**Iowa 21st Century Community Learning Centers**

**New Grantee and Staff Transition Committee**

***Meeting Agenda***

July 23 2020

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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**2020-2021 COMMITTEE GOALS:**

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

**ROSTER**

|  |  |  |
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| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Allison Wilson | MICA |  |
| Alyssa Gearhart | North Fayette Valley CSD |  |
| Bobbie Jo Sheridan | DMPS | x |
| Brandon Kirchoff | Andrew |  |
| Chris Hoover | Maquoketa CSD |  |
| Clarissa Thompson | MICA |  |
| Jennifer Hartman | Waterloo CSD |  |
| Nikki Clausen | Council Bluffs CSD | x |
| Katelynn Fry | Andrew CSD |  |
| Gabby White | BGCCV |  |
| Emi Banes | BGCCV  |  |
| Sally Diehl | DMPS | x |
| Sarah Kenkel | MICA  | X |
| Savannah Stuckmayer | DMPS |  |
| Karissa Chaverria | DMPS | x |
| Megan Bogdan | YouthPort  | x |
| Melissa Widel | Andrew CSD |  |
| Nicole Schleif | Boys & Girls Club of Central Iowa |  |
| Bryan Gonzales | Boys & Girls Club of Central Iowa |  |
| Tara Notz | Maquoketa CSD |  |
| Kristina Cox | BGCCI | x |
| Joe Maloney | Dubuque |  |
| Vic Jaras | IDOE | x |
| Crystal Hall | IAA |  |
| Other/Guests:  |  |  |
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**AGENDA ITEMS**

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| **Agenda Item** | **Notes** |
| Introduction to the Committee/Return to Learn Planning – Open Discussion, What do you want to gain from participating? | Participants introduced themselves and gave a blurb as to what they want to accomplish this year through this committee. The Committee is designed to support brand new grantees as well as staff who have transitioned into new roles. Crystal shared the results from a survey sent to the Committee that participated last year. Topics that were mentioned last year included: * Recruiting staff, activity leaders, and volunteers to support your program.
* Best practice tools to help your out of school time program feel supported.
* Introduction to Forms and Documentation
* Data Collection and Entry
* Budget Management

Additional topics mentioned included: * Parent engagement
* Reporting techniques
* Time management
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| Additional Questions/Comments: | Great websites that you should bookmark:<https://www.iowa21cclc.com/><https://www.iowaafterschoolalliance.org/>Consider utilizing You 4 Youth’s Introduction to 21CCLC program. Just visit: <https://y4y.ed.gov/>, create a password and watch the video. Vic’s phone number – 515-402-2729Vic.jaras@iowa.govCrystal’s phone number – 319-310-8312chall@sppg.com  |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
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**UPDATES FROM VIC –**

**NEXT MEETING DATE – August 27 at 10:00am**

**FY21 Calendar Dates were sent**

**ADJOURN**