

**Official Minutes**  
**Home/Hospital Program Planning Committee Meeting**  
**Wednesday, November 4, 2020 - 1:00 P.M.**

Present: Chris Smith, Lisa Silverstein, Deborah Green, Michele Mazzola, Pat Cain, Kelly Nauerth, Laura Tai-Maneiro

1. **Approval of October 2020 Minutes**: Approved.
2. **Update on Student Numbers**: Kelly reported our students numbers are currently at 41.
3. **BEDS Update**: Chris let us know that there is no new information regarding BEDS codes for H/H teachers. The district is waiting to hear for updates from the state, and as soon as any new information is available, he will get back to us with specific policies/procedures as they relate to our unit.
4. **Walkthroughs**: Chris said that the walkthroughs continue to go very well when students are available to meet. He has encountered situations when students are either sick or not available to Zoom with their teacher. There have also been small complications related to technology issues such as a student's chromebook not working properly. However, he is aware that these are circumstances that are out of anyone's control, and that we should continue to do our best to engage students and draw them in as much as possible.
5. **Discussion of District Plans**: At this time, district plans are unclear. According to Chris, there has been discussion about bringing K-4 and SPED students back for in person learning for 4 days a week. No one is sure whether students will all return to one building, such as Edison, or whether students will occupy multiple buildings throughout the district. School Principals have begun reaching out to families to begin discussion about future plans following the next 10-11 weeks. Most families prefer to keep their children on a remote learning plan, while students prefer otherwise.
6. **New Business**: Deb asked for more clarification of attendance policies. When a student is refusing to meet, but contact is made, should these students be marked as P-Asynchronous or should we mark them as Absent Unexcused? What the district policy actually states is the following:

**Students will be marked Present-Async if:**

- Student was present in an asynchronous learning environment
- Student had a daily check-in, a two-way communication, with the appropriate teacher(s)
- Student was working but experienced technical difficulties with logging on
- Student engaged in daily assignments, either online or offline
- Student completed their daily assignments, either online or offline

**Students will be marked Absent-Unexcused if:**

- There is **no contact** with a student/parent or no evidence of engagement. When students are unable to participate in live instruction, teachers can use other methods of contact for attendance

Chris says that if a student is refusing to participate, but contact is made that you may mark this student as Absent Unexcused. However, if you learn later that this student was able to make up the work he/she missed on the day of question, then you do have the ability to go back and change the attendance to P-Asynchronous. He also stated that as much as possible we want to try and engage students and give students the benefit of the doubt when applicable.

7. **Next Planning Meeting**: Wednesday, December 9, 2020 - 1:00 P.M.