

Home/Hospital Program-Based Planning Committee

Monday, September 8th, 2014

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

1. Minutes - Review and discuss outstanding grievances
2. New Jobs - We have one job available due to the retirement of Deb Thompson. Mary said she has requested 5 special education teachers. Even though we need special ed teachers today, we can show a need for each of the three teachers on our recall list. Lincoln Cromwell is next on the list and he is ESOL. Mary will see if we can put his name through to be recalled.
3. Supply Money - Candace asked if we had supply money allocated for each teacher. Mary is getting everyone a jump drive and we should see Lisa Cummings for any other specific needs.
4. Status of Student Movement into Power School - We believe students are being entered and up to date.
5. Teacher-on-Assignment Positions and Postings - Current teacher-on assignment positions were not posted, as per our Operating Procedures. We need a job description for some of these positions and also a survey about the needs of our teachers, as related to professional development and common core implementation. As we are reviewing our Operating Procedures, we are re-examining our Teacher on Assignment positions. We should always plan to have these teachers put in place in June for the next school year. Lauri Davis is working as our consultant special ed teacher again, as necessary, for compliance issues.
6. Bookroom - Mary and Lisa Cummings both have keys. We can request the key anytime to sign out materials.
7. Communication with Student Home Schools - Mary Aronson is fine with us contacting home school teachers to touch base regarding course unit information. We do not request work, as we have access to pacing charts and materials, but it is better for our students to cover the same units in the same order and time frame. It covers us too, if we send emails that teachers don't answer.
8. Process for PD Approval - We will review PD requests at these meetings. Dede will have Sally submit the approved summer PDs into Avatar. Sally will also send the current electronic PD forms out to our teachers when they become available.
9. Status of Student Assignments - We asked about the status of our assignments. Our intakes seem slower, as addresses and phone numbers aren't verified and changed at CSE meetings. Dede will give Mary a copy of our intake form. We are concerned that we are not always given information on violent tendencies, etc.. Mary said we can look in attendance actions to find some information about students and Chris Richter might be able to help.

10. Process for Hiring Substitutes - We told Mary that we have a committee to help interview new hires. Last year we were bypassed and many people were hired from the sub list who weren't certified or really qualified to represent our unit. We also have a list of people who might be potential hires.
11. Parking - Last week the overflow lot was locked, but today it was open. Mary has the number of the person to contact regarding the lack of parking available for our teachers.

Next Planning Meeting: Tuesday, October 14, 2014 @ 3:00PM