UMATILLA MORROW HEAD START, INC.

we GROW when we GO

UMCHS
Umatilla-Morrow Head Start, Inc.

2016-2017 STAFF CALENDAR

STRONGER FAMILIES

BETTER COMMUNITIES

BRIGHTER FUTURES

Umatilla Morrow Head Start is an agency committed to ensuring that children, and those who care for them, are given all the tools they need to create healthy and happy futures for the next generation. The agency is founded on the principles that have made Head Start one of the earliest and most effective interventions for preparing our young children for brighter futures academically, socially and emotionally.

We believe every child deserves a head start in life!

With that in mind, the agency has broadened those horizons and expanded service offerings. Ever-growing opportunities for children and caregivers can be provided in partnership so that communities ensure that each child has the best chance to enter school 'ready to learn' and to ultimately thrive as children grow. We weave nutrition, physical, emotional and oral health, parent education, and links to vital supports into all our program offerings at important junctures in a child and family's life.

All services are provided by a team of more than 200 staff, board members and volunteers. These services are made possible with contributions from federal, state, and local government and related organizations, foundations, businesses, faith communities and local individuals and philanthropists. We walk this important journey alongside our child care providers, parents, school & health districts and educational service districts, and all who seek to insure our communities foster the best childhood has to offer. The stage is set for the best early learning outcomes we've seen to date in eleven counties!

As a community, we are making sure that the places where children spend so much of their time, including child care, classrooms and communities, are transformed into resource-rich, quality environments. Our most at-risk children are given the resources that they need to thrive at a point in time that is so critical to their child development.

Together we can strengthen families, build communities and brighten our collective futures. Thanks for being a champion for our children,

Maureen

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 WIC INSERVICE LAST DAY OF SCHOOL FOR HERMISTON SCHOOL DISTRICT SUMMER HOURS BEGIN	7 SUMMER FOOD PROGRAM BEGINS	8 HEALTH/OPEC ADVISORY COMMITTEES MEETING NOON LAST DAY OF SCHOOL FOR ECHO/JOHN DAY/ PENDLETON/WALLOWA SCHOOL DISTRICTS	9 LAST DAY OF SCHOOL FOR ENTERPRISE/MORROW COUNTY/CONDON SCHOOL DISTRICTS	10 LAST DAY OF SCHOOL FOR MILTON-FREEWATER/ UMATILLA/ARLINGTON SCHOOL DISTRICTS	11
12	13	14 TIMESHEETS TO FISCAL BY 4 PM	15 LAST DAY OF SCHOOL FOR PILOT ROCK SCHOOL DISTRICT	16 HEALTH STAFF MEETING 9 AM SAFETY MEETING 8:30 AM	17	18
19	20 PAYDAY	21 POLICY COUNCIL MEETING 11:30 AM	22 OHSA DIRECTORS MEETING →	23 →	24 →	25
26	27 BOARD MEETING 11:30 AM TIMESHEETS TO FISCAL BY 4 PM	28	29	30 PAYDAY		

July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 HOLIDAY	5	6	7	8	9
10	11	12	13	14 SAFETY MEETING 8:30 AM TIMESHEETS TO FISCAL BY 4 PM	15	16
17	18 EDUCATION MEETING	19 POLICY COUNCIL MEETING 11:30 AM	20 PAYDAY	21 SENIOR LEADERSHIP TEAM PLANNING RETREAT	22	23
24 / 31	25 OPEC ADVISORY COMMITTEE MEETING 9:30 AM BOARD MEETING 11:30 AM	26	27	28 TIMESHEETS TO FISCAL BY 4 PM	29	30

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 2016-17 EHS PROGRAM YEAR BEGINS NEW TEACHER ORIENTATION	2 NEW TEACHER TRAINING →	3 PAYDAY →	4 →	5 →	6
7	8 MOTIVATIONAL INTERVIEWING FOR NEW HOME VISITORS LAST WEEK OF SUMMER HOURS	9 AM: MOTIVATIONAL INTERVIEWING FOR NEW HOME VISITORS PM: HOME VISITOR & SUPERVISOR SAFETY TRAINING	10 SOCIAL SERVICES TRAINING →	11 SUMMER HOURS END →	12	13
14	15 TEACHERS RETURN SUMMER INSTITUTE FOR ALL TEACHERS AND TEACHER ASSISTANTS → TIMESHEETS TO FISCAL BY 4 PM	16 →	17 HOME VISITS	18 HEALTH STAFF MEETING 9 AM PAYDAY	19 SAFETY MEETING 8:30 AM	20
21	22 NEW STAFF ORIENTATION POSITION SPECIFIC ORIENTATION FIRST DAY OF SCHOOL FOR PILOT ROCK/WALLOWA SCHOOL DISTRICTS	23 POSITION SPECIFIC ORIENTATION & NEW BUS MONITOR TRAINING	24 TEACHER ASSISTANTS & BUS DRIVERS RETURN	25 ALL STAFF PRE-SERVICE	26 WIC INSERVICE CONTENT AREA PRE-SERVICE FOR ALL STAFF	27
28	29 DHS/OPEC ADVISORY COMMITTEES MEETING 9:30 AM BOARD MEETING 11:30 AM FIRST DAY OF SCHOOL FOR ECHO/HERMISTON/MORROW COUNTY/JOHN DAY/ARLINGTON/MILTON-FREEWATER/ENTERPRISE/UMATILLA SCHOOL DISTRICTS	30 OPEN HOUSES TIMESHEETS TO FISCAL BY 4 PM	31			

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 EHS CCP BEGINS COOKS RETURN	2 PAYDAY	3
4	5 HOLIDAY	6 SCHOOL STARTS FIRST DAY OF SCHOOL FOR CONDON SCHOOL DISTRICT	7	8	9	10
11	12	13	14	15 TIMESHEETS TO FISCAL BY 4 PM	16 SAFETY MEETING 8:30 AM POLICY COUNCIL MEETING 11:30 AM	17
18	19 BOARD MEETING 11:30 AM FIRST DAY OF SCHOOL FOR PENDLETON SCHOOL DISTRICT	20 INFORMATION TECHNOLOGY PROFESSIONALS DAY PAYDAY	21 HEALTH/OPEC ADVISORY COMMITTEES MEETING NOON	22 HEALTH STAFF MEETING 9 AM	23 TEAM LEADER MEETING 1 PM	24
25	26 OWCA HUMAN RESOURCES PROFESSIONALS DAY	27 WIC STATE MEETING →	28	29 GRANT COUNTY MONITOR →	30 TIMESHEETS TO FISCAL BY 4 PM	CB—15 (15) CO—7/8 (7/8) FD—19 (19) HB—4 WEEKS (8)

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 POLICY COUNCIL ORIENTATION	5 OHSA DIRECTORS MEETING →	6 WALLOWA COUNTY MONITOR →	7	1 8
9	10	11	12	13	14 ALL STAFF MEETING TIMESHEETS TO FISCAL BY 4 PM	15
16	17 BOSSES DAY	18	19	20 PAYDAY 45 DAYS FOR HS/EHS	21 SAFETY MEETING 8:30 AM POLICY COUNCIL MEETING 11:30 AM FOCUS GROUP	22
23	24 PARENT SURVEY OPENS BOARD MEETING 11:30 AM	25	26	27 ICS MEETING 9 AM	28 TEAM LEADER MEETING 1 PM	29
30	31 OPEC ADVISORY COMMITTEE MEETING 9:30 AM TIMESHEETS TO FISCAL BY 4 PM					` CB—17 (32) C0—9/8 (16) FD—20 (39) HB—4 WEEKS (12)

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 OHSA FALL CONFERENCE →	3 PAYDAY →	4 PARENT STAFF CONFERENCES →	5
6	7	8 MANAGEMENT MEETING	9	10 ACCOUNTANTS DAY	11 HOLIDAY	12
13	14	15 TIMESHEETS TO FISCAL BY 4 PM	16	17 HEALTH STAFF MEETING 9 AM	18 SAFETY MEETING 8:30 AM POLICY COUNCIL MEETING 11:30 AM PAYDAY	19
20	21 BOARD MEETING 11:30 AM	22	23	24 HOLIDAY	25 HOLIDAY	26
27	28	29	30 COMBINED HEALTH/DHS/OPEC ADVISORY COMMITTEES MEETING NOON TIMESHEETS TO FISCAL BY 4 PM			CB—17 (49) CO—9/8 (25/24) FD—19 (58) HB—5 WEEKS (17)

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 TEAM LEADER MEETING 1 PM 90 DAYS FOR HS/EHS	3
4	5 PAYDAY	6	7	8	9 FOCUS GROUP BY E-MAIL	10
11	12 WIC INSERVICE—PENDLETON	13	14	15 ICS MEETING 9 AM TIMESHEETS TO FISCAL BY 4 PM	16 SAFETY MEETING 8:30 AM POLICY COUNCIL MEETING 11:30 AM	17
18	19 BOARD MEETING 11:30 AM WINTER BREAK BEGINS →	20 PAYDAY	21	22 PARENT SURVEY CLOSES TIMESHEETS TO FISCAL BY 4 PM →	23 HOLIDAY	24
25	26 HOLIDAY WINTER BREAK →	27	28	29 OPTIONAL HALF DAY PAYDAY →	30 HOLIDAY	31 CB—8 (57) CO—4/5 (29) FD—12 (70) HB—2 (19)

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3 CLASSES RESUME	4	5	6	7
8	9	10	11	12	13 ALL STAFF MEETING TIMESHEETS TO FISCAL BY 4 PM	14
15	16 HOLIDAY MAINTENANCE WORKER APPRECIATION DAY	17	18 OHSA PARENT LEADERSHIP CONFERENCE (TENTATIVE) →	19 HEALTH STAFF MEETING 9 AM →	20 SAFETY MEETING 8:30 AM POLICY COUNCIL MEETING 11:30 AM PAYDAY →	21
22	23 BOARD MEETING 11:30 AM	24	25	26	27 BUDGET MEETING TEAM LEADER MEETING 1 PM	28
29	30 OPEC ADVISORY COMMITTEE MEETING 9:30 AM	31 TIMESHEETS TO FISCAL BY 4 PM				CB—16 (73) CO—7/9 (26/28) FD—19 (89) HB –4 (23)

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 OHSA WINTER CONFERENCE →	2 →	3 PARENT STAFF CONFERENCES → PAYDAY	4
5	6	7	8 SELECTION COMMITTEE MEETING	9	10 BUDGET MEETING TEAM LEADER MEETING 1 PM	11
12	13	14 TIMESHEETS TO FISCAL BY 4 PM	15 DHS/OPEC ADVISORY COMMITTEES MEETING NOON	16 ICS MEETING 9 AM	17 FOCUS GROUP BY E-MAIL SAFETY MEETING 8:30 AM PAYDAY	18
19	20 HOLIDAY	21	22	23	24	25
26	27 JOINT BOARD/POLICY COUNCIL MEETING 11:30 AM	28 TIMESHEETS TO FISCAL BY 4 PM				CB—15 (88) CO—7/8 (33/36) FD—19 (108) HB—4 (27)

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 PAYDAY	4
5	6	7	8 HEALTH/OPEC ADVISORY COMMITTEES MEETING NOON	9	10 ALL STAFF MEETING	11
12	13	14	15 TIMESHEETS TO FISCAL BY 4 PM	16 HEALTH STAFF MEETING 9 AM	17 POLICY COUNCIL MEETING 11:30 AM	18
19	20 BOARD MEETING 11:30 AM SOCIAL SERVICE WORKERS APPRECIATION DAY PAYDAY	21 NUTRITION DAY	22	23	24 SAFETY MEETING 8:30 AM TEAM LEADER MEETING 1 PM	25
26	27 SPRING BREAK →	28	29	30	31 TIMESHEETS TO FISCAL BY 4 PM	CB—14 (102) CO—7/9 (47/45) FD—17 (125) HB—4 (31)

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 OHSA SPECIALISTS CONFERENCE AT EAGLE CREST → PAYDAY	6 NHSA ANNUAL CONFERENCE & EXPO IN CHICAGO →	7	8 SCHOOL HEALTH DAY
9 NHSA ANNUAL CONFERENCE & EXPO IN CHICAGO →	10	11	12	13 ICS MEETING 9 AM	14 SAFETY MEETING 8:30 AM FOCUS GROUP TEAM LEADER MEETING 1 PM TIMESHEETS TO FISCAL BY 4 PM	15
16	17 OPEC ADVISORY COMMITTEE MEETING 9:30 AM	18	19 PAYDAY	20	21 POLICY COUNCIL MEETING 11:30 AM	22
23 / 30	24 BOARD MEETING 11:30 AM BRING YOUR CHILD TO WORK WEEK →	25	26 ADMINISTRATIVE PROFESSIONALS DAY →	27	28 WELLNESS DAY TIMESHEETS TO FISCAL BY 4 PM	29 CB—16 (118) CO—8 (55/53) FD—19 (144) HB—4 (35)

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 TRANSPORTATION DAY	2	3 OHSA SPRING CONFERENCE (TENTATIVE) →	4 →	5 →	6
7	8	9 NATIONAL TEACHERS DAY	10	11 HEALTH STAFF MEETING 9 AM	12 STRATEGIC PLANNING CHILD CARE PROVIDER APPRECIATION DAY	13
14	15 TIMESHEETS TO FISCAL BY 4 PM	16	17	18 LAST DAY FOR MORROW COUNTY PRESCHOOL LAST DAY FOR PART DAY & COMBO CLASSES PAYDAY	19 SAFETY MEETING 8:30 AM POLICY COUNCIL MEETING 11:30 AM LAST DAY FOR STAFF	20
21	22 DHS/OPEC ADVISORY COMMITTEES MEETING 9:30 AM BOARD MEETING 11:30 AM	23	24	25 TIMESHEETS TO FISCAL BY 4 PM	26	27
28	29 HOLIDAY	30 LAST DAY HEAD START FULL DAY	31 LAST DAY FOR STAFF PAYDAY			CB—12 (130) CO—6 (61/59) FD—20 (164) HB—3/5 (38/40)

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 LAST DAY OF SCHOOL FOR ENTERPRISE SCHOOL DISTRICT	2	3
4	5 SUMMER HOURS BEGIN	6	7 HEALTH/OPEC ADVISORY OMMITTEES MEETING NOON LAST DAY OF SCHOOL FOR HERMISTON/ECHO/JOHN DAY SCHOOL DISTRICTS	8 LAST DAY OF SCHOOL FOR PENDLETON/PILOT ROCK/ MORROW COUNTY/CONDON/ ARLINGTON/WALLOWA/ MILTON-FREEWATER/ UMATILLA SCHOOL DISTRICTS	9	10
11	12 WIC INSERVICE	13	14 TIMESHEETS TO FISCAL BY 4 PM	15 SAFETY MEETING 8:30 AM HEALTH STAFF MEETING 9 AM	16 POLICY COUNCIL MEETING 11:30 AM	17
18	19 BOARD MEETING 11:30 AM	20 PAYDAY	21	22	23	24
25	26 TIMESHEETS TO FISCAL BY 4 PM	27	28	29 PAYDAY	30	HB- 4 (44)

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 HOLIDAY	5	6	7	1 8
9	10	11	12	13 TIMESHEETS TO FISCAL BY 4 PM	14	15
16	17	18	19 PAYDAY	20 SAFETY MEETING 8:30 AM	21 POLICY COUNCIL MEETING 11:30 AM	22
23	24 BOARD MEETING 11:30 AM	25	26	27	28 LAST DAY EHS HB	29
30	31 OPEC ADVISORY COMMITTEE MEETING 9:30 AM EHS HB BEGINS TIMESHEETS TO FISCAL BY 4 PM					HB—4 (48)

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 PAYDAY	4	5
6	7 LAST WEEK FOR SUMMER HOURS	8	9	10	11	12
13	14	15 TIMESHEETS TO FISCAL BY 4 PM	16	17 HEALTH STAFF MEETING 9 AM	18 SAFETY MEETING 8:30 AM PAYDAY	19
20	21 BOARD MEETING 11:30 AM	22	23	24	25	26
27	28 DHS/OPEC ADVISORY COMMITTEES MEETING 9:30 AM	29	30	31		

FACILITY ADDRESSES/TELEPHONE & FAX NUMBERS

BAKER COUNTY CCR & R 2725 7th St. Baker City, OR 97814 541- 523-7838	HARNEY COUNTY CCR & R 779 W. Fillmore Burns, OR 97720 541-573-3069	PILOT ROCK CENTER Vern McGowan Drive/Box A Pilot Rock, OR 97868 541-966-3200 ext. 3661 Fax: 541-443-3550
ARLINGTON HOME BASE 1340 E 2ND St./Box 245 Arlington, OR 97812 541-454-2727	HERMISTON CDC 605 S. 1st Street Hermiston, OR 97838 541-564-0885 Fax: 541-564-5975	PINE TREE CENTER 477 Pine Tree Avenue Umatilla, OR 97882 541-922-3482 Fax: 541-922-3483
BOARDMAN CDC CENTER 240 N.E. Boardman Ave. Boardman, OR 97818 541-481-3254 541-481-4200 WIC Fax: 541-481-3255	HERMISTON CENTER FOR SCHOOL READINESS 502 W. Standard Avenue Hermiston, OR 97838 541-667-6091	PUNKIN CENTER 290 W. Punkin Center Road Hermiston, OR 97838 541-966-7862 Fax: 541-564-2649
BUS BARN 845 E. Ridgeway Hermiston, OR 97838 541-564-5968 Fax: 541-564-2670	IRRIGON CENTER 330 N.E. 10th Street / Rt. 2 Box 37 Irrigon, OR 97844 541-922-5549 Fax: 541-922-3846	SAM BOARDMAN CENTER 301 Wilson Lane / P.O. Box 529 Boardman, OR 97818 541-481-7383 ext: 2422 Fax: 541-481-2046
CONDON CHILD CARE 220 S. East St. / PO Box 401 Condon, OR 97823 541-384-4737	MAIN OFFICE ANNEX 456 E. Gladys Hermiston, OR 97838 541-289-8850	SHERMAN PRESCHOOL 65912 High School Loop/ Box 6 Moro, OR 97039 541-565-3320
ECHO CENTER 600 Gerome Street Echo, OR 97826 541-376-8436	MAIN OFFICE/CCR&R/WIC 110 N.E. 4th Street Hermiston, OR 97838 541-564-6878 or 1-800-559-5878 WIC CLINIC 541-667-2545 Fax: 541-564-6879	UMATILLA CENTER & WIC CLINIC 1371 3rd Street Umatilla, OR 97882 541-922-5574 Fax: 541-922-3448
ENTERPRISE CENTER/ CCR & R OFFICE 670 N.W. 1st Mailing: 107 SW 1st, #105 Enterprise, OR 97828 541-426-4225 Fax: 541-426-4135	MALHEUR COUNTY CCR & R 186 East Lane, #5 Ontario, OR 97914 541- 889-4882	UNION COUNTY HEALTHY FAMILIES & CCR&R 1100 K Ave. LaGrande, OR 97850 541-975-5653 Healthy Families 541-975-5607 CCR & R
GRANT COUNTY CENTER 401 S Canyon Blvd John Day, OR 97845 541-575-1429 Fax: 541-575-2920	MILTON-FREEWATER CENTER & WIC CLINIC 1850 Key Boulevard Milton-Freewater, OR 97862 541-938-6129 Office 541-938-5595 WIC Fax: 541-938-0822	VICTORY SQUARE CENTER 1050 W. Orchard Ave. Hermiston, OR 97838 541-567-9973 Fax: 541-567-9974
GRANT COUNTY CCR & R 530 E. Main, #6 John Day, OR 97845 541-575-1112	PENDLETON EHS CENTER 1800 N.W. Carden Ave. Pendleton, OR 97801 541-966-3821	WALLOWA CENTER 315 1st. Street Mailing: 107 SW 1st, #105 Wallowa, OR 97885 541-886-3261 Fax: 541-426-4135
	PENDLETON EARLY LEARNING CENTER & WIC CLINIC 455 SW 13th Street Pendleton, OR 97801 541-966-3361 WIC 541-966-3354	

Notes

Umatilla-Morrow Head Start, Inc.
Staff Calendar 2016-2017