BRADFORD-TIOGA HEAD START CENTER STAFF MEETING MINUTES

CENTER: _____ DATE: _____

✓/A	Name	✓/A	Name	✓/A	Name

✓ = Present A = Absent * = Facilitator

TOPIC	REPORT/CONCLUSION / RECOMMENDATION	ACTION / RESPONSIBILITY
WHAT'S GOING WELL?		
CURRICULUM FOR NEXT WEEK		
PARENT INVOLVEMENT IN PLANNING		
ATTENDANCE CONDERNS	Name _____ days out _____ Name _____ days out _____ Name_____ days out_____	Plan:
SCREENINGS NEEDED	NAME / NEEDS / 45 DAY	Who will follow-up and how?
RESCREENS NEEDED	NAME / NEEDS / DATE SCREENED	Who will follow-up and how?
EVALUATIONS NEEDED	NAME / NEEDS / DATE REFERRED	Who will follow-up and how?

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SCREENING/ EVALUATION/ MDE/ TRANSITION UPDATES	<table><tr><td>NAME</td><td>NEEDED</td><td>DATE</td><td>RESULT</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Who will update Google Docs?
CLASSROOM/ BUILDING SAFETY	Refer to Daily Safety Checklist. Any concerns?	
HEALTH ISSUES	Refer to Daily Health Checklist. Any patterns/concerns?	Who will inform HC?
STAFF TRAINING	For on-site trainings - Trainer(s): Topic(s):	Who will send Staff Attendance Sign- in Sheet?
PARENT INVOLVEMENT	Parent meeting date: time: place: Parent training: Parent Activity Day date: time: theme: Activities:	Trainer: Who is planning activities?
BUS & BUS MONITOR ISSUES	Schedule changes (including field trips): Problems: Safety Issues:	
COMMUNICATION	New policies: CO memos: PTO/schedules: Policy Council Minutes posted? Other:	
NEWSLETTERS & CALENDARS	Upcoming Events	Who will update Google calendar?
PAPERWORK	Who will mail/take to courier/deliver weekly paperwork?	

CHILD CONCERNS