

Home Hospital Program Planning Meeting
Tuesday, November 5th, 2024 ~ 2:30PM

***Present:** Chris Smith, Lisa Silverstein, Pat Cain, Jill Paris,
Sarah Spano, Roger Rouse, Craig Charles, and Joshua White

- 1) **Old Business:** October 1st, 2024 planning meeting minutes were approved.
- 2) **Program Name Status Update:** In multiple district locations we are listed as HHT, so updating our name to the Home Hospital Teaching Program is simpler than renaming us the Home Hospital Instruction Program. Anything connected to school code “#1292: Secondary Home Hospital Tutoring” needs correcting. The Office of Professional Learning updated their surveys to list us as Home Hospital Teachers, but they can not change anything related to the IT Department (Help Desk) or HCI. Chris and Sally have contacted them and will continue to work on this.
*****Amended November 6th:** *Per Sally DeCarolus, the district is already updating our name to the “Home Hospital Instruction Program,” to match our website.*
- 3) **New Assistant Administrator:** Our new Assistant Administrator, Stacy Watts, is in Room 430. Chris said they are sharing duties between the Home Hospital and Youth & Justice programs. Chris said nothing has changed for us, and we should continue to reach out to him and Velvet, as directed at the start of the year.
- 4) **Facilities Update:** Chris said he requested to switch our break room refrigerator with the one in the nurse’s office. He also spoke with the building staff about removing the graffiti in the bathrooms, but he has not received an update. He will reach out again.
- 5) **PE Room:** Teachers meeting with students in the building need to speak with Chris to access this room to use with their students for PE classes. He repeated that this room is not for personal teacher use.
- 6) **Supplies Update:** We have spent \$267 on supplies. Chris plans to extend the Home Hospital IXL contract. Miranda is in the process of barcoding our newly arrived ILC workbooks.
- 7) **New Business:** none.

***Next Program Planning Meeting:** Tuesday, December 3rd, at 3:00pm.