

HEAD START MANAGEMENT TEAM MINUTES

Date: 8-10-11

Time: 9-11:30

Facilitator: Maureen

Location: Head Start Break Room

AGENDA ITEM	TIME	LEAD	ACTIONS FOR MEETING	MATERIALS
1. Agenda check/review	3			Agenda
2. Safety Issues/site concerns			<p>Carpet cleaning Friday for Riverside site; and will begin moving next Monday. There is a bus on site in the back parking lot that will need to be moved so that we may have ADA access to the ramp. Scotti will call Phil and discuss. A scissor lift is \$250/day or \$150 for one half day to clean inside the covered play area. Riddle site is waiting for another bid for painting. SQ bank computers are ready to go. Brockway computers are set up in the classroom for registration and one computer will stay for the year. Shed at City of Winston site shed will be moved to Sutherlin. Green site computers are set up and ready to go. We have never received word from RSD about painting the "parent check-in room".</p>	

			<p>UCC computers will be set up today. RSBG 1-6 office area is ready to go for registration. Classroom 3-4 addendum is ready to pick up. Sutherlin office area in Room 1 has computers set up ready for registration. The class site will be in Room 2. A refer from Sutherlin will need to be moved from here to Riverside Win 1-2. SSD is developing a site agreement for East Primary office site. The School Board approved the move. Cost of utilities will be charged to HS. HS will be responsible for all communication charges. Reedsport house is ready to go for registration, they will only be able to scan/fax from the "mudroom" office. Tables will need to be set up prior to registration. Mary will ask Teacher Jennifer to set that up.</p>	
3. Core Values			<p>Discussed how they can be enveloped in to a new performance evaluation. Maureen shared a list on management drive of common positive adjectives and adverbs to use to describe job skill.</p>	
4. Registration schedule			<p>Last program year we designated a</p>	

			supervisor at each site during registration. Michelle Knapp passed a sign up sheet around for management. Beginning today parents will be called and set up with a registration time at their site.	
5. Office Space			Discussion about new staff space at admin site.	
6. Self Assessment Corrective Action Plan			Discussion action plan and our progress in completing the tasks.	
7. PIR			Discussed 2012 changes and how it will affect data tracking at beginning of program year.	
8.				
9.				
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

AGENDA ITEMS	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: