer Elementary to the 3/16 meeting to discuss IB
- **Tentative Budget Sub-Committee:** Moore, Brookes, Norman, Mathew, Kiriazopoulos, Zepeda (actions TBD)
- **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
- **Mathew** - Monday before agenda is due, send out a request for agenda items and last meeting's minutes in F.I.S.T.

ADJOURNMENT

Meeting adjourned at 5:37pm