**Iowa 21st Century Community Learning Centers**

**Communications and Engagement Committee**

***Meeting Agenda***

May 20, 2020

11:00am

Join by phone:

1-515-604-9985, 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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**2019-2020 COMMITTEE GOALS:**

* Meet every other month.
* Share successes/resources with all.
* Develop templates for communicating the importance of 21CCLC programming to different populations or stakeholders (ex. parents, press, legislators, community partners, administration, etc.)

**ROSTER**

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| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Beth McGorry | St. Mark’s  |  |
| Mel Hostetler | Iowa City CSD  |  |
| Erik Nelson | Iowa City CSD |  |
| Kelsi Stanley | Des Moines Public Schools | X  |
| Georgia Beeman | Des Moines Public Schools |  |
| Aileen Hunnell | Des Moines Public Schools  |  |
| Chuck Benge | Fairfield CSD | X |
| Sabrina Witt | Clinton CSD |  |
| Beth Malicki | Kids On Course/Cedar Rapids |  |
| Barb Schmitz | Oelwein |  |
| Amy Hawkins | Dubuque CSD |  |
| Jacki Lambe | Dubuque CSD |  |
| Chelsea Szczyrbak | Boys & Girls Club of the Cedar Valley |  |
| Fernando Perez | SHIP |  |
| Elena Zalar | Council Bluffs  |  |
| Rachel West | DMPS | X  |
| Vic Jaras | IDOE | x |
| Crystal Hall | IAA | x |
| Other/Guests |  |  |

**AGENDA ITEMS**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Vic’s announcement | The Governor’s announcement scheduled for 11am tomorrow (5/21) will include information about summer programming and afterschool programming. |
| Updates on the community partner template for consistent messaging.  | No updates have been made. We can send out to the Committee for input and once approved, we can tweak the document and share out with the distribution list.  |
| Question from open discussion: What, when and how do you share information with different levels of staff? | Rachel – most staff is direct level, we wait for an approved message from their supervisor. The administrative team meets weekly and they discuss how they communicate. When they talk to direct level staff, they do so at the same time on a Zoom. Kelsi – limited volunteers at her site. The primary form of communication is through the District site for volunteers and families. Person to person staff communication is typical and of course some person to person communication for volunteers. Barb – group of 5 people but have not included the “camp teachers” in decision making. Monthly staff meetings where things are discussed and decisions are made. They communicate necessary information with the “camp teachers” as needed. Volunteers are communicated via snail-mail and through appreciation events. Chuck – monthly Board meeting that Chuck and the Director attend. They discuss issues and data. Director has a monthly staff meeting. Volunteers (who primarily come from the middle school) are not included in the staff meeting. All part-time staff are included in the staff meeting. Q: Should we consider putting together some tips or guidance on how to communicate on topics with different levels of staff? Barb will develop a Google Doc that a Director would use to follow to do a presentation that would include categories such as Budget, Evaluation and Data, Site Concerns, Partnerships, and Natural Disasters (aka pandemics). Barb will send the link to Crystal who will then send it to the committee and we can discuss at the next meeting.  |
| Other/Open Agenda | None. |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| TBD | Development of a community partner template. | TBD | Creating a template for sites to use when reaching out to local businesses and organizations | Requested by the Program Support CommitteeBeth mentioned her site does corporate sponsorship information and that there are tools out there to use. Canva is a free software that Beth uses for 90% of reports and letter-writing for her site.UPDATE: May 20 – Barb will forward this document link to Crystal who will send to the committee for review. We can tweak the document as a whole and then share with the network.  |
| May 29, 2020 | Develop a Google Doc with tips or guidance for sharing information with staff | Barb | Creating a tip sheet for sites, especially new sites or new administration level staff to use to speak to different levels of staff. | Barb will design based on discussion and then we can take to the full committee.  |
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**NEXT MEETING DATE – \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020 at 11am**

**ADJOURN**