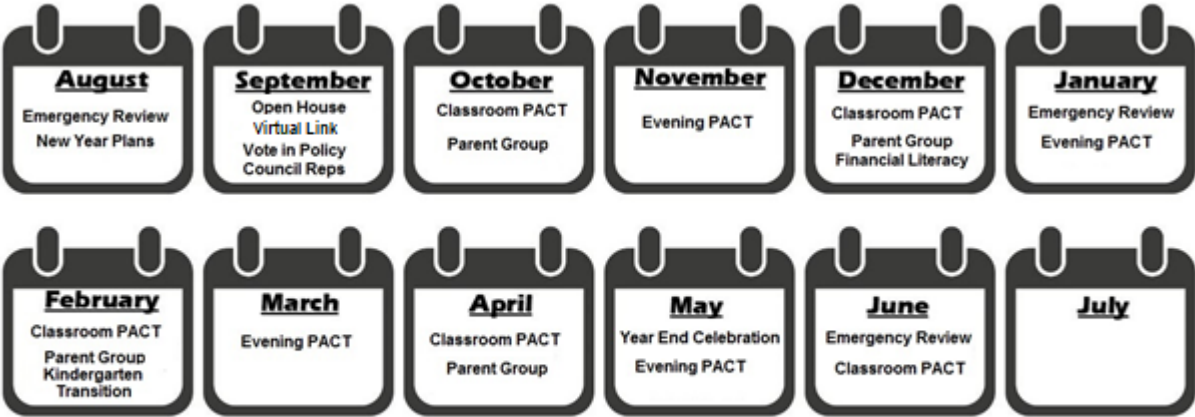


Center Meeting Agenda

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

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

Adjournment
 Next Meeting Date, Time & Location: _____

Yearlong Planning

Selection of Site Leaders

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

Chairperson: _____	Vice Chair: _____	Secretary: _____
Leads and keeps meeting on task.	Serves in the Chairperson's absence.	Takes notes from the meeting.
Liaison Position	Representative	Responsibilities
<i>Playground Liaison</i>		Point of contact for any playground safety needs.
<i>Custodial Liaison</i>		Point of contact for custodial supply needs.
<i>Maintenance Liaison</i>		Point of contact for maintenance needs.
<i>Site Liaison (x2)</i> <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	
<i>Fire/Tornado Liaison</i>		Checks extinguishers, coordinates drills and checks smoke detectors.
<i>Evacuation Liaison</i>		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:
