

## HEAD START LEADERSHIP MEETING AGENDA

Date: 3-30-11

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			The agency is experiencing some growing pains- working on the virtual server- Skype trainings will begin April 8 <sup>th</sup> . Amp for surround sound has come in, William will work with the AV person to test prior to April 20.	
3. Safety/Sites			Shawn spoke with Glide School District about using the modular's at the high school to provide a Head Start class. The district was interested in generate funding. District spokesperson stated that their free/reduced numbers have increased slightly but not to where the area could support a classroom of 18-19 children. Historically HS had not been able to recruit enough for a classroom, this year our program transports 9 children from that district to our Roseburg site.	
4. Core Values			<b>Quality and Excellence</b> - UCAN is committed to performing all its functions to the highest caliber and strives for "best practices" in all aspects of its operations. UCAN is a "learning organization" that values creativity and flexibility and embraces the concept of continuously improving the quality of its services throughout the agency.	Discuss at next meeting.

5. Program Calendar				Maureen will update Board calendar with HS items that go to the board.
6. UCAN Management Update			No update at this time	
7. Board Calendar for Website	10	Maureen	Update with HS info	Board Calendar Doc
8. Agency Annual Report	30	Tena	Discussed changes/updates to the Annual Report  Oregon Pacific Bank- the president of the bank would like to provide some funding for the upcoming Dr. Dale Meyers trainings. Discussed how to advertise for Dr. Dale Meyers	HS Staff will send Tena their part this week.  Tena will meet with Oregon Pacific Bank to plan for this event.
9. Strategic Action Plan	5	Maureen	Review goals and objectives	
10. Heights weights report	5	Robert	Info to parents- what do we want to use- does the information have to be graphed.	Robert will ask Yvonne to about the possibility of creating a growth chart- also will have her research a

				digital chart that may already be available.
11. Dr Dale Myers PBIS	10	Robert	Trainings- Kristi would like a committee formed to assist with the planning for the Parent Trainings with Dr. Dale Meyers. Staff will provide child-care for all four events.	The PBIS team will be asked to assist, if they are not able to help the admin team will assist.
12. U-Trans bus Passes	10	Dave	Discuss cost of bus passes for families in outlying areas. Dave discussed what options U-trans have offered; which are about 1/2 price from regular fee.	Dave will ask U-Trans if they could extend a cost break for bus passes for HS families who struggle with transportation to HS activities,.
13. Trees in Bus p-lot	10	Dave	Discuss Idea for removal of unsafe trees in the parking lot that houses our transportation fleet. Lessor maintenance man "Pete" will discuss with property manager about tree removal. He asked if we would provide a couple of volunteers and a trailer to manage the brush removal.	Dave will contact Alisha Sullivan to see if the Woodlot people would be interested in the trees for woodstove burning.
14. Dental fluoride	5	Robert	Robert discussed the Dental fluoride and proposed dates for HS children.	Robert will discuss with

				Shawn and get back to the group.
15. Fundraiser idea for a staff member, by parents	15	Shawn	Shawn will contact employee and discuss HS parent offer to put on a benefit for the employee's family member.	
16. Plan while Toni N is out	5	Shawn	Shawn will offer a "temp" on-site supervisor position to a teacher at that site while Toni Newport is on FMLA.	Shawn will contact HR and ask what we paid the last teacher who stepped into this temp role.
17. Surveys	5	Scotti	Reviewed the progress- gave to the team for editing, feedback.	Additions to surveys will be made per Chelsea Pearsall's (CA Consultant) request
18. Attendance	15	Michelle	Discuss drop process for family who has a transportation barrier of getting to the pickup point. Ideas to support family were discussed. Program options such as home based work best for families that may not be able to even come to a pick up point due to barriers.	Review community assessment, self assessment and parent surveys to determine if home base is a viable option for very rural

				families.
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:**