

## **Home Hospital Program Planning Meeting** **Tuesday, October 24th, 2023 ~ 3:00PM**

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

- 1) **Old Business:** September 13<sup>th</sup>, 2023 planning meeting minutes were approved.
- 2) **Enrollment Update/Staffing:** Enrollment is almost full at this time. We still have open HH teacher positions posted. We do not know what will happen with staffing in the 2024-25 budget. If you know of possible candidates, please encourage them to contact Chris.
- 3) **Building Committee Plan for RTA:** This plan was amended by committee to include Worker's Comp. information and will be resubmitted to RTA. All info is found in the HHT Operating Procedures.
- 4) **Sexual Harassment Vector Training:** We should all have received an email from Vector Training regarding mandatory Sexual Harassment Training for this school year. We have until December 1<sup>st</sup> to complete this training. While other trainings may have been discussed in the original email, as of this time ONLY the Sexual Harassment training is mandatory.
- 5) **Budget for Teacher Supplies:** There are limited funds available for additional supplies. Please contact Pat Cain with your requests.
- 6) **Observations:** Chris has started teacher observations; they will continue throughout the school year.
- 7) **MLK Student Award Nominations:** Award nominations are due by December 5<sup>th</sup>. Each school is asked to select one student for this award who best personifies the qualities exemplified by Dr. King. Please contact Lisa Silverstein or Michele Mazzola if you have a student you would like to nominate for this award.
- 8) **Review Meeting Dates:** Some upcoming program planning meeting dates will need to be changed due to conflicts with scheduled HHT professional development.

**\*Next Program Planning Meeting:** November 29<sup>th</sup>, 2023 at 3:00pm