

Home/Hospital Planning Committee
September 14th, 2016 - 7:30AM

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

1. Approval of June 8th, 2016 Minutes: Introductions & review of minutes. Approved.
2. Teacher Assignment Protocol Review: Candace received a number of complaints with our assignments. Contractually, we have the right to request to work with the same students we had last year, as well as to request not to have the same students again. Tony did not make the assignments, so we need to speak with Kelly and Kariann about individual cases. At the end of this year, we suggested our check-out sheet state which students we would like to keep/pass on for the next school year, as well as our preferred grade levels. Tony agreed that this is an appropriate request.
3. Plan for Substitutes/Need for Substitutes: We have 5-6 subs approved now, as the number of students on Home Instruction is greater than it has ever been in September (especially Special Ed students). Tony was informed that our program cannot have a waiting list this year, so there is the potential need to hire more teachers as the year progresses.
4. Protocol for Hiring Substitutes: As we have a H/H New Hire Screening Committee, we would like to take part in future hiring. If there are issues with a new hire, Tony has no problem discussing that this assignment might not be a good fit. Kelly did call back subs from last year first. Tony is planning on having three permanent hires this fall, starting internally with interviews.
5. Posting of Teacher-on-Assignment Positions & Review: As per our Operating Procedures, these positions should be posted each year. We have a memorandum from two years ago where we negotiated rehiring two teachers and dropped to having 2.5 H/H Teachers-on-Assignment: Assignment Coordinator 1.0 (Kelly), Special Ed 1.0 (Lauri), Professional Development .25 (Sally), Book Room .25 (Laurel).
6. Printer in Book Room: Lisa Cummings has put in multiple requests to have someone come in to examine the main copier and bookroom copier. We had problems this summer with high humidity and wet paper. Tony does understand the need for us to have our own copier in the book room and hopes to have a solution for us by Friday. Sheldon Goudreau is our new IT person. If we have an IT issue, we should still put in a ticket with the Help Desk, but having Sheldon in the building alleviates our need to go to Central Office.
7. Hot Spots: Only 6 hot spots were delivered. Tony requested that we please send an e-mail to Lisa Cummings, if we have not received one. Tony understands the importance of these to do our jobs.
8. Audits: We are being audited all year.
9. Tuition Reimbursement for Two Teachers: Tony encouraged the teachers to file a grievance if they were denied reimbursement. Candace has spoken with Martha Keating about this issue on multiple occasions, since the rules changed after our teachers registered for their classes. Tony has no problem advocating for our teachers and will step in, if needed.
10. APPR Revisit: As we are no longer the teachers of record, we do not feel we are subject to the rules of APPR. Tony will speak with our Chief about this.
11. Grading: Since we are not entering grades this year in PowerTeacher Gradebook, we need to develop a procedure and form for providing grades to the home schools. In the past, we entered two week grades and then grades at the end of each marking period.

Tony would definitely like to see a 6-week progress report speaking to any issues (attendance, passing, failing, etc.) and final marking period grades at 9 weeks, since the schools will need these grades before the end of each 10-week marking period. Tony wants these sent to him for review and will forward them to our registrar, Kim Lombard.

12. Plans for Conference Day: A meeting was set for Monday, September 19th at 7:00 AM to plan the October 7th Conference Day. Our Instructional Supplies Committee (Eva, H/H Subject Area Reps, and Sally), plus the YM&IHA Committee will work with Tony on multiple offerings for both sides of the program.
13. Half-Day Meetings: The district-wide half day conference meetings will run from 12:00-3:30 on Monday 10/17, Monday 12/5, Tuesday 1/10, Monday 3/6, and Monday 5/8. These ½ days pose a problem for scheduling our students, as it isn't realistic to try to see all of students for ½ of their time. Tony would encourage us to flip our day each time. (e.g., on 10/17 see our morning students only, on 12/5 see our afternoon students in the morning, etc.). There will be certain individual issues, but we should try our best to divide our time equitably.
14. Attendance: Tony will continue to look into our attendance issues. We explained that we cannot submit attendance for one student unless we submit it for all. He would like for us to be able to keep more up-to-date attendance taken with 10 minutes of arrival. For now, we can continue to enter attendance at the end of each day.
15. Teaching Sites: We questioned if there were any rooms in the building available to meet students. Tony reported that the building is full, but we may use the YM library or computer lab, if they are not in use. Students cannot be in the building if they are suspended from a RCSD school. H/H teachers have the right to help set up the location for instruction, but the parent has to be agreeable to the location.
16. PD Approval: Lauri will have Tony review and approve the PD Proposals submitted. The rest of our committee approved them at our Officers Meeting on 9/12.
17. New Business: Tony would like to "rebrand" our programs by the end of this school year, including offering more technical training and driver's education.

Next Planning Meeting: Wednesday, October 5th, 2016 – 7:30 AM