

HEAD START LEADERSHIP MEETING MINUTES

Date: 11-1-11

Time: 1:00-5:00

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	MATERIALS
1. Agenda Changes				
2. IT Issues			<p>Update on IT consultation-</p> <p>Discussed other IT issues.</p>	<p>The agency will hire a high level IT Manager.</p> <p>Per supervisor at Canyonville- all PCs and Skype phones are working.</p>
3. Safety/Sites			<p>Discussed QIC committee recommendations-</p>	<p>Scotti will have keys made for staff and see about getting self-locking knob for the back door at Rose St.</p> <p>It is not possible to have office space next to the classroom; we do strive for this scenario.</p> <p>Rubber has been ordered for Green.</p> <p>Shawn is securing a</p>

				backhoe to build the ADA path at Riverside. Shawn and Scotti will work together on getting the rock ordered and placed.
4. Inventory procedure	15	Maureen	Revise, and discuss how to track nominal priced resources vs inventory of \$5000 items	HS will look at the policy and update to reflect the changes.
5. Program Calendar			Reviewed-	Receiving a Proclamation from the County. Shawn will accept. Candi will attend Policy Council meeting to get pictures of PC reps for website and newsletter.
6. UCAN Management Update			Update of 11-1-11 meeting	Maureen provided an update.
7. Strategic Plan 10-11			Reviewed and updated goals and objectives	
8. Staffing changes			Hired a janitor/custodian	Open recruitment for TA and Subs.
9. Program Reports			Discussed what items need to be included on the reports for the Policy Council and Board.	
10. 45 day screening	10	Robert/Shawn	Discussed Status and ideas for improvement for next year.	
11. Monitoring & review	1 hour	Maureen	Review the 360 monitoring tool	tabled
12. Professional Dev Committee	10	Shawn	Discussed	Prof Dev Comm would like a Motivational

				Speaker to present in Feb.
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: