**FACE Team Planning Meeting**

**(Sample Agenda)**

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

**Whole Team** (The whole FACE team includes home-based, center-based, coordinator, and administrative staff.)

1. **Check-in: What’s up?**
2. **Overall Program Updates and Concerns**

* Center-based
* Home-based
* School-wide

1. **Special Events**

* FACE Family Circles
* Field trips
* School activities
* Community events

1. **Advisory and Leadership Updates**

* Community Advisory Board
* School Leadership Team,
* School Parent Advisory Committee

1. **Family Updates**
2. **Referrals**
3. **Recruitment and Retention**
4. **Transitions**
5. **Attendance and Incentives**
6. **Materials, Supplies, and Budget**
7. **Imagination Library**
8. **Monthly Reports**

* Documentation
* Action Plans
* Continuous Improvement

1. **Next Steps and Responsibilities**