

## HEAD START MANAGEMENT TEAM MINUTES

Date: 1-13-2010

Time: 9am

Facilitator: Deborah Hoswell

Location: Head Start Break Room

<b>AGENDA ITEM</b>	<b>TIME</b>	<b>LEAD</b>	<b>ACTIONS FOR MEETING</b>	<b>RESPONSIBLE</b>
1. Agenda check/review	3			
2. IT	10	William	Nothing at this time.	
3. Self Assessment	20	Deborah	Discussed Timeline and organization of the program self- assessment.	<p>The sections of each part of the monitoring protocol will need to be updated in binders that were used in the previous self-assessment.</p> <p>Scotti will make copies of each section for the appropriate component.</p>
4. Sites	15	Maureen	Discussed putting flags at all HS sites	Supervisors will contact appropriate people at their sites to see about having a flag at their sites.

5. Safety Issues	10	Maureen	HS Admin site was inspected by the safety team. A few minor issues where noted. We will address those issues.	
6. Eagle Crest	5	Kristi	PBS presentations as well as Mental Health/Disabilities will be discussed- Nutrition will also be its own stand.	
7. Healthy Kids Initiative	5	Deborah	This is a new program that HS will supervise. As information comes in, Deborah will keep us informed.	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

**NEXT MEETING:**

**DATE:**                      **TIME:**

<b>AGENDA ITEMS</b>	<b>TIME</b>	<b>LEAD</b>	<b>MATERIALS</b>

**AGENDA PARKING LOT:**