

# WCMCA Head Start Team Meeting Minutes



Date:

FES(s):

Other Attendees:

Planning (CLASS, HOVRS, Curriculum, Family Events, I/I/I Analysis, Safety):

## Follow-up/Interventions:

*Attendance Concerns: Note children & interventions (Attendance Works, texts, etc.):*

*Child Progress: IEP/IFSP Updates, Behavior Plans or ICCPP Review*

*Screenings and Assessments: Documentation Status, TSG Data, screenings and follow-up*

## Coaching:

*\*Every other month, the classroom team will alternate between **video sharing** and **training** (✓ the box)*

<p>_____ <b>Video Sharing</b></p> <ol style="list-style-type: none"><li>1. Review Video Plan Forms</li><li>2. Share videos</li><li>3. Reflection and Peer Feedback</li></ol>	<ol style="list-style-type: none"><li>1. What Conscious Discipline Strategy/Skills did you implement this month?</li></ol> <hr/>
<p>_____ <b>Training to support goal</b></p> <ol style="list-style-type: none"><li>1. Review and reflect on goal</li><li>2. Resources utilized (CLASS video, article, book, Teachstone blog, ECKLC-Engaging interactions)</li><li>3. Enter a date and update the goal in Child Plus</li></ol>	<ol style="list-style-type: none"><li>2. What results did you see from your implementation?</li></ol> <hr/> <ol style="list-style-type: none"><li>3. Enter the date of the meeting and note the training in the CP Coaching tab</li></ol>

## Additional Topics/Miscellaneous:

***Actions/Follow-up Needed – include initials of person responsible:***