

Iowa Literacy Council

Date: 9/14/12

Present: Marilyn Perry, Archie Willard, Alex Harris, Eunice Riesberg, Jan Keese, Anne Murr, Phyllis Hinton

Minutes:

With only three members present at 9am, the meeting officially started at 10am. Phyl will see that the next agenda clearly states the agreed upon start time at 9am and agenda follows that timeframe.

- Brief introductions were made by members present.
- A brief re-cap of what the family lit project is and where the council is in the process was given.
- Alex and Phyl provided handouts on description of family literacy and Section 202: focusing on creating partnerships and self-sufficiency
- Alex went over the financial parts to the grant (see handout)
 - The DE website was referenced
http://www.educateiowa.gov/index.php?option=com_content&view=article&id=2040&Itemid=4257

Look under Fiscal Information

Background information and how funds can be used are listed.

- Discussion Questions:
 - Q: How much will the grant be?
A: \$15,000 would be the smallest amount available; \$50,000 would be the largest amount.
 - Q: How will the number of grants be decided?
A: The council will decide.
 - Q: What is the project?
A: The council will decide what form/shape that the RFP is going to be.
 - Q: When will we know the amount to be awarded?
A: January 2013.
- Discussion Before Lunch:
 - Jan pointed out how important monitoring is to the grant and will need to be part of it.
 - Archie mentioned he knew the National Family Literacy contact Sharon Darling and also the Dollar General contact.
 - The group discussed that there is a need for doing assignments outside of our council meetings, so that the information could be presented to the council at the next meeting. Rather than having outside agencies present this would speed up the process of gathering information if one committee member interviewed 3-4 agencies and shared a snapshot of what was being offered. These presentations would be brief, 10 minutes for example, and all could be presented within an hour. The council needs concrete information to move forward. It was decided that

members should do this, be held accountable for the tasks, need reminders from Phyl/state, so that the project opportunity doesn't need to be dropped.

Eunice acted as recorder on the computer to capture some of the ideas from the group.

She was willing to look for some national contacts and bring back information.

It was decided that the state will assign Council members to ask some common questions and report back, if volunteers did not make selections.

The group decided to generate a contact list during today's meeting, make assignments, and make a questionnaire.

- Discussion after lunch:

The group brainstormed a format to begin getting information about family literacy:

Questionnaire

We need an introductory paragraph to explain why we're asking these questions.

- Look here for ideas:
 - <http://www.cclp.hs.iastate.edu/occrp/doe/familyliteracy.html>
 - <http://www.cclp.hs.iastate.edu/occrp/doe/flmodel/flmodel.html>
- Can you give a brief description of your project?
- How long have you offered family literacy programming?
- What's your measure of success?
- Who are you targeting?
- Who qualifies for the service?
- What are your criteria for who you serve?
- What's missing in what you do? What component would you add if you could?
- Who have you been partnering with? K-12, public libraries, etc.?
- How many people are you working with?
- What training method or materials are you using?
 - Curricula...
- How often do you meet with your clients?
 - For how long each meeting?
 - How long is your duration of contact?
- What have you done that didn't work?
- What haven't we asked that you think we need to know?

Contacts:

- Sharon Darling at NCFL
- Dollar General contact -- Archie has name at home
- Des Moines Public Schools - Rondelle was going to initiate - don't know where that is
- LINCS - do they have anything specific to Family Literacy

- Do they have any training available for this?
- Hawkeye CC -- family literacy program -- Sandy Jensen
- Iowa Valley was working on something too
- Is there still a contact at ISU from that program
- Do the AEAs have anything right now?
- Tom Rendon – Iowa Evenstart contact
 - Who might he refer us to?

Assignments:

Sharon Darling- Archie

Dollar General- Archie

Des Moines Schools- Rondelle

LINCS- Eunice

Hawkeye CC-

AEAs-

IVCCD-

Iowa State-

Tom Rendon- Anne Murr

Drake Headstart- Anne Murr

- Alex volunteered to have a rough draft out to review on Monday.
- Jan Keese and Marilyn Perry agreed to review that rough draft.
 - This needs to be back to Alex by end of day on Wednesday, September 19th then out to the whole committee on Friday the 21st.
 - Feedback is to be to Alex by the 25th and the overall goal is to have this in a format by September 26th.
- Recap: Committee is to refine lists of contacts
- Anne will send out email for contacts: Deadline is October 1st to make selections. Any left will be assigned by Phyl.
- Phyl will send out reminders about homework assignments on October 15th and October 29th with an “Urgent Reply” needed.

Alex distributed the STAR RFA as an example to look at.

Discussion continued around “How Can We Proceed?”

Council adjourned shortly after 1pm.

Respectfully submitted,

Phyllis Hinton