

## COMMUNICATION - EXECUTIVE DIRECTOR

**Community** - through a variety of community interagency committees, information flows to the community about the Head Start program and their role in the community. Through the involvement in these community groups, Head Start is able to partner with a variety of different agencies and avoid duplications of services. Listed below is a sample of community groups on which the agency participates:

Interagency meetings:

Community Interagency Network (East & West End)  
Family Support & Connections  
0-8 Early Childhood Partnership Team  
0-18 Juvenile Justice Task Force  
Early Childhood Coordinating Council  
Umatilla Chapter of Oregon Association for the Education of Young Children  
Mental Health Advisory Council  
Chamber Leadership Seminars  
Stop Smoking Task Force  
Hermiston, Oregon Together  
SafeKids  
RAPP (Reduce Adolescent Pregnancy Program)  
Umatilla County Commission on Children & Families  
DHS – SDA 12 Advisory Committee  
CARES Team

**Staff** - through a variety of communication methods, information about the organization is shared with staff. Listed below is a list of ways in which communication is shared with staff:

Focus Group (staff representative from each site (non supervisory) meeting with the Director every other month to discuss issues and share information from centers.

Management Team (all supervisors) meet every other month for information updates, supervisory training, and clarification of agency issues.

Administrative Team (all staff who report directly to the Executive Director) meet every Tuesday morning for planning, issue discussion, and program updates.

Staff Meetings (all agency staff) meet together four times per year for training, Staff Development Committee, and committee work. (August, October, February, and May)

Staff Development Committee (all staff) meet at each staff meeting for reports from staff development committees, training approvals, reports from Oregon Head Start Association meetings, and information sharing from centers.

Strategic Planning in the month of July.

Information memos are sent out to staff in writing, via e-mail, in the agency newsletter, and fax to inform staff of promotion opportunities, clarification of or changes in employment policies, funding, committee meetings, or updates in federal or state rules and regulations.

Questions to Cathy: Staff may send anonymous questions to Cathy. Each question will be answered and posted on the UMCHS web site.

## **Parents**

Information is shared with parents through:

Newsletters  
Information Memos  
Center Committee Groups  
Policy Council  
Committee work  
Strategic Planning in July

## **Board/Policy Groups**

The Board of Directors meet every other month. Monthly they are mailed information memos. The Board receives a written report from the Executive Director which includes information of progress towards goals in Head Start, WIC, CCR&R, and USDA.

Policy Council meets monthly. Minutes are sent to all Policy Council members so that they may be shared at Center Committee meetings. All Team Leaders get a copy of the PC minutes to post. Policy Council members receive a monthly report informing them of the agency's progress towards goals. All correspondence is translated into Spanish for those families serving on the PC who are monolingual. In addition, an interpreter is present at the meetings.

Staff, Board members, and Policy Council members attend the Summer Strategic Planning Retreat and are assigned to different goals committees. They are invited to attend the October Staff meeting for follow up to these goals. In addition they participate on working subcommittees of these Goals throughout the program year.

The following information is shared with the Board and Policy Council at their regularly scheduled meetings and/or in their handbooks:

- \* Procedures and timetables for program planning
- \* Policies, guidelines and other communication from HHS, ODE, Child Care Division, and other funding sources
- \* Financial Reports

- \* Program Reports
- \* Program plans, policies and procedures, grant applications