

DOÑA ANA COUNTY HEAD START

Center Team Meeting

Goals and Objectives

- Refocus team on goal – educating young children
- Develop a good working relationship – working effectively
- Work together cooperatively to meet H.S. standards – educating young children
- Maintain communication at center level – and communication with support staff and managers

Requirements

- Center team meetings must be held once a month
- An agenda must be prepared
- All content area must be discussed in reports
- Minutes must be taken
- T/TA must be used – sign-in sheet
- Agenda and minutes must be stapled to T/TA form
- Send completed T/TA form to Program Specialist, Education to be reviewed
- Program Specialist, Education will send it to Director

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Center Team Meeting AGENDA

Name of Center

Date

Time

I. Calendar Review:
Holiday/Leave/End of the Month/Training

II. Component Update / Training Schedule:

A. Disability/Transition

B. Education/Training Opportunities

C. Family Services:

a. Recruitment-Enrollment/Family Outreach

D. Health/Nutrition

E. Mental Health

F. Parent Involvement:

a. Parent Meetings/Policy Council

G. SR & PFCE Outcomes:

a. Topic for the month

H. Attendance:

a. Children on the radar

III. Field Trip or Resource Persons:

IV. Safety

V. Priorities

VI. Announcements

VII. Follow-up Needed

VIII. Next Meeting

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Name of Center: _____ Date: _____

CENTER TEAM MEETING

Minutes

I. Calendar Review

II. Component Update:

Disability/Transition

Education/Training Opportunities

Family Services: Recruitment-Enrollment/Family Outreach

Health / Nutrition:

Mental Health:

Parent Involvement: Parent Meetings/Policy Council

SR & PFCE Outcomes: Topic for the month

Attendance: Children on the radar

III. Field Trips or Resource Persons:

IV. Safety: (Fire drills, Evacuation drills, Safety Checklist, etc...)

V. Priorities:

VI. Follow-Up Needed:

VII. Announcements:
