

## Home/Hospital Program-Based Planning Committee

Monday, December 8<sup>th</sup>, 2014

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

1. November 18<sup>th</sup>, 2014 Minutes: Approved
2. Observations: We don't feel that unannounced observations will work well for our students and that it is a courtesy to let our families know someone else will be coming into their homes. We would also like to be able to choose which students we would like to be seen with (or not be seen with). Mary doesn't know when she will have sub coverage, so she will do what she can.
3. Process for Hiring Subs: Mary went off of the list of subs from last year. Kelly knows who worked out well and who didn't. Since the subs might be with us until the end of the year, we would like to hire certified teachers. These subs are out in the community as Home/Hospital Teachers, so we worry about who gets hired. If we have teacher recommendations and observations about past hires, Mary is happy to hear from us.
4. Teachers on Assignment: Martha Keating said the Legal Department accepted our 2.5 TOA positions in return for recalling our last 2 laid off teachers, Deb Green and Lincoln Cromwell. We wrote up tentative TOA job descriptions. We asked if there could be an administrative assignment for a person to enter our Professional Development, but Mary said there haven't been enough individual PD's to justify such a position.
5. January Testing: Semester classes need to culminate in a final assessment for the end of the course (if there isn't a Regents Exam).
6. Possibility of Teachers on Assignment Seeing a Student in the Building: Mary said that any teacher can meet students in the building. We have to go on Sharepoint and sign up for room on the other side of the building. The teacher needs to be here to meet the student at the front door to be scanned into the building and then walk them back out to meet transportation. If we are uncomfortable seeing a student or have a safety issue, we should see Mary.
7. PD Approvals: None

Next H/H Planning Meeting: January 12<sup>th</sup>@ 3:00PM