**Iowa 21st Century Community Learning Centers**

**Communications and Engagement Committee**

***Meeting Agenda***

July 22, 2020

11:00am

Join by phone:

1-515-604-9985, passcode 123766

*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**

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

**AGENDA ITEMS**

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| **Agenda Item** | **Notes** |
| Review of goals for FY21 | Discussed the bulleted goals of the committee for the year. Elena provided the following feedback:#1 – Address communication plans in response to COVID-19.Elena shared that they do not have documents to address response to COVID to respond to parents, partners, public health, law enforcement, etc. but believes that all sites might benefit from having a template they could personalize. Vic reminded the group that we cannot go against what the District is saying and we may be able to use existing communication from them, but Crystal suggested that out of school time programs might want to make this more personal as we foster relationships with the families. #2 – Develop a communication plan for sites to provide guidance on what, how, and when to communicate with different levels of staff.Elena shared that she typically doesn’t have a problem with the how/when/where to talk to different levels of staff. Crystal suggested that this might be moved to a lower priority until we can gather more information and/or handle COVID first.#3 – 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.Elena loved the idea of having a platform on which to ask questions and share resources with the network. Facebook groups were discussed as well as What’s App. Crystal and Emilee will look into these to see which one(s) might be best suited for the group. |
| Identification of next steps | Continue to engage members on this committee.  |
| Other/Open Agenda | None. |

**WORK PLAN**

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| **Deadline** | **Activity** | **Who’s Responsible** | **Outcome Expected** | **Notes for Implementation** |
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**NEXT MEETING DATE – September 16, 2020 at 11am**

**ADJOURN**