**Iowa 21st Century Community Learning Centers**

**Communications, Sustainability and Partnerships Committee**

***Meeting Notes***

November 17, 2021

11:00am

Iowa Afterschool Alliance is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/92223208693?pwd=eEtQMm4yUGJPMG5XUk10bnhIbFVsZz09>

Meeting ID: 922 2320 8693

Passcode: 050411

*Please mute your laptops/ 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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**2021-2022 COMMITTEE GOALS:**

* Sharing Best Practices and Successes
* Establish the CSP Committee as a support to all other committees.
* Support the new additions to our committee name.
* Develop a Committee Guide.
* Address communication plans in response to COVID-19 (specific action steps)

**ROSTER**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Aileen Hunnell | DMPS |  |
| Billy Stone | Oakridge |  |
| Chuck Benge | Fairfield |  |
| Elana Zalar | Council Bluffs | x |
| Georgia Beeman | DMPS |  |
| Jackie Lambe | Dubuque |  |
| Kelsi Stanley | DMPS |  |
| Erik Nelson | Iowa City CSD |  |
| Kelsi Stanley | Des Moines Public Schools |  |
| Mel Hostetler | Iowa City | x |
| Sabrina Witt | Clinton |  |
| Savannah Sherry | Council Bluffs |  |
| Vic Jaras | IDOE | x |
| Crystal Hall | IAA | x |
| McKenzie Kielman and Emmanuela Noi | SPPG | X |

**AGENDA ITEMS**

|  |  |
| --- | --- |
| **Agenda Item** | **Notes** |
| Follow up and next steps: Google Form | *Elana created a very simple Google Form for each Committee to complete and identify areas where they would like to collaborate on with other Committees.*  A reminder that this will be used as a tool for keeping all sites in the loop as to the work being done. Elana shared the Google form with the committee. We discussed then using this doc to come up with a sharable link that can be sent out once per month. The drive could be housed on the website with a link that everyone can edit and share out. Crystal will send this out when edits have been made and sharing needs to occur.  Our next steps will be to convene all the committee chairs for a quick 30 minute or less call to for final edits and commitments to complete as well as access to the Google doc, where it’s housed, etc. Elana will send me her availability for the next few weeks to make this happen. |
| Discussion on supporting the Sustainability and Partnerships component of the goals | *How can we identify a mechanism for sharing out successes with other sites, partners, parents, etc. Consider a survey of how we can provide support to sites for evaluation and partnerships. Need to still evaluate what this looks like for the committee.* *At the next Directors Meeting, the Committee will ask the Directors about what support is needed around sustainability and partnerships. This will be a good forum for discussion and give the Committee some direction for these focus areas.*  Crystal will add a question to the Annual Survey that is open ended asking how we can support sites and then offer a check list of how we can reach back out to them including evaluation, communication, sustainability, partnerships, family engagement, program support, and professional development. |
| Update on Committee Guide | *Consider user friendly option for sharing and utilizing the document. Consider how to use as a recruitment mechanism.*  Elana is still working on this and will send a link to Crystal to share with the committee. We will ask people to make their edits by December 10. We can then talk through the comments at our January 19 meeting. |
| Updates on work plan | *Draft Committee Guide*  *Questions for Directors Meeting*  *Notes with finalized goals* |
| Program Highlights |  |
| Other/Open Agenda | N/A |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| December | Send January –June calendar invites for committee meetings | Crystal |  |  |
| December 10 | Edits and comments to the CSP Guide | All Committee Members |  |  |
|  |  |  |  |  |

**NEXT MEETING DATE – January 19, 2022 at 11am**

**ADJOURN**