

## HEAD START LEADERSHIP MEETING MINUTES

Date: 7-6-11

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   |             |             |   |                  |
| 3. Fund Development/Adv.                             |             | Tena        |   |                  |
| 4. Safety/Sites                                      |             |             |   |                  |
| 5. Mission statement                                 | 10          | Shawn       | Mission statement & school readiness goals are to remain separate.                            |                  |
| 6. Program Calendar                                  |             |             |   |                  |
| 7. UCAN Management Update                            |             |             |   |                  |
| 8. Strategic Plan 10-11                              |             |             | Review and update goals and objectives quarterly  |                  |
| 9. Staffing changes                                  |             |             | Discussed recruitment, also worked on expansion budget and staff increases.                   |                  |
| 10. School readiness policy                          | 10          | All         | Managers will condense and adapt an existing school readiness draft to suit Head Start goals. |                  |
| 11. Training Certificates                            | 15          | Shawn       | Shawn will talk to Scotti to find certificate ideas for staff trainings.                      |                  |
| Meeting review/evaluate<br>Confirm assignments, etc. |             |             |   |                  |
| Next Agenda  |             |             |   |                  |

### **NEXT MEETING:**

12/2/2011

**DATE:**

**TIME:**

**Facilitator:**

**Location:**

| <b>AGENDA ITEM</b> | <b>TIME</b> | <b>LEAD</b> | <b>MATERIALS</b> |
|--------------------|-------------|-------------|------------------|
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**AGENDA PARKING LOT:**