

Center Site Meeting Yearlong Planning

Schedule of the sites yearlong site meeting dates and times:

(You must schedule 4 dates, not including the August meeting, so Leadership staff can attend. You can always schedule more meetings if you choose.)

Selection of Site Liaisons:

(Completed in August and updated as needed, if any changes occur or when a staff member leave their position.)

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.			

Weekly Team Meeting Day & Time

(Completed in August)

Teacher	FDS	Weekday	Time

Review your location/classrooms EPP - Emergency Preparedness Plan

(Formerly known as the “Flip Chart”)

All staff members (including substitutes) need to review the EPP, provide a signature and date, **three times per year (August-prior to the 1st day of class, January and April)**. A copy needs to be located in each classroom, on each level of the building, and in each area of the building (gym, break room, kitchen, etc.)

There must be a signature on the back of the sheet for each staff member attending this meeting, print double-sided.

Return a copy of this completed form with signatures to Central Office.

