

## Home/Hospital Planning Committee Meeting

Monday, June 08, 2015 – 3:00PM

Present: Dr. Mary Aronson, Candace Rubin, Dede Ranger, Lisa Silverstein, Laurie Davis, Eva Zweifler

1. Minutes of May 11 Planning Minutes: Approved
2. Proposed Changes to Operating Procedures: We read through the updated H/H Operating Procedures page by page, reviewing all of the proposed changes. Mary approved the changes, pending a rewording of a few sections. These are: p.7 E. Providing Student Information 4. e & f. p. 8.B First Visit to a Student's House.4., P. 12 J. Teacher Schedules 1., P. 14 IV. A. 2. I, P. 19 B. Bilingual Teacher. We will reword these sections and submit to Mary for approval within the week.
3. Summer School Notification: The Board Resolution was submitted and should be passed at the June Board Meeting.
4. Subject Area Rep Assignments: Program Planning Committee appointed the following teachers SS Gayle and Candace will share, Mary Beth – Science, English – Lisa Silverstein , Math – still open. (At the 6/10 staff meeting, Michelle Mazzola was appointed the Math Rep.)
5. Vacant Position: Mary is waiting on HCI for the list of viable applicants. We shouldn't spend time interview teachers who haven't been vetted by HCI.
6. PD Stipends: Mary said this will be done by Wednesday.
7. Sign Out Sheets: Mary said Candace should ask Lisa Cummings to add the question about how many hours we plan to work for the 2015-16 school year to the check-out form.
8. Mileage for Subs: Mary spoke with Dave Wurtz about the subs' need for access to Concur.
9. Waiting List: We do not have a current waiting list.
10. Teach Accounts: We have some teachers who need the 170 hour PD requirement. To keep their certification. The PD Department is backed up, so some teachers' accounts aren't up to date. Those teachers who need these credits for the state are afraid they might lose their certifications. Candace will email Michael Conover and CC Mary.
11. Resources for Alternate Assessment Students: Mary said a request went out, but some of our teachers don't know what to request. We can ask Kathy Baleno. The Match team might have some ideas for next year.
12. PD Approval: A PD application for 2015-16 school year on Mental Health, by Victoria Tilde, was discussed and submitted for approval.

Next Planning Committee Meeting: September 2015