

South Central Child Development, Inc.
Parent Committee Meeting
Minutes

Unit _____ Date _____

Location _____ Time _____

Call to Order _____

Roll Call-Parents _____

Roll Call-Staff _____

Roll Call-Guests _____

Minutes of last meeting _____

Reading of correspondence _____

Policy Council Report _____

Staff Report _____

In-Kind Report _____

Field Trip Report _____

Parent Education Session Report _____

Group Cultural/Community Activities Report _____

Parent/Child Activity Report _____

Fatherhood Activities Report _____

Youth Involvement Report _____

Old Business (Include all motions, discussions and votes taken) _____

New Business (Include all motions, discussions, and votes taken) _____

- Plan agenda for next meeting (complete agenda form)
- Motion for adjournment

How were parents involved in planning **this meeting**? (Arranging for a room, presenting, contacting presenters, refreshments, operating audio-visual equipment, etc.).

Parent Education Session/Presenter for **this meeting** _____

Date, Time, Location and name of topic for **next Parent Education session** _____

Facilitator

Date

Recorder

Date

The following needs to be sent in to your area manager with Fridays mail following the parent committee meeting:

- Notice
- Agenda
- Minutes
- Group Activity Delivery Tracking/Sign in Sheet
- Next month's agenda

At the minimum parent training activities for parents must be planned and offered by the program in the area of:

	Date and name of topic
Parenting Skills	_____
Education & Child Dev	_____
Mental Health	_____
Oral Health	_____
Nutrition	_____