

Center Committee (Parent) Meeting Agenda

(Hot Sheet)

CF/P-4 Revised 11/03

(mandatory)

This form is used for planning center committee meetings.

The FSW should assist the parent officers to develop the Center Committee Meeting Agenda. The teacher(s) and Home Educator participate as time allows. The agenda planning is held at least **one week** prior to regularly scheduled Center Committee Meeting.

1. Date: State the date of the Center Committee Meeting.
2. Time: State the time of the Center Committee Meeting.
3. Welcome/Introduction: State the name of person making introduction. At this time, new parents and guests can be introduced.
4. Ice Breaker Activity: State the name of the activity and name of person responsible. The person listed should give direction for the activity and prepare all materials needed. If that person is a parent, center staff will assist the parent with preparation and provide materials if needed.
5. Main Topic/Speaker: State the topic and make sure the name of speaker is included.
6. Communications/Announcements:

Staff Updates: Teachers, FSW and Health staff are to give verbal reports.

DPC/SHSPC Reports: Representatives or alternates will give a brief report on outcome of meetings.
7. Community Information/Community Partnerships: Staff or parents can report or share information and/or materials on any community resources, conferences, agencies, upcoming events, or any work done with agencies to form partnerships.
8. Update on Local Program Goals: Parents should be updated monthly on program goals as stated on Plan of Action by staff. Strategies and progress should be shared.
9. Parent Input: Parents are given an opportunity to share anything they would like. Concerns and solutions can be discussed.
10. Acknowledgements: Recognize parents for their involvement in the program. Thank businesses that have provided donations.
11. Date of Next Meeting: Indicate the date of the next month's meeting.

Distribute as noted.