**Iowa 21st Century Community Learning Centers**

**New Grantee and Staff Transition Committee**

***Meeting Agenda and Notes***

4/17, 2024

10:00 am

Join Zoom Meeting

<https://us06web.zoom.us/j/91999007996?pwd=TytSNkdtOWhBajh4QUtwRllYNDNVUT09>

Meeting ID: 919 9900 7996 | Passcode: 667606

**COMMITTEE MISSION:** This committee works to support sites in the first year of their grant as well as sites who have experienced staff transition. The overarching goal is to provide guidance and support for the main concepts of the grant including compliance, recruitment, retention, reporting, and other documentation.

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**2024-2025 COMMITTEE GOALS:**

* Meet every month.
* Answer questions in real time.
* Share successes/resources with all.

**ROSTER**

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| NAME | SITE/SCHOOL | MARK FOR ATTENDACE |
| A.J. Salinas | BGCCI |  |
| Andrea Reuter | Easton Valley |  |
| Angie Frank | Central Lee CSD |  |
| Briana Ingwersen | Youth Port | X |
| Bryan Burton | Cedar Valley | X |
| Catherine Wedemeier | Oelwein |  |
| Elana Zalar | CBCSD |  |
| Erin Brookshire | Fort Dodge | X |
| J. Maloney | Dubuque |  |
| Jessica Walter | CBCSD |  |
| Karla Hogan | Cedar Rapids |  |
| Keely Kangas | Fort Madison | X |
| Molly Jones | Clinton Community School District |  |
| Stacy Marcus | Maquoketa Schools |  |
| Wesley McGraw | Central Lee | X |
| Stephanie Mishler | Fairfield CSD |  |
| Tricia Anderson | North Fayette Valley |  |
| Vic Jaras | Iowa Department of Education | X |

**AGENDA ITEMS**

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| **Agenda Item** |  |
| Introduction to IAA Afterschool in a Box Toolkit | Heidi shared the Afterschool in a Box toolkit that programs can use as a resource. In addition to those seeking additional support or new ideas to revitalize their existing out-of-school time programming, it also caters to those just beginning, adapting existing programs, and those looking to enhance their existing out-of-school time programming. Heidi also reviewed the IAA quality standards, how to advocate for your program and the program self-assessment template. Vic shared the program monitoring checklist that programs can use in preparation for a comprehensive visit.  [Program Monitoring Checklist](https://educate.iowa.gov/media/7458/download?inline)  The toolkit can be found on the [Iowa21CCLC](https://www.iowa21cclc.com/grant-info) website and the [IAA](https://www.iowaafterschoolalliance.org/additional-resources) website. |
| Planning for Summer Programs | Vic shared a presentation on summer planning with new grantees. Vic provided an update on community partners. The list continues to grow post-pandemic from 450 to over 600. Vic hopes to have the partner list grow to 1000 over the next few years.  Vic's presentation on summer planning highlighted several key points. The summer planning PowerPoint includes links to social-emotional tips for incorporating music, sunshine exposure, and effective communication with children. Vic also emphasized the possibility of conducting reading activities outdoors and included links to outdoor activities for students in the summer planning presentation.  The presentation touched upon best practices for organizing field trips, aiming to provide children with enriching learning experiences. Vic highlighted the inclusion of free summer resources in the presentation, including materials for summer learning available in both English and Spanish.  [Summer Planning Presentation](https://drive.google.com/file/d/1z7jEGKEqbvKtMA9p5rf3dVJd5yP4v2Gd/view?usp=sharing) |
| Open Discussion  What support do you need?  What is working or not working in your program?  Staffing: do you have enough? How did you meet your staffing goals?  How would a visit from IAA benefit your program? | Vic shared the following links with the group to bookmark as helpful links to refer back to, [Title IV, Part B - 21st Century Community Learning Centers Resources | Department of Education (iowa.gov)](https://educate.iowa.gov/pk-12/essa/guidance-allocations/learning-center-resources)  [Iowa21CCLC](https://www.iowa21cclc.com/grant-info)  Guide to Finance: <https://educate.iowa.gov/media/9224/download?inline>  Vic encourages grantees to pass the finance guide along to their finance department. In the guide, program codes are provided for use when submitting claims.  Heidi and Elva shared their new email addresses,  [hbrown@iowaafterschoolalliance.org](mailto:hbrown@iowaafterschoolalliance.org)  [egriffin@iowaafterschoolalliance.org](mailto:egriffin@iowaafterschoolalliance.org)  Erin shares that at Dodger Academy they are building on their first year of programming. During the first year, they were busy building it from the ground up, but have now reevaluated the structure of their program. They changed parent drop off and pick up times to ensure students are engaging in the academic components of programming.  Keely sought feedback regarding parent pick-up times, referencing findings from last year's survey indicating a preference for later pick-up times. However, she observed that most students were picked up earlier than indicated by the survey results. Keely asked the group for suggestions on how to make sure students are engaged with the academics.  Wes, Bryan and Erin agreed they also experienced the same issue at their programs. Bryan shared that at their program they serve a meal at 5pm which helps keep students through the end of programming. Erin communicates with parents on the importance of students staying through the end of programming. Heidi shared that during her time with DMPS she created a one-pager showing the dollar amount of investment the program receives per student. Vic reminded grantees that parents have the right to pick up any time during programming. He suggests doing the academic component first and then the fun activities after.  Erin addressed the issue of staffing challenges, particularly for those struggling to find personnel. She highlighted her successful approach of recruiting high school students to assist with staffing needs. Erin explained that she offers teachers the flexibility to work exclusively during what she refers to as "power hour," focusing on academic activities while also providing guidance and support to high school students.  Wes asked for feedback on using check-in and out software’s.  Keely shared the best practices employed at her program, providing insights into their approach. She shares they use the model from Burlington CSD.  Keely addressed a concern regarding the rising cost per student associated with community partners in her area. She noted an increase from previously free activities to now costing $7 per student and inquired about the typical rate per student.  Erin suggested exploring the possibility of leveraging parent workplace affiliations for donations, as some parents in her program have contributed through their workplaces. Additionally, Erin recommended reaching out to local churches as potential sources of funding to offset these costs.  To teach students about fire safety, Vic suggested exploring free activities, such as the fire department. The SCI and BPZ offers low-cost options.  Heidi shared upcoming PD opportunities with HHS credit available through i-PoWer, [Calendar of Events | IAA (iowaafterschoolalliance.org)](https://www.iowaafterschoolalliance.org/calendar-of-events) |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
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**NEXT MEETING DATE – May 16, 2024**

**ADJOURN**