

## 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.)

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**Selection of Site Liaisons:**

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

<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
<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 updating Site Licensing Book and serves as On-Site Supervisor during HHS Licensing Visits, in the absence of the Site Leader.
	#2	
<i>Fire/Tornado Liaison</i>		Checks extinguishers, coordinates drills and checks smoke detectors.
<i>Evacuation Liaison</i>		Locates and secures a neighborhood, out-of-neighborhood and out-of-town evacuation site. (Fill in the information on page 2 of the Site Meeting Agenda and notify Health/Nutrition Coordinator when completed)

**Weekly Team Meeting Day & Time**

(Completed in August)

Teacher	FDS	Weekday	Time

**Review your location/classrooms EPP - Emergency Preparedness Plan**

All staff members (including substitutes) need to review the EPP, provide a signature and date, at least **ONE TIME per school year**, typically in August before classes begin. 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, office, 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.**

