

## OFFICIAL MINUTES

### Home/Hospital Program Based Planning Committee Minutes

Wednesday, September 18th, 2019 - 2:30PM

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

1. Minutes of June 12th, 2019 Planning Meeting: Approved

2. Teachers-on-Assignment/Release Time: According to the Memorandum of Understanding between RTA and RCSD, we currently have 2.5 positions of release time for our teachers-on-assignment. Tony agrees that these positions are a necessary part of our program to keep things running smoothly. Our position is that we are not looking to solve the district's problems. It was also mentioned that Sally's duties have increased since the signing of the Memorandum of Understanding and that her job responsibilities far outweigh the .5 release time she is currently granted. Tony was not aware of the RTA election updates and was not properly informed of the newly elected officers. We are not sure where the lapse of information occurred, but he is now up-to-date on current officers and release time. We agree that there is a need for better communication to the building principal when our yearly election results are completed/confirmed. Tony made a point of asking whether or not all teachers in our unit are aware of RTA duties and responsibilities, and suggests that those who need clarification should speak directly to their representatives for clarification.

3. Update on # of Students/Verify Recall List: As of Wednesday, September 18th, we have 47 students on our roster. Tony is pushing to bring back at least 5 full time positions, but he has not yet heard back from CO. According to New York State law, no substitutes can be hired until all laid-off teachers are reinstated. Tony will continue weekly meetings begun last year, to monitor and update/review students on HI. This weekly team includes: Tony, Kelly, Amy, and Mark Ferraro. There was also mention of a bi-weekly meeting whose additional participants include: Ruth Turner, Shannon Karcher, and Rusty Griffin. Again, it was stated that the purpose of these meetings is to ensure that our students are being serviced adequately.

4. Unannounced Staff Observations: Tony said that teacher observations will not be any different from last year. We are still able to pick a specific student and notify him of the best day and time. He is not out to "catch" anyone and will call you before he comes. Tony will only show up when he knows you are in place and ready to be observed. This same procedure will be applied to any teachers who are teaching students in libraries or at the Hart Street location. Our teachers require one informal observation per year; in addition to a self-evaluation which is due at the end of the year. Tony is starting the observation process early so that he has time to complete the informal observation of all teachers. He would also like us to know that if he feels

there is a need, he does have the option of requesting a second observation. However, he does not foresee this to be a problem with any of his current staff. Tony would like all contact sheets kept up to date, and he would like updated forms to be forwarded to Kelly. He reiterated that all teachers are expected to be in place, and that he will act accordingly if the situation arises.

5. Superintendent Rocks: Tony would like us to focus on the 3 Rocks that Superintendent Dade is pushing this year. These include: *changing the narrative, maintaining a laser like focus on teaching and learning, and unsurpassed collaboration*. He is looking forward to sharing the success stories of HH, and is aware of the many accomplishments of our teachers. He applauds the hard work he has witnessed personally, and made a special shout-out to our colleague Michele M. and her excellent work with Nicholas Goodlet. As a collective team, he would like to harness social media to push and promote our successes as a means of changing the narrative. He is looking for stories from HH teachers, but will be sensitive to those of us who are more hesitant about having our names/pictures in public. He is still in learning mode, but wants us to know that he is open to personal stories/pictures and other submissions with the appropriate release forms. He and Sally will work out the logistics and details. Tony would like to continue and maintain a strong (laser like) focus on common assessments. It was also agreed that (unsurpassed) collaboration is something we do every day. As teachers who work in a community setting, we are constantly collaborating with all stakeholders on a daily basis. Our program shows how learning can happen in a wide variety of locations and it is important we continue this momentum.

6. Regents Testing: Tony would like to develop a list of students who are Regents tracked. It is critical that students are scheduled properly and that teachers are updated and informed when students are expected to take their Regents exams. Our new counselor Ben Ruekberg has been very helpful and diligent about keeping up with our students and their particular needs.

7. Unfinished Business: Welcome to Pat Cain our newest RTA building representative! It was also determined that future agendas for upcoming meetings will be merged before PBPT meeting days.

Next Planning Meeting: Wednesday, October 16, 2019 at 2:30PM