

Sample Planning Meeting Agenda

WELCOME AND INTRODUCTIONS

ESTABLISH A COMMON GOAL

Discuss the goal of the workshop: to engage families in young children's language and literacy development. Give your team some background on why you are offering the workshop. Discuss the following:

- Why this workshop and why now?
- Who are the families we most hope to serve?
- What are the likely benefits we can see from this workshop?

PROVIDE AN OVERVIEW OF THE WORKSHOP

Explain that the workshop is conducted in five sessions:

- Literacy Happens at Home
- Literacy Happens in the Living Room
- Literacy Happens in the Kitchen
- Literacy Happens in the Bedroom and Bathroom
- Literacy Happens Out and About

In each session, the following literacy topics are addressed:

- Concepts of Print
- Writing
- Phonological Awareness
- Letter-Sound Knowledge
- Comprehension
- Oral Language

Each session follows the same structure:

- Greeting families and sending children to childcare
- Viewing a 15-minute informational video that showcases families doing simple activities; a brief discussion period is included
- Introducing the session's 12 literacy activities (2 each for each literacy area)
- Supporting families as they engage in at least one activity per literacy area

DISCUSS FAMILIES TO BE SERVED

Determine how many families you hope to reach. Identify and address potential obstacles to family participation, such as:

- Conflicting obligations (other children, meal preparation, work schedules, etc.)
- Transportation
- Adult literacy levels
- Home languages other than English

IDENTIFY COMMUNITY RESOURCES

Brainstorm how to tap local businesses and other organizations for support and supplies. You might consider:

- Libraries and bookstores (to suggest and supply books)
- Caterers and restaurants (to provide food)
- Girl Scouts, Boy Scouts, other student groups (to assist with childcare)

Engaging Families in Children's Literacy Development

PLAN A SCHEDULE

Consider the school calendar, typical family schedules, and conditions such as the weather that may affect your population.

- Plan a date for each session.
- Discuss need for alternate times.
- Determine a time slot for each session; be sure to allow time to set up and break down the center activities.

IDENTIFY SPACE

As you identify possible spaces, keep in mind that you'll need:

- A consistent location
- Space for childcare
- Space for video presentation
- Space for activities
- Space for coats and other items
- Space for storing materials

CONSIDER BUDGET

Discuss what resources are already in place (or can be acquired at no cost) and identify your budget needs. Be sure to consider:

- Staffing
- Materials
- Publicity
- Refreshments

PLAN A COMMUNICATION STRATEGY

Discuss how and when you will communicate with families:

- Methods of communication
- Timeline for publicity
- Family sign ups
- Reminders

PLAN PROFESSIONAL DEVELOPMENT

As needed, go over with your team the six areas of literacy development addressed in the series: concepts of print, writing, phonological awareness, letter-sound knowledge, comprehension, and oral language. Then, share examples of ways to support each of these areas in the home. If the team needs additional background knowledge, come up with a plan for building that knowledge. For example, you might form a book club to read *Beyond Bedtime Stories*.

PLAN NEXT STEPS

- Planning the first session
- Holding a dress rehearsal