

Official Minutes  
Home/Hospital Program Planning Meeting  
Wednesday, March 2, 2022 - 3:00 PM (Zoom)

1. **Approval of January 5th, 2022 Minutes:** Approved.
  
2. **Update on Number of Students:** At this time, we have 92 students enrolled and 11 students on the waitlist.
  
3. **Update on New Hires/Extra Blocks:** Currently, we have 5 substitute teachers, and 4 H/H teachers who have been approved for an extra block. Chris said we have also received approval to fill our one available teaching position, and would like to welcome Joseph Vick to the H/H Program. He will officially begin his position with us as of 3/17/2022.
  
4. **Update on Operating Procedures:** Lisa let us know that the revisions and updates to our most current RTA contract have been forwarded to Martha Keating. She also mentioned that H/H Operating Procedure updates have been sent to Chris so that he can preview revisions prior to final agreement and approval of all changes.
  
5. **Self-Evaluation Update:** As per our usual request, the due date of our year end self-evaluations has been approved by Chris and moved from May 1st to June 1st. Please keep in mind that Chris must complete his year end evaluations by the end of June. So, while he does welcome any evaluations turned in as early as May 1st, he is requesting that they be submitted no later than June 1st.
  
6. **End of Year Luncheon:** We are in the process of planning for another end of year luncheon, but because we are not sure what COVID restrictions will still be in place, it is most likely we will plan for another picnic lunch at an outdoor shelter. We are looking into scheduling a day during the last week of the school year. Time and location will be forthcoming once plans are finalized.
  
7. **Subject Area Rep Pay:** Although Chris followed district guidelines regarding submission for request of subject area stipends, teachers last year did not receive their payment in a timely manner. Chris is seeking ways to move the process along and find a window for a more efficient system of request and payment. Lisa suggested that perhaps we should submit requests to Board Resolutions in May rather than June.
  
8. **New Business:** Chris said that we may not have to relocate and move the H/H Program to a new building. Since district plans for consolidation of schools has changed, Kodak Park School #41, which was slated as a possible new location for our program, will continue to house the RISE

Community School. Consequently, the district is now looking to sign a new 2-year lease at our current location. Chris will keep us apprised of the situation and will let us know of any updates as he learns more information.

9. **Next Planning Meeting**: Wednesday, April 6, 2022 - 3:00 PM (Zoom)