

HEAD START LEADERSHIP MEETING AGENDA

Date: 2-16-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	RESPONSIBLE
1. Agenda Changes				
2. IT Issues	5	Scotti	<p>Skype Phone discussion- William created step-by-step instructions for using the Skype phones. Scotti placed the documents on the HS website and sent an email explaining these.</p> <p>Sutherlin received their new printer- William ordered the first toner for the machine as well.</p>	
3. Safety/Sites	5	Scotti	Parking lot striping in the south parking lot at HS Admin was approved by the property owners.	Michele will begin striping when the weather permits.
4. Core Values			Partnering - UCAN is an interactive partner with the people using UCAN's services, other agencies and the community.	This group has discussed this core value recently.
5. Program Calendar			Tabled	
6. UCAN Management Update			Tabled in Maureen's absence.	
7. Upcoming Fatherhood Activities	5	Michelle	<p>Bowling - Michelle has ordered Purchase Orders for the Bowling Alleys.</p> <p>Books are ready to be handed out.</p>	Michelle and Shawn are working on work schedules for the teaching staff and

			Teaching staff/FSEs will remind parents about the Bowling function prior to the Saturday of the event. Michelle is working on getting a head count for book distribution.	FSEs so they can work rotating shifts on the day of this event.
8. Cooperative Work Experience	10	Michelle	Discussed- Michelle spoke with Steve Cable at UCC regarding the FSEs getting credit for working at their current positions. One credit per 33/hrs worked. There is a cap on the amount of credits that can be received.	Michelle will go over the paperwork once it arrives and report back to the group.
9. Self-Assessment	15	All	Status update- Still working on putting together training binders. The training will be on Feb. 28 th . Many of the component binders are complete and others are almost complete.	
10. Exclusions	5	Robert	Discussed that this year there are 10 kids on the exclusion list. The HSS has provided the information to the appropriate staff to ensure that the children on the list are not allowed in class/on the bus. They are working on these getting these CIS updates.	
11. HSAC Committee Meeting	5	Robert	Updated status- meeting will be March 1 st at the HS Admin office. Each component will present a statistical report for the group.	
12. Celebration of Literacy	5	Michelle	Current participation at the Roseburg Valley Mall was a success. Brenda and the FSEs did a great job with the booth there. There were over 500 children in attendance.	
Meeting review/evaluate Confirm assignments, etc.				

Next Agenda				
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NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: