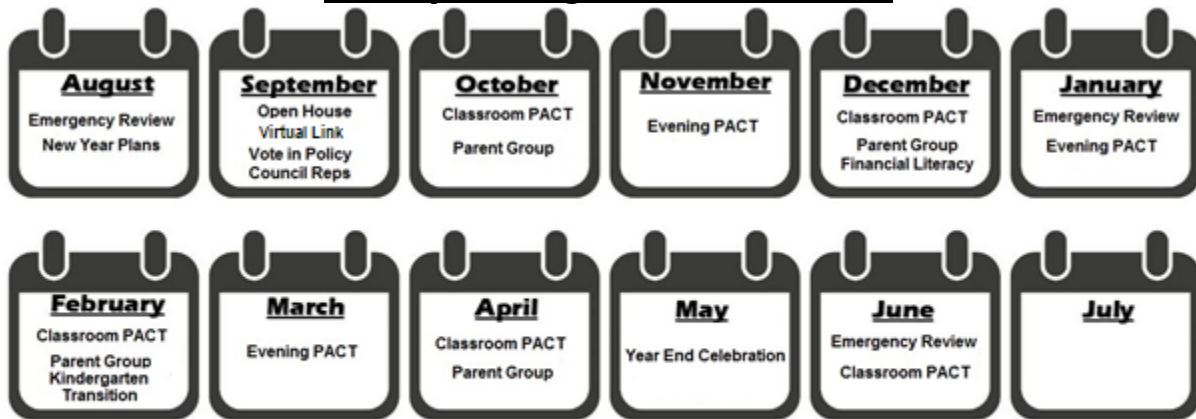


# Center Meeting Agenda

## Monthly Planning Calendar 2021-2022



**\*Family Meals are the last week of every month  
(Meals are on hold due to COVID 8/2021)**

### Announcements – Happenings or Changes

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

### Business from Last Meeting – Status Update

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

### Current or Future Projects/Business

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

### Update on Good Things Happening

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

**Evacuation Site Location**

Three Evacuation Sites need to be determined. Discuss possible options below as a team. The Evacuation Liaison will be responsible for setting up these evacuation sites after the meeting.

Evacuation Locations	Description	Possible Locations Discussed
Neighborhood	Can be located nearby. (Ex: fire)	
Out-of-Neighborhood	Needs to be a distance away from the center. (Ex: gas leak or hazardous material spill)	
Out-of-Town	Large-scale evacuation. (Ex: natural disaster or flooding)	

**Planning for Next Month's Family Engagement Activities:**

**Planning for Next Month's PACT:** (circle) Classroom PACT or Evening PACT

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Activity: \_\_\_\_\_

How will families be involved in the planning? \_\_\_\_\_

How will families be invited? \_\_\_\_\_

How will families be reminded of event? \_\_\_\_\_

**Planning for Next Month's Family Meals:**

Discuss AND review the menu for the last week of the month with Teachers, Cooks & FDS.

Dates offered: \_\_\_\_\_ (circle) Breakfast or Lunch or Snack

How will families be invited? \_\_\_\_\_

How will families be reminded of event? \_\_\_\_\_

**Plan for the Next Parent Workshop/Group:**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Activity/Topic: \_\_\_\_\_

How will families be involved in the planning? \_\_\_\_\_

How will families be invited? \_\_\_\_\_

How will families be reminded of event? \_\_\_\_\_

**Attendance Sign-In**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

**Adjournment**

Next Meeting Date, Time & Location: \_\_\_\_\_

## Yearlong Planning

### Selection of Site Leaders

**(Completed in August/September, January & June, and updated monthly if any changes)**

<b>Chairperson:</b> _____	<b>Vice Chair:</b> _____	<b>Secretary:</b> _____
Leads and keeps meeting on task.	Serves in the Chairperson's absence.	Takes notes from the meeting.
Liaison Position	Representative	Responsibilities
<b>Playground Liaison</b>		Point of contact for any playground safety needs.
<b>Custodial Liaison</b>		Point of contact for custodial supply needs.
<b>Maintenance Liaison</b>		Point of contact for maintenance needs.
<b>Site Liaison (x2)</b> <i>(FDS and EHS Lead Teacher)</i>	#1	Responsible for update Site Licensing Book and serves as On-Site Supervisor during DHS Licensing Visits.
	#2	
<b>Fire/Tornado Liaison</b>		Checks extinguishers, coordinates drills and checks smoke detectors.
<b>Evacuation Liaison</b>		Locate and secure a neighborhood, out-of-neighborhood and out-of-town evacuation site.

### Team Meeting Day & Time

(Completed in August/September)

Teacher	FDS	Weekday	Time

### Review Emergency Planning Guide (Flip Chart)

All staff members (including substitutes) need to review the Emergency Planning Guide **three times a year (August/September, January and June)**. A copy needs to be located in each classroom, on each level of the building, and in each area of the building (gym, social hall, etc.)

#### **Sign & Date:**
