

## Official Minutes

### Home/Hospital Program Planning Committee Meeting

Friday, August 21, 2020 - 10:00 A.M.

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

Chris requested a brief planning meeting to discuss and update us on district plans and how they *may* or *may not* impact our program this year.

**Student Assignments/Work Day Schedules:** Student assignments/distribution will be the same as usual. Kelly will assign and distribute one student per teacher in reverse seniority, until each teacher has reached their maximum 6 hours per day. Teachers will have the opportunity to request students back from the previous year if they are returning to Home/Hospital. We will also have the flexibility to schedule our students based on their personal needs and schedules, and will not be restricted to either the Elementary School Hours (9:00 AM - 3:30 PM) or the Secondary School Hours (8:30 AM - 3:30 PM). Chris has suggested that teachers working with elementary students consider extending their contact time with students up to 2 hours if possible. Due to remote learning, if our numbers allow, and if the student's own schedule and personal situation also allows for it, teachers can give additional time and instruction to elementary students when appropriate. Kelly stated that she has approximately 30 students to register and process in September.

**District Lay-Offs:** According to Chris, there are no real specifics about lay-offs at this time. Until we know more about the Federal fiscal stimulus bill (Heroes Act) which is waiting to be voted on by the U.S. Senate, the budget woes for schools and education are in limbo. On a positive note, Chris mentioned he believes the district is more focused on taking the 20% reduction of state aid from the dollar amount per pupil budget and not staffing. Chris also told us that he was asked to provide a detailed report with regards to a specific breakdown/stats of the number of SPED, medical, suspension, and 504 students we serviced last year. Kelly provided much of the research that was delivered to CO.

**Wednesdays:** This year, teachers will not be required to teach remotely on Wednesdays. Each week, Wednesdays will be reserved for teacher planning, research, collegial support and sharing, and other professional development opportunities.

### **Students**

- *Wednesdays will not include remote instruction from teachers.*
- *Wednesdays will involve students working asynchronously.*

## **Teachers**

- *2-hours Virtual Office hours*
- *1-hour Horizontal and vertical common planning*
- *2-hours Collegial and professional planning*
- *1-hour Professional development*

The collegial and professional planning will be specific PD opportunities planned via Chris and our Subject Area Representatives. Meeting times will be announced and take place on Wednesdays. This professional development will NOT be part of the 36 hours of professional development we complete outside of work hours. The other *horizontal* and *vertical* planning is time teachers can use to collaborate with other teachers and colleagues or take time to research and learn independently.

**Schools** may hold a staff meeting on one Wednesday per month in lieu of professional development.

**Miscellaneous Business:** Chris let us know of staff replacements for this upcoming year:

Kim Hunter - Registrar  
Sheila Wall - Secretary  
Tanya Thompson - Counselor

He was not sure who would be acting as our school nurse this year and whether or not Mark Ferraro will be returning to H/H as our SPED Case. He will check on this and get back to us when he has any updates. Attendance policies for this year are still under review. There have been no specifics, but will be district directed. The first instructional day with students is September 14, 2020, and all Superintendent Conference Days will take place at the beginning of the school year on September 8th, 9th, 10th, and 11th. Lastly, due to the COVID, the district is asking that there be no congregation or gathering of teachers and staff in buildings. If you have a need to go to the building for any reason, you must schedule an appointment.

**New Business:** Pat Cain will take over as ELA Subject Area Representative this year.