

East Missouri Action Agency, Inc.  
HEAD START  
“An Equal Opportunity/Affirmative Action Employer”

**STAFF MEETING**

**Center** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_ **Time** \_\_\_\_\_

**Signatures of All Staff Attending**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**Cooks** \_\_\_\_\_

\_\_\_\_\_

**Family Advocates** \_\_\_\_\_

\_\_\_\_\_

**Change of Status** \_\_\_\_\_

\_\_\_\_\_

**Children and Families to Be Staffed – Social/Emotional/Behavioral Concerns**

| A                            | B                            | C                            |
|------------------------------|------------------------------|------------------------------|
| Child's name – concern score | Child's name – concern score | Child's name – concern score |
| 1 _____                      | _____                        | _____                        |
| 2 _____                      | _____                        | _____                        |
| 3 _____                      | _____                        | _____                        |
| 4 _____                      | _____                        | _____                        |
| 5 _____                      | _____                        | _____                        |
| <b>Time</b> _____            | _____                        | _____                        |

| D                            | E                            | F                            |
|------------------------------|------------------------------|------------------------------|
| Child's name – concern score | Child's name – concern score | Child's name – concern score |
| 1 _____                      | _____                        | _____                        |
| 2 _____                      | _____                        | _____                        |
| 3 _____                      | _____                        | _____                        |
| 4 _____                      | _____                        | _____                        |
| 5 _____                      | _____                        | _____                        |
| <b>Time</b> _____            | _____                        | _____                        |

East Missouri Action Agency, Inc.  
HEAD START  
“An Equal Opportunity/Affirmative Action Employer”

**Education Staff**

Weekly Plan Topic

| A | B | C |
|---|---|---|
| D | E | F |

**Comments or Special Event/Guest or Field Trip (Include Field Trip Request form)**

---

---

---

**Upcoming Meeting/Training** \_\_\_\_\_

**Memos** \_\_\_\_\_

**Request Forms Turned In** (check)      \_\_\_ Education Supply Request Form

\_\_\_ Health Supply Request Form      \_\_\_ Nutrition Supply Request Form

\_\_\_ Office Supply Request Form      \_\_\_ Forms Requested Form

**Center Problems** \_\_\_\_\_

---

---

**Other Comments** \_\_\_\_\_

---

---

**Staff Training** \_\_\_\_\_

---

---

---

---

---

---

**Site Manager Signature** \_\_\_\_\_