



**Iowa 21st Century Community Learning Centers
Evaluation and Sustainability Committee**

Meeting Notes

December 1, 2020

9:00AM

Join by phone:

1-515-604-9985, passcode 123766

COMMITTEE MISSION: This committee provides insight on state evaluation and resources around evaluation for programs and resources for sustainability. The committee reviews out-of-school time data, such as the annual Statewide Afterschool Report and provides input on the statewide survey for local 21CCLC programs.

2020-2021 COMMITTEE GOALS:

ROSTER

NAME	SITE/SCHOOL	MARK FOR ATTENDANCE
Kaitlin Schmidt	St. Mark Youth Enrichment	X
Amy Minter	Iowa City Schools	
Dom Shirley	Des Moines Schools	
Chuck Benge	Fairfield Schools	
Loras Osterhaus	Clinton Schools	X
Beth Christoffer	Allamakee Schools	X
Elana Zalar	Council Bluffs Schools	X
Lynn Redenbaugh	Storm Lake Schools	X
Jenna Andrews	SHIP	
Amy Whittington	Central Decatur Schools	X
Jennifer Watkins	Bettendorf Schools	X
Shaney Ford	Davenport Schools	
Lisa Stevenson	Marshalltown Schools/MICA	
Billy Stone	Oakridge Neighborhood Services	X
Jenny Becker	Kids on Course	X
Colleen Gould	Bettendorf Schools	
Nikki Clausen	Council Bluffs Schools	X

AGENDA ITEMS

Agenda Item	Notes
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<p>Reminder to Complete Statewide Survey by January 15, 2021</p>	<p>Reminder that the statewide survey was sent out a couple weeks ago, and it is due January 15th. Crystal reminded everyone that a PDF was sent out along with the email which can be used to sketch out answers to the questions. In past years, Kaitlin has copied the questions into a Word document and saves the answers to use for future use.</p>
<p>APR Window II Data Entry</p>	<p>The second window for APR Data entry is as follows: Fall 2019: window closes on December 21 Spring 2020: December 22 – February 15</p>
<p>Local Evaluation was due November 30, unless granted an extension</p>	<p>Local evaluations were due on November 30, unless Vic granted an extension. Kaitlin noted that the in-depth Local Evaluation training videos that ERMS created are no longer accessible via the Google Drive. Kaitlin also pointed out that there is a new section in the Local Evaluation where programs can describe why they were unable to meet attendance goals and also a section about how the pandemic has affected programming.</p>
<p>Review Template Contract Language</p>	<p>The Committee reviewed the template local evaluation contract. Beth said that she liked that this is more concise than the agreement that she is currently using. Kaitlin asked if grantees were required to use this document because it does not completely align with how their program/evaluator operates. The IAA explained that this document is not meant to replace what they are currently doing, but rather provide guidance to new grantees who need to create an agreement from scratch. Grantees should also compare their current agreement with the IDOE guidance to ensure that required pieces are included: https://educateiowa.gov/sites/files/ed/documents/LOCAL%20EVALUATION%20%20GENERAL%20GUIDELINES.pdf. Jenny said that this template is comprehensive and well thought-out. She also asked if data collection could be moved to Program and data oversight assigned to evaluator. All Committee members liked this change. Kaitlin asked Committee members if their evaluators completed the entire evaluation including the narrative. Committee members explained that they do not have the evaluators complete the narrative because the program staff have the more holistic picture. Committee members also expressed frustration that program staff are not able to charge their time for this work to the evaluation budget of the grant. Vic</p>

	<p>explained that he does not want program staff to work without compensation. Vic needs more details about the work that programs are doing, and then he will check with the feds and the financial consultant to see how this should be addressed in the budget. Some program staff are currently using the admin line item for some of this work, but it is not large enough for all of the work that program staff are doing for evaluation. Committee members explained that program staff are responsible for collecting and writing stories from parents, classifying partners, collecting data, etc. that local evaluators cannot do. Kaitlin suggested that they create an outline of all of the elements of evaluation and then provide a breakdown of which components program staff complete. Kaitlin will work on this outline and get it sent out.</p>
Other	<p>Britney explained that the IAA is interested in collecting data on out-of-school time offerings around service learning and college and career readiness/exploration. The IAA is asking for Committee approval to add these options to Question 59 on the statewide survey: “Do your enrichment activities offer any of the following to students?” The Committee approved of this addition. This change will take effect next year and will not affect the current survey.</p> <p>The Iowa Department of Education wants Vic to create a review team for the State Evaluation RFP that he has been trying to get approved since September. Vic asked for a couple people to volunteer to be reviewers. Jenny Watkins, Lynn, and Kaitlin volunteered.</p>

WORK PLAN

Deadline	Activity	Who's Responsible	Outcome Expected	Notes for Implementation
12/1	Revise Template Local Evaluation Contract Language	Britney	Final template local evaluation contract language ready to send out	

TBD	Outline of evaluation activities	Kaitlin	Committee members can provide a breakdown of the components of evaluation that program staff can complete to share with Vic	
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NEXT MEETING DATE: February 2, 2021

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