

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part:** 1302 Program Operations  
**Subpart:** J- Program Management and Quality Improvement  
**Section:** 1302.101 Management System  
**Subject:** Center Staff Meetings

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**Policy:**

The Centers will conduct monthly meetings.

**Procedure:**

1. A monthly meeting will be held at each center, with a set agenda.
2. The Center Director will include any information with center staff from the monthly management team meeting.
3. The Center Director will assign one member to take minutes.
4. The minutes and agenda will be kept in a notebook or file at the centers. The Center Director will also make a copy and forward information to the Director.