

SULLIVAN COUNTY HEAD START, INC.
PROGRAM MEETING SCHEDULE

MEETING	WHO ATTENDS	WHEN
Administrative Management Team Meeting	Executive Director, Managers, Fiscal Office	Weekly on Wednesday
Family Service Meeting	Family Services Manager, Parent Involvement Manager and Family Assistants	Weekly on Friday
Menu Planning Meeting	Nutrition Manager, Cooks and Parents	Monthly and as Needed
Education Staff Meeting	Manager, Teachers, Assistants and Auxiliary Staff as Needed	Monthly and as Needed
Board of Directors	Board Membership, Executive Director and Auxiliary Staff as Needed	Monthly - Second Thursday
Policy Council	Policy Council Membership, Executive Director, Parent Involvement Manager and Auxiliary Staff as Needed	Monthly - Third Tuesday
Parent Committee Meeting	Parents, Family Assistants and Parent Involvement Manager	Monthly at Each Center
Case Management Meeting	Involved Center Staff (i.e.: Teacher, Family Assistant, Health Aide, Head Teacher, etc.)	November and as Needed Throughout the Year
Health Advisory Committee Meeting	Advisory Committee Members, Health Manager, Administrative Staff and Designated Center Staff	Bi-Yearly and as Needed
Manager Meeting with Executive Director	Individual Managers and Executive Director	Tuesday 3:00 p.m. assigned