**Iowa 21st Century Community Learning Centers**

**Evaluation and Sustainability Committee**

***Meeting Notes***

October 1, 2019
9:00AM

Join by phone:

1-515-604-9985, passcode 123766

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**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.​

**2019-2020 COMMITTEE GOALS:**

**ROSTER**

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| NAME | SITE/SCHOOL | MARK FOR ATTENDANCE |
| Kaitlin Schmidt | St. Mark Youth Enrichment | X |
| Amy Minteer | Iowa CIty Schools |  |
| Yolanda Shields | Des Moines Schools |  |
| Dom Shirley | Des Moines Schools |  |
| Chuck Benge | Fairfield Schools |  |
| Loras Osterhaus | Clinton Schools | X |
| Brittney Backes | Helping Services for Northeast Iowa |  |
| Beth Christoffer | Allamakee Schools | X |
| Jessie Stoffel | Council Bluffs Schools | X |
| Lynn Redenbaugh | Storm Lake Schools | X |
| Bryan Burton | Boys and Girls Clubs of the Cedar Valley |  |
| Jenna Andrews | SHIP | X (Abby) |
| Rhonda Nelson | Bettendorf Schools |  |
| Amy Whittington | Central Decatur Schools |  |
| Jennifer Watkins | Bettendorf Schools |  |
| Shaney Ford | Davenport Schools |  |
| Mary Lou Warner | Boys and Girls Clubs of Central Iowa |  |
| Lisa Stevenson | Marshalltown Schools/MICA |  |
| Billy Stone | Oakridge Neighborhood Services |  |
| Ron Cravey | ERMS | X |
| Rusty Sinclair | ERMS | X |

**AGENDA ITEMS**

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| **Agenda Item** | **Notes** |
| Upcoming APR Data Reminders | **Spring 2019:** 9/3/19 - 12/3/19▪ [Link to 21 APR Data Collection Google Sheet (EXAMPLE)](https://docs.google.com/spreadsheets/d/10cBcdlnigw9VclDCrPZfDrDNfVOylwWl-5HBWUVBkNs/edit#gid=494101400) Jessie reminded everyone about the Google sheet to collect all of the data in one place before submitting it. The committee provided feedback that the Google Sheet was very helpful.Spring data is cumulative, so it will track outcomes.Crystal shared that she will be sharing this Google Sheet with the New Grantee Committee.Rusty and Ron reminded that it’s important for your local evaluation data to match the APR data. |
| Local Evaluation | * Due: November 30th
	+ Contact Vic if you need to request an extension.
	+ Sometimes, data isn’t available to mid-November, so extensions can be a good option.
	+ The Local Evaluation template has been updated for the new year.
* Feedback on Grant Local Evaluation Webinar
	+ The webinar will be rescheduled. In the meantime, there are tutorials and videos that have been posted on the Iowa 21CCLC website.
* ERMS created in-depth videos on local evaluation that have been posted to the website as well.
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| Sustainability | * Use Budget Sheets to determine financial needs
	+ The RFA provides new budget sheets (D2 and D3) to help programs create a sustainability plan with clearer definitions. These are posted on the Iowa 21CCLC website on the PD page.
	+ Vic would like to see this Committee put together some best practices around using the D3 form.
		- The Committee will leave this as an agenda item to discuss in December once members have had a chance to look at it and begin to utilize it.
	+ Programs can use this document internally and edit it for their needs.
* Compile & compare annual budgets with annual partner contributions
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| Best Practice Webinar | The October 22nd webinar will focus on building community partners. |
| Statewide Data Survey | The IAA team will check with Vic to develop the survey and determine a due date. |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
| December Call | Review Form D3 | ALL | Feedback received from the Committee about Best Practices with using the form. |  |
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**NEXT MEETING DATE: December 3rd, 2019**

**ADJOURN**