

Agenda  
Super Team Minutes  
1-20-12

Old Business:

Family Services Component: UCC parent meeting went well w/ Dr. Brantland. One parent who is self transport in UCC2 isn't getting information. Green only had two parents at the parent meeting. Several parents chose not to have their child attend school yesterday due to a head lice alert being posted. Shawn will speak to the health team about a program wide letter about concern level when seeing an alert posted.

Michelle is working with Home Depot and Lowes for their Sat. child's activity to be our father involvement activity. This was an idea from a policy council parent. Plan for Reedsport is to have them do Read A Book w/ Dad activity, Mary suggests that we also build birdhouse at that one. Michelle shared that there should be extra birdhouses left over from last year at Green. These will happen starting in Feb. thru the first Sat. in April. Then in the Spring in May she is going to work with Wildlife Safari to have our families do the walk through. Reedsport will hike around Lake Marie, this was a parent idea.

Toni shared that FSE's told her they would like the e-mails about following up on rescreens and referrals for vision and hearing earlier in the year. Discussion ensued that FSE's and teachers could be running their own reports and getting this follow up done in a timely manner so that the e-mail reminders wouldn't be necessary.

Michelle shared that the new FSE has been hired. Currently she is working as the Healthy Kids assistant so start date for us is being negotiated. Michelle is hoping she will start 2/1 as that is S. Umpqua's parent meeting.

Michelle shared about the trainer she is scheduling to come to the Feb. staff meeting. The trainer was suggested by a parent who saw her at OHSA. Parents will also be invited to this training.

Talked about the March 12<sup>th</sup> parent meeting at R1-6. The school district will be coming to give their school readiness presentation that evening so UCC and Green will be invited to that meeting. We will ask for an RSVP so that we know approx. how many children will be in attendance. UCC and Green staff will attend to provide childcare.

Site safety issues/concerns/IT: Sutherlin computer is done at their site, Albert will be there today to look at it. Sutherlin helicopter can't be sanded and corners rounded until the wood dries. Shawn suggests if staff are highly concerned that they pick it up and move it outside the fence by the sheds until it dries. It would need to be chained to the fence. Mary will send a fence maintenance request in for Reedsport. Mary is working with Michele on getting a cupboard for the Reedsport Classroom. Chase fixed the bolts at R1-6. Chase noted that Win 3&4 have not marked on their fire extinguisher that it has been checked for the last two months. Zae's office is not quite done yet so Shawn let Scotti know to hold up on moving furniture. Green's rubber mulch is being delivered today. Michele D will be meeting the delivery this afternoon. Katie is working on the cleanup around the main doors of the building where children and families come in and out. Pipes for the sun shade at Brockway have been wrapped so that children can be on the playground again until it is put up. The plumber fixed the sinks at Win 3&4 and Roseburg 3&4 classroom. Still have a boy's bathroom sink that is unusable and leaking down below at Roseburg. Tony is planning to work on the sink leak tomorrow. Mats have been put under one

bay of swings at Win 3&4, Shawn will check with Mr. N. to see what he thinks of it. Maintenance request has been put in for Michele to cover the cement girders with pea gravel at S. Umpqua 1&2. Win 1&2 coat hook request is for in their office, the hooks are already on site. Chase has completed safety inspections on all classrooms for the month.

Furniture/items needing ordered: The sand table for Green and listening center box for R3&4 have been ordered. Casters may not be needed for Win 1&2 cart for cambro, staff state that it doesn't move, Sherry will double check. Adult pushbrooms for Rdspt. & S. Umpqua and pitchforks for Win 3&4 have been purchased. Ramps for Reedsport and R5 were purchased, still need sm. Balls. Toni still needs to take the gutter ramps to Roseburg site to put on the fence. Need a baby gate for Reedsport house. Shawn will only be ordering items for classrooms that are truly needed. We are watching our funds due to using state funds to cover overspending of federal funds at the end of the federal fiscal year.

Team/staff issues: A teacher needing help with classroom management went and viewed another classroom. New teacher appears to be settling in. She is receiving support from other teachers at the site. We are doing meet and greets for the parents for the classrooms with new teachers. A BCA that would like to view another classroom is going to a Roseburg class on Thr of next week. New TA is very receptive to feedback and is settling in. New Roseburg BCA's are settling in, supervisor is working with one on appropriate communication with parents. Toni will strategize with Shawn about two of her teachers who are not improving on their action plans. Shawn will also share an observation from staff meeting about one teacher with Toni. Sherry's teacher is doing better on documentation and is almost done with conferences.

New Business:

GE file reviews: Sherry is finishing Green 1, Chase is halfway through Win 1 and then Win 2 is left. Toni and Mary completed the classrooms they were doing. Staff are working on getting corrections made and turned back in, Toni has seen her teachers are working on hers. Most of Mary's are back in already. Not documenting calls for home visits and not having both completed is the biggest trend that is being seen.

Sherry asked for lesson plans to come in early since she will be gone next week. She has 12 of them as of this time.

Cathy Cole training: Do we want to give her examples of lesson plans and activity plans to use as examples on what we are seeing so she could show how they could be improved or do we think staff would be offended. Team thinks it will be a good idea to do this. We will ask Cathy to generalize as much as possible. Shawn will also email prior to the training to explain we are using some as examples and to please not be offended and that they don't have to say it is their plan.

Coaching: Lesley Maxfield: Will be coming on the first. Everyone needs to make sure they attend. She will be training the supervisors on how to coach.

School Readiness Webinar: Feb. 7<sup>th</sup>, please plan to attend. Shawn sent invite to supervisors.

TS GOLD calendars: discussed best way to do this. Yes it is double entry but it is what parents are asking for.