**Iowa 21st Century Community Learning Centers**

**Communications and Engagement Committee**

***Meeting Agenda***

May 26, 2020

11:00am

Iowa Afterschool Alliance is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/94483345874?pwd=YmJHWHlMNjhjR2hYalVtcHUzcE1CUT09>

Meeting ID: 944 8334 5874

Passcode: 881509

*Please mute your phones as to reduce background noise.*

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**COMMITTEE MISSION:** This committee keeps current with 21CCLC activities and best practice examples occurring across the state and communicates examples of high-quality afterschool programming on a regular basis.

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**2020-2021 COMMITTEE GOALS:**

* Meet every other month.
* Share successes/resources with all.
* Address communication plans in response to COVID-19.
* Develop a communication plan for sites to provide guidance on what, how, and when to communicate with different levels of staff.
* Explore the option of an online platform for the 21CCLC network to share ideas, troubleshoot issues, and communicate about day to day operations across the state.

**ROSTER**

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| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Billy Stone | Oakridge  | X |
| Mel Hostetler | Iowa City CSD  |  |
| Erik Nelson | Iowa City CSD |  |
| Kelsi Stanley | Des Moines Public Schools |  |
| Georgia Beeman | Des Moines Public Schools |  |
| Aileen Hunnell | Des Moines Public Schools  |  |
| Chuck Benge | Fairfield CSD |  |
| Sabrina Witt | Clinton CSD |  |
| Beth Malicki | Kids On Course/Cedar Rapids |  |
| Barb Schmitz | Oelwein | X  |
| Amy Hawkins | Dubuque CSD |  |
| Jacki Lambe | Dubuque CSD |  |
| Fernando Perez | SHIP |  |
| Elana Zalar | Council Bluffs  | X  |
| Savannah Sherry | Council Bluffs CSD  | x |
| Rachel West | DMPS |  |
| Cynthia Garcia | Beyond the Bell |  |
| Vic Jaras | IDOE | x |
| Crystal Hall | IAA | x |
| Emilee Harris | IAA |  |

**AGENDA ITEMS**

|  |  |
| --- | --- |
| **Agenda Item** | **Notes** |
| Consideration of Committee Name Change | Communications, Partnerships and Sustainability Committee* The idea behind this is to give this committee more guidance or support in developing tasks associated with the cross-work associated with 21CCLC
* All on the call agreed that this was a good idea.
* Next steps are to take this idea to the Directors to see if they have any concerns.
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| Direction of Committee Work | Update on outreach to Chairs for an “Exec Committee” style report out at Director’s calls and how this work can be used to further the work of the Communications Committee. * Elana (or Crystal) will also bring this idea up to the Directors on Friday’s call.

Identify ideas for additional work that align with committee goals for future meetingsWe have essentially met 4 of our 5 goals with the exception of the last bullet which is the Telegram App. Elana confirmed that our goals were targeted to a different type of year (in response to COVID). Discussion and thoughts:* Do we need to explore what previous goals have been?
* Do we need to beef up our committee description?
* Should we focus on local evaluation and making sure that these are sent to the communities for maximum impact?
* How to gather input from the community?
* How to speak to community partners about the program?
* How to best tell your story?
* Regular meetings with your host district?
* Should we provide a summary or report from all other committee at these meetings in an effort to help streamline our communication efforts?
* Do we convene the Chairs of all committees to determine the approach to communications?
* Can we develop a form of what this committee has been working on and use this to prepare for discussion?

Elana will work on a template to send out to Chairs and we will invite them to our next meeting in May to be held via Zoom. |
| Development of a Communications Guide | All Committees will be asked to develop their own Guide this upcoming fiscal year per Vic’s request. * Intro for new members, programs, onboarding for new chairs ☺
* 11 items from the monitoring document should be included
* Templates, resources, best practices, examples, etc.
* communications: purpose, rational, format on how to submit special events or new partners
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| Impact Afterschool Conference | What does the Communications Committee want to see as part of the conference workshops and offerings?* Childhood trauma
* Leveraging social media
* Free resources to create documents
* Sustainability
* Face to face time with committees
* Site based presentations (lightning round), team approach is great!
* Members are encouraged to submit ideas to Crystal via email.
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| Review calendar for FY22 | Meeting dates would be:July 21September 15November 17January 19March 16 – spring break?May 18Does the 11am time slot still work for people?* Committee agreed that the time and days generally work. We will send out calendar reminders for the first six months of the year very soon.
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| Program Highlights | Barb at Oelwein shared that in the last two days they moved an entire elementary to a new building(s) as the school is being remodeled. Adding 8 more classrooms. Summer school starts June 7 with over 300 enrolled PK-8th grade with a break in July and then resume for 3 weeks in August. High School has a camp schedule starting June 7 – end of July. Serve breakfast and lunch. Parents are concerned about youth learning gaps and this will help bridge that gap. They are also connecting with the LEGO program at ISU. There is competition and it leads to high school robotics. They are starting in 1st grade and have already recruited coaches.Billy at Oakridge shared that their Youth Work Program has 75 youth ready to be trained to work with younger students who are deficient in math, reading and social behaviors. Students will have an opportunity to be placed at other agencies to perform tasks for a taste of workplace experience. Training is occurring in partnerships with businesses and organizations as well as colleges and professional organizations. There will be hands on experiences and this should be a great opportunity to expose them to how society works and give them some skills. Elana at Council Bluffs excited to receive renewal funding for high school sites and for an elementary site. Summer school is kicking off soon. Getting through a year of staffing changes was a challenge but they made it through – all five administrative members were in new positions and did a great job.  |
| Other/Open Agenda | None |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| 5/28/21 | Present idea of committee name change and Exec Committee report out at the Director’s Meeting | Elana (but if she is unable to attend then Crystal will do this) |  | We will take ideas from the Directors to build upon this.  |
| Early to mid-June | Confirm committee rosters | Crystal | Crystal will ask the network their preference for committee attendance and will define rosters. |  |
| Mid to late June | Send first 6 months of the fiscal year’s calendar invites | Crystal | Once email lists are defined, we can send these out to the lists.  |  |

**NEXT MEETING DATE – July 21, 2021 at 11am**

**ADJOURN**