**Iowa 21st Century Community Learning Centers**

**Communications and Engagement Committee**

***Meeting Agenda***

January 13, 2021

11:00am

Join Zoom Meeting

<https://zoom.us/j/94732632017?pwd=OFFpdTk3UmM1L1V0TnZPTHRTNUtvdz09>

Meeting ID: 947 3263 2017

Passcode: 293534

*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**

|  |  |  |
| --- | --- | --- |
| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Beth McGorry | St. Mark’s |  |
| Mel Hostetler | Iowa City CSD | Excused via email |
| 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 | x |
| Sabrina Witt | Clinton CSD |  |
| Beth Malicki | Kids On Course/Cedar Rapids |  |
| Barb Schmitz | Oelwein | x |
| Amy Hawkins | Dubuque CSD |  |
| Jacki Lambe | Dubuque CSD |  |
| Fernando Perez | SHIP |  |
| Elena Zalar | Council Bluffs | x |
| Rachel West | DMPS |  |
| Cynthia Lopez | Beyond the Bell |  |
| Vic Jaras | IDOE |  |
| Crystal Hall | IAA | X |
| Emilee Harris | IAA | X |

**AGENDA ITEMS**

|  |  |
| --- | --- |
| **Agenda Item** | **Notes** |
| Social Media Champions | Emilee Harris has put together a presentation for us today that explains some of the process and analytics and the importance of Social Media Champions. See the recording connected to this meeting. |
| Follow up on Telegram App | Emilee also spoke and demoed the Telegram App.  Next steps: The committee feels that we are now in a place to promote this opportunity to the broader network. Elana will draft an introductory paragraph and will run it past Barb and Chuck. She will send that to Crystal by the 21st of January. Crystal will add this to the Director’s Agenda as they are meeting the 22nd. If there are no strong objections, we will roll this out the last week of January. Vic asked that we make sure that sites note that this is not a requirement, but a tool to make networking and idea sharing easier. We will also want to inform the sites that the IAA (specifically Emilee) will be a monitor of the rooms/feed but will not be actively involved in the discussion in an effort to respect sites needs for privacy. |
| A+ Afterschool Award | The IAA recently rolled out this recognition program in which sites can nominate someone at their site who is doing a phenomenal job with youth. Nominations can be sent via the link in our IAA newsletter or can be emailed directly to Emilee Harris at [eharris@sppg.com](mailto:eharris@sppg.com).  Nominate someone for A+ Afterschool here!! <https://docs.google.com/forms/d/1fCxj8JyyyyxaJjPlYl5oegmywm7oD35RdPS_lv4Wl0Y/edit> |
| URL Reminder | All sites are being reminded that your Local Evaluation should be shared on your website and that URL should be shared with Vic and the IAA. |
| Program Highlights | Elana shared that Council Bluffs is holding program as normal as possible. They feel they have finally figured out how to manage safety and PPE.  Barb shared that Oelwein started a virtual program for their online students. It is working out very well. Program is flowing, attendance is growing, and take-home bags with a coordinated pick up site has been implemented. They are also going face-to-face.  Chuck shared that Fairfield has spent most of the school year in a hybrid model with most of the program running face-to-face. They purchased supplies and dropped them off at every student’s house. These helped fill in the off-days from school. |
| Other/Open Agenda | None |

**WORK PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| January 21, 2021 | Introductory paragraph explaining the intent and purpose of the Telegram App. | Elana | Will be used to roll this out to the Directors on January 22 and the network the last week of January | Chuck and Barb will provide input and support to the writing process. |
| March 1, 2021 | Identify ideas for additional work that align with committee goals for future meetings | All | This will allow us to identify a work plan for the remainder of the year. | Goals are at the top of the agenda. |

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

**ADJOURN**