

**Home/Hospital Planning Committee Meeting**  
**Wednesday, April 11th, 2018 -7:30AM**

Present: Tony Robinson, Candace Rubin, Deborah Green, Lisa Silverstein, Lauri Davis, Michele Mazzola, Kelly Nauerth

1. Minutes of February 28<sup>th</sup>, 2018: Approved
2. Planning for Summer School: Tony reported that Sandy Jordan submitted the names of H/H Teachers interested in summer school for the April Board Resolution. There is money in place for both ESY and comprehensive setting summer school instruction. To make sure there are no problems this summer, Kelly will meet with Tony to review all summer school students and their specific needs.
3. Teacher-on-Assignment Positions for 2018-19: Tony complemented Lauri Davis on her wonderful work. She will be sorely missed when she retires. Amy Smuk applied for this position and was approved to begin training with Lauri as soon as possible. Candace will post the rest of our Teacher-on-Assignment positions and cc Tony.
4. Subject Area Representatives for 2018-19: Candace will post these positions and cc Tony.
5. Self-Evaluation Deadline: The submission date of the Home/Hospital Self-Evaluation form has been extended this year until June 1st
6. Extended Day: Home/Hospital Teachers applied to teach these Regents Review classes. They begin next week on Tuesdays and Thursdays after school and three Saturdays: 5/5, 5/19 and 6/2. Tony would like a full house for the Saturday review sessions.
7. Clarification on Attendance Procedures: We do not want students to be penalized when their teacher-of-record is absent, but they are seen by Michelle for Math or Mary Beth for Science. Tony said that Michelle and Mary Beth need to get the information to the teacher of record before the end of the day so the student can be marked present and the variation in schedule can be notated in Attend Actions. Tony said that there cannot be Unsubmitted Attendance by the end of the day. If attendance needs to be changed after midnight, it needs to be emailed to Tony. If a student does not show at a library and no contact can be reached by phone, we need to drive by the house.
8. Plans for Conference Day and Early Release Day: April 23rd is a District-Planned Conference Day. The June Early Release Day will be planned by our Subject Area Reps.
9. Updating Operating Procedures: These are to be reviewed every year. Everyone received a hard copy and Lisa will email Tony the document as well.

Next Planning Meeting: Wednesday, May 9th @ 7:30AM