

**Home/Hospital Program Planning Meeting  
Wednesday, October 12th, 2022 ~ 3:00PM**

**\*Present:** Chris Smith, Lisa Silverstein, Pat Cain, Michele Mazzola,  
Hannah McCann, Roger Rouse, and Karen Schaeffer

- 1) **Old Business:** September 14th, 2022 planning meeting minutes were approved.
- 2) **Hiring Update:** Chris will check on progress with Craig Charles' certification.
- 3) **Enrollment Update:** As of today, we have 55 students actively enrolled, and we have more medical students coming in soon also.
- 4) **Supplies Budget:** Reminder that HH has a \$2800 supply budget for this year. Some teachers have submitted supply requests to Pat. Additional requests should be submitted to Pat as soon as possible.
- 5) **Attendance Reporting:** HH teachers should only be inputting attendance for HOMEROOM in Power School. For questions of how to code a student's absence, please contact Chris. Any attendance changes for prior days should be reported to Sheila.
- 6) **Professional Workday Expectations:** PER CHRIS, until teachers have a full load of students, they should be reporting to the building for their unscheduled teaching time. (For example, if a teacher has only four hours of teaching time currently scheduled with students, then the teacher should be in the building for the other two hours of unscheduled teaching time.) Chris stresses that HH teachers are always accountable for all the hours of their professional workday.
- 7) **Seniority List:** Lisa is working with HCI and RTA to obtain an updated HHT Seniority List.
- 8) **New Business:** none

**\*Next Program Planning Meeting:** November 16th, 2022