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**Iowa 21CCLC Director’s Meeting**

**Agenda**

**May 19, 2020**

**Conference Call 1-515-604-9985, passcode 123766**

**Please mute your phones when not speaking**

1. **Attendance/Roll Call**

* Allison Wilson – MICA
* Allie Ney – Helping Services
* Beth Christoffer – Allamakee
* Cassie Gerst – Burlington
* Jenna Andrews – Beyond the Bell
* Steph Stulken – Kids on Course
* Megan Bogdan – YouthPort
* Barb Schmitz – Oelwein
* Dawn Cogan – St. Mark’s Youth Enrichment
* Loras Osterhaus – Clinton
* Abby Kempema – Beyond the Bell
* Alyssa Gearhart – North Fayette
* Beth Malicki – Kids on Course
* Kaitlin Schmidt – St. Mark’s
* Chuck Benge - Fairfield
* Heidi Brown – Des Moines
* Jessie Stoffel – Council Bluffs
* Rhonda Nelson - Bettendorf
* Amy Whittington – Central Decatur
* Bobbie Jo Sheridan – Des Moines
* Christine Carlson – Storm Lake
* Katelynn Fry - Andrew
* Amy Minteer – Iowa City
* Virginia Kurth - Allamakee
* John Spinks – Oakridge
* Lynn Redenbaugh – Storm Lake
* Katie Boatright – Fairfield
* Britney Samuelson – IAA
* Crystal Hall – IAA
* Vic Jaras – Iowa Department of Education

1. **Program Highlight – Kids Read Now, Jessie Stoffel from Council Bluffs**

Vic: Lots of discussion about keeping kids connected – especially when there isn’t internet access. This program mails books and keeps track of how kids are doing with reading. Almost all kids have access to a phone which can be a low check way of communication. Vic asked Jessie with Council Bluffs to talk to her experience with this program. This is a research based strategy and an allowable expense to the grant.

Jessie: Council Bluffs started working with Kids Read Now in the summer of 2018. The following is a summary of their experiences:

Benefits:

* Youth increased the number of books read dramatically. Initial numbers indicated that the collective group had completed 50 books. This increased dramatically to 200 at mid-summer and ended at 500. In year two, the number of completed books started higher at 200 and then increased to 400 at mid-summer and 700 at completion.
* Program Facilitator at Council Bluffs (Jamie) indicated that program benefits included:
  + Ease in getting books to students
  + All students get three books but additional interaction resulted in the opportunity to get six more books. This was a big incentive for many kids.
  + Code in the front of the book allowed them to log in their reading with easy access.
  + Company is very easy to work with, is very accommodating and the best fit for Council Bluffs’ summer literacy goals.
* Survey Data. Kids Read Now also surveys youth, teachers and parents.
  + Youth are surveyed to discover their interests and are then matched with books that they might enjoy.
  + Teachers reported kids had high levels of motivation, the books were high interest – matched to youth input, books were fun and enjoyable and of high quality. There is also an incentive system which provides an opportunity to read/receive more books.
  + Parents liked how kids were engaged in “fun” reading for the duration of summer, the convenience of mailed books and that these new books were free to them which was a nice consideration for many low income and/or single parent households.

Tips

* Make sure parents are engaged and involved. Hold a meeting to allow parents to ask questions and understand the commitment. They will need to be able to log in and record books completed by their child.
* Be sure to gather the correct contact information for parents. This will make things much easier.

Long Term Goals:

* Hoping to use year 3 data to review fall FAST reading scores to determine growth and sustainability

1. **Summer Programming**
   1. **Iowa Ag Literacy Partnership Opportunity**
   2. **Afterschool Alliance Volunteers for Summer Programming**

We are all still eagerly awaiting guidance from the Governor’s office regarding summer programming. Some school districts have made a decision to not have programming. If this is the case for you and your site, that is ok and this decision will not be held against you. These sites will still have to do the APR reporting, but there is an option to indicate no summer data is available due to no summer programming. For anyone who is holding programming this summer, there are two opportunities that may be of interest to you.

The Iowa Ag Literacy Partnership has staff available to come to your sites to work on outdoor activities such as a garden. If you are interested in this option, it will be made available at no cost to you, however, timing may be a consideration as it may be difficult to plant a garden and have production in July.

The NCCC, a division of AmeriCorps, is making their members available to sites hosting summer programming. This is in response to concerns over a reduction in available staff due to changes brought on by the pandemic. An email was sent to the distribution list and two sites responded. Britney will be participating in a call on Thursday with this group and will let us know if there are any changes or extensions to the window of opportunity to join in the program.

Q: If we are having summer school, do you want a schedule?

A: Yes, that would be great. The same if you are planning for virtual summer school.

1. **Statewide Evaluation**

A draft of Executive Summary was sent last week and since then some minor edits have been made. The newest draft will be sent out to the distribution list and will be available online. Sites are encouraged to use this summary document as talking points when you are working with community partners

The State Evaluation template will also be updated starting in June. ERMS will be drafting a document and will work with the Evaluation Committee prior to rollout and implementation. Work will begin in June with rollouts in July or August. Changes to the template will allow for the collection of more anecdotal data in a year in which number data may be limited. Collecting input from teachers, students, parents, and staff will help to bridge the data gap.

1. **Financial Claims Process and Due Dates** 
   1. **Q3 claims are due May 15th – if you miss this deadline you will have to wait until Q4 for payment. Make sure you email me when you have uploaded your claim spreadsheet and general ledger and clicked that all important submit button. Normally, I check claims twice a week, but when I get an email, I will go directly to your claim to review it.**
   2. **Carryover numbers ASAP/Carryover Reminder: Meet with your finance office to determine what your carryover request will be. Email me in May, when you are ready to talk about your carryover or simply email me the dollar amount you wish to carry over.**
   3. **Line Item Transfers- For Q3 and Q4 this school year, you CAN transfer funds out of PD into any category you need additional funds. Please follow our regular line item transfer procedure (fill out the section on your claim spreadsheet and email me with a contact phone number – if you are working from home, please provide your cell phone.)**
   4. **Check- does everyone have the Guide to Budgets and the Finance Guide that came out in January 2020?**

All claims are in and we are officially done until the next window in June. Please remember to send your claims spreadsheet and your general ledger. Email Vic once your claim has been submitted so he can address it immediately.

If you are not running a program currently, you may have a fixed cost for Q4 including staff salary and indirect line items. This amount can be requested in carryover funds. As soon as you know your carryover amount, call Vic and he will incorporate into your contract avoiding an amendment. Remember that a line item transfer requires an email to Vic for approval. There may also be a phone call required for approval.

Q: Are Q4 reports still due July 15?

A: Yes, no information about an extension has been shared. The State closes books August 15th so we will work to get this done then by the July 15th deadline. If you have an issue with this date, please email Vic.

Q: Do you want a bottom line figure for carryover?

A: A dollar amount is needed. The carryover will be reflected in your new contract and will be reflected in the box indicated by the total award. This eliminates the need for an amendment and justification.

1. **Mizzen App from Mott**

The Mott Foundation supports out of school time programming across the country and can be a wealth of knowledge for programs. In the past two years, a team at Mott has developed an app in which sites can download to their devices to have high quality activities at their fingertips. This app, called Mizzen, has been vetted by partners across the country and includes activities in multiple categories (ex. music, STEM). The app allows you to search by: subject/topic, age group, and length of activity. Britney Samuelson will be providing an in depth look at the app on June 9th during a Best Practice Webinar. Site directors are encouraged to download the app, have direct service staff do the same, and to participate in the June 9th webinar.

1. **Reminders from the Iowa Afterschool Alliance**
   1. **Check updated contact info.** Please take moment to visit [www.iowa21CCLC.com/contacts](http://www.iowa21CCLC.com/contacts) to confirm that your information is correct. Email changes to Crystal at [chall@sppg.com](mailto:chall@sppg.com).
   2. **Bi-monthly Best Practice Webinars**
      1. **May 12 – Cassie Gerst; Developing Relationships Online** Crystal and the IAA Team would like to thank Cassie for her presentation last week. The topic was well received and included lots of valuable information. All recorded webinars can be found here: <https://www.iowa21cclc.com/best-practice-webinars>
      2. **May 26 – Chelsea Christ, Iowa Farm to Table.** Please join us on this upcoming date to learn about the Iowa Farm to Table program and how your site can partner with this entity.
      3. **June 9 – Britney Samuelson, Mizzen App**. Please see discussion above for more information.
      4. **June 23 – Open at this time.** Any 21CCLC site is welcome to participate as a facilitator for these Best Practice webinars. If you are interested in sharing a presentation topic or idea, please reach out to Crystal at [chall@sppg.com](mailto:chall@sppg.com).
   3. **Ongoing committee meetings.** All upcoming committee meetings can be found here: <https://www.iowa21cclc.com/committees>
   4. **New Cohort 15 Grantees.** There will be a virtual new grantee meeting for those who applied for and received funding from Cohort 15 funds. This date will be announced soon.
2. **Sharing Best Practices- Does anyone have some innovative things you are doing locally that you want to share?**

John with Oakridge stated that summer camp applications will be rolled out soon and staff will be going door to door to sign up youth for programming.

Beth with Kids On Course University stated that they are a summer only program and as they are not able to get into buildings at this point, will be restructuring their approach to summer. A community evaluation indicated that hunger is a top priority of the families of KOCU attendees. KOCU will be taking over nine feeding sites over the summer where they will serve two meals per day and will address academics through the purchasing and distribution of books, activity packets, and other materials. KOCU is working with Linn County Public Health to ensure safety is priority. They will be working with volunteers, AmeriCorps members, and staff meet the needs at these sites. Steph Stulken, also with KOCU, is also working on a summer reading program in partnership with the Cedar Rapids Kernels, a local baseball team, and another community partner who has secured a Dollar General grant which will allow for the distribution of 40,000 books this summer.

Barb with Oelwein shared that a music teacher is leading a virtual program this summer in which any child who signs up will learn how to play the ukulele. The instrument and materials will be distributed at a curbside pickup event.

Cassie with Burlington will be hosting virtual summer school from June 15-July 31 on Mondays through Thursdays with teachers collaborating with youth mornings and afternoons. Packets will be passed out at meal distribution sites. There district has ensured there is a device for every student (with the school providing a device to 87% of enrollment) and youth will be allowed to keep these over the summer. Burlington is also using several volunteers in this process.

Jessie with Council Bluffs shared that their Soccer Club partner has developed a virtual soccer program and has purchased a soccer ball for all children to take home for the summer. This has prompted exploration into other virtual club opportunities including robotics.