

HEAD START MANAGEMENT TEAM MINUTES

Date: 2-10-10

Time: 9-12

Facilitator: Maureen Short

Location: Head Start Break Room

AGENDA ITEM	TIME	LEAD	ACTIONS FOR MEETING	RESPONSIBLE
1. Agenda check/review	3			Agenda
2. Safety Issues/site concerns	5	Shawn	Dave is working on getting the adult buckles on the buses for the BCAs.	
3. PBS conference	5	Kristi	Discussed who will be going	Scotti will make hotel arrangements
4. Self Assessment	20	Shawn/Scotti	Discussed	
5. Surveys	5	Scotti	Parent surveys are being sent out to the classrooms along with envelopes for them to be returned in. Supervisors will remind their staff to do the staff survey online.	
6. IT Items	5	William	Brandi asked about the status of the VPN at the UCC site. William said that site is set up to go directly to Microsoft Outlook. There is a microwave, coffee pot and PC plugged into one outlet. When the microwave is used, it bleeps out the PC.	Mary will have the microwave moved to a different outlet.

7.				
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE: **TIME:**

AGENDA ITEMS	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: