

## HEAD START LEADERSHIP MEETING AGENDA

Date: 5-25-11

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>MATERIALS</b>
1. Agenda Changes				
2. IT Issues	10	William	RedBeam- Meeting will be held on Friday to iron out more details around inventory. Teardown- sites- June 2 <sup>nd</sup> /3 <sup>rd</sup> will be the IT removal of equipment	Stephanie will contact Shawn about details.
3. Safety/Sites	5	Shawn	<ul style="list-style-type: none"> <li>• Winston 3 sink is fixed as of this morning.</li> <li>• Meeting with St. Johns on June 10<sup>th</sup> to discuss plans for next year.</li> <li>• UCC contract is in the process of being signed.</li> <li>• Reedsport house will be continued.</li> <li>• ORCCA and Investors IX have been contacted about contracts, waiting for a response.</li> <li>• Riverside Center meeting is set for June 7<sup>th</sup>.</li> <li>• City of Winston will be contacted this week about contract at Rose Street.</li> <li>• Roseburg School district will be contacted.</li> <li>• Shawn has been unsuccessful in reaching the principal at Brockway. Kathie Weaver</li> </ul>	

			(liaison) will contact him. <ul style="list-style-type: none"> <li>We will review South Umpqua site contracts.</li> </ul>	
4. Program Calendar			Head Start met with EI, the agreement is that if EI can pay for one HS TA per classroom, instead of an EI/IA. The classrooms will be 16 children. We are waiting to hear back from EI about the amount they are willing to provide to compensate for the wage.	
5. UCAN Management Update	5	Maureen	Robert will be supervising the Summer Feeding program beginning June 1 <sup>st</sup> .	
6. Strategic Plan 10-11			Review and update goals and objectives quarterly.	Once all the data is compiled from SAM, CA and surveys we will update.
7. Staffing changes	5	Shawn	Should we make this a regular agenda item.	We will make this a standing part of the agenda.
8. W.O.H. sponsors	10	Shawn	Who can make calls	Shawn will ask Tena for a script.
9. Line staff e-mail for summer	5	Shawn	Shutting it down or not? Emails will not be shut down, but William will purge their email accounts.	Shawn will send an email about this.
10. Green bike path	10	Shawn	Can we do this on Fri?	Shawn will get Maureen some

				measurements for crushed rock. Shawn will also contact the parents to see if they are still interested.
11. Burn CDs	5	Dave	Discussed that there will not be any "pirated" CDs at any of our sites or on the buses. If staff want to request a certain CD they can do so on a Resource Request and submit to their supervisor.	Shawn will send an email about this.
12. Ice Chests/Cambros	10	Dave	What are we going to do with them? According to Noreen's list, ice chests and cambros will be kept at the sites except the ones from the kitchen sites, Winchester and Sunnyslope, they will be stored on the meal transport bus. All will need to be left open. Any from Eastwood will be brought back to Roseburg 1-5 by the bus driver.	
13. Performance Evals	15	Maureen	Discussed getting them up-to-date.	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

**NEXT MEETING:**

**DATE:**

**TIME:**

**Facilitator:**

**Location:**

5/26/2011

AGENDA ITEM	TIME	LEAD	MATERIALS

**AGENDA PARKING LOT:**

Valley View Counseling  
 ESD: Director  
 Discount School Supply; 2 Lower Ragsdale Dr. Suite  
 200 Monterey, Ca. 93940  
 Kaplan Products  
 Sherms  
 Wal-mart  
 Creative Catering  
 UCC: Blaine Nisson  
 Winston Automotive: Brian Bonner  
 541-679-8685  
 Corporate Express  
 Barco  
 Sysco  
 Clint Newell Motors  
 FX Designs: Tom Meyer 541-784-  
 0929  
 Roseburg Napa Auto Parts  
 Associated Buyers