**Meeting Purpose:** To provide timely communication with staff, planning, evaluation of data, decision-making, and celebrating success. Communication happens through email, one-on-one, small groups, planned meetings, preservice, and professional development days. Zoom has allowed us to meet quickly and communicate with all that need to receive the information.

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| **Title of Meeting** | **Purpose** | **Time Frame** | **Who** |
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| Head Start Team  Weekly Check-in | •Share any required information and updates with everyone.  •Get clarification, input, and follow-up.  •Share calendars and travel information as appropriate. (traveling out of state or to centers as needed)  (This is not a formal structure for decision making typically)   * Acknowledge and celebrate successes | Mondays at 8:00 am | •Lead: Head Start Director  •Support: Early Learning Program Manager and Executive Director of Early Learning  •Weekly Check-in with all ESD 105 Head Start Team members: |
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| Seedlings Leadership | •Planning for upcoming events and communication for any concerns and questions,  (This is a formal structure for decisions)   * •Acknowledge and celebrate successes | Bi-Weekly on Mondays at 11:00  AM opposite of Seedlings Meeting | •Lead: Executive Director of Early Learning  •Support: Head Start Director  •EPIC Executive Director  •EPIC Human Resources  •ESD Grant Accountant  •Early Learning Program Manager and EPIC Controller (if needed) |
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| Seedlings Bi-Weekly Check-in | •Share any needed, or required information and updates with  •Get clarification, input, and/or follow-up  •Share calendars and travel information as appropriate. (traveling out of state)  (This is not a formal structure for decision making typically)   * Acknowledge and celebrate successes | Bi-Weekly on Mondays at 11:00  AM opposite of Seedlings  Leadership Meeting | • Lead: Executive Director of Early Learning  •Support: Head Start Director,  Executive Director EPIC  •EPIC Human Resources  •ESD Grant Accountant  • Content team Members,  •All Center Management |
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| Self-Assessment Team | •Sharing of information, updates, and training  •Training  •Reviewing of data  •Self-Assessments activities reviewing date, strengths, challenges, action plans from previous year and developing next years action plan for the grants.  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | 2-3 times a year | •Lead: Head Start Director  •Support: Early Learning Program Manager  •Executive Director of Early Learning (as needed)  •All Content Specialist  •School Readiness Coaches,  •Early Learning Nurse  •Program Support Specialists,  Facilities and Operations Supervisor, (As Needed)  •Transportation Manager, (As needed)  •Early Learning Systems Administrators (As needed),   * EPIC Executive Director * EPIC Human Resources * EPIC Fiscal * Center Management for each program |
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| Specialist | •Problem solving for cross-content work  •Planning, and complete task  •Review data  •Review and follow-up on Self-Assessment, TA Plans, Program Goals  (This is a formal structure for decisions)   * •Acknowledge and celebrate successes | Monthly | •Lead: Head Start Director  •Support: Early Learning Program Manager  •Content Specialists  •Head Start Program Specialist  •Others as needed |
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| Fiscal ESD 105 | •Budget planning, Follow-up, and clarification to include staffing, facilities, purchases, grant discussion   * Make Budget Decisions   •Plan for Seedlings Fiscal meeting  (This is a formal structure for decisions)   * Acknowledges and celebrates successes | First Wednesday of the month at 8:00 am and as needed | •Lead: Executive Director of Early Learning  •Support: Head Start Director  •Grant Accountant |
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| Fiscal Seedlings | •Communication, follow-up, and planning for fiscal to include staffing, facilities, purchases, grant discussion  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | First Wednesday of the month at  8:30 am | •Lead: Executive Director of Early Learning  •Support: Head Start Director  •Grant Accountant  •EPIC Executive Director  •EPIC Human Resources  •EPIC Controller |
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| I/T and Facility | •Planning, communication and fiscal budgeting regarding facilities and I/T  •needs across facilities and funding sources   * Inventory * Purchases * Address immediate and long-term needs   (This is a formal structure for decisions)   * Acknowledge and celebrate successes | Every Thursday at 8:00 am | •Lead: Executive Director of Early Learning  •Support: Head Start Director  •Grant Accountant  •Facilities & Operations Supervisor  •Maintenance staff as needed  •Early Learning System Administrator  •Early Learning Program Manager  •School Readiness Content Specialist  •Both Head Start Program Specialist  •Early Learning Administration |
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| Head Start Safety | •Communication regarding any recent events or activities regarding safety.  •Discuss what went well and what we need to improve.  •Updates regarding regulations and program updates regarding safety practices  •Check-in on all safety drills  •Plans with the SSOCC for each center's response to potential safety situations such as fire, lockdown, and natural disaster  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | Monthly On the 3rd Tuesday of the month at 10:00 am | •Lead: Head Start Director  •Support: Health and Nutrition Content  •Specialist and Program Support Specialist  •B-3 Content Specialist  •Other Content Specialist as appropriate  •Early Learning Nurse  •Program Support Specialists,  •Facilities and Operations Supervisor,  •Center Managers and Assistant Center Managers  •EHS Program Manager  •EPIC Executive Director  •Transportation Manager  •ESD 105 SSOCC staff |
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| PLC (Professional Learning Communities) for Center Managers | •Provide more individualized support to managers  •Review systems, forms, or protocols  •Problem-solve common concerns or issues  •Share ideas and practices  •To gather our managers and meet to share ideas, expertise, and have  •Work collaboratively on work tasks, problem-solving, and plan for future program tasks.  (This is not typically a formal structure for decisions)   * Acknowledge and celebrate successes | Bi-monthly or if needed | •Early Learning Program Manager  •School Readiness Content Specialist  •Birth to Three Content Specialist  •Other Content Specialist as needed  •Center Managers  •Assistant Center Managers if needed |
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| PLC (Professional Learning Communities) for Team Leaders/ Home Visitors | •To gather our educators and meet to share ideas, expertise  •Work collaboratively on work tasks, problem-solving, and plan for future program tasks.  •Opportunity to review data and work tasks  •Provide feedback on systems, forms, and other work tasks  Acknowledge and celebrate successes  (This is not a formal structure for decisions)   * Acknowledge and celebrate successes | Plan for 3x a program year | •Early Learning Program Manager  •School Readiness Content Specialist   * School Readiness Coaches   •Other Content Specialist as needed  •Team Leaders  •Home Visitors  •other classroom staff if needed |
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| Content-Specific meetings such as  Education, Health, Family, I/T, and Facility | •Planning, and complete task  •Review data  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | Planned as needed usually monthly | •Each Content Area Lead  •Head Start Director and Executive Director of Early learning as needed |
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| School Readiness Coach Weekly Meeting | • Communication and Planning   * Acknowledge and celebrate successes | Fridays | •HS Coaches  •MSHS Coaches  •Birth to 3 Content Specialist- as needed  •School Readiness Content Specialist- as needed |
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| EPIC Management Meeting | •Pre-Planning, Complete Task, problem solving communication, and follow-up  (This is a formal structure for decisions)   * •Acknowledge and celebrate successes | Monthly | •Lead: Executive Director of EPIC  •Support: Human Resource Director  •Center managers  •Assistant Center Managers Others as needed |
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| All Staff Center Meetings (EPIC) | •Primary focus on Mental Health  •Communication and Planning as needed.  (This is not a formal structure for decisions)   * •Acknowledge and Celebrate successes | Monthly | •Lead: Executive Director of EPIC  •Support: Human Resource Director  •Center Managers  •Assistant Center Managers Others as needed |
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| EPIC Position Specific Meeting | •Communication, Planning, and Input Acknowledge and celebrate successes  (This is not a formal structure for decisions)   * Acknowledge and celebrate successes | Monthly | •Each Center Manager and Assistant Center  •Manager meets with job a likes (positions) at each center |
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| Home Base Bi- weekly Check-in | •Communication, Input, and Updates  (This is not a formal structure for decisions)   * Acknowledge and celebrate successes | Bi-weekly (every other Friday) | •Lead: Health, Family, or other Content Specialist as needed  •Content Specialist  •Center Management  •EHS Program Manager |
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| HS/EHS FA Bi-Weekly | •Communication, Input, and Updates  (This is not a formal structure for decisions)   * •Acknowledge and celebrate successes | Bi-Monthly, every other Friday | •Lead: Health, Family, or other Content Specialist as needed  •Content Specialist  •Center Management  •EPIC Enrollment team  •Family Advocates |
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| MSHS FA Bi-Weekly | •Communication, Input, and Updates  (This is not a formal structure for decisions)   * Acknowledge and celebrate successes | Bi-Monthly, every other Friday during the season | •Lead: Health, Family, or other Content Specialist as needed  •Content Specialist  •Center Management  •EPIC Enrollment team  •Family Advocates |
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| Health Services Advisory Council  (HSAC) | •Planning, In-put, and sharing of Health, Special Services, and Mental Health from Community Members with Health expertise to support and guide the  program as needed with such items as policy and protocols  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | Three times a year or more as needed | •Lead: Health and Nutrition Content Specialist  •Support: Early learning Nurse and Mental Health content Specialist  •Head Start Director  •Content Specialist as appropriate  •Head Start Support Specialist  •Policy Council Members  •Community Members with Health and Mental Health Expertise |
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| Policy Council | •To meet outlined requirements of the Head Start Performance Standards and Head Start Act  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | Monthly except for December unless needed. | •Lead: Head Start Director  •Support: Program Governance and Eligibility  •Content Specialist  •Early Learning Program Manager  •Executive Director of Early Learning (as needed)  •Grant Accountant  •Program Specialist (program Governance)  •Other Content Specialist as needed   * Systems Administrators as needed   •Center Manager or Assistant Center Manager  •Board of Directors Head Start Liaison as available |
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| Board of Directors | •To meet outlined requirements of the Head Start Performance Standards and Head Start Act and other required ESD 105 Business according to State requirements and By-Laws.  (This is a formal structure for decisions)   * Acknowledge and celebrate successes | Monthly | •Lead: ESD 105 Superintendent’ Support: Assistant Superintendent and CFO  •Administrative Assistant  •Executive Director of Early Learning  •Head Start Director as Needed  •Other ESD 105 Directors  •ESD 105 Board Members |