

## **YM&IHA Program Based Planning Team**

**January 7, 2020**

**Meeting Schedule (with revisions as needed) 2019-2020: First Tuesday of each month  
2:30-3:15 pm**

**Members present: C. Smith (ASAR), L. Frey (RTA), M. Simmonds (RTA), A. Berardi (RTA)**

**Members absent: M. Baskin (RTA)**

**Meeting called to order at 2:45 pm**

**Minutes from 11/14/19 and 11/18/19 approved (M. Simmonds approved, L. Frey seconded)**

### **Agenda:**

1. NYS Regents testing
2. Potential scheduling changes

### **Minutes**

1. Regents testing:  
**Transportation:** C. Smith, 12 pm dismissal (2 shuttles), will call to schedule 11 am shuttle, check with L. Cummings regarding PM only exams  
**Lunches:** 11:00-11:30, C. Smith will contact cafeteria  
**Schedules:** All will review draft to let M. Simmonds know by Thursday to send to staff.
2. **Master Schedule**  
**A. Berardi – possible splitting blocks at beginning and end of day to provide more class opportunities**  
**Schedule will need to have changes made for beginning of the new semester.**  
**C. Smith will speak with registrar to MAKE changes.**
3. **Phone Calls**  
**Nurse – to not always have students make phone calls, calls should be directed to others**

**Meeting adjourned at: 4:00 pm**

**Next agenda:**

**Graduation checklist/plan**