

HEAD START LEADERSHIP MEETING MINUTES

Date: 3-2-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	RESPONSIBLE
1. Agenda Changes				
2. IT Issues	15	William	Skype- no problems have been reported recently. Virtualization process is beginning.	
3. Safety/Sites	5	Shawn	Shawn provided an update on Sutherlin site. The church is growing and may not be able to continue to provide us a space for classrooms. The heater at R1-2 is finally fixed. The cement play log at R1-5 is placed and ready to be used.	Maureen will look at the contract to see if it ends this year or next.
4. Core Values			Tabled	
5. Program Calendar	5	Maureen	Community Assessment needs updating; strategic plan will be reviewed and updated by Management team at next meeting.	Maureen will contact Tena Lammers about updating Community Assessment
6. UCAN Management Update	15	Maureen	Discussed possible budget considerations based on Federal Continuing Resolution and State Early Childhood proposed framework.	

			Job Fair March 16 th at the Fairgrounds, Head Start will have a booth to provide employee recruitment.	
7. QIC meeting info	10	Robert	Green and Winston 3 sites would like to have a trike path put in. Parent involvement would be a useful way to accomplish these tasks. Robert brought an updated form for Permission to Exchange revise to a ROI that the doctor's offices would like for us to use.	Robert will converse with Michelle about sending out this info to parents. Robert will have Debbie take the form back to the Dr. offices to see if they are ok with the proposed changes.
8. HSAC	5	Robert	Dr. Drechsel will be invited to Sutherlin 1, make-up day, in April to observe Dental Hygiene activities.	Robert will work with Shawn and Debbie
9. Web Page	5	Robert	Yvonne will propose to the website committee that Head Start would like to add success stories to the HS page of the website.	
10. Performance eval (UCAN)	5	All	Sylvia sent a request to supervisors asking if they would like a training on performance evals and corrective actions.	HS supervisors would like to have the training.
11. School Readiness	10	Shawn	Tabled	
12. Child Attendance	5	Maureen	Child has been misdiagnosed with a skin	HSS to contact

Exception			condition and has been out of school for 2 weeks; the child has been properly diagnosed but parent is unsure how long the child will be out. HSS will contact Dr. Office about a plan date of return. The child will be allowed to be out until they are cleared to return. Teacher will provide the FSE with educational packets for the child and family . Extending circumstances approved for absenteeism	medical home, Teacher and FSE to provide Ed packets and support during absence.
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: