

## PPLC Meeting Agenda + Minutes - November 30, 2022

 <p><b>SULLIVAN HIGH SCHOOL</b></p> <p><b>F – Family I – Integrity S – Service T – Tenacity</b></p>	<p><b>Vision:</b> Sullivan High School is committed to preparing lifelong learners to be empathetic and innovative thinkers who serve the global community in pursuit of equity and justice.</p> <p><b>Mission:</b> We, the Sullivan community, are driven to implement a personalized, standards-based curriculum that prepares all learners for real-world, postsecondary success. We strive to create a positive, supportive learning environment that nurtures independence and critical thinking in our students, while we guide them towards postsecondary success.</p> <p><b>PPLC Statement of Purpose (from IL state law):</b> The purpose of the PPLC 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.</p>	<p><b>Norms:</b></p> <ul style="list-style-type: none"> <li>→ Start and end on time.</li> <li>→ Promote equity of voice.</li> <li>→ Stay engaged on the topic at hand</li> <li>→ Be respectful of others and their opinions.</li> <li>→ Remain goal-oriented and solutions-driven.</li> </ul>
<b>Date/Time:</b>	November 30, 2022 - 2:30 - 4:00 p.m.	
<b>Roles</b>	<p><b>Time Keeper</b> - Lawrence</p> <p>Note Taker - Simmonds (Secretary)</p>	

### AGENDA

Time	Topics	Activities/Tasks	Notes
2 min	<b>Call Meeting to Order</b>	<u><b>Roll Call</b></u> (bold indicates present) <b>Brookes</b> <b>Clark</b> Handley <b>Kordek</b> <b>Lawrence</b> <b>Mathew</b> <b>Norman</b> <b>Saa</b> <b>Simmonds</b>	Quorum: Yes
2 min	<b>Approval of Agenda</b>	Vote to approve meeting agenda	Added snack addendum. A member will bring snacks to each meeting. <b>Approved</b>
3 min	<b>Approval of Previous Meeting's</b>	<u>Review meeting minutes</u> & vote to approve	<b>Approved</b>

	<b>Minutes</b>		
10 minutes	<b>Public Comment</b> *2 minutes per speaker		<b>No public :(</b>

<b>Old Business</b>		
<b>Previous Issue</b>	<b>Last Update/Action Item(s)</b>	<b>Notes: Updates/Resolution</b>
<p>Making sure we have a coordinated, school-wide system to support students with low attendance throughout the semester. This can reduce pressure on individual teachers to massage grades at the end of semester.</p> <p>5 min, 10 max</p>		<ul style="list-style-type: none"> <li>→ Grade reflection forms made this important again. The form is framed as just individual teachers and what they can do to improve.</li> <li>→ There was no way to talk about what we had done as a team</li> <li>→ What is the purpose of the form? How will it be used?</li> <li>→ Having an MTSS system would work to address this.</li> <li>→ Every parent communication needs to go out in both Spanish and English at the very least</li> <li>→ If they are scanning IDs can we pull attendance?</li> <li>→ Tier 1 intervention is that everyone should have robocalls if a student misses a period or does not come to school.</li> <li>→ This is rooted in community outreach to parents</li> </ul>

<b>New Business</b>		
<b>Issue</b>	<b>Recommendation</b>	<b>Notes, Comments, Questions</b>
<p>How can we improve communication around student discipline &amp; restorative practices?</p> <p>5 min, 15 max</p>	<p>Determine what information would be most helpful for teachers and staff to know, including consideration of what's realistic/practical</p>	<ul style="list-style-type: none"> <li>→ How does ISS operate? This is a question that many teachers have had.</li> <li>→ Per the LSC: When a student misses for ISS the student is supposed to email the teachers.</li> <li>→ At Sullivan previously, Saa would send an email the day beforehand with the list of the students.</li> <li>→ Day before notice would be really helpful.</li> <li>→ It would be helpful to be able to drop paper copies off as well.</li> <li>→ It is also important to communicate to</li> </ul>

		<p>the service provider as well. z</p> <p>→ First question that needs to be answered is what is ISS?</p>
<p>How can we improve communication of key information to students?</p> <p>5 min, 10 max</p>	<p>Assess current information shared with students by email and announcements; use assessment to generate recommendations</p>	<p>→ What are ways that we are communicating that directly to students and parents?</p> <p>→ “Over-Communicating” is going to be more helpful for larger issues: Social media, printing it out, texting, robo call, telling teachers, more posters/bulletin boards and expectations</p> <p>→ We can buy water bottles to give out to students and put new rules and policies printed out inside; we give them something fun while also reestablishing the new rules/norms</p> <p>→</p> <p>→ <b>Action Item: Clark will email about announcement forms</b></p>

<b>Committees (20 min work time + 10 min report back)</b>		
<b>Previous Issue</b>	<b>Last Update/Action Item(s)</b>	<b>Notes: Updates/Resolution</b>
<p><b>Operations Committee</b> Space utilization proposal</p>	<p>Review notes from last meeting &amp; continue work on:</p> <ul style="list-style-type: none"> <li>→ Scope &amp; goals of the committee</li> <li>→ Steps for the work</li> <li>→ Timeline for the steps</li> </ul>	<p>→ Want to have a written proposal by the end of the year to give to Mr. Cooks</p>
<p><b>Curriculum Committee</b> Honors definition &amp; criteria</p>	<p>Review notes from last meeting &amp; continue work on:</p> <ul style="list-style-type: none"> <li>→ Scope &amp; goals of the committee</li> <li>→ Steps for the work</li> <li>→ Timeline for the steps</li> </ul>	<ul style="list-style-type: none"> <li>→ The 3 of them looked at different schools</li> <li>→ The timeline is before course selection next year- March, counseling is looking at course sequencing now.</li> <li>→ <a href="#">☰ Honors and AP Research - Handle...</a></li> </ul>
<p><b>Budget Committee</b></p>	<p>Review notes from last meeting &amp; continue work</p>	<ul style="list-style-type: none"> <li>→ LSC Update about Money: Resh money 50% of the money comes from grants 50% comes from budget. \$50,000 of our own money.</li> <li>→ Scheduler/Clerk/Records person could be a need for hiring. This might be a position to fight for ASAP.</li> <li>→ Vision of a Timeline: <ul style="list-style-type: none"> <li>◆ Student funds- what is being allocated to this? Incentives/</li> </ul> </li> </ul>

		<p>MTSS</p> <ul style="list-style-type: none"> <li>◆ We need a defined process for what money is actually being allocated where - this can be an email sent. We can send a follow up email.</li> <li>◆ Paper</li> </ul>
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**PPLC Meeting Dates:**

- December 14th (after Flex PD) from 3:30 - 5:00 (with Principal Cooks)
  - **Snacks:** Kordek
- January 18th (after Flex PD) from 3:30 - 5:00 (committees)
  - **Snacks:** Norman
- February 1st from 2:30 - 4:00 (with Principal Cooks)
  - **Snacks:** Simmonds
- February 22nd from 2:30 - 4:00 (committees)
  - **Snacks:** Brookes
- March 8th from 2:30 - 4:00 (with Principal Cooks)
  - **Snacks:** Lawrence
- March 22nd (after Flex PD) from 3:30 - 5:00 (committees)
  - **Snacks:** Mathew
- April 19th (after Flex PD) from 3:30 - 5:00 (with Principal Cooks)
  - **Snacks:** Clark
- May 3rd (after Flex PD) from 3:30 - 5:00 (committees)
  - **Snacks:** Saa
- May 17th from 2:30 - 4:00 (with Principal Cooks)
  - **Snacks:**