

Home/Hospital Program Planning Meeting
Wednesday, November 16th, 2022 ~ 3:00 PM

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

- 1) *Old Business:* October 12th, 2022 planning meeting minutes were approved.
- 2) *Hiring Update:* Craig Charles is working as a sub with us until his certification is finalized. The certification process is ongoing at this time.
- 3) *Enrollment Update:* As of today's meeting, we have 60 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, who reports that those orders have been fulfilled. **Additional orders should submitted to Pat as soon as possible, as the supply budget money must be used by Feb. 15th!**
- 5) *Grading Review Meetings:* Some teachers are questioning whether grading review meetings should be mandatory for all teachers or only requested on an as-needed basis. Chris will take this matter under advisement, and we will revisit this issue at our next meeting.
- 6) *Fourth Floor Maintenance:* There continue to be concerns about the cleaning and stocking of the fourth floor bathroom by the elevator. Chris reports that there are custodian staffing issues this year. He will continue to work with the custodians to make sure this bathroom is stocked and cleaned regularly.
- 7) *New Business:* none

**Next Program Planning Meeting:* January 11th, 2023