

Weekly Staff Meeting Report – Whole Center – (Aberdeen & Huron)

Site: _____

Date: _____

Members Present: (including, but not limited to each classroom staff, bus drivers, cooks/assistants, FSC, EC)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Complete form and file at site to be reviewed by Education Coordinator.**

Topics Covered

Training / Team Building (staff, FSC, EC): _____

Family/Child Success / Concerns (staff, FSC, EC): _____

Information to Share with Staff: (i.e. memos, new policies, upcoming training, etc.)

Enrollment / Attendance - _____

Other information related to the combined Center site:
