

Home/Hospital Program-Based Planning Committee

Tuesday, October 14th, 2014

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

1. September 8th, 2014 Minutes: Approved
2. Status of Recall: Michelle Mazzola was rehired, starting tomorrow, October 15, 2014.
3. Release of Books: In the past, when books were to be taken out of the book room, they were offered to us. Mary said books to be discarded have to go back to the depository on Hudson Avenue. The depository doesn't give them away to us/the public anymore, as books paid for by taxes cannot be given away. The district wants teachers to use common core sanctioned books, so they are clearing out old books to make room for the new ones.
4. Possibility of Full Time CASE for 14-15: Mary is working on this now.
5. Intake Forms and Accuracy of Information: The intake forms are sometimes lacking information regarding dangerous situations. If an injury is just listed as such, without referencing the gang violence that might have led to the injury, the nurse should note that, as well. We would like to work on the intake form, as it is now doubling as our assignment sheet. Mary said we are welcome to rework the intake form. Mary will ask our nurse, Jane Ford-Mills, about how she gathers her information.
6. BEDS Forms: We will discuss the online BEDS at our next Staff Meeting and can offer time at the end of the meeting to complete the forms together.
7. Goal Setting: We will wait to see what Martha Keating and Tom Gillette say. Mary is awaiting information from Amy. If anyone has past practice paperwork on what we did last year, forward it to Mary. We need to find out if we are subject to APPR this year.
8. Clarification of Conference Day Times: At Rep assembly, teachers were told that the Wednesday of Thanksgiving *might* only be a half day. The next rep assembly is next week, so we will look for updates.
9. Transition Form: We questioned the necessity of the form. Mary said it is district-wide to complete a grade verification form to clarify that we entered our grades correctly. Mary will ask Kim about it tomorrow.
10. Discussion of Results from Teacher-on-Assignment Questionnaires: The majority of H/H teachers surveyed support a full-time assignment coordinator, a part-time book room-resource teacher and part-time professional development coordinator. These positions should be posted with the job description and release time. The Special Ed Assistant to the CASE (Lauri) is .5 now, but could become full time, as needed. We need to see if any agreement will supersede the operating procedures and work on the division of the outlined positions.

Next Planning Meeting: Tuesday, November 18th @ 2:45PM