

**Professional Personnel Leadership Committee Minutes**  
**John Hancock College Prep High School**  
**April 1st, 2023 in room 105 at 3:30 p.m.**

**Purpose:** The purpose of the committee is to develop and formally present recommendations to the principal and the local school council on all matters of educational program, including but not limited to curriculum, school improvement plan development and implementation, and school budgeting.

1. Call to Order
2. Roll Call
3. Approval of Agenda:
  - a. Approval of current agenda (*approved*)
  - b. Approval of [03/04](#) minutes (*approved*)
4. Old Business
  - a. Sign Letters of Support
    - i. [Letter of support written by Mr. Martinek](#) to ISBE for Youth Guidance grant funding
      1. Motion to sign petition as PPLC approved
  - b. Finish form submission review
    - i. Learning Walks
      1. Learning walks schedules vary by department. Learning walks often take the place of departmental meetings. ILT coordinates learning walks.
      2. Inquire with the ILT/Admin to share learning walk results, their implications and potential timelines for opportunities for feedback.
  - c. Update form (*updated*)
5. New Business
  - a. Administrative Updates (AIC/AP)
    - i. Report Card Pick Up
      1. Thursday April 11th
        - a. additional support for LSC elections on site
        - b. same format as Q1 RCPU
        - c. 12:00pm-6:15pm

- d. More administrative details by the end of the week
- ii. Ms. Jones will be at Hancock  $\frac{3}{5}$  days of the week moving forward
- iii. Standardized Testing
  - 1. Toner & Sitkoski have planned meticulously for 04/09 testing
  - 2. [Testing assignments](#) shared on 04/01
- iv. Assessment Calendar
  - 1. Due April 19th but extension has been granted
  - 2. Meeting with PPC Wednesday April 10th
- b. Principal Selection Updates
  - i. Survey

## 6. Action Items

- a. Letter of support for AP VCP
- b. Begin crafting survey in order to solicit staff input in areas surrounding budget priorities, school mission, academics, and curriculum in lue of administrative transitions and new budget
- c. Find democracy school banner

## 7. Committee Reports

- a. Democracy School update
  - i. Martinek has reached out to previous DSC members to get a head start on checking in with elements chosen for this current cycle and the data we have to support them.
  - ii. Hoping to have a democracy day toward the end of the school year to showcase work from various courses
  - iii. Approximately 70 first time voters attended event
  - iv. About 30 students served as election judges
- b. CIWP Team Update
  - i. Meeting for Q3 was on 03/18. Went over each milestone and adjusted some dates as necessary. Progress has been made towards CIWP goals. [Slides](#) posted on the school website.

## 8. Public Comment

- a. Decision on AcLab checkout rollout within the next couple of weeks. 75% of staff have approved for a change.
- b. Staff is highly encouraged to follow bell schedule and attendance protocol for academic lab hours. Staff should be in their rooms by 3:18 pm to check out students.

9. Recommendations for LSC
10. Planning/Approval of Next Meeting's Agenda
  - a. April 29th
11. Date of Next Meeting
12. Adjourn -

**Attendance:**

<b>Name</b>	<b>Signature</b>
Jerryelyn Jones (AIC)	Absent
Abla Ayesh (LSC)	Present
Froylan Jimenez (LSC)	Present
Katherine Donalek	Absent
Jeschelyn Pilar	Present
Violeta Cerna-Prado (AP)	Present
Andrew Martinek	Present
Jennifer Velazquez	Absent
Marvin Evins	Present
Leandro Padilla	Present