

Home/Hospital Planning Committee Minutes
Thursday, September 13th, 2018- 2:45 PM

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

1. June 6th, 2018 Minutes: Approved. Tony gave an update on “Unfinished Business” from the June minutes regarding students being “dumped” into our program at an alarming rate each spring. Sandy Jordan took lead on this and is working with Joe Capezzuto from Placement at Central Office. To avoid students being inappropriately placed on HHT, Joe is the only person who can assign us students.
2. Disappearance of Five Jobs: Tony reported that the budgetary department cut our open positions in order to balance the district budget. He is waiting patiently as he was told that once the books are balanced, one or more of these positions should be restored. We feel that our contract and state laws are being violated. The district should not be able to hire substitute teachers in place of regular teachers as a cost-saving measure. We will file a grievance through the union.
3. Release Time for Vice-Chair: We will file a grievance regarding Deborah Green’s missing .5 Vice-Chairperson release time.
4. 504 Students: We understand that 7:30 AM-3:30 PM are our new contact hours, but we explained that we have 504 students who receive state-mandated after school services from our teachers. These students are the exception, as many do not even get home from school until 3:30. Tony said it is a safety issue, but he will work with Kelly regarding these specific students.
5. Attendance: We should now be able to enter student attendance in SMS, as the issue has been corrected. Tony reiterated that students will be moved into a Long-Term Absence homeroom after 5 days unexcused absences for regular ed students and 10 for special ed students. Appropriate meetings will be held before these special ed students are removed from our roster.
6. Clarification of Role of Substitute Teacher: There is a building sub working for programs at Hart Street. Tony clarified that he is not a Home/Hospital sub. YM&IHA and HHT have separate budget codes that cannot be intermingled.
7. Superintendent’s Conference Days: Tony verified that October 5th and November 6th are district-planned days. Our Instructional Supplies Committee is responsible for planning the remaining half days.
8. Program Planning Dates: The H/H Planning Committee dates are set and listed on our website. The meetings will begin at 2:30, as our Professional Development begins at 3:30.
9. Ink Cartridge for Bookroom: Our book room printer and Kelly’s office printer both need ink, but Lisa Cummings does not have access to a P-card yet. Tony will look into this tomorrow and get us the needed supplies.
10. Modules: We clarified that the directive from the state and district is that the Engage NY modules are meant for reference. They do not need to be followed verbatim; the standards are what are important. Our subject area representative can send curriculum updates but should clarify that teachers have the latitude to adapt as necessary.
11. Approval of PD Requests: We approved all PD requests. Tony will sign in the morning so Sally can share our PD calendar as soon as possible.
12. Unfinished Business: We have many teachers who do not have Chromebooks. Sally will forward names to Tony and he will contact the correct IT person. Lisa Cummings will let us know when plan books are in.
13. New Business: Tony repeated that our program is under the microscope because a few teachers were not doing what they needed to be doing last year. We all need to be professional and in place so that no negative attention is brought on us.

Next Planning Meeting: Wednesday, October 10th - 2:30 PM