**Iowa 21st Century Community Learning Centers**

**Professional Development Committee**

***Meeting Agenda***

December 6, 2019  
9:00 – 10:00 a.m.

Join by Zoom:

1-515-604-9985 passcode 123766

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**COMMITTEE MISSION:** This committee provides input and assists with outreach and professional development activities, such as the coordination of the spring annual out-of-school time conference, as well as the regional summer and fall workshops for the 21CCLC network and other out-of-school time providers.​

**2019-2020 COMMITTEE GOALS:**

1. **Develop an online platform for communicating with the network about best practices as well as a “safe” place to talk about individual site concerns.**
2. **To develop and implement a component of the Impact Afterschool Conference to highlight the network’s accomplishments through and Iowa Best Practices Day.**
3. **Present up to four workshops at the National Summer Institute in Baltimore in July highlighting Iowa’s top notch work in afterschool.**
4. **To develop and make live an online class for Local Evaluators.**

**ROSTER**

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| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Heidi Brown | Des Moines Schools | x |
| Janay Jones | Iowa City Schools |  |
| Erica Naughton | Clinton Schools |  |
| Barb Schmitz | Oelwein Schools |  |
| Rhonda Nelson | Bettendorf Schools | x |
| Allison Fuhrmeister | Iowa City Schools (Neighborhood Centers of Johnson Co.) |  |
| Jennifer Watkins | Bettendorf Schools |  |
| Siera Whitlock | SHIP | x |
| Cassie Gerst | Burlington Schools | x |
| John Spinks | Oakridge Neighborhood |  |
| Dave Welter | Cedar Falls |  |

**AGENDA ITEMS**

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| **Agenda Item** | **Notes** |
| Identify Committee Goals | **What is the purpose of the PD Committee?**  RN: Found it useful to come together for Institutes and Impact as a learning event but the most useful thing was the opportunity to talk to other sites and brainstorm ways to incorporate this into her site. Would like to see more opportunity to talk about things that are happening in her site/center with others in the network and then come up with those low prep/high impact tools or techniques that can be used with kids right away. She loved the Conscious Discipline trainings that Cassie’s site hosted which then led her to participate in a the Responsive Classrooms training (which is an SEL curriculum that aligns with the school day but with which Rhonda has incorporated into her sites daily afterschool work). Would like to see more opportunities for these types of things to happen and treat this as a “train the trainer” option to take it back to direct service staff.  HB – Agrees that a way to share opportunities at the site levels that can be opened to others would be a good task for this group. Perhaps a forum that is online? This way we can offer resources (this training or conference was great) or quick feedback/solutions (this is how we handled this situation).  CG – A forum is a great idea. Sometimes you don’t want to talk to Vic or IAA but would rather talk to others who are going through the struggle you are and bounce ideas off others. This would also be a great way to promote anything you are doing at your site that might benefit others too. For example, if you are bringing in a speaker, you might be able to open to other sites. Could we also use something like this to do more PD at the beginning of the year?  CH – This type of support is great and we were just talking about this as a need. What platforms do people currently use or do people have ideas about ones that are user friendly (Moodle or Boggleheads was suggested). Crystal will follow up on platforms and will pick the brains of our tech- support staff at the IAA office.  VJ – As a concern that sites are not spending all PD funds – only 5% requirement of the budget. Deb was doing research on federal regulation and found that we can use funds to pay for substitutes – there is a line item in new spreadsheet for tracking this specific fund.  Vic has been asked to be a member of the planning committee for the National Summer Institute conference that will be held in Baltimore this July. As Iowa has done great work with community partners, working with children with disabilities, etc. he would like to see 4 presentations from Iowa if possible. Vic asked the PD committee to make this a priority for the rest of the year.  HB – Suggested that the request for national presenters could be tied back to the forum where the committee to identify topics based on people’s input. These might be standalones or could be connected between organizations for submission. Crystal suggested the committee also think about these submissions would be collected. Is this an application? A video submission? |
| Institutes Reflection | **What went well? What didn’t go well? What to change for 2020?**  Asked and Answered. Crystal will remove it from the agenda. |
| Impact 2020 | **Planning to date. Call for presenters. Schedule development. Vendors/exhibitors.**  Holiday Inn (near the Ramada) – April 1-3  Grantee Workshop and Pre-Conference workshop – April 1  Conference on April 2 and 3  Michelle was working on a schedule for the conference, Crystal will try to find. (We think it had to do with lunch and the long lines but perhaps the new venue will have a need for a change. Crystal will take a field trip to the Holiday Inn for how the flow of the day and lunch will go.) Vic reminded us to resend the date and location change and to of course take Michelle’s name off the contact info.  We will also need to think about the keynote. Cassie suggested Michelle Cummings (from the Training Wheels company) who does presentations and keynote addresses on the topics of leadership and staff development. Vic asked that Cassie send a video. Cassie will be hosting Michelle for a training for her staff in January.  There are 8 workshop session applications to date (but one is incomplete). Most are from Iowa, but one is from an out of state entity. Vic is concerned that every year we prioritize this as a best practice for grantees so we need to highlight our sites vs. out of state providers or vendors.  Discussion was held about decreasing the time commitment for sessions from 90 minutes to 45 minutes (30 to present and 15 for Q&A) to encourage more site participation from presenters. This was suggested as the thought of additional time might be daunting to some. Crystal suggested that a “typical” conference schedule could be used for April 2 and then a “condensed” schedule on the 3rd. Heidi suggested that this be called the “Iowa Best Practices Showcase.”  Crystal will resend the Request for Presenters Survey Monkey link to the entire distribution list and will include a blurb put together by the committee to describe the goals of increasing the number of local presentations early next week. Network sites will have until January 30 to respond. |
| Online Evaluation Training | **What do you need to get out of an evaluation training (online in modules)?**  Vic had asked Michelle about putting together an online class for local evaluators so he had ERMS put together the videos that are currently on the iowa21cclc.com website. These would be put onto an existing platform held by SPPG and the IAA for easier access. This item can hold until after Impact but he would like the class to go live by Sept. 2020. |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| Tuesday, December 10 | Paragraph or blurb on the Iowa Best Practice Showcase portion of the conference | Heidi  Cassie  Rhonda  Siera | Send to Crystal to include with the call for presenters reminder to the network. |  |
| December 31 | Research online platforms for forum hosting | Crystal | Send notes and options to the committee for discussion |  |
| January | Tour the Holiday Inn for a layout and timing for the conference | Crystal | Follow up on daily scheduling with the committee. |  |

**NEXT MEETING DATE: February 7, 2020**

**ADJOURN**