

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.

PPLC'S PURPOSE

The purpose of this Committee is to develop and formally present recommendations to the principal and the Local School Council (LSC) of the attendance center on all matters relating to the educational program, including, but not limited to, the curriculum, school improvement plan development and implementation, and school budgeting. 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.

PPLCs DO NOT evaluate teaching or administrative staff or principals. PPLCs are not grievance committees (see "Difference between PPLC and PPC" below).

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 principal shall provide the PPLC with an opportunity to review and make recommendations regarding the school improvement plan and the school budget. 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 that advises the principal and LSC on the school's educational program. The Professional Problems Committee (PPC) is a committee of three (3) to five (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 AND ELECTION OF PPLC MEMBERS

WHO IS ELIGIBLE TO SERVE ON THE PPLC?

Certified classroom teachers and other certificated personnel who are employed at 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 of the LSC 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?

The certified classroom teachers, other certificated personnel, and principal 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 of hands may be employed to determine the number of members.

WHO CONDUCTS THE ELECTION OF THE PPLC MEMBERS?

The annual election meeting shall be convened by the principal of the attendance center. Such a meeting should be well publicized by the principal of the attendance center at least two (2) weeks prior to the date of the election. **Elections should be held no later than the fifth week of the school year.** The principal shall convene the meeting and may vote on the number of members of which the PPLC shall consist, but shall not vote on the candidates for the PPLC.

WHO IS ELIGIBLE TO VOTE FOR THE MEMBERS OF THE PPLC?

Only those persons eligible to serve on the PPLC and who are present at the election meeting are eligible to vote. Neither the principal nor staff not assigned to the attendance center may vote. If needed, on the day of the election meeting, the principal shall provide a list of persons eligible to vote.

IS CUMULATIVE VOTING (I.E., CASTING MORE THAN ONE VOTE PER CANDIDATE) PERMITTED?

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, if the determination has been made to elect seven (7) members to the PPLC, staff eligible to vote may vote for each PPLC slot, but staff may cast no more than one vote for any individual candidate. 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.

HOW ARE TIES BROKEN?

Tie votes shall be broken by lot.

HOW LONG DO PPLC MEMBERS SERVE?

Persons elected to the PPLC serve a one (1)-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 (OMA). Therefore, the same rules that apply to Local School Council Meetings apply to PPLC meetings.

The OMA rules are as follows:

- If a quorum of the members of the PPLC is physically present, then a majority of the PPLC may allow a PPLC member to attend the meeting by other means if the member is prevented from physically attending because of:
 - (i) personal illness or disability;
 - (ii) employment purposes or the business of the PPLC;
 - (iii) a family or other emergency; or
 - (iv) unexpected childcare obligations.

- If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the PPLC before the meeting unless advance notice is impractical.
- Posting public notices and agendas for all PPLC meetings at least forty-eight (48) hours in advance at the school;
 - If the PPLC has a website, the meeting notice and agenda must be posted until the end of the meeting.
 - Website links for remote meetings and conference line numbers should be included in the meeting notice.
 - Upon request, notice of the PPLC meeting must be shared with news media organizations.
 - Agenda should list any potential matter in which the PPLC will vote to take action.
- Allowing the public to attend PPLC meetings and to address the PPLC at every meeting;
 - Public comments can be gathered by several methods, including written submission, email, and reading those public comments into the record at the meeting. The PPLC shall establish a process for the public to address the PPLC.
- Reasonable limits on the length of a public comment is allowed. Such limitation shall be consistent for all public comment participants and shall be included in the PPLC's rules of order or otherwise documented on the committee meeting agenda.
- Announcing the matter to be voted on with specificity, via the chair, before calling the roll call vote
 - Roll call votes are required for all matters voted on during the meeting
- Taking written minutes of meetings and approving the minutes within thirty (30) days or at its subsequent regular meetings after the meeting for which the minutes were taken, whichever is later;
 - Remote meetings: minutes must be kept verbatim in the form of an audio or video recording and must be made available to the public after the meeting is held.
 - Minutes must be made for public inspection within ten (10) days of approval of the minutes.
- Designating a member to serve as the Open Meetings Act Officer (the OMA Officer must complete training on the OMA provided by the Office of the Illinois Attorney General within 30 days of such designation).
 - For OMA training, individuals can navigate to the following link: <https://foiapac.ilag.gov/>.

Any questions concerning the application of the Open Meetings Act to the PPLC should be directed to the Board's Law Department at (773) 553-1700.

IS THE PPLC SUBJECT TO THE LOCAL RECORDS COMMISSION'S RETENTION REQUIREMENTS?

For PPLC agendas and minutes, the Local Records Commission requires that one (1) hard copy be maintained permanently. Audio recordings of PPLC meetings must be maintained for 61 days after the adoption of minutes. Video recordings of PPLC meetings must be maintained for 31 days after the meeting is aired or, if the meeting is not aired, 31 days after the next PPLC meeting.

DOES THE FREEDOM OF INFORMATION ACT APPLY TO THE PPLC?

The PPLC is subject to 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. PPLCs can request a five (5)-day extension to respond to the FOIA request provided a recognized reason for the extension is cited. 5 ILCS 140/3(e).

Under the FOIA, the PPLC must also designate a member to serve as the FOIA Officer. The FOIA Officer must complete training on the FOIA provided by the Office of the Illinois Attorney General within 30 days of such designation. Information on how to obtain FOIA training can be found at the following link: <https://foiapac.ilag.gov/>.

The PPLC's designated FOIA Officer is responsible for responding to any FOIA requests, however the CPS FOIA Office may offer assistance where appropriate. That office may be contacted at 773-553-1600.

Members of the public may request a copy of a remote meeting recording pursuant to a FOIA request. To share a Google Meet recording of a virtual meeting that has been saved to Google Drive, the settings should be adjusted such that "anyone with the link" can view the recording. If the meeting was recorded using Zoom, it is recommended that the Zoom recording is uploaded to a cloud sharing service platform like Dropbox, Box or Google Drive. Once the recording is saved in the cloud service platform, it can be shared with the requestor via email.

V. THE ANNUAL ELECTION MEETING

The principal shall prepare for the Annual Election Meeting of the PPLC. Elections should be held no later than the fifth week of school. To aid an effective planning process, below is a list of suggested activities that should take place at least two weeks prior to the Annual Election Meeting:

1. The principal prepares 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. These Guidelines for the Establishment and Operation of the PPLC should be made available to all school personnel on the eligibility list.
3. The principal or his or her designee must post a notice and agenda for the Annual Election Meeting.
4. The principal convenes the Annual Election Meeting on a date when all certified classroom teachers and certificated personnel are scheduled to be in the building. 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 eligible school personnel who are present, excluding the principal, shall elect the specific individuals who will fill the positions on the PPLC.
5. 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

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?

***Note: The OMA and FOIA require the PPLC to designate a FOIA Officer and OMA Officer (can be one or two members). If officers other than the co-chairs are to be elected, that election should take place at a subsequent, well-publicized meeting.**

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 (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?

SAMPLE NOTICE OF ANNUAL ELECTION MEETING OF PPLC

ALL certified classroom teachers and other certificated personnel employed at the attendance center are invited to attend the **Annual Election Meeting of the** _____ **School PPLC, 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) conduct the election of classroom teachers and other certificated personnel to serve one-year terms 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 of your choice.

Do not vote for more than _____ candidates.

- _____
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