

Home/Hospital Program-Based Planning Committee

February 11, 2015 – 1:00PM

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

1. 1-12-15 Minutes – Approved
2. Signature Forms – We asked for clarification on use of new weekly forms. Are the forms to be used for only 5 weeks or is another meeting to take place in 5 weeks? Candace will contact Martha to set up a meeting, since there was no follow up in writing. In reference to our Daily Student Contact Forms (“pink sheets”), according to our Operating Procedures and a 2006 memo to Joann Aspenleiter from Bill Quinlisk: “Teachers must fill out a daily schedule form and update it whenever it changes” - not weekly.
3. Waiting List for Students – We lost many kids at midterm time, so we don’t have a current waiting list. There are many students being placed with us, however, as we are cheaper than out-of-district placements.
4. Substitutes and the Possibility of Rehiring of Tim McMullen – When Mary enters our ID numbers to apply for a sub after the third day of a H/H Teacher absence, it says “sub not required.” We explained that this is contractual, and as stated in the December 14th, 2005 Minutes by Joyce Dunn: “...the long standing practice of the district regarding substitutes is to provide a substitute for HHT staff on the fourth day of a teacher’s absence.” When Mary went to hire Tim, she was told she could not hire any more subs. Mary was only given 5 job codes, but we don’t know if the code was for 5 people or 5 FTEs, so a part time sub could be using up one code, not allowing a 6th part time teacher to make one FTE position.
5. Clarification of Attendance Policy – The computer generates letters for 3, 5, and 10 days of absences; after 20 days, an attendance referral is filed by teacher. Signing our name can be a problematic, if we are still teaching in the home. Mary has no problem with us telling the student that attendance is reviewed by our administrator and we are required to do the letters – or Mary is willing to sign the 20 day form, if necessary. We can also have the social worker pay a visit, so the family doesn’t know who filed the paperwork. We should see Mary if we are ever in a situation where we need to contact CPS and feel uncomfortable returning to a home.

6. Clarification of Laurel's Time in Book Room – We have 2.5 hours of release time. Kelly has 1.0 and Lauri is now 1.0 as Special Ed Consultant Teacher (up from .75), so we don't have the .25 we were hoping to add to the book room. Laurel and Sally both have a .25 release time. Mary will take it into consideration in the future, if things change.
7. District Action on Alternative Programs – Mary has a meeting tomorrow regarding all district programs.
8. Feasibility of Elective Course Credit – Candace pointed out that many of our students are at a disadvantage, as we do not have the time to offer elective courses in our two hours. We asked if we could offer our own electives after school hours or on weekends. Mary said that all courses must come from the approved RCSD Course Catalog and that our contract states we offer the four core classes. There is also probably no money for extended programming.
9. Role of Social Workers in Serving Regular Ed Students – Our social workers focus on students with special ed counseling services on their IEPs, but Mary said they were increased to 1.0 this year to help all students. If a special ed student enters H/H as a “medical” student, the teacher should alert the social workers and cc Mary in on the request.
10. PD Approval – A group submitted a PD Request, with 8 H/H teachers in attendance. It was approved, so Dede will forward to Sally to enter the credits. We questioned why this “Indicator 13” Special Ed workshop wasn't on Generation Ready to begin with. If a class is not offered on Generation Ready, the request must be submitted electronically.
11. New Business – Mary isn't getting updates from EDoctrina when many of us submit our SLOs. On the attendance sheet at today's meeting, we can indicate whether or not ours are complete. We would like to have a luncheon as part of our March or April Staff Meeting. Mary cannot meet off campus until 3:30, but she suggested we bring food into the building during our 2:30 meeting.

Next Planning Meeting: Monday, March 9th @ 3:00PM