

Home/Hospital Planning Committee Minutes
Wednesday, October 17th, 2018- 2:45 PM

Present: Tony Robinson, Candace Rubin, Lisa Silverstein, Michele Mazzola, Kelly Nauerth, Laura Tai-Maneiro

1. September 13th, 2018 Minutes: Approved
2. Mileage: Tony reiterated that he needs mileage submitted on a **monthly** basis. We expressed concern that some teachers were denied mileage for our June 1st Conference Day. Tony said he approved all June mileage, but downtown returned ones that still required an attached agenda and the proper out-of-district codes.
3. Observation Start Dates: Tony is observing YM&IHA Teachers in October and November. He will begin our observations in December. These will be pre-set so the parents know he is coming to the house for an observation.
4. Chromebooks: Tony worked with Glen VanDerwater. Everyone who requested a Chromebook should have received an email from the Helpdesk.
5. Individual Instructional Support and Discussions: Tony plans to speak with everyone individually to discuss our needs. This meeting will be separate from his observation, but will be a part of his evaluation.
6. Disposition of Students: We truly believe that many of our students should not be dropped from Home Instruction because they will fall through the cracks in a different program. We feel students are being arbitrarily dropped without an appropriate placement. Tony said he is distressed about this, as well, and would always like to see a family presented with viable options before their child is removed from our program.
7. Staff Operating Procedures: Tony is pleased that all of our teachers are cooperating by signing in and signing out. Tony said that if we see a student by 8, teachers do not need to sign in at 7:30. If we are teaching past 2:30, we do not have to come back to sign out. Once our schedules are full, signing in and out will not be necessary. When students are absent, however, we have to come to Hart Street or send him an email with our location (staying at a library or another safe location - especially during bad weather). If two or more students in a day are absent, we need to report to the building. Candace, district and RTA officials attended a meeting where these procedures were discussed. Tony believes the decisions made at the meeting were binding and would like our Operating Procedures updated. While these new procedures are a directive from our boss that we will follow, Candace stated she did not receive anything in writing from this meeting. Candace will speak with Martha Keating, as we feel our Operating Procedures are a negotiated document by the Program Based Planning Committee. Tony will speak with attorney Steve Carlin.
8. Possibility of Student Newsletter: In order to help families, we would love to compile a newsletter of available services and agencies. Candace gave Tony a copy of a similar newsletter from many years ago. Tony has no problem with this.
9. Attendance: We explained to Tony that sometimes we cannot submit attendance the day a student enters. Cecilia DeFranco is aware of this and can enter attendance for these days. Tony reported that we had 100% attendance for the past 4 days. Tony would like to recognize, reward and give student incentives for these accomplishments.

Next Planning Meeting: Wednesday, November 14th, 2018 - 2:35 PM