****

**Iowa 21CCLC Director’s Meeting**

**Agenda**

**Wednesday, April 29, 2020**

**Conference Call 1-515-604-9985, passcode 123766**

**Please mute your phones when not speaking**

1. **Attendance/Roll Call**
   * Allie Ney – Helping Services of NE Iowa
   * Dawn Cogan – St. Mark’s Youth Enrichment
   * Billy Stone – Oakridge Neighborhood Center
   * Loras Osterhaus – Clinton CSD
   * Virginia Kurth – Allamakee CSD
   * Melissa Widel – Andrew CSD
   * Megan Bogdan – YouthPort
   * Allison Wilson – MICA
   * Jenna Andrews – SHIP/BTB
   * Alyssa Gearhart – North Fayette
   * Beth Christoffer – Allamakee
   * Steph Stulken – KOCU
   * Amy Whittington – Central Decatur
   * Lynn Redenbaugh – Storm Lake
   * Amy Minteer – Iowa City
   * Cassie Gerst - Burlington
   * Katelyn Fry - Andrew
   * Barb Schmitz – Oelwein
   * Kaitlin Schmidt – St. Mark’s
   * Christine Carlson – Storm Lake
   * David Setzer – BGCCV
   * Sam Graeve – Audubon
   * Katie Boatright – Fairfield
   * Rhonda Nelson – Bettendorf
   * Chelsea Szczyrbak – BGCCV
   * Heidi Brown – DMPS
   * John Spinks – Oakridge
   * Emilee Harris – IAA
   * Jessie Stoffel – Council Bluffs

**Opening comments from Vic:**

* Please remember to take care of yourselves. This is a scary time and we need to be at our best.
* Please remember that Vic is available for calls or emails at any time but may not be able to immediately provide an answer to you – the IDOE is closely monitoring communications and guidance to ensure accurate information is shared.
* There is no new guidance from the federal or state level at this time.
* Vic has the contracts for Cohort 15 done and will send as soon as he’s able. The system will open in May.
* Vic has received notification from the US Department of Education regarding next year’s RFA cycle. Cohort 16 will have $6 million available in program funds. This is a reduction from previous years as it aligns with Iowa’s Free and Reduced Price Lunch numbers.

1. **Site Check In – How are things going?**

Skipped this agenda item.

1. **Update on the APR data collection and local evaluation (brief)**

Vic was on a call recently in with the Feds stated they would like to have a data collection for this year, but it probably won’t start until August. There will be a check box in the system for sites that don’t have that data. The APR will ask for attendance but there will be an input box in which to provide anecdotal data.

1. **Summer Programming**

We are all eagerly awaiting guidance from the Governor’s office regarding summer programming. Vic is not aware of a timeline as they are waiting on data to make the best decision. Vic would like to encourage sites to prepare for summer as if they will be able to serve kids as normal as possible. If summer programming doesn’t happen, carryover of funds is available. Vic encouraged the sites to look up the outdoor classroom webinar from yesterday to get a few ideas about ways to engage kids in outdoor summer learning.

1. **Q&A regarding approved guidance sent 4/22 via email**

Summer Programming:

Q: If there is no in-person summer programming, can we offer virtual summer programming?

A: Yes, we want to provide as much as we can for these kids. The DE and the IDOE are asking us to be as flexible as possible at this time. We need to mitigate summer slide.

Q: If summer happens, our site is concerned with a possible outbreak. Due to a reduction in staff, we are concerned about the management of such a situation. Who would provide PPE?

A: We need to make sure kids are safe so it’s ok to purchase items like a thermometer, masks, hand sanitizer, etc. It would also be a good idea to work with your local health department to develop a plan to ensure safety.

APR and Data Collection and Local Evaluation:

Q: Just confirming that you stated that there would be a box to check on the APR system if we do not have that data. Will checking that box be held against us?

A: Yes, there will be a check box if you do not have data. No, not being able to access data will not be held against you. Remember that state assessments are not going to take place.

Q: Will we still need to complete a Local Evaluation?

A: Yes, we will still do this but it will be different – probably more anecdotal in nature- Less data and more human relation stories. ERMS will be revising the template to reflect changes to the document. The Evaluation Committee will review and provide insight before it is shared with the larger network. We are almost done with the State Evaluation for 2019.

Q: Will teacher surveys be required?

A: The Feds may ask you to do the survey in September, but that is not a given at this point. Vic will provide updates as information on the APR comes down from the feds.

Quarterly Claims:

Q: If we need to ask for a carry-over, when is it due and can we have 4th quarter expenses?

A: The exact date is still unknown but will probably be at the end of May. Please contact Vic if you have an amount in mind for the carryover, if he can put it in your new contract, it’s much simpler but you can still do a carry-over with amendment. Expenses in the 4th quarter are absolutely fine.

Q: Can you remind us about the plan for transitioning 5th year grantees?

A: We are considering an end date extension amendment. Summer programming may play a role in this decision. More information will be shared when decisions are made.

Q: Claims require a signature, if we submit a spreadsheet vs. a PDF, can we simply type in our signature?

A: Yes.

Q: What is the earliest we can request 4th quarter claim?

A: Please refer to the date on the claims sheet as the system will open sometimes in May. If you are a community group and therefore using the Iowa Grants and this can be entered at any time.

Q: Thermometers are ok, right? Are facemasks ok?

A: Yes, hand sanitizer too. These are supply items needed to keep children safe.

Paying Staff:

Q: Should we be paying our staff right now? If so, how do we calculate hours for staff and wage?

A: The guidance sent via email allow this. However, this is a local decision like the hourly rate of pay- you determine this locally. Calculating hours and wages may depend on the status of staff – for example: part-time, full-time, layoff vs. furlough. Vic offered to be available for a call with the financial departments of sites for further discussion.

1. **Financial Claims Process and Due Dates** 
   1. Q3 claims are due May 15th – if you miss this deadline you will have to wait until Q4 for payment. Make sure you email me when you have uploaded your claim spreadsheet and general ledger and clicked that all important submit button. Normally, I check claims twice a week, but when I get an email, I will go directly to your claim to review it.
   2. Carryover reminder. Meet with your finance office to determine what your carryover request will be. Email me in May, when you are ready to talk about your carryover.
   3. Line Item Transfers- For Q3 and Q4 this school year, you CAN transfer funds out of PD into any category you need additional funds. Please follow our regular line item transfer procedure (fill out the section on your claim spreadsheet and email me with a contact phone number – if you are working from home, please provide your cell phone.)
      1. You do not have to convert the excel claim spreadsheet to a PDF. You can upload it as a file into the system. If there is a correction to be made, Vic can fix it and inform you of the change. If you submit as a PDF, he will have to work with you to fix this.
   4. Check- does everyone have the Guide to Budgets and the Finance Guide that came out in January 2020?
2. **Updated contact information on the website.** 
   1. Please click to review that your info is current and correct. If this can be done within the next few days, that would be great. Let Crystal know if your info is incorrect.
   2. [www.iowa21CCLC.com](http://www.iowa21CCLC.com)
3. **Reminders from the Iowa Afterschool Alliance**
   1. Ongoing newsletter
   2. Increased social media presence
   3. Bi-monthly Best Practice Webinars
   4. Ongoing committee meetings

Please let Crystal know if you do not receive these newsletters and she will add you to the list. Please feel free to like or follow The Iowa Afterschool Alliance on social media. Our Best Practice webinar calendar invites will be sent out prior to those events. We will also be posting the recordings if you are unable to attend on the [www.iowa21CCLC.com](http://www.iowa21CCLC.com) website under Professional Development and then Best Practice Webinars. Committee meetings will be happening at their scheduled times and the calendar can be found online at the website as well as in the email Crystal sent out approximately a month ago.

1. **Sharing Best Practices- Does anyone have some innovative things you are doing locally that you want to share?**

John with Oakridge: We have been working with DMPS to get laptops set up for children in the metro area. They are using these to participate in morning and afternoon virtual classroom sessions. We are also feeding kids and families which gives us an opportunity to have eyes and ears on young people. Last week we served over 400 sandwiches donated from Chick-Fil-A and are also working with Principal Financial Group to support hot meals that can be stored and prepared later. A group from Omaha who brought in meat, fresh fruits and veggies resulted in an ongoing partnership. We are planning for summer youth programming and youth summer camp and are looking to secure funding to hire additional teachers to engage in some outdoor learning – in other words, striving for normalcy. Finally, we are working with adults and families to educate them about COVID-19 and the steps to take if someone gets sick.

Vic – This is outstanding. We need to remember that kids were food insecure before the epidemic so providing this meal support is great work.

Kaitlin with St. Mark’s Youth Enrichment– We have been providing Grab and Go kits with different learning activities including academic and social-emotional. Examples of contents include: Yoga and meditation cards, crayons, games, etc. We started doing 70 per week which quickly doubled to 140 and are distributing these through no-contact pick up or food distribution sites.

Vic – this is great, we need to be sure that we are documenting this year’s local evaluations will be seeking more anecdotal evidence this year.

Barb with Oelwein– We have continued to work with our garden and chickens. Afterschool program families are signing up to do chicken chores and are then “paid” in eggs. There are two different sites and the sign up has been a really warm hearted project.

Vic – great way to get kids outside and learning!

1. **2019-2020 Free and Reduced Price Lunch numbers have been released. Please review the link for your buildings/schools.**

Updated and available for sites to check your buildings and sites for accuracy.

<https://educateiowa.gov/documents/school-frl/2020/04/2019-20-iowa-public-school-k-12-students-eligible-free-and-reduced>