**FACE Center-Based Team Planning Meeting**

**(Sample Agenda)**

Date: \_\_\_\_\_\_ Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Center-Based Staff** (Preschool teachers plan together, adult education teacher plans separately, then the center-based team plans together.)

1. **Preschool**
* Review last week’s plans and make new plans.
* Share highlights and concerns with center-based team.
1. **Adult Education**
* Review last week’s plans and make new plans.
* Share highlights and concerns with center-based team.
1. **Parent Engagement**
* Review of last week’s parent engagement lesson plans and make new plans
* PACT Time observations
* Parent Time updates
* K-3 families
* PACT Time /Parent Time activities at home /in the community
1. **Integration Opportunities**
* In what ways can preschool plans and adult education plans come together?
1. **Family Updates**
* Follow up with families.
* Make home visits.
1. **Assessments, Goals, and Documentation**
2. **Next Steps and Responsibilities**