

HEAD START LEADERSHIP MEETING AGENDA

Date: 1-19-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	MATERIALS
1. Agenda Changes				
2. IT Issues	10	William	<ul style="list-style-type: none"> • Update- 4 new PCs 2 @ Win 3, 2 @ South Umpqua. • Spell Check for GE is purchased and will be installed soon. William will keep us updated. • Battery back-up status- Supervisors are still checking at all the sites. • Skype phones are being installed and utilized. Sutherlin Skype phones will be installed. If staff have issues with the phones they are to email William. • William will purchase another Skype phone for Brockway due to the poor cell service and the transfer to the classroom from the transfer is not effective. • William will check with AT&T regarding the cost of texting for the FSEs. 	
3. Safety/Sites	10	Shawn/ Maureen	<p>Shawn contacted Sylvia who forwarded to the Safety Committee that inspections will be kept in the fire safety folder for review. Maureen will instruct facilities spec. to notify teaching team and site supervisor when all maintenance issues are completed that were identified on inspection when she notifies Laura Crosier HR assistant/safety team.</p> <p>Roseburg 1-5 site is experiencing heating system issues. The plan of Lessor is to order parts and have it fixed by 1/20/11.</p>	
4. Core Values			<p>Making a Positive Difference - UCAN's services make a positive difference in people's lives because all people have the ability to grow, improve and change. UCAN makes a positive difference in our communities by providing needed, meaningful and quality services.</p> <p>Leadership discussed, shared stories. Maureen will discuss at the all-staff meeting on Friday.</p>	
5. Program Calendar			Placed self assessment survey updates on the Leadership agenda for next week.	
6. UCAN Management Update			Maureen was absent at that meeting due to surgery. No updates at this time.	

7. Family Staffing notes	10	Shawn	A couple of parents were upset by the family staffing notes that were sent home. Discussed how our program will deliver information that may be sensitive to the families. The teams will put the family staffing notes into a sealed "confidential" envelope. The FSEs will call the parents if sensitive information is contained in the meeting notes. Michelle will survey the parents about FFN options at the Roseburg 1-5 site.	Scotti will have Candi create some envelopes that have "confidential" labels delivered to the FSEs. The surveys will be color coded for tallying the results.
8. PBIS Conference	5	Maureen	Who will attend, which day(s)?	
9. Winston Comm Goal Sharing event	10	Maureen	*See announcement below- Maureen would like somebody from Leadership to attend.	Robert and Shawn will attend on this community meeting on 2/5.
10. Self Assessment	10	Maureen	Who needs binders- The reviewers will need binders. The team lead will get a small binder with the monitoring protocol and the report form.	Scotti will put the binders together and distribute. Robert will contact an outside resource to assist with the Fiscal piece for the self-assessment.
11. Glendale Resource Center	15	Maureen	Discussed having Brenda begin building a rapport with Mark Miller.	Michelle will talk to Brenda and Dave to provide them information on the Glendale Resource Center and the van that they have.
12. Emergency Forms	5	Shawn	CD supervisors, FSM & CDM: we will archive old emergency forms, perm forms etc, anything that has a parent signature.	Candi will order purple folders and label them archive folders and send out for all children. She will give FSE's the folders to have them clean up the folders.
13. Car at Win 1&2	5	Shawn	Dixie is choosing not to drive a work vehicle. Shawn will document the meeting. Shawn is currently checking with teaching teams to see if their use would be justified.	Shawn will speak with Dave.
14. Fatherhood Activities	15	Michelle	Discuss ideas brought by Michelle. Plan is to have a bowling day and a carnival day this year and have 4 events next school year.	Michelle will ask Candi to help her organize the bowling days. Once ready

				Michelle will send an e-mail out to teachers and FSE's to save the date. Shawn will discuss with TA & BCA's for time constraints.
15. May Parent Meeting	10	Michelle	Discussed having a regular meeting. Choice will be to have with end of year celebration or on it's own.	Michelle will notify FSE's.
16. Staff Update	5	Michelle	Allan will be out another month. Discussion of how to handle his absence is tabled until next week.	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT:

The 25th + ANNUAL Winston Community Goal Sharing session will be held at the Winston Community Center at 9AM on Saturday February 5th, 2011. (440 Grape Street) Please bring the goals, hopes and dreams of your organizations to share with all and see if there might be assistance or coordination between goals and groups. This is a great way to see where everyone hopes the community is headed AND make plans to help it become a reality. COME SHARE YOUR IDEAS AND ENERGY!!

Coffee and breakfast snacks will be provided.

Please call us at 541-679-6739 and let us know how many from your group will attend – so we can make enough coffee and plan enough goodies.

Please pass this email along to all the members of any organization to which you belong or anyone else it appears to have been missed... All are invited and welcome. Let's continue to make Winston a better place to live, work and raise our families.