

HEAD START MANAGEMENT TEAM AGENDA

Date: 9-14-11

Time: 9-12

Facilitator: Maureen

Location: Head Start Break Room

AGENDA ITEM	TIME	LEAD	ACTIONS FOR MEETING	RESPONSIBLE
1. Agenda check/review	3			Agenda
2. Safety Issues/site concerns			<p>Discussed RSBG 1-6 Parking and meeting clean up for staff trainings/meetings.</p> <p>Parking at Win 1 & 2- things are going ok.</p> <p>Resource Room will begin being moved on Tuesday and Wednesday of next week (Sept 20 & 21st)</p>	<p>Staff will be given a verbal and/or written warning if they continue to park at the medical park.</p> <p>Toni will send a letter to the parents at that site regarding where they can park.</p> <p>Education/FS staff will help set up for trainings, Michele D. will assist with tear down. Staff will be asked to use the children's restroom, not the adult ones.</p>
3. IT issues	10	Maureen	Skype	Sutherlin's Skype

				<p>phones have been muted. William has a call into Skype helpdesk.</p> <p>Riverside has working phones now.</p> <p>Some sites are having printing issues. Staff will email William with any printing issues.</p>
4. Core Values				
5. Attendance	10	MKnapp	<p>Discussed a child that attends 50% due to parent visits in another county.</p> <p>There are a couple of EI children that do 2 and 2 days due to IFSP.</p>	<p>FSE will work with this family to be supportive of this situation. This is a special circumstance.</p>
6. Fatherhood Activity Draft	10	MKnapp	<p>Discussed ideas for activities for Fatherhood functions.</p>	<p>Michelle suggests having first Fatherhood activity in December. Team will brainstorm ideas and discuss at next meeting.</p>
7. CDA payments	10	Mary	<p>Discussed payment possibilities</p>	<p>Shawn will check with foundations to see</p>

				about grant opportunities for individuals.
8. GABI Review	15	Maureen	Reviewed and discussed the GABI Detail Report	<p>Child Transportation GABI number is \$4.43 per child. Maureen will see if there is formulary info pulled into that number. There should be determining factors: Fuel costs, ruralness, and transporting more children.</p> <p>Out-of-town travel is elevated due to our ruralness, turnover in Management staff and the inability to obtain training in the state.</p> <p>Food and Nutrition: 56.26% from USDA may be due to adult food being included in the formula.</p>
9. Chamber of	10	Maureen	Discussed who might be	Shawn handed out

Commerce Trainings			interested in attending any of these workshops.	copies of the DCEC workshops, supervisors will let Maureen know by the end of the week who of the staff are interested.
10. Review Preparation		Maureen	Deschutes county, NeighborImpact just received their 30-day notice for their Federal Review- Maureen has asked the Management team to be available if that program needs any information from us.	Maureen has asked that the management team look at the monitoring protocol and update their component area books.
11. Partnership Transportation Issues	10	Maureen	Maureen shared that we need to think how our decisions to make changes might impact our partners.	
12. BGA/HS facility update	5	Maureen	Maureen shared that the partnership with the B&G club is officially out. Due to "ownership issues" they will not be able to expand to partner with HS.	
Meeting review/evaluate Confirm assignments, etc.				
Next Agenda				

NEXT MEETING:

DATE:

TIME:

AGENDA ITEMS	TIME	LEAD	MATERIALS

AGENDA PARKING LOT: