**Iowa 21st Century Community Learning Centers**

**Communications, Sustainability and Partnerships Committee**

***Meeting Notes***

September 15, 2021

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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**2021-2022 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**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Aileen Hunnell | DMPS |  |
| Billy Stone | Oakridge |  |
| 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 | X |
| Vic Jaras | IDOE | X |
| Crystal Hall | IAA | Britney |
| Emilee Harris | IAA |  |

**AGENDA ITEMS**

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| --- | --- |
| **Agenda Item** | **Notes** |
| Review and approve FY22 Goals | **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.   * Elana created a very simple Google Form for each Committee to complete and identify areas where they would like to collaborate on with other Committees.   #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.   * Consider putting this goal on the backburner because programs are not struggling with this.   #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.   * Need to still evaluate what this looks like for the committee.   #5 – Develop a Committee Guide. Consider user friendly option for sharing and utilizing the document. Consider how to use as a recruitment mechanism.  These goals are adopted by the Committee members present, but an email will be sent out asking for any questions or concerns on the goals before the next meeting. If there are no objections, the goals will be considered final. |
| Brainstorm the action steps connected to our goals | Goal #1: Elana suggested incorporating a section into the Committee report where programs can submit their best practices/success stories. Britney cautioned that in the past we have had a hard time getting people to submit A+ Afterschool nominations an  Goal #2: Crystal was able to meet with the Chairs of all other committees and they really like this idea but need more information on the steps or process for reporting. Elana will share out the draft form for Committee members to review before the next meeting.  Goal #3: At this time, most districts have created the policies they need to align with their district policies. The Committee recommended that we put this goal on the backburner until issues or needs arise.  Goal #4: At the next Directors Meeting, the Committee will ask the Directors about what support is needed around sustainability and partnerships. This will be a good forum for discussion and give the Committee some direction for these focus areas.  Goal #5: Elana will work on completing the template that Crystal provided so that the Committee can review at the meeting in November.  These action steps will be reviewed again in November when there is higher attendance. |
| Impact Afterschool Conference | Emilee will be presenting at Impact at the suggestion of the CSP Committee. |
| Program Highlights | Elana is excited to start the school year off fully in-person because the youth are excited to be back. Mel shared that they are doing beginning of the year testing and have seen great improvements in scores because of their summer program. |
| Other/Open Agenda | N/A |

**WORK PLAN**

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| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| 11/17 | Draft Communications Committee Guide | Elana | Draft for review at next meeting |  |
| October | Questions for Directors Meeting | Committee | Questions to be asked at Directors Meeting re: partnerships and sustainability. |  |
| 9/17 | Notes sent out with finalized goals | IAA | One last opportunity for Committee members to object or tweak the goals listed above. |  |

**NEXT MEETING DATE – November 17, 2021 at 11am**

**ADJOURN**