



21st Century Communities Learning Centers

Project S.P.A.R.K.

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



Minutes

Monday, January 9, 2023

4:30-5:30 p.m.

Administration Building

52 Third Avenue

Brentwood, NY 11772

Bellinger Room (and offered remotely)

The meeting started at 4:35pm

- I. Welcome and meeting norms reviewed
- II. Review of mission statement and program targets
- III. Discussion of program start dates. Officially, start COPA and YES in January; start Saturday Program (YES) and FSL in February. Activities need to be entered in EZReport and attendance must be taken using the program. There will be an adjustment period getting used to entering attendance into EZReport. Expect some hiccups but we hope to straighten them out this month. Thank you to all the site coordinators that have been using EZReport. Review of the handbook; please let the Program Director know if the logos are appropriate or email her alternate ones. Also, please review the handbook and let her know what to add/remove. The handbook will be emailed to everyone for a closer look and then uploaded to the 21st CCLC ESBOCES website. Reminder that enrollment forms must be collected and readily available for a site monitoring visit. Lesson plans must be completed for all 21st CCLC courses. It was suggested that lesson plans can be collected and kept at the site level but they must be available upon request or the program director can create a google classroom to have one place where all lesson plans will be stored. It was shared that Brentwood UFDS does not use google suite and may be uncomfortable with using this method.
- IV. Evaluability checklist shared with board members and presented by evaluators. It was also shared that we should be using the Quality Self-Assessment tool. It was suggested to focus on two areas at each quarterly meeting and that the assessment should be completed prior to the meeting and discussed at the meeting. The evaluators need to come twice to all five sites; it was suggested March/May but this can be worked out later.
- V. Next steps were reviewed. A reminder the next meeting will be in-person Monday, March 20, 2023 at 4:30-5:30pm. It was discussed that in-person would not be do-able for a majority of the board members. It was suggested to move the time to 6:00pm; this time was not available due to another meeting occurring at that time. It was decided that this issue will be thought about and an email with clarifying details will follow. The website will also reflect the new information.

Meeting ended 5:28pm