

Home/Hospital Planning Committee  
Wednesday, January 13th, 2016 – 7:30AM

Present: Lisa Traficante-Loncao, Candace Rubin, Eva Zweifler, Lisa Silverstein, Lincoln Cromwell, Lauri Davis

1. Minutes of December 16th, 2016: Approved
2. Parking at Hospital: As per the December minutes, we explained that the Strong Hospital Director's Office ended its parking validation for us on January 1st, 2016. While we can expense our parking on Concur, it is going to cost the district a great deal of money. Lisa will look into contacting the Child Life Specialist at the Golisano Children's Hospital and the Parking Office to see if a new parking arrangement can be established.
3. Issue of Special Education Teachers Seeing Gen Ed Students: It is Lisa's understanding that there is no update from Jennifer Gkourlias. All H/H teachers have a full roster of students and we have hired 4 special education teachers.
4. Extended Day: Cheryl Wheeler has received no update from the state on our application.
5. Clarification of Testing Meeting: There is a 3:00 and a 4:15 testing meeting on Thursday, January 21st. Home/Hospital Teachers are welcome at either meeting. While the meeting is very important, it is outside of the school day, so attendance is not mandatory. If we do not attend, however, we are still responsible for finding out the information. On behalf of Home/Hospital Teachers, we requested an e-mail, rather than a calendar invite for optional meetings. CSE meeting calendar invites are NOT optional.
6. Budget for Books: The H/H Instructional Supplies Committee met to go over our needs, but we do not know if there is a budget to order these supplementary materials. We will have Laurel forward Lisa the list and prices.
7. Audit of HHT: To Lisa's knowledge, the program is not under audit. As per the December meeting, we discussed having at least two H/H Teachers screening new substitute hires. Lauri offered to interview with Kelly. Laurel and Lauri tend to be our mentor teachers for these new subs. If any special education teacher would like to be a mentor for these new special ed substitute teachers, they should contact Lauri. Candace asked if there is more formal process or extra money to be a mentor. Lisa can reach out to see if this is a possibility.
8. Inclusion of Reference to Substitute Situation in Introductory Letter to Students: We are looking into parent notification regarding teacher absences.
9. Inclusion of IEP Provisions Requiring Teachers to Do Out-of-Contract Duties: Our role as a teacher is instructional, not therapeutic. Should anything arise that seems to be outside of our instructional duties, we should bring it to the attention of our administrator.

Next Planning Meeting: Wednesday, February 10th, 2016 @ 7:30AM