

PACT for West Central Illinois
Center Team Meeting Agenda

Center: _____

Facilitator: _____

Site Supervisor

Date _____

Time: _____

Staff Attendance:

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

Site Supervisor will discuss the topics listed in the box below once per month.

<input type="checkbox"/> Family Events	<input type="checkbox"/> Staff Morale/Wellness	<input type="checkbox"/> Safety Practices/Issues/Maintenance Needs
<input type="checkbox"/> Sex Offenders List	<input type="checkbox"/> Program Data/Child Outcomes	

Site Supervisor will train on the topics listed in the box below in September and January.

<input type="checkbox"/> Epi Pen Training	<input type="checkbox"/> Nebulizer Training
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Record Meeting Minutes Below or attach additional sheet of paper with minutes. Send a copy to Education Operations Coordinator.