

Home/Hospital Planning Committee Meeting

Monday, May 11, 2015 – 3:00PM

Present: Dr. Mary Aronson, Candace Rubin, Dede Ranger, Lisa Silverstein, Lauri Davis, Gayle Keating

1. Minutes of April 13th Planning Meeting: Approved
2. Summer School Board Resolution and Funding: Mary is waiting for the budget code to put in for summer school. Candace believes that the board resolutions are due by Thursday. Mary will ask Lisa Cummings to find the resolution from last year.
3. Final Exam Process: We asked which exams are district wide and which are teacher-made this year. Mary hasn't heard anything yet. Regents will be stand-alone (not counting as final exam). Kelly is looking into final exams and will speak to this at our staff meeting on Wednesday.
4. Waiting List: As of today, we have 14 students waiting for placement; down to 9 tomorrow. Five substitutes should be hired by the end of the week.
5. Changes to Operating Procedures Manual: We are working on updating the current process changes (mileage online, attendance on SMS, etc...). Will present to the union and then Mary for approval next week.
6. Hiring of Home/Hospital Teacher: Mary told HCI that our hiring committee is set. Dede will forward a H/H job description for Ann Brady to use.
7. Recruitment of Subs: We have two new subs hired and Kelly is working on having the last 3 by the end of the week.
8. Check-out Process: We wondered if we could include the hours we are requesting for next year on the end-of-the year form. Mary will look into setting up meeting times for year- end evaluations. She will talk about this on Wednesday. We should send her anything else we feel needs to be part of the check-out process. We asked if our final PD transcripts need to be turned in. Mary thinks it is all done through Generation Ready, but she will look for direction on how to proceed.
9. Communication with CASE: People haven't felt in the loop; some feel they haven't received information from the CASE. Candace can give specific information to Mary, but Mary would prefer that any issues be discussed directly with Chris.
10. PD Approval: PD requests were approved.
11. Subject Area Reps Postings: Dede will get the job descriptions to Mary for posting. We'd like to have these teachers in place before the end of the school year.

Next Planning Meeting: Monday, June 8th @ 3:00