

**Home/Hospital Program Planning Committee Meeting**  
**Wednesday – February 28<sup>th</sup>, 2018 - 7:30 AM**

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

1. January 10th, 2018 Minutes: Approved
2. Hiring: We were informed by Tony that four new Home/Hospital Teacher positions have been approved and will be filled ASAP. Sandy Jordan offered two teachers jobs without going through our New Hire Screening Committee, even though she is aware of our contractual right to be a part of hiring. Tony understands that this job isn't a good fit for just any certified teacher and he doesn't want teachers hired on our behalf without our input. We have two possible hires we would like to interview this week. We would like to make sure new hires are assigned mentors. Candace will look into seeing if we can be trained by the CIT Mentor program.
3. Instructing Teachers on SLOs: Margaret Crowley from the APPR Department will come to us next week for two sessions at 9:00 and 1:00 on Monday and Wednesday.
4. Summer School: Tony is not in charge of summer school. Sandy Jordan is responsible for summer school for all RCSD students. As of last week, Home Instruction summer school was not posted online. Usually, there are both ESY Special Education and regular medical Home Instruction positions. Some students are incorrectly placed in ESY. They are in summer school to gain credits to graduate, but ESY classes are not credit bearing. Kelly can get this information to Tony ahead of time to make sure this placement doesn't happen again. Starting in May, we need to work together to make sure all of our students that need to be serviced do not fall through the cracks. Kelly is supposed to do our summer school assignments as part of her job. She filed a grievance that has since been resolved. She now has a letter verifying her position as Assignment Coordinator. We asked Tony to verify there is money set aside for Home Instruction summer school in the budget. Teachers should not be docked pay for students who are not available.
5. Interview Committee: This is already in place and ready to interview this week at 9:00 on Friday.
6. Seniority List: We discussed the placement of teachers on our seniority list. Candace has given our list to HCI. We need an updated list, as if there are ever to be layoffs, we need to make sure our hire dates with the district are the same as our seniority date in our unit. The list we received from the budget office is incorrect. Candace will work though Martha to have any issues corrected with HCI.
7. Alternate Assessment Students: These students can be demanding on Home Instruction teachers, both physically and emotionally. Candace suggested that the teacher has the option to request a change halfway through the year. Kelly said our teachers always have the option to make this kind of request. Deb can work with the Instructional Supplies Committee to order musical instruments and other specialty items to help work with non-verbal students.
8. Request for Union time at End of PD/Conference Day Sessions: Tony said we can put 15 minutes at the beginning or the end of these meetings.
9. New CASE: Carrie Varno is new to us, as Christine Richter is moving to Central Office.  
Next Planning Meeting: Wednesday, April 11<sup>th</sup>, 2018 – 7:30 AM