**Iowa 21st Century Community Learning Centers**

**Communications and Engagement Committee**

***Meeting Agenda***

September 16, 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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**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 |
| 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 |  |
| Fernando Perez | SHIP |  |
| Elena Zalar | Council Bluffs | X |
| Rachel West | DMPS |  |
| Cynthia Garcia | Beyond the Bell |  |
| Vic Jaras | IDOE |  |
| Crystal Hall | IAA |  |
| Emilee Harris | IAA | X |

**AGENDA ITEMS**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Review of goals for FY21 | Welcome to Elena Zalar as our new Committee Chair!  The Committee held discussion and voted on the goals for the 2020-2021 School Year:  #1 Hold meetings every other month – **Committee voted yes and to keep the current day and time schedule of Wednesday at 11am.**  #2 Share success/resources with all – **Committee voted yes.**  #3 Address communication plans in response to COVID-19. Committee agreed that this was a valuable topic of discussion but felt that most sites probably had a plan in place and were adjusting as needed to meet the needs of their participants. Committee agreed to remove this as a goal for now, but keep it in our minds for ongoing discussion and ways to continue to support programs. **Committee voted no.**  #4 Develop a communication plan for sites to provide guidance on what, how, and when to communicate with different levels of staff. Committee discussed changing this verbiage to better reflect the needs of all sites across the state. The new goal would be to support team building within sites through tips/guidance/best practices regarding positive staff communication. **Committee voted yes to this amendment.**  #5 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. **Committee voted yes.** |
| Identification of next steps | The Committee is asked to review the Telegram App for ease of use and ability to be shared among sites across the state to meet Goal #5. Please access the information below:  Link to check Telegram out: <https://telegram.org/>  If you want to test the app out, download to desktop with this link: <https://telegram.org/apps>  Anyone interested can add me with my credentials, Emilee Harris (563) 581-7274,  and we can chat to test it out! |
| Ideas to re-invigorate this committee | Vic suggested that we add the Communications Committee to the Director’s Meeting (to be held next week) agenda as a way of reminding the group how interconnected this committee is with all aspects of 21st Century. Crystal will add this to the agenda. |
| Other/Open Agenda | Each sites were asked to share how they are currently operating:   * Elena is doing a hybrid. * Kelsi is 100% virtual but in the process of switching to hybrid. Kelsi’s program is doing full day 7-5 serving K-5. * Chuck is doing hybrid (M,T Group ½ Wednesday then flip flops)   Vic shared that the USDOE will amend (with a waiver) the flexibility of out of school time hours. Each state will have to apply (Iowa is in progress). This will allow for program flexibility to hold programming 24/7.  Crystal shared information about the Impact Afterschool Conference including how to register <https://www.iowa21cclc.com/impact-after-school-conference> |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| October 9, 2020 | Review the Telegram App and provide feedback to the IAA regarding ease of access. | All Committee Members | Choose and implement a tool/app to share out with the community | The IAA will continue to act as the TA support for this app, but sites should feel comfortable using it for open discussion, idea sharing, document sharing, etc. |
| September 24, 2020 | Add Communication Committee as an agenda item to the upcoming Director’s Meeting to discuss its role | Crystal | Increased attendance |  |
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**NEXT MEETING DATE – November 18, 2020 at 11am**

**ADJOURN**