

## HEAD START LEADERSHIP MEETING AGENDA

Date: 9-7-11

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>RESPONSIBLE</b>
1. Agenda Changes				
2. IT Issues			<ul style="list-style-type: none"> <li>• SU- no issues</li> <li>• Win 3 &amp;4- extra PC was moved to Rose St. office- Stephanie will hook it up today.</li> <li>• Moving extra PC from Green to Rose St. also</li> <li>• Extra printer at Win 3 &amp; 4 will be taken out and returned to ITM.</li> <li>• FSE computer will be hooked up at Green today.</li> <li>• ITM is working on obtaining our own DFN cable at Win 1 &amp; 2.</li> <li>• Green will have 4 PCs- the room by the classroom will be empty except for printer and hub.</li> <li>• Rsbg 1-6 has no IT issues.</li> <li>• UCC- still trying to obtain an IP address for printing network.</li> <li>• Sutherlin classroom is working well.</li> <li>• Stephanie will set up FSE at Sutherlin next week.</li> </ul>	
3. Safety/Sites			Win 3&4-wood chips- under swings	Shawn will contact the principal at

			<p>Win 1&amp;2-pea gravel for play area under windows and ¾ minus gravel for pathway to sidewalk from classroom.</p> <p>Sun Shades- there are 2 that need to be put up.</p> <p>Bus 8 is broke down-</p> <p>Reedsport House- needs tables and chairs- also air purifier/freshener.</p>	<p>Brockway.</p> <p>Maureen will contact Todd about ¾ minus</p> <p>Scotti will contact Umpqua Sand &amp; Gravel regarding pea gravel.</p> <p>Shawn will check with the principal at Brockway to put one there.</p> <p>Dave has the mechanic coming to check it out.</p> <p>Scotti will look at Costco for an air purifier.</p>
4. Friday's staff mtg.			Discussed and finalized	
5. Program Calendar			Discussed	
6. UCAN Management		maureen	Discussed recent Management meeting:	

Update			<ul style="list-style-type: none"> <li>• Go Lean</li> <li>• Section 8</li> </ul>	
7. Strategic Plan 10-11			Review and update goals and objectives quarterly	
8. Staffing changes		Team	Discussed- Shawn has one of her new BCAs that has taken another position. She will let HR know and ask them to hold the NHO on a Wed. Shawn will offer the vacant BCA and TA positions to individuals that were interviewed yesterday. An individual was selected for the new receptionist position- pending Policy Council approval.	
9. USDA disclaimer on classroom items?		Robert	It will be put on the monthly calendars but not on the other general information sent out to parents	
10. Moving resource room		Shawn	Discussed how/when we will go about moving the resource room to the Rose Street site.	Next week we will begin moving
11. Dental Exams with Dr. Drechsel		Robert	9/26- @ Green – (Green, Win 1-4, SU, UCC) 9/28- @ St. Joes – (Rsbg 1-6, Suth, Rdspt)	Busing to be worked out.
12. Resource Requests	5	Scotti	Discussed	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

**NEXT MEETING:**

**DATE:**

**TIME:**

**Facilitator:**

**Location:**

AGENDA ITEM	TIME	LEAD	MATERIALS