Professional Personnel Leadership Committee – Meeting Minutes

Date: June 16, 2025
Time: 11:45 AM – 1:00 PM
Location: Hancock High School (Virtual)
Facilitator: Timothy Toner (Co-Chair, acting in place of Velazquez)
Abbreviations: (VTAR = Vote to Approve and/or Recommend)

Attendance

Member	Role	Present (P) / Absent (A)	Notes
Jennifer Velazquez	Teacher LSC Representative, Chair	A	Absent
Timothy Toner	Teacher LSC Representative, Co-Chair	P	Chaired meeting
Marvin Evins	Teacher, Secretary	P	Drafted minutes
Andrew Martinek	Teacher, OMA Officer	P	Presented PD calendar
Andrzej Jarmoc	Teacher, Community Relations Officer	P	Drafted survey
Sean O’Bra	Teacher	A	Absent

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1. Call to Order & Agenda Approval

- Meeting called to order at 11:45 AM by Toner.
- Agenda reviewed and approved unanimously.

2. Public Comment

- No public comments submitted verbally or in writing.

3. Review & Approval of Previous Minutes

- **June 3rd draft minutes** reviewed.
- Adjustments made for clarity: title changed from “agenda” to “minutes”; feedback form section clarified.
- Motion by Martinek to approve; second by Jarmoc.
- Minutes approved unanimously (VTAR).

4. Teacher Feedback Form

- Committee confirmed feedback form will become **non-anonymous** in SY26.
- Decision to circulate a **short staff survey (3 questions)** before school year begins:
    - Would staff use a non-anonymous form?
    - Did they find the form useful?
    - Suggestions for improvements.
- Jarmoc volunteered to draft the survey.
- Plan: Review results during **first PD week**.

5. Professional Development (PD) Calendar – SY26

- Martinek presented **draft PD calendar**:
    - SafeSchools modules distributed across PD sessions (~10.5 hours).
    - Embedded **course team planning** during August PD.
    - Teacher choice sessions and small learning communities encouraged.

- Suggestions:
  - Build in department syllabi and vertical/horizontal alignment.
  - Frame ACT/college readiness skill alignment carefully, avoiding reliance on flawed 2025 ACT data.
- Motion to approve PD outline as report to administration (VTAR). Motion carried unanimously.

6. CIWP (Continuous Improvement Work Plan)

- Clarified: **original CIWP remains valid**, despite failed amendments.
- Martinek suggested CIWP act as a **subcommittee of LSC**, given its budget implications.
- Agreement to align CIWP goals with PD planning.

7. Resource Concerns

- **AP Government**: Expanding to four sections; additional textbooks and materials needed.
- **AP Language**: Projected **8–9 sections**; resource and staffing implications flagged.
- The committee emphasized the need for **greater transparency** in course section assignments to allow summer planning.

8. AP Exams & Proctoring Concerns

Recommendations approved (VTAR):

1. Balance proctoring assignments, with admin support.
2. Provide a draft schedule to staff in advance.
3. Minimize instructional disruption during AP testing.

4. Complete evaluations earlier in the year.
   Motion approved unanimously.

9. Wellness Day / Mental Health Day Concerns

Recommendations approved (VTAR):

1. Do not combine wellness day with C-days.
2. Collect and use student input on planning.
3. Avoid conflicts with AP testing, senior deadlines, and finals.
4. Provide clear schedules and structured programming for students.
   Motion approved unanimously.

10. Next Steps, Action Items & Assignments

- Jarmoc to finalize PD form draft with 21st century learning items.
- PD calendar & outline to be emailed to administration by end of June.
- Resource concerns (AP Gov, AP Lang) to be added to staff request spreadsheet.
- Proctoring and wellness day recommendations to be shared with LSC and admin.

11. Elections & Organizational Matters

- Elections for **PPLC, PPC, and union delegate** to be conducted in **first week of SY26** (union meeting).
- Reminder: Admin must post eligible member list **two weeks in advance**.

12. Adjournment

- Motion to adjourn carried.

- Meeting adjourned at 1:00 PM.
- Members exchanged closing remarks and summer well wishes.