

Home Hospital Program Planning Meeting
Thursday, April 3rd, 2025 ~ 3:00PM

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

- 1) **Old Business:** January 25th planning meeting minutes were approved.
- 2) **Update on Student Numbers & Open Position:** Enrollment is not full at this time. We have one open teaching position. PBPT would need to interview and approve any potential teachers for next year. The proposed RCSD budget for next year shows an increase to our program's budget.
- 3) **Clarification of Policy for Student Meeting Time and Place:** PBPT will work on updating and clarifying HHI Operating Procedures to address protocols and expectations for meeting with chronically absent students.
- 4) **Subject Area Rep Stipends:** Email from Jerika Turner: All Board resolutions for additional pay must be Board approved by 6/10/25. All stipends and extra pay related to 24/25 work must be submitted to payroll no later than 6/17/25 for processing, or payment is at risk. Mr. Smith indicated that he submits info for subject area rep stipends in a timely manner, but he has no control over when the district actually pays the stipends.
- 5) **TOA and Subject Area Rep Positions:** Lisa will post all program TOA and Subject Area Rep positions through email by Friday, May 2nd for anyone who would like to apply.
- 6) **Transporting Students:** Reminder that teachers should NOT transport a student for any reason as indicated in the RCSD Boundary Policy and RTA Contract Section 40.6. If a teacher transports a student and anything should happen while transporting them, the teacher is solely liable.
- 7) **Changes to Student Intakes:** PBPT to work on a possible change to initial intake for students with behavioral concerns, to include an additional safety plan meeting during intake.
- 8) **Superintendent's Conference Days:** Discussion for our program to plan its own professional learning for all Superintendent's Conference Days next year. Mr. Smith will request district approval.
- 9) **Self Evaluations:** Due in digital form to Mr. Smith on May 1st, not before. A blank fillable self-evaluation form was sent to all teachers in an email from Lisa Silverstein on 1/16/25. Teachers may also find this fillable form in the 'HHT Forms' section of eLearning.

10) **June Picnic:** Our unit picnic will be Wednesday, June 25th at Tay House Lodge, 85 Hillside Ave in Cobbs Hill Park, at 5pm.

11) **New Business:** It is too late to order any more instructional supplies for this school year. Also, teachers are reminded to make any necessary copies in our main office before 4pm.

***Next Program Planning Meeting:** Tuesday, May 6th at 3:00pm.