

Center Committee (Parent) Meeting Minutes

(Hot Sheet)

CF/P-5 Revised 11/03

(mandatory)

Documentation of each Center Committee Meeting is kept through Center Committee Meeting Minutes.

1. The committee secretary or other parent volunteer should take minutes.
2. Minutes must adequately record information discussed during the Center Committee Meeting in a clear and legible manner.

Teachers, FSW's, and Health staff should give updates concerning the center.

Updates on and discussion of "progress toward local goals" should be included. Parents should be given the opportunity to share their ideas and concerns for the center.

3. Copies of reports or handouts distributed at the meeting should be attached to the minutes.
4. The note taker must sign the minutes.
5. After the meeting, minutes should be translated into additional languages if necessary.
6. Post the minutes (and any translations) on the parent bulletin board.
7. The previous month's minutes should be filed in the Center Committee binder.