

Parent Meeting Report Form

Center: _____

Date: _____

Meeting called to order by: _____

Tonight's Speaker, Training Topic, Information Provided:

Reading and Approval of the minutes from the last meeting: _____

Policy Council Report Update:

Special Orders for Consideration:

Unfinished Business from Previous Meeting:

New Business Discussed:

Announcements:

Meeting Adjourned by: _____

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

MEETING REPORT

Date: ____/____/20____

Location: _____

No. of Hrs: _____

Training Topic: _____

Trainer's Name: _____

Print Name & Sign	Parent	Staff	Comm	Organization
Ex Jane Doe -			x	HHS
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