**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**

|  |  |  |
| --- | --- | --- |
| 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 |  |
| 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 |  |
| Amy Hawkins | Dubuque CSD |  |
| Jacki Lambe | Dubuque CSD |  |
| Mae Hingtgen | Dubuque CSD |  |
| Chelsea Szczyrbak | Boys & Girls Club of the Cedar Valley |  |
| Fernando Perez | SHIP |  |
| Elena Zalar | Council Bluffs |  |
| Rachel West | DMPS |  |
| Vic Jaras | IDOE |  |
| Crystal Hall | IAA |  |
| Other/Guests |  |  |

**AGENDA ITEMS**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Updates on the community partner template for consistent messaging. |  |
| Question from open discussion: What, when and how do you share information with different levels of staff? |  |
| 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 Committee  Beth 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. |
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|  |  |  |  |  |

**NEXT MEETING DATE – \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020 at 11am**

**ADJOURN**