

**Home Hospital Program Planning Meeting**  
**Tuesday, February 27th, 2024 ~ 3:00PM**

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

- 1) **Old Business:** January 10<sup>th</sup>, 2024 planning meeting minutes were approved.
- 2) **Enrollment Update/Staffing:** Enrollment is full at this time. We have hired two subs: Eva Zweifler (1.0) and Jack Hogan (0.5).
- 3) **2024-25 School Year:** Specific budget information has not yet been released. No cuts to our program are anticipated.
- 4) **Reporting to Hart Street:** We reviewed the following directive sent to all HH Teachers from Mr. Smith on 10/5/23: **“If you do not have a full teaching schedule, the expectation is that you come into the building for the part of the day that you do not have a teaching assignment.”** We clarified that this is the only instance when we need to report to the building and sign-in. Mr. Smith agreed that this directive does not mandate we report to the building when a student is absent; that is still considered our planning time, which is covered by the HH Operating Procedures. Mr. Smith agreed that we make our own schedules and do not need to report at 7:30am, if that is not our regularly scheduled teaching time.
- 5) **Self-Evaluations:** All self-evaluations are due to Mr. Smith by May 1<sup>st</sup>. A copy of the fillable self-evaluation document will be attached in the same email as the meeting minutes.
- 6) **Science Investigations:** There are new required investigations for elementary and middle grades science. Work is ongoing to organize materials for teachers to check out and use with their students. Mr. Smith reports that shelving has been ordered for these materials to be housed in the science room #420. He plans to find time for HH teachers to receive additional training for administering these investigations.
- 7) **Auto Insurance Deductible Reimbursements:** From RTA: “Superintendent Peluso has agreed that the District would continue to reimburse teachers for the insurance deductible in qualified incidents of damage to their vehicles parked at or near school premises. The claim form and information about filing can be found on the RTA website [www.rochesterteachers.com](http://www.rochesterteachers.com). Please contact RTA’s Matt Lavonas at [mlavonas@rochesterteachers.com](mailto:mlavonas@rochesterteachers.com) for further information or assistance.”
- 8) **RTA Scholarships:** If anyone has a senior who is interested in applying, please see Lisa or Michele for a scholarship application. The application deadline is 4/19/24.
- 9) **New Business:** Thank you to Chris and Marguerite for the new Home Hospital welcome rugs on the fourth floor!

**\*Next Program Planning Meeting:** Tuesday, March 26<sup>th</sup>, 2024 at 3:00pm