**Iowa 21st Century Community Learning Centers**

**New Grantee and Staff Transition Committee**

***Meeting Agenda***

August 25, 2022

10 am

Join Zoom Meeting

https://us06web.zoom.us/j/95820784567?pwd=T3B1a1dOTE53OTJXd05zeUJwaWQxQT09

Meeting ID: 958 2078 4567

Passcode: 183949

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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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**2022-2023 COMMITTEE GOALS:**

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

**ROSTER**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Andrea Reuter | Easton Valley CSD |  |
| Coleen Gould | Bettendorf CSD |  |
| Cathy Eggers | Clinton CSD |  |
| Chris Hoover | Maquoketa CSD |  |
| Cathy Krupa | Allamakee |  |
| Elena Zalar | Council Bluffs CSD | x |
| Fiona Top | Burlington CSD | x |
| Kristen Blair | BGCCI |  |
| Jessica Walter | Council Bluffs CSD |  |
| Joe Maloney | Dubuque CDS |  |
| Megan Kruse | Council Bluffs CSD |  |
| Nikki Clausen | Council Bluffs CSD |  |
| Stephanie Neff | Cedar Rapids CSD |  |
| Tricia Anderson | North Fayette Valley |  |
| Valerie Ruiz | MICA |  |
| Carissa Bailey | DMPS |  |
| Kristen Allan | DMPS | x |
| Catherine Wedemeier | Oelwein |  |
| Erin Brookshire | Fort Dodge |  |
| James Lee | Boys and Girls Club of Cedar Valley |  |
| Vic Jaras | IDOE | x |
| Heidi Brown | IAA | x |
| 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? | The Committee is designed to support brand new grantees as well as staff who have transitioned into new roles. Topics that were mentioned in years’ past 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.govHeidi’s email – hbrown@sppg.comHeidi’s phone – 515-237-0340 |

**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 – October 27th**

**ADJOURN**