

Parent Committee Meeting Agenda/Minutes/Sign-In

Unit: _____ Date: _____ Location: _____ Time: _____

Agenda for Each Parent Meeting:

1. Parent and Staff Sign In
2. Minutes from Last Meeting
3. Policy Representative or Alternate –Policy Council Report (Communication with Policy Council)
4. Head Start Staff Report or Announcements (Teacher, Area Manager, or FSW)
5. In-kind Report
6. Enrollment/Attendance
7. Health - Staff Update
8. Parent/Child Activities
9. Fatherhood/Youth Activities
10. Community Information/Community Partners/Group Cultural
11. Parent Ideas and Input, Local Program Policies-Activities & Services, Questions, Announcements
12. Classroom Activities/Curriculum Planning
13. Additions to Agenda: _____

Old Business - (Include all Motions, Discussion, and Votes Taken) (attach paper if needed)

New Business - (Include all Motions, Discussion, and Votes Taken) (attach paper if needed)

Additional Agenda Topics for **NEXT** Meeting:

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

Parent Education **Topic** for **THIS** Meeting:

Presenter: _____

Topic: _____

1) Parent Education **Topic** for **NEXT** Parent Meeting: _____

2) **NEXT Parent Meeting:**

Date: _____ Time: _____ Location: _____

Facilitator (signature): _____ Date: _____

Recorder (signature): _____ Date: _____

Staff Use:

Please send this to your Area Manager with your Friday's mail following the parent meeting.

- Turn in This Form
- Turn in Parent Meeting Notice that was sent to all families

Keep a monthly **ONGOING** record on this form of each month of topic date that was provided. At the minimum, parent educational topics must be planned and offered by the program in the areas of:

Parenting Skills: (Date of) _____

Education and Child Development: (Date of) _____

Mental Health: (Date of) _____

Nutrition: (Date of) _____

Oral Health: (Date of) _____

SIGN IN (Please specify if you are a **PARENT** or **STAFF**)

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

11. _____ 12. _____

➤ Use the program's sign in sheet if more space is needed for sign in.