

## SACC on the Agenda

Staff meetings are important for ensuring that all staff are informed and abreast of the program's overall activities across all service areas. They are also a vital opportunity to convey important information, and to build a professional learning community and collegial connections among your staff.

Sometimes though, the needs of school age staff are overlooked during staff meetings, particularly in programs where the focus is on preschool. Often the staff meeting agenda reflects the operations and concerns of preschool, or meetings are held when school age staff is unable to attend. When this happens, School Age staff can feel disconnected from the overall program. When the Staff meeting agenda items are exclusively about preschool concerns, it can create the perception among all staff that the needs and concerns of the preschool portion of the program have primacy. This can undermine the effectiveness of the entire meeting, communication among staff, and ultimately the entire program.

When school age agenda items are of equal importance to other items on the meeting agenda, school age staff can be informed, more engaged, and more invested in the organization as a whole. Preschool staff may begin to be aware of how their program is impacting school age, and help be a part of the solution to challenges around shared space, scheduling and other issues.

Here are some ideas that can support keeping your SACC staff informed and engaged through staff meetings.

**Schedule mandatory all staff meetings during hours when SACC staff can attend.** At least quarterly, arrange to have an all staff meeting at a time when all staff can attend. This may mean after hours or on a day when the center is closed.

**Have more than one meeting per month.** Staff can select the meeting and meeting time that works for them.

**Have SACC only meetings.** These meetings can be held in the morning right after SACC ends, or in the hour prior to the afternoon program starts.

Finding the time, space and budget for staff meetings is always a challenge. But making sure that SACC matters are an integral part of the discussion in staff meetings will contribute to the effective operations of your entire program.