

HEAD START LEADERSHIP MEETING Minutes

Date: 6-1-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	Responsible
1. Agenda Changes				
2. IT Issues	5	Shawn/William	IT assistant is working on moving classroom computers tomorrow and Friday. Virtual will go live after June 21 st , there will be a "remote desktop login" that all employees will use.	Stephanie Olsen
3. Turn in procedure	5	Shawn	FSE's are turning in to FSM, Bus Drivers turning into Dave. Education staff turning in to Supervisors. Shawn will coordinate with other managers to combine inventory in to tubs labeled by site. The front desk will not accept any inventory; including keys. Admin will not have keys for UCC, Riddle, Winston 1&2. All keys that are turned in are to be properly labeled and placed in site tub.	Managers, supervisors
4. Safety/Sites		Maureen	Contracts: Robert will contact RSD and set up a time to sign CACFP contracts. Maureen will contact Michael Mahoney about finishing the EI/ECSE contract. Robert will contact Valley View about renewing our contract for Mental Health	Maureen/Scotti

			<p>Consultation Services.</p> <p>Shawn is working on School Transition, Museum and SMART MOUs.</p> <p>Michelle Maureen and Brenda will review and update MOU for DHS and meet with them June 28th. Michelle will also update the Project Literacy MOU before August.</p> <p>JOBS contract will most likely not be renewed due to cutbacks. Site Contracts: Maureen has signed UCC and is awaiting Exec Directors signature.</p> <p>Maureen has contacted City of Winston (no response yet)</p> <p>Shawn has contacted Brockway school (no response yet)</p> <p>Riverside Meeting is June 7th no time is set yet, Maureen will contact Bruce Piper again.</p> <p>RSD has been contacted about Green Site (no response yet)</p> <p>Maureen will contact Riddle School District this week. Maureen will send site MOU with</p>	
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			<p>transition MOU to assure both are signed.</p> <p>Sutherlin and Roseburg 1-5 are current in their contracts.</p> <p>Maureen/Scotti will review Canyonville Umpqua Bank MOU.</p> <p>Maureen contacted ORCCA about Reedsport site (no response yet). Maureen received word that Lower Umpqua Hospital is willing to renew Reedsport house for another year. Annual contract with Durham will be completed by Dave Comer TSM in June.</p>	
5. Budget preparation		Maureen	State grant update; budget discussions were scheduled and a Budget committee meeting is set for June 9 th 10-12pm	Maureen notified everyone on committee by email.
6. Program Calendar		Maureen	Tabled till next week	
7. Dental Screening update		Robert	251 dental screenings with fluoride varnish were performed by Dental Hygienist LAP during the month of May. 3 children refused the screening and fluoride varnish. 44 parents declined the service. 34 children whose parents approved the screening were absent that day. Out of the 82 that were not	

			up to date on dental exams (8 were not screened, 74 were screened). Screening results were provided to HS by Mercy Foundation on 5-31-11 and the Health Team is reviewing them and will triage the high needs children with dental offices. Overall this was a very successful partnership with Mercy Foundation through a grant that was provided by Oregon Community Foundation. We will share the results in the PIR comment section. The grant provides this opportunity for two more years, a couple of times per year.	
8. Training plan		Maureen	PSU survey was completed regarding interest in supervisory and leadership courses.	none
9. Review Readiness	10	Maureen	Policy and Procedures on the website: Robert stated the health team has updated all health procedures and they are ready to upload to the server. Robert is reviewing the Health job descriptions and updating them before sending them to HR for approval. Education team will have all their component P&Ps and job descriptions updated by end of June. Michelle and Dave will also review their components and Scotti and Maureen will review all other policies.	Due by end of June.
10. Strategic Plan 10-11			Review and update goals and objectives after budget is completed	
11. Staffing changes		Shawn	Floating TA is returning to college and will	

			plan to substitute instead of being a permanent position.	
12. School readiness policy	10	Shawn	Second version below will be used for School Readiness Policy, the procedure will be completed by each component manager addressing goals specific to their area.	managers
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT:

Policy

At UCAN Head Start we believe it is our role to help children and families be school ready when they transition from our program to kindergarten (or public school system). We will assist them so that children are ready in all areas of development at the best of their developmental level and families will be empowered to advocate for their children and understand the importance of their role in their child's education. In order to meet this goal we will collaborate with families, school districts and other community partners on an ongoing basis.

Or here is another way to say it,

UCAN Head Start prepares children and families for school readiness by providing a balanced, developmentally appropriate curriculum that includes the parents' involvement and advocacy for transitioning into kindergarten in collaboration with school districts and other community partners.