

Home/Hospital Planning Committee  
Wednesday, January 4th, 2017 - 7:30AM

Present: Tony Robinson, Candace Rubin, Eva Zweifler, Lisa Silverstein, Lauri Davis, Lincoln Cromwell

1. December 14th, 2016 Minutes: Approved
2. Updates on Chromebooks: There are still 4 Chromebooks available with Lisa Cummings. Lisa will send an e-mail to those teachers who have yet to receive one. Tony's supervisor is working on trying to make more available, as there will still be teachers in need. As the district moves toward Chromebooks, we all should become comfortable with using them.
3. Possibility of June Regents Review: Tony updated that Title 1 money was finally released, but is isn't available for January review sessions. Regents review will take place in April, May and June for 2 ½- 3 hours on Saturdays with breakfast, snacks, and transportation available for students. As for the teachers involved, we will meet to talk about how this will all work moving forward.
4. Issues on Recording of Teacher Absences:
  - We have had issues in the past with teacher absences penalizing our students, as they are marked absent when we are (with code: HHTTO). If the science labs teachers or social workers see our students on a day we are absent, the student can be marked present.
  - We asked about these discrepancies in attendance on progress reports (if we take out the teacher's absences from the total number of days). This is fine to do on Progress Reports, but will not have an impact on report cards, as report card attendance is generated by SMS.
  - H/H Teachers do not have building subs. Tony said setting up a building sub isn't feasible for such a small program.
  - **Tony updated that this year all RCSD Programs need to provide instruction to all grades during Regents week**, while also proctoring Regents exams. We explained that, in the past, high school Regents exams took precedence. A letter was sent to parents saying that the teacher might not be available if they were needed to proctor. High school attendance should default to present for the exam week, but K-8 needs to be entered.
  - Tony is working with Betsy Hoffer, from district attendance, because when YM students are put on HHT, their default attendance at YM marks them absent, regardless of their attendance with us. These students being marked absent is pulling down the YM attendance numbers.
5. PPC Input into Evaluative Instrument: We shared with Tony the Evaluation Form we've used in the past. He thinks this is a great starting point, but would prefer a conversation take place on what should be in a complete portfolio for a teacher. We will meet on February 1st from 7:30-9:00AM to discuss this further.
6. Updates on Solar Car Science Workshop Possibility: Candace asked if there was money available. Once staffing is set with the Title 1 money for Regents review, Tony will see if there is any money left. OACES has some similar programs, so we can try to access what is already happening in the building. While we have to do the actual writing, the district has grant writers who might be able to help us.

7. PD Offerings: We would like to see more content based Professional Development. Tony said this is more of a discussion for Sally and the Instructional Supplies Committee.
8. Exam Scheduling: We explained that Kelly oversees testing, with the help of our guidance counselor.
9. Sub Hiring Committee Update: We asked Tony to let us know when he plans to begin interviews so our committee can help.
10. School Expo: In the past, we had a brochure about Home Instruction that was put out. We believe Sally developed it. Tony would like it by tomorrow. The expo is from 10-3 this Saturday, 1/7 at the Sibley building. Tony will send an e-mail out to see if anyone else can volunteer for an hour or two.
11. Unfinished business: The PowerSchool grievance is now at Level 2, moving through channels by Margaret Sergent.

Next Planning Meeting: Wednesday, February 8th, 2017 - 7:30AM (*Postponed until March 8<sup>th</sup>*)