

**GUIDELINES FOR**

**THE**

**ESTABLISHMENT AND OPERATION**

**OF THE**

**PROFESSIONAL PERSONNEL LEADERSHIP COMMITTEE**

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## **I. ROLE OF THE PPLC**

The School Reform Law requires the establishment of a Professional Personnel Leadership Committee (PPLC) at each attendance center. The purpose of this committee is to advise the principal and the local school council (LSC) of the attendance center on matters relating to the educational program, including, but not limited to, the curriculum and the development and implementation of the School Improvement Plan. The following guidelines are intended to assist the staff in the establishment and operation of the Professional Personnel Leadership Committee. **105 ILCS 5/34-2.4a.**

### **PPLC'S PURPOSE**

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.

PPLC's DO NOT evaluate teaching or administrative staff or principals. PPLCs are not grievance committees (see Section II, "Difference between PPLC and PPC").

### **PPLC'S AUTHORITY**

The PPLC has the authority to gather information from school staff through interviews on non-instructional time, without the prior approval of the principal, the LSC, the board, the board's chief executive officer or the chief executive officer's administrative staff.

The PPLC shall meet with the principal at least once a month to make recommendations regarding the specific methods and content of the school's curriculum and to make other educational improvement recommendations approved by the PPLC. A PPLC report on these matters may be placed on the LSC's monthly agenda.

The PPLC must have an opportunity to review and make recommendations regarding the school improvement plan and the school budget and the principal shall give the PPLC the opportunity to do so. The teacher members of the PPLC may bring motions on those recommendations approved by the PPLC at LSC meetings.

## **II. DIFFERENCE BETWEEN PPLC AND PPC**

The PPLC is a committee of certified classroom teachers and other certificated personnel which advises the principal and LSC on the school's educational program. The Professional Problems Committee (PPC) is a committee of 3-5 members of the Chicago Teachers Union (CTU) created pursuant to the collective bargaining agreement between the Chicago Teachers Union and the Board of Education to discuss with the principal school operations and issues other than grievances relating to the implementation of the collective bargaining agreement.

### **III. COMPOSITION OF THE PPLC**

#### **WHO IS ELIGIBLE TO SERVE ON THE PPLC?**

All certified classroom teachers and other certificated personnel assigned to the attendance center are eligible to serve on the PPLC.

#### **HOW MANY MEMBERS CAN THE PPLC HAVE?**

The PPLC may have a maximum membership of **nine (9)** certified classroom teachers or certificated personnel as follows:

- The two (2) teacher representatives to the LSC, who shall serve as co-chairs of the PPLC (*Note: the PPLC may decide, however, that only one of the LSC teacher representatives will serve as its chairperson.*)
- Up to seven (7) additional members elected by the certified classroom teachers and certificated personnel.

#### **WHO DECIDES HOW MANY MEMBERS THE PPLC WILL HAVE AND WHO THE MEMBERS WILL BE?**

The certified classroom teachers and other certificated personnel assigned to the school and the principal, if he or she chooses to participate, decide how many members will serve on the PPLC. Ideally, this will be accomplished by consensus. If consensus cannot be reached, a vote by a show hands or secret ballot may be employed to determine the number of members.

After deciding the number of members who will serve on the PPLC, the certified classroom teachers and other certificated personnel, excluding the principal, shall elect the members as described in Section V, "The Annual Election Meeting".

#### **HOW LONG DO PPLC MEMBERS SERVE?**

The PPLC members shall serve a one-year term, which runs concurrently with the school year. Elections are held on an annual basis and should be scheduled by the principal no later than five (5) weeks after the start of the school year.

#### **HOW ARE VACANCIES FILLED?**

Vacancies on the PPLC shall be filled in the same manner as used to elect persons to the PPLC. The principal shall convene a well-publicized meeting of all certified classroom teachers and other certificated personnel assigned to the attendance center for the purpose of filling vacancies on the PPLC. At this election meeting, those eligible to vote shall fill the vacancies by voting for a person or persons eligible to serve on the PPLC.

## **IV. PPLC OPERATION**

### **HOW OFTEN AND WHEN DOES THE PPLC MEET?**

The PPLC shall meet monthly with the principal.

All meetings shall be held before or after school with no loss of instructional time. Members shall receive no compensation for their activities as members.

### **WHAT IS THE ROLE OF THE PRINCIPAL AND LSC IN PPLC MEETINGS AND DELIBERATIONS?**

The PPLC operates as an independent advisory body to the principal and the LSC. Neither the principal nor the LSC have an official role in PPLC deliberations or its meetings. However, the principal and LSC members may serve as valuable resources in the deliberations of the PPLC. Moreover, it is beneficial to all concerned, especially the school's student body, for the PPLC, LSC and principal to strive for a mutually respectful and professional relationship in an effort to foster an atmosphere conducive to consensus-building as it pertains to the educational program. Accordingly, the PPLC is encouraged to invite the principal and LSC members to its meetings and LSC members and principals are encouraged to work with the PPLC.

### **DOES THE OPEN MEETINGS ACT APPLY TO THE PPLC?**

The PPLC is subject to the Open Meetings Act. Therefore, the same rules that apply to Local School Council Meetings apply to PPLC meetings. Those rules include:

- Posting public notices and agendas for all of PPLC meetings at least forty-eight (48) hours in advance;
- Allowing the public to attend PPLC meetings and to address the PPLC at every meeting;
- Taking written minutes of meetings and approving the minutes by the later of 30 days or two regular meetings after the meeting for which the minutes were taken.

Any questions concerning the application of the Open Meetings Act to the PPLC should be directed to the Board's Law Department.

### **DOES THE FREEDOM OF INFORMATION ACT APPLY TO THE PPLC?**

The PPLC is subject to the Freedom of Information Act (FOIA) and documents created and maintained by the PPLC may be subject to disclosure under the FOIA. Under FOIA, any document defined as a "public record" must be released within five (5) business days to any member of the public who requests it unless exempted from disclosure by the Act.

Upon receipt of a FOIA request and before releasing any documents, we recommend that the PPLC immediately contact the CPS FOIA Officer at (773) 553-1700 for assistance.

## V. THE ANNUAL ELECTION MEETING

### THE ROLE OF THE PRINCIPAL

The principal shall prepare for and schedule the Annual Election Meeting of the PPLC for a date no later than the end of the fifth week of the school year. If for some reason the principal does not convene the annual election meeting, the currently serving Local School Council teacher representatives may convene a well-publicized meeting of the certified classroom teachers and other certificated staff to elect the new PPLC for the school year.

At least two weeks before the election, the principal shall:

1. Prepare and posts a list of the certified classroom teachers and other certificated personnel employed at the attendance center (to be duplicated as necessary) who are eligible to serve on the PPLC and vote in the election.
2. Make these Guidelines available to all certified classroom teachers and other certificated school personnel.
3. Post a notice and agenda for the Annual Election Meeting throughout the school.

The principal shall then convene the Annual Election Meeting on a date when all certified classroom teachers and certificated personnel are scheduled to be in the building.

As stated above, the school personnel on the eligibility list and the principal, if he or she chooses to participate, must first decide the number of members, up to seven (7), to be elected to the PPLC. Thereafter, the school personnel on the eligibility list, excluding the principal, shall elect the specific individuals who will fill the positions on the PPLC.

### CONDUCTING THE ELECTION

The certified classroom teachers and other certificated personnel may appoint, from among their ranks, individuals to serve in the following roles and perform the following tasks to facilitate the election of the members of the PPLC:

- **Election Judges**
  - Initial, date and distribute the ballot
  - Determine the number of properly voted ballots
  - Count the valid votes
  - Post the results of the election
- **Monitors**
  - Monitor the polling area
  - Certify voter eligibility
  - Ensure that voting is by secret ballot

A staff member who is eligible to vote may vote for as many candidates as the number of persons to be elected, but votes shall not be cumulative. In other words, staff eligible to vote

may cast only one vote per candidate. Also, no one may vote by proxy, substitute or absentee ballot.

Election results shall be determined no later than the conclusion of the election meeting or established voting period, and the results posted immediately thereafter.

All tied votes shall be broken by lot.

## **VI. ORGANIZATION OF THE PPLC AFTER THE ELECTION**

Within one week of the election meeting, the elected members of the PPLC shall convene a meeting to determine, at a minimum, the following:

### **A. Officer Criteria\***

- What officers, in addition to the Chair or Co-Chairs, will be elected, if any?
- How will the additional officers, if any, be selected?
- What will their duties be?

### **B. Meetings**

- When and where will meetings be held?
- How many members must be present to conduct official business? (i.e., what constitutes a quorum?) (*Recommendation: half plus one*)
- Who, if anyone, will be authorized to call special meetings of the PPLC?
- Who, if anyone, other than PPLC members, the principal and the public, will be invited to participate in PPLC meetings?

### **C. Committees**

- Will committees be established?
- If so, what is the purpose of each committee?
- How many members will be appointed to each committee?

### **D. Other**

- How will the meeting notices and agendas be prepared and disseminated?
- Who will take meeting minutes, where will they be maintained and how will they be made available to the public?
- How will recommendations to the principal and/or LSC be presented?

**\*If additional officers are to be elected, that election should take place at a subsequent, well-publicized meeting.**



**SAMPLE**

**NOTICE OF ANNUAL MEETING TO ELECT**

**\_\_\_\_\_ SCHOOL PPLC**

**ALL Certified Classroom Teachers and Other Certificated Personnel\***

**Employed At \_\_\_\_\_ School**

**are invited to attend the Annual PPLC Election Meeting**

**To be Held On**

**\_\_\_\_\_ at \_\_\_\_\_.**

\*“Other certificated personnel” includes counselors, social workers, psychologists, itinerant teachers, PATs, TATs, cadres, and assistant principal(s).

The purpose of this meeting is to:

- (1) decide on the number of PPLC members, and
- (2) elect the certified classroom teachers and/or other certificated school personnel who will serve a one-year term as members of the PPLC.

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

A review of **The Guidelines for the Establishment and Operation of the Professional Personnel Leadership Committee** distributed by the Board of Education may be helpful to you in your deliberation on these matters.

**SAMPLE**

**PPLC BALLOT**

**INSTRUCTIONS**

Vote for one candidate for each of the \_\_\_\_ vacancies.

Place an "X" in the box preceding the candidate(s) of your choice.

Do not vote for more than \_\_\_\_\_ candidates.

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