

Home/Hospital Program Planning Committee

Wednesday, September 16<sup>th</sup>, 2015 – 7:30AM

Present: Brenda Ellison, Candace Rubin, Eva Zweifler, Lisa Silverstein, Lincoln Cromwell, Lauri Davis, Deb Green

1. Minutes of June 8<sup>th</sup>, 2015 Meeting: The minutes were reviewed and approved.
2. Student Contact Time: We discussed the directive from district to see students for a full 2 hours. They are not allowing us to take any time away from a student for travel. As we see it, if you include science lab time and potential math time for higher level students, students will be receiving over 10 hours a week. Brenda explained the district is directing us to meet the state's minimum requirement of 10 hours. Many of us don't take any travel time away from students (especially if assigned students can live close together). Brenda did discuss our issues with Cara Briggs in legal, but Cara said it is mandatory. Brenda believes we might need to reduce the number of students we see in a day and we can address this with RTA and legal. Brenda told legal that 6 elementary students are the maximum for a H/H teacher in one day or 4 secondary students - or a combination of both in one day. Since elementary students are only 1 hour, a combination schedule totals no more than 7 contact hours - to leave time for travel. Cara also wanted to know why we couldn't meet in public places. Brenda told us she explained about the Rundell library not allowing us to meet students there. The district was not aware of this. Most of our medical students are also bedridden and cannot meet in a public place.
3. Electives: Brenda said the district wants us to teach all electives, not just the 4 core classes. The district recommended bringing in RTA teachers from the schools to teach electives. We feel that within our unit, we have enough certification areas to cover electives. Brenda explained it would be our grievance against the district to pay teachers from out of our unit to do our job. We are certified teachers. If they want extra services, we feel the district can pay us to provide them. Many of us are willing to do electives, but we need more time, since many students are in more than 4 cores (2 math classes, 2 English, etc...). We've talked about Saturday school or extended day before. Brenda might have the money to help support this. We can also try to bring students to building for science labs, chemistry, classes during evening hours or Saturdays. Brenda said she would be willing to reduce our student load so we could have time for the electives. This needs further discussion between Cara Briggs, RTA and our members moving forward.
4. Math: We discussed more about the math teachers-on-assignment. Michelle Mazzola sent an e-mail that the upper level math classes she and Dapo will teach are not optional. Since a portion of us are comfortable teaching upper-level math, some may want to continue teaching the math and have their services be supplemental to our work. Brenda said this was not her directive and she will discuss with Michelle and Dapo how the math should work.
5. Attendance: If a student ends early, we should notate it in our attendance. If the problem is chronic, we should also make a note it "Attend Actions," keep detailed notes, event logs, etc....

6. Operating Procedures: We explained the reasoning behind our updates to the outdated 2003 H/H Operating Procedures. Brenda was given a copy to review, with the changes left to be approved highlighted.
7. Netbooks: Brenda will make a group requests for hot spots and netbooks. Candace will get Brenda the name of the new IT person at help desk. (Glen VanDerwater)
8. Monthly Staff Meetings: Brenda acknowledged that since the district no longer requires monthly staff meeting, perhaps they can be offered for PD credit, but attendance is not required. Brenda has set aside Wednesday mornings for Program Based Planning. We will submit dates to check availability with Brenda.
9. Subject Area Reps: Since Lisa Silverstein stepped down as English rep, we approved Deb Green and Ann Dick to share the position. Math - Michelle Mazzola, Science – Mary Beth Mucica. SS – Gayle Keating (US History) and Candace Rubin (Global Studies). Eva explained that the Instructional Supplies Committee meets 4 times a year to discuss and recommend needs. The reps can also plan non-district based Superintendent’s Conference Days. Brenda is assuming October is building based, since the September conference was district-based. Brenda will see if anything else that needs to be signed by reps. Otherwise, their names need to be submitted by Brenda for the stipend before June 1<sup>st</sup>.
10. Schedules: Counselor Martina Ocran is doing our schedules. It is taking her time, as she is new to high school schedules. Brenda is looking to get her more support, but no counselors are currently available. This year, Brenda said that when students enroll, we are requiring the home school to send us a student’s 4 year plan.

Next Planning Committee Meeting: Wednesday, October 14<sup>th</sup> @ 7:30AM