

HEAD START LEADERSHIP MEETING MINUTES

Date: 12/1/11

Time: 9-11

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	RESPONSIBLE
1. Agenda Changes				
2. IT Issues			<p>Skype phone for Win 1&2 FSE still not working. Stephanie is troubleshooting. Two part-time people now have PCs. Shawn recommends using one of the spare computers that were just taken out to make way for new ones be sent over to Reedsport for the teacher to use in her office at the classroom, or there is a computer in the house that is not hooked up being stored as a backup that could be used. The MAC that ORCAA provides for her does not open all UCAN documents. Leadership members in attendance agree. Gardatek program is not working for Dave. Robert, Scotti and Dave's computers are all having issues with logging in, going to sleep, remote freezing and being slow with their new computers. This may be due to the way they were configured. Sutherlin is still having printing issues at Sutherlin classroom and office sites.</p>	<p>Shawn will speak to Maureen about recommendation.</p> <p>Scotti is working with Albert on these issues.</p> <p>Albert and Scotti are going to Sutherlin on Monday.</p>

			<p>HATCH computers will be delivered Mon. Install at Reedsport and training for that staff is happening 12/7. Installation at other sites is happening 12/28 & 29 and teaching staff will have a training on the 12/29.</p> <p>Albert is working on updating all Head Start computers to the same operating system. He would like a priority list.</p>	<p>Shawn and supervisors are letting staff know.</p>
3. Safety/Sites	5	Scotti	<p>Riverside: Meeting with ADAPT on Fri. to discuss remodel issues that are going to affect Head Start.</p> <p>Softfall for Green has not been delivered yet. Bushes have been taken out along back fence. The gate on back fence now has a gap.</p> <p>Sun shades; Dave discussed with Michele about putting in two poles taller than the others to allow water to run off.</p>	<p>Scotti and Tina L are attending the meeting.</p> <p>Scotti, will contact Quality Fence to close gap and work with Michele D to spray path area that was cleared.</p> <p>Rick will go with Michele to Quality Fence to get holes drilled and different poles and sleeves for installing the one at Win 3&4.</p>

4. Locking of rooms at Green	5 min.	Shawn	Do we want to install locking door knobs. Due to increased use of large annex room by community groups leadership recommends installing locking door knobs on the two offices that don't have them and locating the key for the one on the room that has the printer.	Shawn will put in a maintenance request and will e-mail Green principal. Shawn will also check to see if Sutherlin's offices at elem. School lock due to community use in the gym room there.
5. Program Calendar			Childcare division renewal is due for Sutherlin. There was a problem with not receiving the packet from them. Shawn is currently working to get it completed before the 12/14 deadline, so it does not lapse. Health team is getting a plan in every child's file for WCE and Dental as well as entering new exams as they come in daily. As of today 26 children need a WCE plan and 12 children need a dental plan. Added UCC childcare division renewal in Jan.	Currently waiting on check from fiscal. Shawn will call Audra today. Health team will have majority of plans in by Fri and all done by Mon.
6. UCAN Management Update			Tabled-No director to update us.	
7. Strategic Plan 10-11			Review and update goals and objectives quarterly. Program area plans show as being due Dec. 2011. Will discuss at next leadership meeting. Plan says that webcams	Shawn will add these 2 items to next weeks agenda.

			will be in all sites in 2011, need to update date. Looked over entire plan and updated right hand column on things that are already done.	
8. Staffing changes			Interviews are taking place to fill vacant TA and BCA positions (one each) and program subs on 12/5.	Shawn
9. Computer update over winter break.			Robert let Dan know that Head Start would be working over winter break in response to his e-mail about computer updates.	
10. Review			Administrative staff is ready for them to come and get it done. Shawn feels that if they don't come till Jan. teaching staff will be more prepared.	
11. Claudia next week			Leadership team will be meeting with her next week and taking her to visit sites.	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: