

# Building a Better Staff Meeting

Making the most of the time  
you have with your staff to  
develop skills and improve  
overall program quality



Help your staff and program grow



# What makes a meeting engaging?



# Glen Bridge Staff Meeting

Date: 5/16/16  
Conference Room

Welcome

This month's PD- Sparking Interest -20 minutes - Sandra Frerichs

What do you think sparks interest in STEM? How can we encourage interest, wonder and excitement in our program? **Set 3 goals for the next two weeks**

Demonstration  
Model  
Invitation

Prompt  
#Challenge - let's do a weekly STEM  
Question Challenge

Summer Reading Program - 10 minutes

Program Overview and Goal - one reading level advancement for each student. Each room will need to plan 20 minutes to Drop Everything And Read daily. **The library has time for us on Monday and Thursday - decide which will work best**

Monday Library  
Friday Swim  
Can we read aloud for OEA  
Need to plan all our field trips

Summer Program Planning Update - 20 minutes

What are you planning? What do you need? Each team report progress and needs.

Calendars due at the end of the week. **Summer Program Supply Orders due May 23**



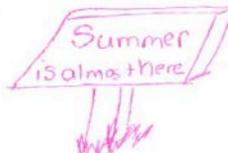
June 20 Nat'l Day of making  
- visit maker's club, create our own books  
Robotics the last week of July  
Who will cover while I am gone June 29 - 30  
Finalize weekly cra

Important Info:

**First Aid Training on May 20** for anyone who needs it. Bring in your card if you are not attending the training.

**Closed May 30 and 31. Cleaning and set up June 1-3. Summer Program begins June 6.**

Questions?



# When you Meet



# After the Meeting



# Using the Click2Science Model



# Outcomes of the Click2Science Model



# Planning PD that Makes STEM Click



1. Staff Meetings are for PD
2. PD helps your staff and your program grow
3. Use your overall plan to keep focused on what is important
4. Effective PD develops skills and aligns with program goals and quality measures



Thank You!

# Connect with Click2Science

[click2sciencepd.org](http://click2sciencepd.org)  
[click2sciencepd@unl.edu](mailto:click2sciencepd@unl.edu)  
[@Click2Science](#)



[click2sciencepd.org](http://click2sciencepd.org)