

Minutes

CHARLES COUNTY PUBLIC SCHOOLS
HOME INSTRUCTION COMMITTEE MEETING

July 21, 2016 @ 2:30 PM

Board Room, Jesse L. Starkey Administration Building

ATTENDEES:

Sarah MacMillan

Samantha Lynch Johnson

Lisa Gonzalez (by phone)

Diana Kempson

Amy Hollstein

Lynne Arnold

Joan Withers

Kelly Phipps

GOALS OF THE COMMITTEE:

- ❖ To review communication and the Home Instruction review process
- ❖ To collaborate in improving the Home Instruction review process for all concerned

DISCUSSION:

- ❖ Review of Home Instruction Portfolio Review Form and Letter to Home Schooling Family
 - Include “possible relevant items” in bold font
 - Include photos; more space for Other
 - Add Anecdotal Records
 - Put Notice of Intent on the back of the form
 - Include the following in the Comments/plans for next year section
 - Planning to continue to home school
 - Planning to enroll public/private school
 - Planning to move from Charles County
 - Will send draft to committee to make final recommendations
 - Group will review the revised Home Instruction Portfolio Review Form after this year
 - The Home Instruction Portfolio Review Form will be available for families before the reviews occur, and they may choose to use the Review Form as a cover sheet that helps them express their homeschooling and expedite the review process; however, use of the Review Form by families as a cover sheet is not mandatory
 - The portfolio reviews will take place in April and May 2017; end-of-year logistics do not allow for a later review period, and the review team does not expect all instruction to be completed by then

Minutes

❖ Notification of Portfolio Review Letters

- In the letter, offer the option that the Portfolio Review form can be filled out by the parent and used as a cover sheet; however, it is not mandatory for parent to complete before the review
- Appointments to be made online—Fridays are a good day for parents so will include an additional Friday
- Put calendar online much earlier so people have more time to plan. Discussion occurred regarding limited internet access and the need to have an alternate means to schedule reviews [Please note that the letter to families will include a phone number to call for assistance with scheduling]

NEXT STEPS

Representatives from the committee will be asked to present at Board of Education meeting.