



21st Century Communities Learning Centers

Project S.P.A.R.K.

<https://www.esboces.org/21stcclc>



Minutes

Monday, October 24, 2022

1:00-2:00 p.m.

In-Person Location:

Administration Building

52 Third Avenue

Brentwood, NY 11772

Bellinger Room

(and offered remotely)

The meeting started at 1:06

- I. Welcome and Introductions of all attendees; V. Leone excused from this meeting
- II. Agreement to meeting norms
- III. Discussion of voting members and non-voting members; program partners wanted a voting role when it pertains to programming/financial changes
- IV. Overview of 21st CCLC Grant and target numbers
- V. Discussion of future Quarterly Meetings, which focused on how to get students and parents to attend. It was agreed to an afternoon meeting to allow parents and students to come.

Monday, January 9, 2023, 4:30-5:30

Monday, March 20, 2023, 4:30-5:30

Monday, May 22, 2023, 4:30-5:30

Vote to approve meeting times and dates: 21 yes 0 no

Discussion about the format of the meeting virtually or in person.

Vote to approve meeting to be hybrid and be offered both virtual and in-person:

21 yes 0 no

- VI. Discussion of required documentation: EZReport platform, enrollment forms, lesson plan, recruitment plan, review of program objectives, and handbook. EZReport needs one person for data entry to ensure compliance. Programs will identify the individual. Enrollment forms will be looked into further to see if we can prevent duplicating other programs' enrollment forms. The 21st technical center will be contacted to see if we can streamline forms. YES will review the 21st CCLC form to see how it aligns with their SACC requirement.
- VII. Discussion of Logic Models and Fidelity Checklist. Needs to be one person responsible for data entry regarding lesson plans, input, programs, and attendance. L & G will do

fall and spring site visits to ensure that 21st CCLC is in compliance. There will be a midyear evaluation that will stay in-house and an end-of-the-year evaluation that gets submitted to NYSED. Discussion regarding Site Monitoring Visits and how we will not get one the first year but be prepared for any year after that. They may only go to one school building or they may check a couple of buildings. Confirmation about being paid retrospectively by BOCES will be looked into.

VIII. Next steps were reviewed

Meeting ended 2:10