

**Home Hospital Program Planning Committee Meeting**  
**Friday - December 15, 2017 - 7:30 AM**

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

1. November 15th, 2017 Minutes: Approved
2. Hiring for Vacant Position & Review of Hiring Protocol: Even though it doesn't show on our template, we do have a 1.0 (FTE) vacancy. Tony will have the information corrected at Central Office and hopes to fill this position after January 2nd. He plans for us to interview at least 3 people and select 1 to hire, with the others as possible substitutes. We have been doing well maintaining placement, but are now full. If anyone knows of teachers to recommend who might be interested in working in our program - and can deliver the content - we should let Kelly know. Even retired teachers might like to work as subs. As per our discussion last month, to be placed in a LTA, general education students need 5 days of unexcused absences while special education students need 10 days. A letter is sent home informing the parent they need to call to discuss absence issues and the requirements to be placed back on Home Instruction. We need to let the office know in a timely fashion when a student is not attending and all absence issues should be written up in SMS Attend Actions. Terry Wood is now our Chief, with immediate supervisor Sandy Jordan. They are aware of this protocol as long as there is justification for the placement.
3. January Testing: Testing is from January 22nd-January 25th. A number of YM students going onto Home Instruction will need testing. Ben Reukberg will get Kelly the names. Kelly needs Tony to submit her name to Nancy Eichner to be included in testing. All H/H Teachers need to watch the proctoring video and sign the verification page. Even if a teacher doesn't have a student taking an exam at this time, we still may be called to proctor at the last minute.
4. The Possibility of Home/Hospital Teacher being Hired for Regents Review: Tony verified that Home/Hospital Teachers can be hired to teach the Saturday review classes for YM/IHA and H/H students. He realizes that we do not have the same numbers to prove our successes. Tony will amend the application to better reflect our position. The program will run Saturdays January 6th, 13th, and 20th from 8:30AM-11:30AM. Rachel Wilson will provide numbers as to how many students are taking January Regents, especially Global and Algebra. Last year we had excellent attendance for the Saturday review sessions. Tony will have more information after the break.
5. Teacher Safety: We discussed an assignment where a student was placed on Home Instruction, but needs to be seen in the building from 4-6pm. Tony will be staying to supervise and he would like another male present. The student is still in jail and is currently the responsibility of Youth and Justice. The hours would be extra pay for any teacher willing to work this late. The commitment is for rest of year, unless the student is placed back in jail.
6. Protocol for Hiring of Substitutes: We feel it violates our contract to hire substitutes in September. Tony said he needs to make the program work, whenever we happen to need substitutes. This year, we have not hired any subs yet. (Jack Hogan is covering Ann

Dick's position). Vice-president Cynthia Elliot is watching the budget process and wants to see our program thrive.

Next Planning Meeting: Wednesday, January 10<sup>th</sup> @ 7:30AM