**Iowa 21st Century Community Learning Centers**

**New Grantee and Staff Transition Committee**

***Meeting Agenda***

November 22, 2019

10:00am

Join by phone:

1-515-604-9985, passcode 123766

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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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**2019-2020 COMMITTEE GOALS:**

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

**ROSTER**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Allison Wilson | MICA | X |
| Alyssa Gearhart Sue Thoms | North Fayette Valley CSD | X |
| Brandon Kirchoff | Andrew |  |
| Chelsea Szczyrbak | Boys & Girls Club of the Cedar Valley | X |
| Chris Hoover | Maquoketa CSD | X |
| Clarissa Thompson | MICA |  |
| Duane Willhite | North Fayette Valley CSD | X |
| Jennifer Hartman | Waterloo CSD |  |
| Jessie Stoffel | Council Bluffs CSD |  |
| Katelynn Fry | Andrew CSD | X |
| David Setzer | Boys & Girls Club of the Cedar Valley | X |
| Sally Diehl | DMPS |  |
| Savannah Stuckmayer | DMPS | X |
| Karissa Chaverria | DMPS |  |
| Megan Bogdan | YouthPort  |  |
| Melissa Widel | Andrew CSD |  |
| Mohornes | Waterloo CSD |  |
| Nicole Schleif | Boys & Girls Club of Central Iowa | x |
| Kendra Allen | Boys & Girls Club of Central Iowa |  |
| Tara Notz | Maquoketa CSD |  |
| TJ Sommerfeldt | Waterloo CSD |  |
| Joe Maloney | Dubuque | X |
| Vic Jaras | IDOE | X |
| Crystal Hall | IAA | X |
| Other/Guests:  |  |  |

**AGENDA ITEMS**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Review of documents that are NOT required but may be helpful.  | Reviewed the following documents with guidance and input from CrystalPolicy and Procedure ManualsOperations GuidesEnrichment GuidesParent HandbooksStaff HandbooksEnrichment and/or Volunteer HandbooksIDOE Guidance on Program Staff ChangesTalking Points with Infographic |
| Links to paperwork can be found at:[www.iowa21CCLC.org](http://www.iowa21CCLC.org) and on the Committees tab under New Grantee/Staff Transition.  |  |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| December 18 | Next Conference Call: What the IAA can offer to you and your site. |  |  |  |
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**UPDATES FROM VIC – Claims are due next week in the Iowa Grants platform.**

**NEXT MEETING DATE – All calls are at 10:00am**

**Friday, November 22 March – No Call**

**Wednesday, December 18 Thursday, April 23**

**Thursday, January 23 Thursday, May 28**

**Thursday, February 27 Thursday, June 25**

**ADJOURN**