

Home/Hospital Planning Committee Minutes
Wednesday, June 6th, 2018 - 7:30AM

Present: Tony Robinson, Candace Rubin, Deborah Green, Lisa Silverstein, Lauri Davis, Michele Mazzola, Kelly Nauerth

1. Minutes of May 9th, 2018: Approved
2. Summer School: We requested an update on summer school. Tony replied that conversations have been had with Sandy, Martha and Labor Relations and it is out of his hands. He said that the names of all H/H teachers who applied are on the board resolution. After the meeting, Tony will give Candace a copy of his list.
3. Subject Area Reps: Pat Cain - English, MaryBeth Mucica - Science, Michele Mazzola – Math, Sally DeCarolis – Social Studies. Tony informed us that he signed the stipends for this year and they should be in the next paycheck.
4. Progress on Filling Staff Vacancies: Moving forward, everyone is on the staffing list for next year, with three open positions. Lauri Davis is our only confirmed retiring teacher. Ann Dick needs to send Tony and HCI an email relinquishing her Home/Hospital position and then she will be moved into a tenure track ESOL position. We also have one current unfilled position. Our seniority list is incorrect in PeopleSoft. We continue to work with Ann Brady and HCI to work through placement issues. We will also let her know that we would like to work on filling these three vacancies before the end of the school year or in July. According to contract, all H/H hires are to be interviewed and approved by our New Hire Screening Committee.
5. Meeting on CPS: Next year we would like to have a representative come speak with us as either a PD or part of an early dismissal day. Tony agreed that this would be beneficial.
6. Check Out Procedures: On behalf of Tony, Sally sent an email regarding when books and grades are due. Kelly has sent emails regarding assessment due dates and Regents proctoring. Kelly will continue to send important testing updates on a daily basis.
7. Approval of Updated Operation Procedures: We went over the last few minor corrections and approved an updated version of our Operating Procedures. Candace and Tony signed off and copies will be made available soon.
8. Unfinished Business: There are multiple LTS students being assigned to Home Instruction on a daily basis and we do not have the numbers to support these placements. We used to have a cut-off date of May 1st, with the exception of students with medical needs. Tony said our recourse is to work with his supervisor and our chief. They are aware that every year we get too many students assigned to us at the end of the year. We also have a written protocol for how mental health students (depression/anxiety) are to enter and stay on Home Instruction and the services they need to be receiving. Students shouldn't be able to linger on Home Instruction. Tony and Kelly are trying to keep the program running efficiently and properly.

Next Planning Meeting: September 2018