

**Home Hospital Program Planning Meeting**  
**Tuesday, May 6<sup>th</sup>, 2025 ~ 3:00PM**

**\*Present:** Chris Smith, Lisa Silverstein, Pat Cain, Michele Mazzola,  
Jill Paris, Sarah Spano, Roger Rouse

- 1) **Old Business:** April 3<sup>rd</sup> planning meeting minutes were approved.
- 2) **Update on Student Numbers & Open Positions:** Enrollment is almost full at this time. We anticipate two open teaching positions for next year. PBPT will not look at potential candidates to interview until the RCSD budget for next year is finalized.
- 3) **Clarification of Policy for Student Meeting Time and Place:** PBPT is continuing to work on updating and clarifying HHI Operating Procedures to address protocols and expectations for meeting with chronically absent students.
- 4) **TOA and Subject Area Rep Positions:** All applications for program TOA and Subject Area Rep assignments have been received. Positions will be announced in June.
- 5) **New Intake Safety Plan Procedure:** Potential addition to HHI Operating Procedures, page 7, Section E, #4: "When a new student is assigned to the program with identified behavior concerns, a preliminary safety meeting may be deemed necessary before instruction begins. This meeting would include the student, parent/caregiver, HH teacher, and HH program director or designee. The purpose of the meeting would be to develop a safety plan to guide home instruction."
- 6) **Student Assignments:** When making student assignments, a variety of factors are taken into consideration, including the needs of the student, the unique qualifications of the teacher, how long the teacher has been without a student, and the seniority of the teacher. While not an exact science, every reasonable effort is made to ensure that student assignments are made appropriately and fairly. Teachers should share any updates to their certifications, qualifications, or student preferences with the Assignment Coordinator. Please note that student preferences are never guaranteed.
- 7) **June Picnic:** Our unit picnic will be Wednesday, June 25<sup>th</sup> at Tay House Lodge, 85 Hillside Ave in Cobbs Hill Park, at 5pm.
- 8) **New Business:** None

**\*Next Program Planning Meeting:** Tuesday, June 3<sup>rd</sup> at 3:00pm