Institute for Senior Professionals
at Okaloosa-Walton Community College

To: Don Litke
Chairman, OWCC Institute for Senior Professionals

From: Bill Edgington

Date: Jan 18, 2000

Re: AmeriCorps

OWCC AmeriCorps requested assistance from ISP, and other interested community organizations, to assist in the preparation of a Sustainability Plan. This plan will be submitted with their proposal for continued funding. ISP committee members were:

Eileen Arpke, Ray Cowan, Bill Edgington, Audrey Hains, Don Litke, and Jane Meigs.

On four separate occasions (meeting minutes attached) the committee met with the working group to discuss possibilities and recommend changes. Final recommendations are outlined in paragraph 2b of the November 17th minutes.

On January 10th the following memo was received from Susie Flood, OWCC AmeriCorps.

"The AmeriCorps staff requests continued support, advice, and collaboration with ISP members in future sustainability projects for the total AmeriCorps program at OWCC. We specifically request ISP's input and review of recruitment materials. We also request assistance in making contact with area business leaders in order that the community may become better informed about the AmeriCorps program.

Thank you so much for your help! We look forward to working with you and ISP members in the future."

Recommendation: ISP should maintain contact with the OWCC AmeriCorps. As specific requests for assistance are provided they will be brought to the ISP Executive Committee for further action.

W. A. Edgington

Bill Edgington, Committee Chair

100 College Boulevard • Niceville, FL 32578-1294 • (850) 729-5357

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Minutes of the

Sustainability Working Group Meeting

October 6, 1999

Those in attendance: Amieko Watson, Florida Commission on Community Service; Bill Edgington, ISP; Ray Cowan, ISP and Literacy Coalition; Becky Matthews, Valparaiso Elementary School; Beth Holmes, Okaloosa County School District; Vicki Baldwin, Retired and Senior Volunteer Program; Ericka Zdenek, VISTA; Eileen Arpke, OWCC/ISP; Jane Meigs, OWCC/ISP; Robert McEachern, Bluewater Elementary School; Laurie Smith-Plunket, OWCC AmeriCorps; Patti Boyles, Okaloosa County School District; Don Litke, ISP; Glenda Dobson, West DeFuniak Elementary School; Barbara Jones, OWCC; Susie Flood, OWCC AmeriCorps; Bob Somers, OWCC AmeriCorps; Sandra Bernard, OWCC AmeriCorps.

1. Susie Flood, Program Supervisor, welcomed all participants and shared the AmeriCorps OWCC's Sustainability Mission Statement:
   To continue and maintain the reading tutoring service for elementary school students that is currently being provided through AmeriCorps after grant funding terminates.

2. Participants introduced themselves.

3. Background

   - Susie Flood gave a brief background of the history of AmeriCorps.

   - Bob Somers, Program Advisor, shared with the group the **Need** and **Results** sheet. His data was obtained from input provided by twenty-five area principals. Bob stressed that we need to have a viable plan with practical ideas that is workable.

4. Bob Somers lead the discussion on ACTIONS TAKEN THUS FAR TOWARD SUSTAINABILTY WORKSHEET:
   - Beth Holmes explained Okaloosa County's Literacy Initiative. This is a Three-Tier Plan that emphasizes early literacy intervention. The first tier is targeted at giving reading support to young below proficiency level readers. In the second year the second tier of reading recovery identifies and provides reading instruction for first grade students. The third tier consists of Staff Development complementing the training forces established in the first and second tier. This tier stresses the significance of literacy rich classrooms. Beth stated that this Three-Tier Program is successful largely due to the participation of AmeriCorps members.

- Amieko Watson of the Florida Commission on Community Services complimented the OWCC AmeriCorps program as being one of the best and most successful because it is so result oriented. Ms. Watson went on to explain that sustainability is crucial to the success of the program. The focus of the meeting was our commitment to the children and exploring ways to continue this program.

- Bob Somers then pointed out the following worksheets for consideration in completing the **SUSTAINABILITY WORKSHEETS**: Identification of Possible Sustainability Strategies; Identification of the Stakeholders; Identification of other Collaborative Partners/Groups; and Identification of Sustainability Components.

5. Worksheets were provided for participants to complete and **return to Susie Flood by October 20, 1999** - Room K-130, Room C-231, or FAX 729-6053.

The next meeting dates are: October 27, November 17, and December 8 (if needed).

Respectfully submitted by Sandra Bernard, Program Assistant

Minutes of the
Sustainability Working Group Meeting
October 27, 1999

Those in attendance: Bill Edgington, ISP; Don Litke, ISP; Jane Meigs, ISP; Ray Cowan, ISP and Literacy Coalition; Becky Matthews, Valparaiso Elementary School; Beth Holmes, Okaloosa County School District; Vicki Baldwin, RSVP; Ericka Zdenek, VISTA; Laurie Smith-Plunket, AmeriCorps OWCC; Sue Pitts, Powell-Pitts Consulting; Susie Flood, AmeriCorps OWCC; Dawn Savage, AmeriCorps OWCC; Bob Somers, AmeriCorps OWCC.

1. Susie Flood, Program Supervisor, welcomed all participants and shared the AmeriCorps OWCC Sustainability Mission Statement.

2. Participants introduced themselves.

3. Discussion Items.
   - The Sustainability Worksheet was distributed. Italicized type shows the input since the last meeting, along with any other information that was discussed.
   - December 15 is set as the target date to include ideas for sustainability in the new grant.
   - Although volunteer programs are established in the schools, they augment but not replace the AmeriCorps program. The concept is for the community to take over funding after five (5) years and keep the same focus. Examples of the school board making an effort in this area are hiring additional teachers and providing more extensive training.
   - Ideas for funding resources include PTO groups or service clubs sponsoring a member. A taped presentation on the numbers and cost involved would be extremely factual. Principals, teachers, school district officials, and Dr. Richburg would be contacted for their input. Diane Conway of Cox Communications was suggested as a contact person for this task. Detailed brochures, feature stories on the radio and television could also promote the program. Many businesses may be willing to contribute donations or even help to sponsor a member.
   - The OWCC Foundation could handle financial contributions.
   - Bill Edgington and Bob Somers will compile a draft of the Sustainability Plan by November 10.

4. Any input from participants is welcomed and can be returned to Susie Flood, Room C-231 or faxed to 729-6053.

The next meeting dates are: November 17 and December 8 (if needed).

Minutes, Sustainability Working Group Meeting
November 17, 1999

1. Participants:

Don Litke, ISP	Janet Hays, Ok. Co. School District
Bill Edgington, SP	Vickie Baldwin, RSVP
Eileen Arpke, ISP	Ericka Zdenek, VISTA
Audrey Hains, ISP	Jim Chitwood, OWCC Foundation
Ray Cowan, ISP	Susie Flood, OWCC
Dawn Savage, OWCC	Bob Somers, OWCC

2. Discussion:

   a. Sustainability appears to be unchartered waters, and clear guidance from the Commission and Corporation has not been formulated. The participants agreed that the Plan should be developed based on what we think is the best approach.

   b. The participants made the following recommendations regarding the Sustainability Plan to AmeriCorps OWCC:

      (1). Lengthen the time span for reaching sustainability.

      (2). The amount of funding to raise should be increased following a more gradual schedule (e.g. 20% the first year rather than 50% the first year).

      (3). The AmeriCorps identity and structure should be maintained. (This offers advantages in recruiting, maintaining the Education Award, and overall management and supervision of the program.)

      (4). Programmatic integration with the school system should be a key component of the Sustainability Plan. AmeriCorps should be viewed as a part of the overall school district literacy initiative. Although individual contracts and need assessments are made with the schools, make sure that the program is integrated and coordinated through the district level. Schedule periodic meetings with school district staff. Consider inclusion with school improvement plans. Cite board approval of contracts in Sustainability Plan and Grant proposal.

      (5). AmeriCorps is mentioned in school district grant proposals, and school programs should be mentioned in the AmeriCorps grant application.

      (6). Establishing an endowment should be a component of the fund raising strategy.

(7). Look at other programs to see how they are sustaining services (e.g. VISTA, other school district programs).

(8). Be specific in the White Paper. Try to use comparative data.

Minutes of the

Sustainability Working Group Meeting

Building K, Gallery, 10:00 AM

December 8, 1999

1. Participants:

Bill Edgington, ISP	Beth Holmes, Okaloosa County School District
Don Litke, ISP	Bob Somers, AmeriCorps OWCC
Jane Meigs, ISP	Dawn Savage, AmeriCorps OWCC
Eileen Arpke, ISP	Jim Thomae, AmeriCorps OWCC

2. Discussion focused on the final draft of the Sustainability Plan:

   a. Bill Edgington said that he would provide a complete milestone chart based on the schedule in the Plan.

   b. Bob Somers indicated that excerpts from the Plan would be incorporated into the Grant Proposal due on January 7, 2000 at the Florida Commission on Community Service. He also indicated that the Sustainability Plan would be forwarded to the Commission for their review and comment in January.

   c. Bob indicated that work on implementing the Plan wold not begin until February.

   d. Bill indicated that the ISP was willing to stay involved to assist in some of the actions required under the Plan and that he was planning to meet with other members of the ISP to see what their involvement could be.

3. No further meetings of the Sustainability Working Group were scheduled and the meeting adjourned.

Bob

Bob Somers
Program Advisor