

HEAD START LEADERSHIP MEETING MINUTES

Date: 8-3-11

Time: 10-12

Facilitator: Maureen Short, Director

Location: HS Conference Room

| AGENDA ITEM | TIME | LEAD | ACTIONS | RESPONSIBLE |
|--------------------|-------------|-------------|--|--------------------|
| 1. Agenda Changes | | | | |
| 2. IT Issues | 15 | William | <p>Stephanie is working on finishing up cleaning the PCs.</p> <p>Set-up will be done as we finalize contracts at sites. We will provide IT with a list of which sites are ready.</p> <p>Printers are here, Stephanie will install them where they are needed.</p> <p>Reedsport is ready to go.</p> <p>South Umpqua bank- can be cleaned up and set up.</p> | |
| 3. Safety/Sites | 10 | Maureen | <p>Sutherlin- there will be 2 classes, the other classroom will be used as an office. We will still set up at the school district as soon as we get the word on its availability.</p> <p>Riverside Center- waiting for the contract before we set up out there. Registrations can be done at the old library if need be.</p> | |

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| 4. P&P's ready for PC | 10 | Shawn | Videoing, School Readiness | Shawn will get these to Scotti by the end of the day to put into PC packets. |
| 5. Program Calendar | | | We will have classes on Thurs March 1,2012 to compensate for the soft-start days. | |
| 6. UCAN Management Update | | | | |
| 7. Strategic Plan 10-11 | | | Review and update goals and objectives quarterly | |
| 8. Staffing changes | | | Discussed- Floating TA position has been filled- other positions are being applied for and will interview to get them filled once the announcement closes. | |
| 9. Registration schedule | 10 | Shawn | Discussed management team members being at sites during registrations. | |
| 10. Sutherlin office/registration | 10 | Shawn | We will do registrations at the church. | |
| 11. Pre-service training schedule | 15 | Shawn | Discuss whose doing what for all staff trainings | |
| 12. Final decision on 130 th day | 5 | Shawn | Discussed | |
| Meeting review/evaluate Confirm assignments, etc. | | | | |
| Next Agenda | | | | |

NEXT MEETING:

DATE:

TIME:

Facilitator:

Location:

| AGENDA ITEM | TIME | LEAD | MATERIALS |
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AGENDA PARKING LOT: