

Home Hospital Program Planning Meeting
Wednesday, September 13th, 2023 ~ 3:00PM

***Present:** Chris Smith, Lisa Silverstein, Pat Cain, Michele Mazzola, Jill Paris,
Roger Rouse, and Sarah Spano (as guest)

- 1) **Old Business:** June 21st, 2023 planning meeting minutes were approved.
- 2) **Staffing for 2023-24:** We still have open HH teacher positions posted. As our enrollment fills up, we anticipate the need for more HH teachers. If you know of possible candidates, please encourage them to apply.
- 3) **Building Committee Plan for RTA:** Plan was reviewed by committee and will be submitted to RTA. All info is found in the HHT Operating Procedures.
- 4) **HH Department Meeting:** This general membership meeting will be held on Wednesday, September 27th at 3:00pm in Room 423. This meeting is for union-based discussions and is not mandatory. It is a chance to come together to discuss items specific to our unit.
- 5) **Sexual Harassment Vector Training:** We should all have received an email from Vector Training regarding mandatory Sexual Harassment Training for this school year. We have until December 1st to complete this training. While other trainings may have been discussed in the original email, as of this time ONLY the Sexual Harassment training is mandatory.
- 6) **Supply Orders:** September 22nd is the last day to submit educational supply orders to Pat Cain. (See Pat's previous emails.) Chris will let us know if there are additional funds available for instructional supplies this year.
- 7) **Science Labs:** The expectation this year and going forward is that teachers will be able to administer their own science labs, with the exception of the state labs for Living Environment and the lab practical for Earth Science. More information and training on science labs will be forthcoming.

***Next Program Planning Meeting:** October 25th, 2023 at 3:00pm