

HEAD START LEADERSHIP MEETING MINUTES

Date: 1-26-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	RESPONSIBLE
1. Agenda Changes				
2. IT Issues	5	William	<ul style="list-style-type: none"> • Skype will be complete today. • There hasn't been any feedback given to William regarding the Skype phones. We will run the landlines along with the Skype phones so the landlines can be disconnected at Spring break. • William will set up each FSE with a Skype number for faxing. • William has ordered a new Asset Tracker to replace a malfunctioning one. He is also waiting on instructions from the manufacturer on how to have these "hardwired" into the buses. 	
3. Safety/Sites	15	Maureen/Shawn	<ul style="list-style-type: none"> • Sutherlin's site inspection is done, UCC is also done. • The heater @ St. Joes 1 & 2 is still not working properly. They are working on it. 	
4. Core Values	5	Maureen	Accountability - UCAN provides services in a manner that is effective, efficient and meaningful to the community and people's lives. UCAN uses public and private funds in a prudent manner and has fiscal controls that assure superior accountability.	Scotti will ask Anna how often the core values changes.
5. Program Calendar			Up-to-date	
6. Public Relations	15	Tena	<p>Maureen would like a copy of the news release that had her appointment on it as well as any that have to do with Head Start.</p> <p>Discussed the possibilities of having the Carnival again for Dollar-Per-Child.</p> <p>Head Start will have Fatherhood Activities and this may be a photo opportunity.</p>	<p>Scotti will add Tena to the FlashAlert system</p> <p>Shawn and Tena will meet on Feb. 3 at 9:00 to discuss logistics of the Carnival.</p> <p>Tena will contact the media to see if</p>

			The Week of the Young Child is in April. We need to begin planning ideas of what to do this year.	they are interested.
7. UCAN Management Update	5	Maureen	Nothing to report at this time.	
8. Self Assessment Surveys	30	Maureen	There have been a few additional people added as reviewers to assist with the self-assessment. We will shift some people around. Update if necessary-	
9. How to handle extended FSE absence.	10	Maureen/Michelle	Discussed having a temp fill-in for the FSE that is out on medical leave. A current TA will fill in. Michelle and Shawn will work together to ensure that there is a substitute in that classroom until the regular employee returns.	
10. Record of Access & disclosure	5	Shawn	Form needs to be updated.	Scotti will put the updated document on the website.
11. Professional Dev. Plan	15	Shawn	Discussed updating the Prof Dev plan form per guidance from the Region and the TT&A specialists. Shawn has made some of the changes. When she completes the changes, she will send to Scotti to put on the web.	Scotti will put form fields in this form and add to the end of the Perf Eval form and save on the web.
12. IT Resource Training	15	Maureen	There are several staff that would benefit from these trainings.	Scotti will put together a chart with the class/time for the Leadership to sign their staff up.
13. Dental and Nutrition Trainings	15	Maureen	Discussed who could come to do the Nutrition/Dental trainings to the families.	Health component will contact Dental and Health professionals and request Parent Meeting trainings for next year. On staff RD will provide nutritional trainings to all sites next year.
14. FFN meals	15	Michelle	Discussed best process for providing meals to families.	Michelle will meet with the teams to see how to go

				about getting food for FFN meals.
15. PBIS conference	10	Shawn	Is anyone else going? Kristi and Nicole will attend the 3 rd day for the ECE track.	
16. Fatherhood Activities	10	Michelle	Discussed and updated. The bowling alleys have been reserved. Michelle will put together a flyer and send out to teaching staff.	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT:



TechTrainingsJanMar
2011CommunityPartn