

Home Hospital Program Planning Meeting
Tuesday, October 1st, 2024 ~ 3:00PM

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

- 1) **Old Business:** May 28th, 2024 planning meeting minutes were approved.
- 2) **Welcome New Members:** Welcome to Craig & Josh, our new faculty rep alternates.
- 3) **Program Name Discussion:** According to our current contract, Section 63, page 136, #5: “In all District correspondence and forms, the District shall refer to all teachers in the HH Teacher unit as ‘teachers’ or ‘HH Teachers;’ the term ‘tutor’ shall be deemed inappropriate as applied to teachers in the HH program.” Yet in many places in the district, such as Help Desk, OPL, PowerSchool, and some sections of the district website, our program is referred to as ‘Home Hospital Tutoring.’ We would like to work to remove ‘Tutoring’ from these references and have our program name be uniform as ‘Home Hospital Instruction’ and our teachers labelled ‘Home Hospital Teachers.’ Lisa has already requested that OPL make the change, and Chris will assist in getting our program name corrected in other district locations.
- 4) **Update of HH Website:** Sally does a great job updating and maintaining our program website, however we still have some outdated teacher’s pages on our website. Sally & Chris have reached out to the district to ask them to remove those pages.
- 5) **Attendance Code Clarification:** If students are absent from in-person instruction but complete classwork that day, they may be marked P-Async. **Please note: P-Remote is **only** used for students who attend for virtual instruction; these special situations are few, and they are **approved by administration in advance**.
- 6) **Review of Building Committee Plan:** A section was added to address safety protocols for meeting students in the building. Students are met at the entrance by the teacher, go through security metal detector, and are escorted by the teacher at all times. Lisa will file the updated plan with RTA and disseminate a copy to all HH unit members via email.
- 7) **Emailing Staff Absences:** Since it is new this year, we questioned why Chris and Velvet are sending daily emails to communicate staff absences. Chris explained that these emails are meant simply to inform everyone of who is out on a given day, and no personal information is included that would violate anyone’s privacy.
- 8) **Facilities Issues:** Some facilities concerns were discussed as follows: A basket for paper towels will be added to the men’s restroom near the elevator. Chris will ask for both bathrooms near the elevator to be painted since they have graffiti on the walls. The door of the refrigerator in the break room does not always close properly, so if you use it, please make sure it is completely closed. Chris advises that we may be able to swap this fridge for a different one. As it is not possible to get a sink installed in the break room, Chris advises that we may be able to use the sink in the nurse’s office next door if needed. The room with the ping pong table is not open for general use; you must have Chris’ approval to use the ping-pong table with a student. Chris advises that the ping-pong table will be moving to OACES in the near future. The water fountain bottle filler near the elevator is slow; there is another bottle filler at the east end of the floor which may work faster.
- 9) **Teaching Electives:** We teach electives in special cases, such as when our students need them for graduation. Some of our directly enrolled students have been assigned electives this year, such as Studio in Art, Drawing & Painting, and Music in Our Lives. The district provides curriculum for these courses in the Teaching & Learning Toolkit under Arts Curriculum. Lisa Silverstein has also offered to share the Google classroom resources she has created for Studio in Art and Music in Our Lives to any teacher who needs them.

10) **Workday Expectations:** We again reviewed the directive to all HH Teachers from Mr. Smith regarding when teachers must report to the building. This information was disseminated at the beginning of this school year in our opening day meetings, but Mr. Smith is concerned that all teachers may not be fully adhering to the workday expectation. Please note that this directive was first emailed to all teachers from Mr. Smith on 10/5/23 and was also reviewed and clarified at the 2/27/24 Program Planning Team meeting as follows: **“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 must 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.

11) **New Business:** none.

***Next Program Planning Meeting:** November 5th at 2:30pm.