

## HEAD START LEADERSHIP MEETING MINUTES

Date: 2-2-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

<b>AGENDA ITEM</b>	<b>TIME</b>	<b>LEAD</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>
1. Agenda Changes				
2. IT Issues			<p>Skype phones- Shawn has received some feedback from staff about the Skype phones. Some training will be required for staff.</p> <p>Printers at the various sites are being updated. The automatic document feeders seem to be failing. William suggests we look at purchasing some new printers.</p> <p>Staff at outlying sites need to email William with any IT issues instead of having them addressed once IT are at the sites.</p> <p>Scan-to-Fax accounts are set up and ready to go. Staff will need to be trained to use these. William will put a training together.</p>	<p>William will provide some guides for using the phones.</p> <p>Landlines will be shut off. William will schedule the shut-off and report back.</p> <p>Scotti will put printers on the Priorities Needs list.</p>
3. Safety/Sites	15	All	<p>Sutherlin Fire inspection needs to be ordered.</p> <p>P&amp;P needs to be updated to reflect that Site Fire Inspections will be done annually for all classroom sites for best practice.</p>	<p>Robert will order fire inspections for the remaining sites.</p>

			Rsbg 1-5 has an ant issue. The pest control man will need a key to access the site on Saturday.	Shawn will contact Pauline regarding having a key available for the Pest Control guy.
4. Core Values			Discussed how often this item will be on the agenda.	
5. Program Calendar				
6. UCAN Management Update	10	Maureen	Updated- Show me the love from all staff meeting- the expectation is that supervisors meet with their staff prior to the April agency all-staff.  Disaster Relief Planning needs to be implemented prior to the Federal Review.	Robert and Scotti will work together with the Red Cross.
7. Spring Break	5	All	Discussion- we have a program closure for Spring Break.	
8. Fatherhood Activities	10	Michelle	Discussed upcoming bowling activities and the cost involved. Looked at the invitation that will be sent to the families. Michelle will include verbiage that states that this activity is focused on the Fatherhood/Father-figure Initiative. Also, she will note that our program will absorb the cost for the HS child and one adult; other family members can bowl at the cost to the family.	

			The Carnival is going to be here in April- Michelle called Fish and Wildlife to ask for birdhouses to be donated. They offered 75 birdhouses to be used.	
9. DCECPC	5	Michelle	Discussed- DCECPC has offered our Translator a teaching training position within their committee.	The translator will attend the DCECPC training for 2 days.
10. UCC Child	5	Dave	Discussed email sent by a teacher regarding a parent riding the bus. This is a teachable moment for the parent. Staff will be directed about expectations for the parents on the bus and in the classroom.	Shawn will discuss the topic with the teaching team and the expectations
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

**NEXT MEETING:**

**DATE:**

**TIME:**

**Facilitator:**

**Location:**

<b>AGENDA ITEM</b>	<b>TIME</b>	<b>LEAD</b>	<b>MATERIALS</b>

**AGENDA PARKING LOT:**

