

**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: Management Team Meeting**

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**Policy:**

Management Team meetings will be held on a regular basis, considering input from all managers.

**Procedure:**

1. The Management Team will meet at least once a month.
2. The agenda is set by the Head Start/Early Head Start Director with input from the program coordinators and Center Directors.
3. The Center Directors will relay pertinent information back to the centers.
4. The Director's Assistant will take notes at Management meetings and distribute copies to each Management Team member.
5. Confidentiality statement will be strictly adhered to when discussing any personnel related and program issues.