**Iowa 21st Century Community Learning Centers**

**New Grantee and Staff Transition Committee**

***Meeting Agenda and Notes***

January 26, 2023

10:00am

Topic: 21CCLC New Grantee and Staff Transition Committee

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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**2021-2022 COMMITTEE GOALS:**

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

**ROSTER**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| A.J. Salinas | BGCCI |[ ]
| Carissa Bailey | DMPS |[x]
| Elana Zalar | CBCSD |[x]
| Jessica Walter | CBCSD |[x]
| Kristen Allan | DMPS |[x]
| Molly Jones |  |[ ]
| Andrea Reuter | Easton Valley CSD |[x]
| Catherine Wedemeier | Oelwein |[x]
| Erin Brookshire | Fort Dodge |[x]
| Fiona Topps |  |[ ]
| J. Maloney | Dubuque |[ ]
| Kristen Blaire | BGCCI |[ ]
| Macie Huston | BGCCI |[ ]
| Nikki Clausen | BGCCI |[ ]
| Linda Phillips | DMPS |[x]
| Valerie Ruiz | MICA |[ ]

**AGENDA ITEMS**

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| **Agenda Item** |  |
| Review of the IAA Afterschool in a Box Toolkit: Staffing Recruitment and Retention section* Flexible work schedules
* Hiring staff for 1-2 days per week
* Hiring staff for a short term project or event
* Rotating staff for free days off to prevent burnout
* Recognizing staff for the little things (ex. sending cards)
* Team building strategies

Link to the toolkit: [Starting & Supporting a Program | IAA (iowaafterschoolalliance.org)](https://www.iowaafterschoolalliance.org/starting-and-supporting-a-program) |  Erin Brookshire shares that she is having difficulty recruiting volunteers.Carissa Bailey shares that she’s had success reaching out to her schools’ community and parents in the program.Recruiting teachers and allowing them to share their hobbies with students. Vic suggests reaching out to churches in the area for volunteers. Volunteers are required a background checks. Catherine has had luck recruiting teachers by doing the back work of getting supplies ready for lessons. Carissa Bailey created a club proposal for students, parents, and teachers to fill out with lesson suggestions.Heidi suggests recruiting high school students who need to complete silver cord hours.   |
| Staff Retention | Erin shares that she has snacks available for staff. She makes it a point to recognize staff at the end of every day by thanking them Catherine gives thank you cards to staff who completed a club.  Vic suggests raising the compensation for teachers as a form of recognition. Raising pay may require board approval.  |
| Budget Guidance  | Vic suggests looking at your budget monthly to avoid underspending and overspending. Line item adjustments can be done every quarter, email your proposed change to Vic.Quarter 2 claims are due, email to Vic. Reach out to Vic with any questions if unsure what is an allowable expense. Do not spend more than 8% on administration. Do not exceed 4% for evaluation. DO spend a minimum of 5% for Professional Development. A risk assessment is completed when reviewing claims.  |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
|  |  |  |  |  |

**NEXT MEETING DATE – February 23, 2023**

**ADJOURN**