

EXECUTIVE DIRECTOR TIMELINE

JUNE

- Board/Memo Report
- Board Meeting
- Directors Association Retreat
- Review and revise Administrative Procedures Manual
- Facilitate weekly Leadership Meetings
- Work closely with Associate Director – Administration to plan for Strategic Planning sessions in July
- Work closely with Fiscal Director to close out state grants
- OHSA Directors meeting (usually in Portland)

EXECUTIVE DIRECTOR TIMELINE

JULY

- Board Memo
- Prepare for annual Fiscal Audit
- Facilitate weekly Leadership Meetings
- Strategic Planning Retreat
- Work with Associate Director – Administration to finalize Staff Pre Service training in August
- Hiring/Approval of Staff

EXECUTIVE DIRECTOR TIMELINE

AUGUST

- Board Memo/Report
- Board Meeting
- New Staff Orientation
- Hiring/Approval of Staff
- Pre Service for staff
- Management Meeting
- Facilitate weekly Leadership meetings

EXECUTIVE DIRECTOR TIMELINE

SEPTEMBER

- Board Memo
- Facilitate weekly Leadership meetings
- Policy Council Orientation
- Review Insurance
- USDA Agreements due to DOE
- Extended Management meeting

EXECUTIVE DIRECTOR TIMELINE

OCTOBER

- Board Memo/Report
- Focus Group
- Facilitate weekly Leadership meetings
- Staff Meeting Agenda
- Insurance Renewal
- Policy Council Orientation
- Policy Council Meeting
- Board Meeting

EXECUTIVE DIRECTOR TIMELINE

NOVEMBER

- Board Memo
- Facilitate weekly Leadership meeting
- Policy Council
- OHSA Meeting
- Management meeting

EXECUTIVE DIRECTOR TIMELINE

DECEMBER

- Board Memo/Report
- Board Meeting
- Facilitate weekly Leadership meeting
- Self Assessment
- Focus Group via email
- Policy Council
- Community Assessment Completed

EXECUTIVE DIRECTOR TIMELINE

JANUARY

- Board Memo
- Facilitate weekly Leadership meeting
- Policy Council
- Self Assessment continues and final report is due end of month
- Budget Committee Meeting (review of community assessment, outcomes, parent surveys)
- Send out request for budget needs for February budget meeting

EXECUTIVE DIRECTOR TIMELINE

FEBRUARY

- Board Memo/Report
- Policy Council
- Board Meeting
- Facilitate weekly Leadership meeting
- Staff Meeting
- Focus Group via email
- Policy Council
- Head Start Grant Due February 28/March 1
- Head Start Association Meeting
- Budget Meeting (determine final budget)

EXECUTIVE DIRECTOR TIMELINE

MARCH

- Board Memo
- Facilitate weekly Leadership meeting
- Regional Head Start Meeting
- Management Meeting
- Policy Council

EXECUTIVE DIRECTOR TIMELINE

APRIL

- Board Memo/Report
- Board Meeting
- Facilitate weekly Leadership meeting
- Staff Meeting/Wellness Day
- Board Meeting (Election of Officers)
- Policy Council
- OHSA Coordinator's Retreat
- Coordinators/Directors Conference at Eagle Crest Resort
- National Head Start Association Meeting
- Wellness Day with all staff and parents
- Volunteer Appreciation Luncheon
- Community Gardens begin (Hermiston, Umatilla, WIC Main Office)

EXECUTIVE DIRECTOR TIMELINE

MAY

- Board Memo
- Facilitate weekly Leadership meeting
- National Head Start Training Conference (or April)
- Head Start Association Meeting
- Program Revision
- Oregon Pre-K/WIC/CCR&R Grants due (May or June)
- Policy Council
- Staff Evaluations
- Management Meeting