

## HEAD START LEADERSHIP MEETING AGENDA

Date: 3-16-11

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			Skype training tentatively at April 8 <sup>th</sup> in Sutherlin.	
3. Safety/Sites	15	Shawn	Debrief on facilities after recent storm; telephone tree for building owners/lessors: Possibly create a list for Leadership to call and check in with site owners/lessors in the event there is storm, etc. to check on damages.	Shawn will contact site owners/lessors. Scotti will create a list with contact numbers so Leadership can have with them at all times.
4. Core Values	5		Discuss next meeting	
5. Program Calendar	10	Maureen	Review, assign tasks as appropriate	Updated and Revised Calendar. Added note to some items that need to be taken to the PC and Board.
6. Program goals & objectives	15	Maureen	Review, discuss, revise	
7. UCAN Management Update			Cathy Cole training	
8. Tuition Repayment forms	5	Maureen	Form for repayment; form for calculating repayment	Forms- Maureen will include some wording that states that there will be a

				max timeframe for repayment. Maureen will work with Scotti to develop a repayment form with calculations. All documents will be put on the Leadership drive for access.
9. Professional Dev. Plans	10	Maureen	Feedback from C. Cole/Consultant- Under measurable outcomes, suggests putting "certificates, grades from college, supervisor observation, etc.	<p>PD Form- Maureen will create a checklist and save to Mngt drive. Shawn will update the PD form with some examples.</p> <p>Shawn will provide the team with a form that Ed supervisors are using, add talking points for reflective supervision.</p>
10. Community Assessment	5	Maureen	Discuss plan for completion; timeline	Kat Feral will begin working on the Agency Community Assessment, and Chelsea Pearsall, independent consultant, will complete the HS portion of the CA by the first of May.
11. Self Assessment	10	Maureen	Discuss progress, surveys...	The surveys are almost complete, they will be

				done and sent out the week after Spring break.
12. Fatherhood carnival	10	Shawn	Reedsport site, Green Site	We cannot use the Green school gym for this event- Reedsport is doing an ice social on Saturday May 7 <sup>th</sup> . Michelle is looking at May 14 <sup>th</sup> for the Reedsport Fatherhood carnival.
13. Taping staff meetings	10	Shawn	Make-up – Supervisors will send their staff who need to make up staff meetings. It will held at the HS Admin office this Friday.	Scotti will see about putting the staff meetings on a disc rather than on jump drives.  Shawn will see if there is somebody on staff that would be interested in being our AV person for recording these trainings.
14. Attendance Code	5	Robert	When the child is receiving a WCE/Dental exam it is PA. If the child is receiving treatment it is also PA but only for the day of treatment, if the child remains absent after treatment the child is considered CS and procedure is followed if needed to support the child and family	Robert will remind Teachers code absences in this way.
15. Parent Fund voting	10	Michelle	We allow every parent the	Michelle will remind FSE's

			opportunity to vote for use of parent funds by notifying all parents that at the next parent meeting their will be a vote and if they are unavailable to attend they may cast their vote by calling the site and giving the information to the FSE.	of the process.
16. Strategic Plan	5	Maureen	Reviewed and updated goals and objectives	Added as standing item on agenda. Will develop 2011-12 after community assessment and self assessment reports are completed
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:**