**Iowa 21st Century Community Learning Centers**

**Communications and Engagement Committee**

***Meeting Agenda***

March 17, 2020

11:00am

Conference Call Line 515-604-9985

Passcode 123766

*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 |
| Beth McGorry | St. Mark’s  |  |
| 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**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Follow up on Telegram App | Emilee was going to set up a pilot group to do some testing and practice. Crystal will reach out to her to set this up. |
| Direction of Committee Work | 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. |
| Program Highlights | Elana and Savannah from Council Bluffs – daily interactions are becoming a little more routine, there has been fewer interruptions and the youth have been able to start doing some field trips again. Barb from Oelwein – District just did a promotional video about the District. It showed several OST activities. They are also back full time and attendance is picking up. Billy from Oakridge- Networked with a lot of families and schools and have doubled youth in their OST program. Working with DMPS to ensure curriculum is available, contact and communication with parents to let them know that they are open and available. Billy is also working on parent and student surveys for program improvement and will be rolling out teacher surveys soon.  |
| Other/Open Agenda | None. |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| March 26, 2021 | Draft and inter-committee summary document to determine what other committees are working on and how the Communications Committee can assist with this process.  | Elana  | We can use this as a talking tool at our May meeting to determine this committee’s goals moving forward. We will want to align our committee work to help further the work of the other committees as well.  |  |
| April 2, 2021 | Respond to Elana’s email with edits and input | Committee |  |  |
| April 5, 2021 | Final edits make and send document to chairs for other committee  | Crystal  |  |  |

**NEXT MEETING DATE – May 19, 2021 at 11am on Zoom**

**ADJOURN**