

**Home Hospital Program Planning Meeting**  
**Tuesday, September 30, 2025 ~ 3:00PM**

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

- 1) **Old Business:** June 3<sup>rd</sup> program planning meeting minutes were approved.
- 2) **Review of Building Committee Plan:** No changes to plan since last year. Lisa will file the updated plan with RTA and place a copy in our shared google drive.
- 3) **Parking Issues:** A request was made for OPL to direct staff who report here temporarily for trainings, etc. to park in overflow lots when necessary in order to prevent double parking and blocking in our staff. Chris will follow up with the OPL secretary.
- 4) **Supply Budget Items:** Funds are still available to order necessary teaching supplies. Supply orders should be given to Pat Cain **AFTER CHECKING WITH VELVET IN THE MAIN OFFICE, AS WE MAY ALREADY HAVE WHAT YOU NEED.**
- 5) **Brighter Days Program:** This is the Child & Adolescent Inpatient Psych Program at Strong. Instruction for inpatient RCSD students in this program will be provided by HH teachers at this time. Concerns were shared regarding the staffing for this instruction due to the strict hours instruction must take place.
- 6) **Teacher Coverage for Conferences:** Chris stated that conference days will not be approved this year for HH Teachers with assigned students, as he believes direct instruction and student needs take priority. Teachers offered to provide coverage for one another when attending conferences. Chris referenced the HH Operating Procedures which state, *"The district will provide a substitute teacher when an HH Teacher is absent for more than 3 days."* Teachers indicated willingness to override that provision in this instance, but Chris declined. He said we can not change the policy for the benefit of the teacher when we do not do it for the student.
- 7) **Alternates' Attendance at PP Meetings:** It was decided that alternates will only attend Program Planning Team meetings if another faculty rep can not attend. Alternates may continue to attend RTA Rep Assembly meetings at any time, but they will not have a vote unless they are there in the place of an absent rep.
- 8) **New Business:** If you submit mileage and it is rejected, it may be because a code autofilled incorrectly. You may refer to the Oracle help doc in our shared google drive for the correct code.

**\*Next Program Planning Meeting:** November 4<sup>th</sup> at 2:30pm.