

OPERATIONS DIRECTOR EAST/WEST
FEBRUARY

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Management Meeting
 - Administrative Team Meetings
 - Office Meeting
 - RAPP Meeting (Reduce Adolescent Pregnancy Partners)
 - UCCAT Meeting (Umatilla County Coalition Against Tobacco)
 - UCCRUD Meeting (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF Meeting (Umatilla County Commission on Children and Families)
 - Safety Meeting
 - Pendleton School District School Board Meeting
 - Budget Meeting
 - Staff Meeting
- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Complete bi-yearly facility monitors
- Update and maintain preventative maintenance schedule
- Program Self-Assessment

OPERATIONS DIRECTOR EAST/WEST
MARCH

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Grant County Monitor (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Management Meeting
 - Administrative Team Meetings
 - Office Meeting
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Safety Meeting
 - Pendleton School Board Meeting
- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Have list of needs from sites for maintenance during spring break
- Update and maintain preventative maintenance schedule
- Pendleton Chamber Leadership Class/Education Month Presentation

March 12 Selection Committee
March 14 Curriculum Committee
March 24-28 Spring Break

OPERATIONS DIRECTOR EAST/WEST
APRIL

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Wallowa County Monitor (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Administrative Team Meetings
 - Management Meeting
 - Office Meeting
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - Pendleton School District School Board Meeting
- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Bi-yearly OCDC-UMCHS Meeting
- Complete Program Inventory
- Up-date and maintain preventative maintenance schedule
- Bring Your Child To Work Week 21-25

April 4 Parent/Staff Conferences

OPERATIONS DIRECTOR EAST/WEST
MAY

- Complete Administrative Month End Report and Forward To Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklist (Human Resource Assistant)
 - Staff Performance Evaluations (Human Resource Assistant)
- Meetings:
 - Team Leader Meeting
 - Administrative Team Meetings
 - Office Meeting
 - RAPP (Reduce Adolescent Pregnancy Partners)
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton School District School Board Meeting
- Meet with Tam Leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Update and maintain preventative maintenance schedule
- Coordinate needed maintenance at each center
- Wellness Day

May 8th last day of class for part-day

May 9th last day for staff of part day

OPERATIONS DIRECTOR EAST/WEST
JUNE and JULY

- Complete Administrative Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- Health & Safety Checklist (Human Resource Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Meetings:
 - Team Leader Meeting
 - Administrative Team Meetings
 - Office Meeting
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - RAPP (June) (Reduce Adolescent Pregnancy Partners)
 - Pendleton School District School Board Meeting
 - Safety Meeting (June)
- Strategic Planning (July)
- Up-date and maintain preventative maintenance schedule
- Meet with team leaders individually as needed
- Meet with maintenance staff individually (as needed)

June 5 Morrow County School District done
June 5 Hermiston School District done
June 6 full-day part-year done
June 11 Pendleton School District done

OPERATIONS DIRECTOR EAST/WEST
AUGUST

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Facility Monitors (Human Resource Assistant)
- New Staff Orientation
- Meetings:
 - Team Leader Meeting
 - Management Meeting
 - Administrative Team Meeting
 - Office Meeting
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton School District School Board Meeting
- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Establish annual calendars for tracking supervised staff's leave and performance evaluations
- Complete In-Kind Donation Form for space and mail for signature approval
- Pre Service
- Up-date and maintain preventative maintenance schedule
- Compile information for Community Assessment
- Safety Committee Training at BMCC-Hermiston 8-12:00

August 3rd last day for full-day
August 6-10 the last week of 10 hour days
August 15 CB/FD Teachers return
Combination Teachers return

August 28 & 29 all open houses
August 22 TA/Bus Drivers/Cooks return
August 27 Herm, Grant school starts August 20 August 20
August 28 M-F school s start

OPERATIONS DIRECTOR EAST/WEST
SEPTEMBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Grant County Monitor (Human Resource Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Meetings:

Team Leader Meeting

Administrative Team Meeting

Office Meeting

Extended Management Meeting

RAPP (Reduce Adolescent Pregnancy Partners)

UCCAT (Umatilla County Coalition Against Tobacco)

UCCRU (Umatilla County Coalition to Reduce Underage Drinking)

CCF (Commission on Children & Families)

Safety Meeting

Pendleton School District School Board Meeting

Bi-yearly OCDC/UMCHS meeting

- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Compile information for Community Assessment
- Up-date and maintain preventative maintenance schedule

September 4 Morrow County School District begins

September 5 Pendleton School District begins

OPERATIONS DIRECTOR EAST/WEST
OCTOBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- Health & Safety Checklist (Human Resource Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Wallowa County Monitor (Human Resource Assistant)
- Meetings
 - Team Leader Meeting
 - Administrative Team Meetings
 - Management Meeting
 - Staff Meeting
 - Office Meeting
 - UCCAT (Umatilla County Coalition Against Tobacco)
 - UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)
 - CCF (Commission on Children and Families)
 - Pendleton School District School Board Meeting
- Children's Day
- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Send out Community-Input Surveys
- Maintenance and Facility Training Oct 8,9,10
- Up-date and maintain preventative maintenance schedule

OPERATIONS DIRECTOR EAST/WEST
NOVEMBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Meetings:

Team Leader Meeting

Administrative Team Meeting

Office Meeting

Management Meeting

RAPP (Reduce Adolescent Pregnancy Partners)

UCCAT (Umatilla County Coalition Against Tobacco)

UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)

CCF (Commission on Children and Families)

Pendleton School District School Board Meeting

- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Distribute Policy Council Telephone Questionnaire at Nov PC meeting
- Distribute the “How Are We Doing?” surveys to our parents
- Continue to work on Community Assessment presentation
- Up-date and maintain preventative maintenance schedule

November 2 Parent/Staff Conferences

November 7,8,9 State Meeting – Salem

November 16 CB goes to school – no busing

OPERATIONS DIRECTOR EAST/WEST
DECEMBER

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Grant County Monitor (Human Resource Assistant)
- Health & Safety Checklists (Human Resource Assistant)
- Meetings

Team Leader Meeting

Administrative Team Meeting

Office Meeting

UCCAT (Umatilla County Coalition Against Tobacco)

UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)

CCF (Commission on Children and Families)

RAPP (Reduce Adolescent Pregnancy Partners)

Safety Meeting

Pendleton School District School Board Meeting

- Meet with team leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Compile surveys for Community Assessment
- Up-date and maintain preventative maintenance schedule

OPERATIONS DIRECTOR EAST/WEST
JANUARY

- Complete Month End Report and Forward to Executive Director
- Complete Other Administrative Reports and Forward Appropriately
- Employee Leave Requests (Human Resource Director)
- Time Sheets (Fiscal Assistant)
- In-Kind Calculations (Fiscal Assistant)
- Health & Safety Checklist (Human Resource Assistant)

- Meetings:

Team Leader Meeting

Administrative Team Meetings

RAPP (Reduce Adolescent Pregnancy Partners)

UCCAT (Umatilla County Coalition Against Tobacco)

UCCRUD (Umatilla County Coalition to Reduce Underage Drinking)

CCF (Commission on Children and Families)

Pendleton School District School Board Meeting

- Meet with Team Leaders individually (as needed)
- Meet with maintenance staff individually (as needed)
- Budget Requests
- Budget Meeting
- Present Community Assessment
- Program Self-Assessment

January 4 Curriculum Meeting

January 25 CB goes to school – no busing