**Iowa 21st Century Community Learning Centers**

**New Grantee and Staff Transition Committee**

***Meeting Agenda and Notes***

September 30, 2021

10:00am

Join Zoom Meeting

<https://zoom.us/j/93440681126?pwd=RVFVeDd2dDRqNjF4ZHhKODd6WEZkZz09>

Meeting ID: 934 4068 1126

Passcode: 393864

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**COMMITTEE MISSION:** This committee works to support sites in the first year of their grant as well as sites who have experienced staff transition. The overarching goal is to provide guidance and support for the main concepts of the grant including compliance, recruitment, retention, reporting, and other documentation.

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**2021-2022 COMMITTEE GOALS:**

* Meet every month.
* Answer questions in real time.
* Share successes/resources with all.

**ROSTER**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Abby Block | BGCCI |  |
| Allison Wilson | MICA |  |
| Bobbie Jo Sheridan | DMPS |  |
| Chris Hoover | Maquoketa | x |
| Crystal Deery  | MICA | x |
| Elana Zalar | Council Bluffs |  |
| Fiona Top | Burlington | x |
| Jennifer Hartman | Waterloo |  |
| Jessica Walter | Council Bluffs | x |
| Joe Maloney | Dubuque |  |
| Kate Pankey | BGCCI |  |
| Megan Kruse | Council Bluffs |  |
| Nicole Schleif-Sinn | BGCCI |  |
| Nikki Clausen | Council Bluffs | x |
| Savannah Sherry | Council Bluffs |  |
| Sharon Jargo | Andrew |  |
| Tara Notz | Maquoketa  |  |
| Tricia Anderson | North Fayette |  |

**AGENDA ITEMS**

|  |  |
| --- | --- |
| **Agenda Item** | **Notes** |
| Review of Best Practice Site Visit and Site Monitoring Documentation |  Crystal and Vic both presented on what constitutes a Best Practice Site Visit and an official Site Visit done with the Department of Education.A Best Practice Site Visit is typically done in year one or two of your grant by a member of the Iowa Afterschool Alliance (most likely Crystal). These visits are not designed to be punitive, but instead to recognize what you are doing well, ideas for ways to improve, and access to individualized support and resources. Crystal then reviewed the document and provided examples of the things she will be looking for and how the information can be shared with a site’s administrative team and/or full direct service staff. Finally, Crystal indicated that there is self-assessment tool available from the IAA to internally measure where you are at with your quality standards. This tool can be accessed here: <https://www.iowaafterschoolalliance.org/quality> Vic then reviewed the Site Monitoring Document explaining that this is used as one of the tools in the decision to award funding in years 4 and 5 of the grant. Vic also provided examples and highlights for people on the call. Crystal also reminded the group that the documents and topics discussed in the two previous month calls were connected to this site monitoring form as well.  |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
|  |  |  |  |  |

**UPDATES FROM VIC –**

**NEXT MEETING DATE – TBD as our next scheduled call is on Thanksgiving. All calls are at 10:00am**

**ADJOURN**