

Home/Hospital Program Planning Minutes
Wednesday, September 13, 2017 - 7:30 am

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

1. June 12, 2017 Minutes: Approved
2. New Hires & Long-term Sub: Carolyn Stout retired, so we have a 1.0 FTE position open. Candace forwarded a resume for a possible new hire. Tony will speak with her before she is called in for an interview. Ann Dick has taken an ESOL position. Jack Hogan is a long-term sub, but he is retired and might not be able to work in this position for the year. If Ann does not return after 1 year, whoever is in her place can be hired next year.
3. Guidance Counselor: We do not have a counselor at this time. A full-time counselor was hired for Home Instruction and should be in place by next week. She will have a mentor, as she is new. Only 2 of our high school students had schedules from their home schools, so Kelly will print transcripts and give Home/Hospital teacher contact information to Tony. He will work with Ben Ruekberg today to create schedules.
4. Grading Procedure/SMS: There was never a resolution last year regarding Power School. Tony said we will be going back to having all of our classes in Power School this year, rather than the "bucket list" for attendance. As of yesterday, Kim Valilee had our students entered for attendance purposes, but there are still no schedules. We will also be able to enter our grades in Power Teacher Gradebook again, as this is linked to our schedules in SMS. Tony said we will still be completing paper Progress Reports this year, but these do not go into Power Teacher or through our registrar. Andy Scott is taking our enrollment to place into the system. Suzanne Newton and Kim Valilee are also included in our correspondence. As of yesterday, we have 45 students processed.
5. Attendance: General Education Home Instruction students with 5 days of cumulative unexcused absences will be placed in a "no show" homeroom. Special Ed students will be placed in a "no show" homeroom if they have 10 days of unexcused absences. Long-term students can be evaluated on a case-by-case basis. Kelly lets the parent know about the "no show" homeroom and to call her back if the student is ready to attend and participate. We need to put "not engaged" behavior into Attend Actions, if the student is present, but refuses to work. The students legally placed with us by the courts cannot be put into "no show" homerooms. They usually have a probation officer we can work with, but their non-attendance hurts our numbers. If there is something that isn't working this year, Tony said we need to let him know so he can protect his staff and program.
6. CASE: Tony was told that Maggie Kelly is our TCOSE. She told Lauri she wasn't supporting our program, so Lauri has been contacting Theresa Root with issues. Tony will get clarification on who is supporting Home Instruction.
7. iPads: Tony spoke with Mary Pauly about getting 5 iPads for our program, as many students have them in their IEPs. Tony said we do have a limited budget for supplies. As we have many low-functioning elementary students this year, we should consult with the autism team. They might have recommendations, as well as supplies we can borrow.
8. Possibility of Extended Day: Tony said we only have \$500 right now.
9. PD Approvals: We approved the PD requests submitted by Sally DeCarolis. Lauri gave them to Tony to approve and sign.

Next Planning Meeting: Wednesday, October 11th, 2017 - 7:30AM