



## 21<sup>st</sup> Century Communities Learning Centers

### Project S.P.A.R.K.

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

#### Minutes

Monday, May 22, 2023

4:30-5:30 p.m.

Remote



- The meeting started at 4:35pm
- I. Welcome and meeting norms reviewed
  - II. Review of mission statement and program targets
  - III. Stakeholders were reminded that we have parent workshops scheduled as well as staff professional development. Anyone who is interested in either should reach out to [21cclc@esboces.org](mailto:21cclc@esboces.org).
  - IV. Next years meetings dates, times and format were presented and voted on. It was approved by 93% of the voters at the meeting.
  - V. Review of QSA Findings/Evaluator Discussion – The quality self-assessment was reviewed and 7 areas were reviewed: Element 2-Administration & Organization, Element 5-Programming & Activities, Element 6-Establishes Strong Links to the School Day, Element 7-Youth Participation & Engagement, Element 8: Parent, Family & Community Partnerships, Element 9-Program Sustainability & Growth and Element 10-Measuring Outcomes & Evaluation. No areas needed an improvement plan because average ratings were 3.4 and above. The QSA highlighted some concerns pertaining to the registration form being very lengthy; this will be looked at during the summer to see how we can streamline the registration form to ensure parents complete them. Additionally, field trips and outdoor program was discussed; although, it was part of the QSA it was not written into the grant. We can discuss more if people are interested in doing outdoor events, classes or field trips. It was noted that we are restructuring the education liaison for Year 2 to hire additional education liaisons so there can be easier communication between the day school and the after-school program. The QSA highlighted an area regarding sharing program evaluation. It was discussed should we post our evaluations online or does disseminating the information at our Quarterly Advisory Meetings will satisfy the requirement. It was confirmed that discussing it at our meetings satisfies the requirement. The QSA, also, brought to light that we need to promote and publicize the 21<sup>st</sup> CCLC. It was reminded that people need to put the 21<sup>st</sup> CCLC logo on flyers, forms, emails etc.; everyone at the meeting agreed.
  - VI. Program reflection and thank yous were given to all the amazing and hard work that everyone put in for the 1<sup>st</sup> year of the program.
  - VII. The evaluator shared data findings and asked for participants to elaborate on QSA findings.
    - Next steps were reviewed. A reminder that:
      - EZReport needs to be finalized by June 30<sup>th</sup>
      - set up for EZReport next year should be easier
      - Remember to have 21<sup>st</sup> CCLC logo on registration forms

- Summer programs will start 7/6 & 7/11
- Handbooks will be created over the summer

Meeting ended 5:25pm