

HEAD START LEADERSHIP MEETING MINUTES

Date: 8-17-11

Time: 9-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

AGENDA ITEM	TIME	LEAD	ACTIONS	MATERIALS
1. Agenda Changes				
2. IT Issues		William	<p>SQ- Riddle set up will be finished today. SQ office is set up Winston 3-4 1 laptop/hp printer is working a second computer will be added for registration only. Winston Rose St. Site will be used as office space for W3-4 staff and 1 FSE Winston 1-2 Plan is to do registration here whether we have internet or not on Friday. William is coordinatng services with Adapt personnel.(Susan Jeramiah) Green 1-2 is set up with 5 PC and one BRO printer. One PC will be moved as needed. R 1-6 Set up is complete, sykpe is ok, one handset is not working (Will will check on that) UCC 1-2 Set up is ready; 3PC only one can print remotely. Sutherlin1-2 Set up 2 PC and Bro printer. Skype phones are not set up, they are packed. Sutherlin Office at Elementary has nothing yet; Will is waiting for cable to be ran to the office and Scotti is waiting for the agreement from</p>	

			Patti Lovemark or Debbie (Principal) Reedsport office is ready to go. Registration will be at the house on Fir Street.	
3. Safety/Sites			Contracts Food- Maureen and Noreen meet with RSD this Friday. Rose Street- Office Space has been approved by Winston City Council, the Lease will be signed this week. Riverside (W1-2) Lease language is being negotiated, hopefully the lease will be signed in a week. Sutherlin Office- agreement pending R 1-6 addendum for classroom moved was received. SQ bank agreement needs to be updated. Riddle SQ 1-2 contract??? Waiting for it to be returned. TS Gold contract is finished	
4. School Readiness		Shawn	Shawn met with RSD; their student services coordinator will come to parent meetings in RSBG during the winter. The district felt strongly that principals should all allow HS to do kindergarten visitations for 4 year olds.	
5. Review and update T/TA plan	20	Maureen	Maureen has updated the acronyms; team needs to review content Tabled until Aug 31	
6. Update PIR Action Plan	30	Maureen	Action plan was developed in 2007; needs total revision, Tabled until Aug31 meeting.	
7. Review Strategic Plans and goals			<ul style="list-style-type: none"> Long and short term goals updated to reflect community assessment. 	

8. Emergency preparedness food	5	Robert	Noreen (RD) is exploring Mayday 1200 cal. Food Bars @\$1.99/ea (\$1600 for 200 x 4 days) MRE's for this amount of time is approx \$5,000. Robert is going to get samples, and check on purchasing food grade barrels, and osmotic water bottles/filters.	
9. Registration			Registration copies have not been collated in to the Folders; teaching teams will prepare these Thur morning before training starts that day. ERSEA is still calling families to set up registration appts. A team (4) will go to Reedsport to assist the teaching team (2) to register children.	
10. Program Calendar			Reviewed. Shawn needs to record the new site for ODE.	
11. UCAN Management Update			Extended Mngt Team met yesterday. UCAN Picnic schedule was discussed. Lunch is paid for all staff.	
12. Strategic Plan 10-11			Review and update goals and objectives quarterly	
13. Staffing changes			Phone poll is being conducted today for Teaching staff. (teacher, ta's and bca's) Still need one TA and 4 BCA's. Today the ad closed for the two new admin positions.	
14. Skype phones			One skype phone will be kept in the W3-4 classroom and be used when they go outside to the playground. Phone service will be taken care of by William.	

Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE: **TIME:**

Facilitator: **Location:**

AGENDA ITEM	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: