**Iowa 21st Century Community Learning Centers**

**Communications, Sustainability and Partnerships Committee**

***Meeting Agenda***

July 21, 2020

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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**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 |
| Aileen Hunnell | DMPS |  |
| Billy Stone | Oakridge  | X |
| 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 |  |
| Crystal Hall | IAA |  |
| Emilee Harris | IAA | X |

**AGENDA ITEMS**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Goals for 2021-2022 School Year | Communications, Partnerships and Sustainability Committee**Goals for FY22**#1 – Sharing Best Practices and Successes#2 - Establish a reporting mechanism for an “Exec Committee” report to share across the network in an effort to prevent silo work. This would establish the CSP Committee as a support to all. The form would be completed by the Chairs of all committees and sent to Elana for use to compile and build out the agenda. Use these to build out additional goals for committee work. #3 - Address communication plans in response to COVID-19. The committee will work on specific action steps connected to this goal. This could include reinforce existing policies or sharing out documentation. #4 –Support the new additions to our committee name. Consider a survey of how we can provide support to sites for evaluation and partnerships. How can we identify a mechanism for sharing out successes with other sites, partners, parents, etc. #5 – Develop a Committee Guide. Consider user friendly option for sharing and utilizing the document. Consider how to use as a recruitment mechanism. |
| Executive Committee Report Out | Update on outreach to Chairs for an “Exec Committee” style report out at Director’s calls and how this work can be used to further the work of the Communications Committee. Elana will work on a template to send out to Chairs and we will invite them to our next meeting. |
| 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?
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| Development of a Communications Guide | All Committees will be asked to develop their own Guide this upcoming fiscal year per Vic’s request.  |
| Impact Afterschool Conference | What does the Communications Committee want to see as part of the conference workshops and offerings?A hands on resource training on creating an online presence – social media, apps, web-based work. Committee members are asked to share individual names that might be good presenters for this topic. Crystal and Emilee will also brainstorm this from an IAA perspective.  |
| Program Highlights | Billy shared the Youth Summer Work program has completely taken off. These youth work in “real job settings” in the community. STEM on the Ridge had 20 vendors/partners come out to focus on activities with the youth. Teachers in the program who have jumped through extra hoops to provide hands-on activities. Social Emotional activities had a summer focus as well. More great things coming including things like juice bars and a concentration on the learning loss for K-5.  |
| Other/Open Agenda |  |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| 9/15 | Brainstorm the action steps connected to our goals | Committee | We will make this the focus of our September meeting.  |  |

**NEXT MEETING DATE – September 15, 2021 at 11am**

**ADJOURN**