



Head Start Weekly Bulletin

News and Info for Head Start

Week of April 19, 2010

1. Trainings are listed on page 2 of this bulletin.
2. **Teachers and Bus Staff:** We learned late yesterday afternoon that the substitute budget is gone. We have spent all the money allocated for the year. This means that there will be no more subs when staff is out sick and no flexing hours up to compensate when another staff member needs to cover. Consequently we need each team to come up with a plan for how you will staff your classrooms when someone calls in sick. I can tell you that there was a time our program did not have subs, Nancy and I were laughing about it saying we remember a time when "sub" was not even in the Head Start vocabulary. So I know this can be done and that staff gets really creative in working out solutions. So please take time to talk as a team, not only your classroom team but the whole center team, and develop a plan. Then email your PAS your sites plan for coverage. Metzger PM already got to test this out as Ana was scheduled to be off today. When Nancy informed her, she was able to think of 3 parents that she was going to call who had been volunteers and knew the routine. You may need to put a call out to parents asking for interest and then bring them in and train them how to be the most help to you so you are ready when and if the need arises. If you have not scheduled your personal day you will need to take those on Friday's so that we do not need to worry about staffing your class. So for the rest of the year if you need to be out instead of calling Elaine you will need to follow your sites' plan then call and inform your PAS of how your class will be covered while you are out. Of course you will need to call your co-workers to let them know also. We know each of you will be able to develop wonderful and creative plans as we are a very intelligent and creative bunch. Have fun with the challenge and lets see how clever we can be. Thanks to Nancy Alderman for the wording. Call me if you have any questions- Elaine
3. At this time the children's last day is June 2. This will also be the last day for Teacher Aides. Teachers and FST are scheduled to work June 3 and 4 cleaning and closing their rooms and closing their files. Farzana is monitoring the budget and hoping she will be able to keep staff on through June 9 for trainings. So if you are planning to start your summer vacation, please try to make your arrangements for June 10 or later in the hope that we will continue to work thought the 9th. We will keep you informed as Farzana let's us know.



TRAININGS

DATE	DESCRIPTION	ADDRESS	TIME	EHS OR HS	COMMENTS
Weds. April 28th.	Transition conference/file closure training.	Beaverton office 12350 SW 5th. St.	AM session: 8:30-10:00	HS --All Teachers	Contact Lori Balch to register
Weds. April 28th.	Transition conference/file closure training.	Beaverton office 12350 SW 5th. St.	PM session: 2:30-4:00	HS – All Teachers	Contact Lori Balch to register
Wed. April 28th	Closing Entries and Goals	Community Action Main Bldg Hillsboro RM #2	AM session: 8:30-10:00	All FST's	Contact Gail Boyle to register
Weds. April 28th.	Closing Entries and Goals	Community Action Main Bldg Hillsboro RM #2	PM session: 2:30-4:00	All FST's	Contact Gail Boyle to register

Note: The two trainings on April 28th are being offered twice. You only need to attend one session. Please contact trainer to register for the most convenient time for you to attend. Thanks

Please note the change in the Transition training: **ALL** HS Teachers are expected to attend

Thank you all for your hard work and dedication to your jobs, children and families. With only a little over a month left to the year it is time to reflect on how it went, changes you want to make in your performance for next year but most importantly to enjoy those children and families to the utmost before we send them off. Have fun in your classrooms