

Official Minutes

Home/Hospital Program Planning Committee Minutes

Wednesday, January 15, 2020 - 2:45 P.M.

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

1 **Welcome/Introductions:** General introductions were made and Chris let us know that he is not stressed about his new administrative duties which will now include LYNCX Academy and YMIHA & H/H. Currently, the LYNCX Academy offers a full-day program which is split between Middle School students who attend in the morning session from 7:30-11:00, and High School students who attend the afternoon session from 11:00-2:30. At this time, the biggest problem seems to be the logistics of having one Program Administrator who must be in two places at the same time. To complicate things further, CO is not currently allowing for administrative substitutes. Chris stated that he does feel somewhat familiar with what a H/H teacher might encounter on the job from day to day because his teachers at LYNCX must also teach multiple grades/multiple subjects and likewise deal with a student population that fluctuates from week to week. He gave thanks to Kelly who he says has been extremely helpful in helping him to fill in the gaps while he gets up to speed on all of his new responsibilities. He is hoping to have the opportunity to meet H/H teachers formally, but there has not been any definitive date and time set for now. We may have to wait until the next half-day which takes place on Friday, 3/6/2020.

2 **Minutes of December 18th, 2019 Meeting:** Approved.

3. **Update on # of Students on Waiting List/Teacher Recalls:** Kelly told us that there are currently 15 students on the waiting list, and possibly 4 more medical students on the way. We are hopeful that once the 5 recalled teachers are put in place, this should help relieve the majority of the students who are waiting for a teacher. It looks like all 5 teachers will be coming back to H/H once board resolutions are finalized on Thursday, 1/23/2020. Teachers are slated to be back on the job as of Friday, 1/24/2020. Chris made a phone call to CO during the meeting to corroborate the names of the 5 teachers who should be on the list for recall. At this time, the only name in contention is John Killigrew whose name should be formally replaced with Josh Leathersich. Chris also has an upcoming meeting at CO and will double check that the 5th position will be appropriately addressed and changed.

4. **Observations/Self-Evaluations:** Chris will continue the observation/self-evaluation protocol of previous years. He is interested in seeing H/H teachers on-site and in homes to get a better understanding of what we do. However, as of now, he believes his time to visit homes may be limited to morning observation time slots. Lisa filled him in on the difficulties of visiting a student home without specific notification to both the parent and student. What we suggested is that he let us know a particular set of days that might work best for him, and H/H teachers will contact

him via email with a specific time and place. He is also aware that our observations are not subject to the same requirements as that of classroom teachers since we are not tenured teachers. Our observations are informal and do not require a specific lesson plan, etc. The date for submission of self-evaluations, as in previous years, as been moved from May 1st, 2020, to June 1st, 2020.

5. **Safety Issues at Hart Street:** We asked about the possibility of getting another SSO officer on the floor at YMIHA & H/H. Chris said he would look into it, but doesn't think it's likely to happen. Although this is primarily a concern of the teachers in the building, we do maintain a presence on the 3rd floor, and feel that it can at times be a concern to H/H teachers as well.

6. **New Business:** Chris says that email is a good way to reach him for any sort of general question or contact. He also stated that text/calls are sufficient to report to him regarding sick days. Since we do not require substitute teachers, he also agrees that calls do not necessarily have to fall within the 5:30 A.M. to 6:30 A.M. time frame (within reason).

Next Planning Meeting: Wednesday, February, 12th, 2020 - 2:45 P.M.