

**Home Hospital Program Planning Meeting**  
**Tuesday, January 21<sup>st</sup>, 2025 ~ 3:00PM**

**\*Present:** Chris Smith, Lisa Silverstein, Pat Cain,  
Michele Mazzola, Jill Paris, and Craig Charles

- 1) **Old Business:** An amendment to #2 of the November 5<sup>th</sup>, 2024 planning meeting minutes was added on November 6<sup>th</sup> to state: “*Per Sally DeCarolus, the district is already updating our name to the ‘Home Hospital Instruction Program’ to match our website.*” November 5<sup>th</sup> planning meeting minutes were approved.
- 2) **Update on Student Numbers:** Enrollment is almost full at this time, but we do not have a wait list. We do not need to hire subs or offer extra teaching blocks at this time.
- 3) **Open Position:** We have one open teaching position. PBPT would need to interview and approve any potential teachers for this position.
- 4) **Self Evaluations:** Due to Mr. Smith on May 1<sup>st</sup>, not before. A blank fillable self-evaluation form was sent to all teachers in an email from Lisa Silverstein on 1/16/25. Teachers may also find this fillable form in the ‘HHT Forms’ section of eLearning..
- 5) **Review of Trauma-Informed Comments:** PBPT reviewed new, potential trauma-informed grading comments. Some suggestions and edits were made to return to Sally.
- 6) **June Picnic:** Our unit picnic will be Wednesday, June 25<sup>th</sup> at Tay House Lodge, 85 Hillside Ave in Cobbs Hill Park, at 5pm.
- 7) **New Business:** none.

**\*Next Program Planning Meeting:** Tuesday, March 4th, at 3:00pm.