**Commission on Out of School Time Grants and Youth Outcomes**

**Meeting Minutes**

**April 19, 2018 6:00pm – 7:30pm**

**One Judiciary Square, 441 4th Street NW, Room 1107 South, Washington, DC 20001**

**Commissioners In Attendance:** Tacharna Crump, Darby Hickey (Designee Councilmember David Grosso), Mark Hecker, Vanessa Gerideau, Sheryl Hamilton, Jiselle O’Neal, Heather Peeler, Anisah Rasheed, Maggie Riden, Margaret Siegel, Walter Peacock (joined at 6:35pm), Heather Peeler, Aurora Steinle, Mila Yochum (Acting Chairperson)

**Commissioners Absent**: Burnell Holland (excused), Travaughn Kinney (excused), Jeanette Kowalik, Matthew Reif (excused)

**Attending Staff Members**: Jeremy Welsh-Loveman, Katrina Ballard (DME)

**I. Call to Order**

The Commission meeting was called to order by Yochum at 6:24 pm.

**II. Public Comment**

There were no official public comments.

**III. Announcement of a Quorum**

13 Members were present at the time and quorum was announced.

**IV. Approval of the Agenda**

Commissioner Riden moved to approve the agenda. Commissioner Hickey seconded the motion. Unanimous Approval, agenda approved.

**V. Approval of the Minutes**

Commissioner Riden moved to approve the minutes; Commissioner Siegel seconded the motion. Discussion: Commissioner Hecker raised two typos; page 6 to spell Hecker correctly and on page 7 to spell Grosso correctly. Motion to approve the minutes with revision was made by Commissioner Hecker and seconded by Commissioner Peeler. Commissioners Crump, Hickey, Hecker, Gerideau, O’Neal, Peacock, Peeler, Rasheed, Riden, Siegel and Steinle approved. Commissioner Hamilton abstained. Motion carries; 12 approve, 0 oppose, and 1 abstention.

Commission Hickey corrected the record about the Office of Out of School Time Grants and Youth Outcomes (OST Office) funding from last month and that OST Office will have about $10 million reoccurring and about $2.2 million will be a one-time investment in the OST Office. Commissioner Yochum confirmed that at the time of the last meeting, the initial proposal of $19.2 had the OST Office receiving a total of $12.9 million for FY 19, with $4.3 reoccurring, was incorrect and that Commissioner Hickey is correct.

**VI. Updates: Office of Out of School Time Grants and Youth Outcomes: Focus on Quality**

Mila Yochum provided and update on the Youth Program Quality Intervention (Appendix A). The Institute for Youth Development (Institute) at UDC is the professional development work for the OST Office and was intentional about where to put that work. There is an agreement between the OST Office with UDC to have an office on Capitol Street. The Institute’s core work is focused on core competencies of the adults who work with youth, quality program improvement, and capacity building. The core belief of the Institute is that quality is a continuum; it is not flat good or bad, things change. As an example of the continuum, organizations have a logic model for program design, moving to the right towards self-assessment, and external observations and beyond.

In 2017, there was work with the OST provider network. Through these meetings and discussion, providers landed on the Wiekert Center for Youth Program Quality and the PQA tool. Weikart provides services to over 105 different networks and in some cases conducts evaluations for 21st Century Community Learning Centers. The purpose of the tool is to look at the quality of programming around program environment and the experience youth have in the program. Providers liked the authentic youth voice supported through this work. 22 sites agreed to participate in the pilot that was optional to currently funded organizations the pilot includes DCPS and DPR programs. The Institute will provide the necessary support related to quality which includes 2-3 hour site observation, reporting and coaching. The data on the pilot [pointing to Appendix A] shows the 22 sites against the national, grey bar.

The foundation of the pyramid is toward the left of the bar graph which shows sites doing well with safe and supportive environment; the top of the pyramid around interactions and engagement are the left two bars, shows the need to improve. Next steps are refining plans and having the Institute deliver training. We have trainers starting to deliver those at each pilot site. This fall, we will have another set of data points as we reassess the initial 22 sites and add an additional 30 more sites.

Commissioner Siegel: What do they do to help sites with engagement?

Yochum: Two hour trainings, receive coaching, the Institute staff trained by Wiekert, certified to deliver the Method Series which is a series of ten two-hour workshops that help improve the ratings score during the training and implementation phases.

Commissioner Crump: This sounds like a cycle of two grant periods, two year process to have the full results. Is this something we can leverage to decide how organizations have improved?

Yochum: Caution to use as indicator for grantmaking next year as there is a need for organizations to have capacity to use the PQA assessments. It requires about 20 hours to participate in the whole cycle. Program quality could mean coaching on program design and measurement of outcomes are aligned to quality improvement; there is a need for caution for using this tool as a barrier to entry. The commission needs to see a commitment to quality and continuous improvement more than just scores. Over time, the commission can use improvements to see how grant awards may be adjusted but it would need time for our team to also have capacity.

Commissioner Crump: More using the Chicago improvement system, when you’re making changes it’s hard for people to make those changes. They told us some of the longest relationships were ones underperforming how do we leverage quality?

Yochum: CBOs need clear steps. Change takes time to see measurable results and there is a need to build capacity for partners to build up to level where they can participate in YPQI. It’s worth a longer conversation. Other thoughts related to that?

Commissioner Steinle: Is there some way to give programs recognition? Other ideas could include the good housekeeping seal of approval if they reach a certain level, we would give a Learn24 badge or put something on materials for parents to recognize like an Excellence Award. For CBOs not grant funded by district, will we offer opportunities to participate in quality improvement even if not a grantee?

Commissioner Peeler: Would second comments made by Commissioner Steinle.

Commissioner Riden: She would take time before thinking about a seal because capacity is a significant barrier to participation in the Weikart process; keep in mind certain size before you can max assessment tool.

Commissioner Hamilton: It is important to have a minimum number of years before you get a grant and there is a need to identify and require certain characteristics; we know that certain dosage per week before getting an outcome. If program isn’t doing well and can’t have impact, the grant should be opened up to other applicants.

Commissioner Peeler: What’s our commitment to the framework? Should the commission consider a different one?

Yochum: We’re committed to Weikart based on providers’ feedback and that it is research-based, valid, and reliable. It also comes with 10 workshops already that support improvement. We’ve committed for at least two years and can re-visit if it’s not the right tool. Good space to start.

Commissioner Riden: Other communities are using Weikart for 21st Century Learning Center grantees, can we use that here?

Commissioner Hamilton: The federal grant allows subgrantee to talk about how to do evaluation; the grant allows programs to design an evaluation system aligned with the specifics of their program. At the state level, we have defined performance indicators that match the federal indicators. Programs funded with federal dollars already have to collect specific types of measures. Don’t know which subgrantees may already be using which measures but we can look.

Yochum: At a system level, we would like to further the conversation offline with OSSE.

Commissioner Riden: That would be great to eliminate redundancy.

Commissioner Hamilton: With the federal money districts do evaluations and have the option to do this with whatever tool we select.

Commissioner Riden: Could OSSE use Wiekert the systems level?

Commissioner Hamilton: Yes.

Commissioner Crump: She is concerned as we’re talking about equity, moving forward using this and adding more, the commission we needs equity in the quality work. A lot of these organizations are large what is the feedback?

Yochum: The smaller groups the OST Office talked to are aware of the capacity need, we explained from the beginning that it will require at least 20 hours over the year. It’s an intense process when you’re using it with half day and full day training, and some dropped out once we started. For small groups we can consider note using the full Wiekert model but they could do self-assessment piece.

Commissioner Crump: Was it only for OST grantees? Is it the only option for next cycle?

Yochum: Yes, we can consider how to include other groups into the pilot, thinking about opening up district-wide.

Commissioner Peeler: If it’s burdensome, can we provide more resources to support so they can take advantage?

Yochum: Sometimes the organization just does not have staff and manpower; taking workshops that can run into program time and other challenges. There were four full day sessions. We can change the full day trainings in the future now that we have a team locally that can deliver it; we didn’t have capacity to deliver trainings ourselves until folks are trained. We tried to address barriers but some of the full-day sessions were the barrier.

Commissioner Peeler: Can we consider financial assistance for substitute staff? How to address those barriers?

Commissioner Hecker: Is the Institute connected to the OST office?

Yochum: Yes, staff from OST is at UDC.

Commissioner Hecker: As part of our change being regular needs assessment. If current offerings don’t work, can the OST Office provide different offerings for emerging nonprofits? The Commission should encourage that.

Yochum: Yes the Institute can support that and core competencies for youth workers.

Commissioner Hecker: Who does the Institute answer to?

Yochum: The OST Office.

Commissioner Steinle: The institute and what they learn informs the RFP and decision-making; it’s easy to do if directing that. We’ll have another opportunity to get a briefing from the Institute directly.

Yochum: Lisa Rucker, the manager for the Institute is attending the Forum for Youth Investment’s Ready by 21 conference which is the parent group for Wiekert.

Commissioner Peeler: Where do the youth outcomes actually fit into assessment of quality?

Yochum: It is separate but connected; program quality measures program design and environment. Having a good program should result in an increase in youth outcomes but program quality does not measure youth outcomes. As a city we need to decide on citywide measures for youth outcomes and it goes with the strategic plan; the framework looks at the organization level, system level, program level and youth level. PQA is not a youth outcomes measure.

Commissioner Peeler: She understands the tool doesn’t measure youth outcomes, how do we separate the outcomes from program quality? Could you have youth not achieving outcomes but the organization is above average?

Yochum: For the youth outcomes piece, the interaction between adults and kids is one of the things the tool looks for in program quality. The OST Office is looking at youth outcome tools that could measure how youth feel about relationships with the adults. Nothing is confirmed. The National Institute for Out of School time (NIOST) has a Survey of Academic Youth Outcome (SAYO) tool which is a self -assessment for youth. It measures the relationships between the youth and adults as well as peer to peer.

Commissioner Peeler: It’s not entirely intuitive; can we ask for another resource to help understand how program quality maps to youth outcomes? This is a core element.

Commissioner O’Neal: Yes, can we see an assessment to understand how they’re measuring interaction and engagement?

Commissioner Crump: What’s the DME capacity for using this tool in strategic plan and what’s the likelihood to open to any organization? She fears if the commission does a pilot that is a 2 year process and the tool we’re using to measure this and other organizations is required, then those who were in the pilot will have a two year head start. If we’re doing it again, it would be good to open the process up to every organization and that would save a headache later.

Yochum: The Institute is new, it is still not fully staffed yet and we’re building capacity in stages. She would not encourage opening up beyond 30 slots because it can become unwieldy. We’re not in a place for that yet.

Commissioner Steinle: Instead of creating more than 30 slots, we can open up who can get those slots.

Commissioner Crump: Maybe it should be first come, first serve. It would be good to open up availability to non-OST funded programs.

Yochum: We can definitely think about how to open up the PQA process.

**VII. Draft Bylaws**

Yochum: As a reminder we need to pass the bylaws to name a chairperson for this committee and began to review the highlighted sections, which are changes from original.

The commission’s conversations about the bylaws are reflected in the revised draft bylaws attached (Appendix B).

**VIII. Strategic Plan Discussion**

Yochum reviewed draft strategic plan as a framework to have the conversation. Changes heard earlier include changing “partnership” to “collective action” in values and adding “health of ecosystem” as a value.

Commissioner Peeler: She wonders how Commissioners would feel about “youth voice” vs “youth-centered” voice. It’s a different orientation and speaks to the intent.

Commissioner Crump: She prefers youth voice, because adults can still lead if youth-centered. Voice is something that needs to be addressed.

Commissioner Hecker: He agrees, the commission should bring youth to the table and listen.

Yochum: We need youth to lead; we want to allow them to lead.

Commissioner Crump: And learn from them [youth].

Commissioner Steinle: Should we consider a statement on youth leadership or how to lead with the youth voice?

Yochum: We still need to define “equity”, make a statement for “learning and continuous improvement”; “listen to youth voice” and “allow to lead”; and values behind “health of the ecosystem”.

Commissioner Hecker: “Health of the ecosystem” is concerned about bringing new ideas and organizations into healthy existence and linking the needs assessment to the Institute. These are system-wide areas we’re not as strong as we need to be. The commission needs to address where in the system we need to improve.

Commissioner Hickey: There should be more grassroots organizations in communities served that encompass equity, does make sense to separate the two.

Commissioner Hamilton: On the value of equity, can you say more? In our after school programs, we are prioritizing at-risk kids, kids with the greatest needs and the desire to have equitable access to programs is not as high a priority as getting services to kids who are most at risk. Should it be “opportunity to succeed or access for all students”?

Yochum: We want broad equity, not just broad access.

Commissioner Hecker: As he remembers the visual it should be “equitable access to opportunity to succeed”, not equitable access to programming and to provide more resources to areas where most needed.

Commissioner Peeler: It could be “equitable opportunities for youth”.

Commissioner Crump: Originally, she thought the commission was talking about adding “health of ecosystems” to the strategic priorities. Are we adding “health of ecosystem” to values and not part of the strategic priorities?

Commissioner Hecker: That’s a good catch that was where the conversation started.

Commissioner Siegel: A goal should be “broadening and deepening health of ecosystem”, the value to work as well as it can for as many kids as it can and ensuring the ecosystem thrives.

Commissioner Hecker: It makes more sense as a value; it would live through values and coordination.

Commissioner O’Neal: Can we break that out? If “health of ecosystem” is a value, can the commission be more specific on what the strategic priority related to the value would be? Put it in both buckets?

Commissioner Hickey: The commission can have it in both because there is some parallel; coordination parallel with collective action. What are the values and how do they translate into strategic priorities? There are a lot of parallels between priorities and values.

Commissioner Siegel: The value would be to have as strong a system as possible that can work with as many kids and families as possible.

Commissioner Crump: That sounds more like a mission.

Commissioner Peeler: What is necessary for young people to have equitable access? It should go beyond health; there is a need for a vibrant ecosystem with all types and sizes of programs and different elements of the community. There should be a strategic priority around strengthening of ecosystem and a belief that we need this network of organizations to be diverse, and different.

Commissioner Hecker: The commission believes that diversity in the ecosystem is a sign of strength and there should be strategic priorities around supporting that.

Yochum: The values in the strategic plan shouldn’t change over time, but the priorities can. The strategy for equity can change because we can’t do all in year 1, 2 or 3. Values theoretically should not change as often. We hope to start sharing the strategic plan and begin doing community engagement soon. We’re running short on time.

Commissioner Peeler: Let’s agree to 15 more minutes for the meeting.

Yochum: We can have the value be that the network should be diverse and innovative. We believe in a vibrant ecosystem.

Commissioner Riden: We believe a diverse, vibrant ecosystem is best for youth to thrive.

Commissioner Crump: The values could be flipped; “learning and continuous improvement” can be a strategic priority. The value could be that “youth and children thrive”.

Yochum: Should we keep “collective action” as a priority? “Vibrant ecosystem”? “Children and youth thrive”?

Commissioner Siegel: We don’t want to lose youth voice, we should leave “youth voice” as a value. We should leave equity as a value.

Yochum: Should we leave equity as a value? What’s the statement? “Equitable opportunities for youth to succeed” should stay as a value?

Commissioner Peeler: The commission should move “learning and continuous improvement” to the strategic priorities section, but maybe the commission also needs to keep as value. Commitment to always doing better and striving for better youth outcomes is important and the ecosystem should be as strong as possible; not sure if it’s a value and how is works with program quality.

Commissioner Siegel: She agrees it’s a value. Brain research is evolving and the commission needs to incorporate how to fit new research into organizations. The commission needs better language on “learning and continuous improvement” to make sure we’re on top of what’s changing.

Commissioner Crump: Looking at the strategic plan, organizations’ commitments should be to continuous improvement and health of ecosystem encompasses all.

Commissioner Gerideau: Learning needs to stay in the values; best practices, look at recent research are good. She is confused about “children and youth thrive” as a value because to me, values always stay the same, strategic priorities change. The health of the ecosystem is encompassed in “collective action”. Strategic priorities should include commitment to diverse system.

Commissioner Crump: Having “children and youth thrive” as a strategic priority is not good because that’s temporary; the commission needs a commitment for children and youth to thrive as part of the whole plan as committee, maybe it should be a value and not a strategic priority.

Yochum: She suggests the commission put “children and youth thrive” in the vision statement? The phrase came from legislation but the commission can amend it. For all children and youth across the district to thrive, it’s not really a value but purpose.

Commissioner Crump: What do you mean when putting under priorities?

Yochum: How do we do this at a system level? Children and youth thrive at organization, capacity building support. We can change the framework we’re reviewing a draft.

Commissioner Rasheed: Values can be aligned with vision and everything we do.

Commissioner Peacock: It would be nice to include the goal of developing youth toward self-sufficiency. I’ve noticed from my experience mentoring that programs can work great and be enjoyable, but the participants depend on the programs. We will know the programs are beneficial if they’re so beneficial the youth don’t need them anymore.

Commissioner Siegel: She likes that idea. She suggests OST Office make sense of what has been discussed, send out a new draft and the Commissioners can reply all before the next meeting and all Commissioners can come to the meeting having done some thinking.

Commissioner Hecker: He thinks the commission needs to decide on values first and then priorities come from that work. He is happy to work on that with the OST Office. They can make a draft to take in everything discussed regarding values first and decided on what those mean.

Commissioner Peeler: The commission needs to establish priorities using the strengths and needs assessment, the commission wants to address gaps

Commissioner Hecker: The commission should get feedback on values first before building other things on top so the public can comment.

Yochum: Friday April 27 10:30am to 12:30pm is when the commission hopes to have the first public engagement and discuss the draft of the strategic plan. Can work with Commissioner Hecker on vision but we have a tight timeline and work needs to be done outside of meetings.

Commissioner Steinle: Who will be at the public meeting? Can we focus on values piece? The commission should make sure youth can attend.

Commissioner Yochum: This strategic plan draft is officially public, first community engagement to share where we are in strategic plan, can share up to the values section. The commission will give an opportunity for community members to comment. The commission should get dates for the community engagement on the calendar.

IX. Adjournment

Commissioner Siegel made a motion to adjourn; seconded by Commissioner Crump. Unanimous Approval. Adjourn at 7:47 pm

  

Appendix A

DISTRICT OF COLUMBIA

Appendix B

**COMMISSION ON OUT OF SCHOOL TIME GRANTS AND YOUTH OUTCOMES**

**DRAFT BYLAWS**

# Approved [insert date]

# Article I.

# NAME

The name of this body shall be the District of Columbia Commission on Out of School Time Grants and Youth Outcomes, herein referred to as the OST Commission.

# Article II.

# PURPOSES AND ACTIVITIES

## Section 1. Legal Authority

The OST Commission was established through the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016; DC Act A21-0679; § 2-1555.02 effective April 7, 2017.

## Section 2. Purpose

Pursuant to the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016:

The Commission shall develop a District-wide strategy for equitable access to out-of-school time programs and to facilitate interagency planning and coordination for out-of-school time programs and funding.

## Section 3. Duties

Pursuant to the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016, the OST Commission shall:

1. Set the goals and scope of an annual, community-wide strengths and needs assessment, which the Office of Out of School Time Grants and Youth Outcomes, herein referred to as the Office shall conduct, to identify and prioritize needs for out-of-school time programs and establish targets for out-of-school time funding;
2. Draft and approve a strategic plan for out-of-school time programs and funding at least every three years,

The strategic plan shall draw on the data gathered and analyzed by the Office, including the annual community-wide needs assessment, to identify and resolve gaps in the distribution of out-of-school time programs and funding, with a particular emphasis on at-risk students, geographic distribution of out-of-school-time programs and funding, and program quality.

1. Review, on a regular basis, the efforts of the Office to fulfill the goals and priorities of the strategic plan.
2. Review, on a regular basis, the efforts of other relevant District agencies to cooperate in achieving the strategic plan, including review of the allocation of out-of-school time funding in school budgets, to the extent such data is available, and how such allocation aligns with need.
3. Identify areas for improved collaboration, problem-solving, and cooperation among District agencies regarding out-of-school time programs and funding.
4. Inform and approve plans for assessing the quality of out-of-school time programs developed by the Office.

## Section 4. Additional Activities

Pursuant to Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016, the OST Commission shall also:

1. Elect a chairperson and vice-chairperson from its membership.
2. Draft and publish rules of procedure for its operation including rules governing nominations and election of leadership, governance structure, meetings, and attendance.

# Article III.

# MEMBERS

## Section 1. Membership and Composition

1. The Commission shall consist of a maximum of 21 members who represent key community stakeholder constituencies or are District agency administrative heads or their designees, including:
2. The Executive Director of the Office of Out of School Time Grants and Youth Outcomes;
3. The Deputy Mayor for Education;
4. The State Superintendent of Education;
5. The Chancellor of the District of Columbia Public Schools;
6. The Executive Director of the Public Charter School Board;
7. The Director of the Department of Parks and Recreation;
8. The Chairperson of the Council committee with jurisdiction over matters related to public education; and
9. at least 8 nongovernmental members, appointed by the Mayor. The Mayor shall appoint the nongovernmental members of the Commission, with the advice and consent of the Council, in accordance with section 2(f) of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code g l-523.01(f)).
10. Nongovernmental members of the Commission shall be representative of the District's various geographic neighborhoods and stakeholder constituencies, including consumers and providers of youth development programs, organizations that advocate for the needs of youth, and District higher education, philanthropic, workforce development, and cultural institutions; provided, that, at the time of appointment:

(a). At least one member is a consumer of youth development programs in the District; and

(b). At least two members are representatives of organizations providing youth development programs in the District.

1. Government members may designate, within 3 months of appointment, a representative empowered to represent and vote on behalf of an appointed commissioner. A designated representative must be approved by the OST Commission prior to participating in meetings.

## Section 2. Terms

Nongovernmental members shall serve regular terms of three (3) years and may be reappointed for a single three (3) year term; except that, of the members first appointed, the Mayor shall designate four (4) to serve terms of two (2) years.

An individual who has served two (2) consecutive regular terms on the OST Commission may serve additional regular terms after a break in service on the OST Commission of at least two (2) years. No individual may serve more than six (6) regular terms on the OST Commission.

A member appointed to fill a vacancy shall be appointed only for the remainder of the predecessor's term. A vacancy appointment shall not count toward the term-limits otherwise provided in this subsection.

## Section 3. Vacancies

Should a vacancy occur through death, incapacity, or resignation of a member or expiration of a member’s term, the OST Commission shall notify the Mayor, through the Mayor’s Office of Talent and Appointments, of the vacancy in writing within 30 days.

## Section 4. Meeting Attendance

Each member, or a designated representative, shall attend all meetings of the OST Commission.

1. Attendance shall include physical presence or participation by conference call, internet, web, or by use of other technology including teleconference.
2. A member who has a reasonable excuse not to attend a regularly scheduled meeting shall provide an explanation of the absence to the Chair prior to the meeting, unless prior notice was not possible.
3. Any member who, without offering a reasonable excuse, fails to attend two (2) consecutive meetings of the OST Commission shall be deemed to have resigned from the OST Commission, and a vacancy created.

## Section 5. Compensation

Members of the OST Commission shall serve without compensation.

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# Article IV.

# MEETINGS

## Section 1. Annual Meeting

The Annual Meeting of the OST Commission shall be the last regularly scheduled meeting of each fiscal year and shall be public and held at such time and place to be determined by the OST Commission.

## Section 2. Regular Meetings

The OST Commission shall meet at least quarterly. Regular meetings of the OST Commission shall be public and held at such time and place to be determined by the OST Commission.

## Section 3. Special Meetings

Special meetings of the OST Commission may be called by the Chair, the Vice Chair, or at the written request of two-third (2/3) of the members of the OST Commission to the Chair, with a minimum of seven (7) business days notice. (Chair shall consult *Robert’s Rules of Order Newly Revised*.)

**Section 4. Emergency Meetings**

In compliance with the Open Meetings Act, emergency meetings may be called by the Chair, the Vice Chair, or at the written request of one-third of the members of the OST Commission to the Chair, notice of an emergency meeting must be given concurrently to the OST Commission and the public.

## Section 5. Notice of Meetings

1. The annual schedule of OST Commission meetings stating the place, day, and hour of the meeting, shall be posted on the District of Columbia central calendar and District Register.
2. Notice of annual and regular meetings, and the draft agenda for such meetings, shall be delivered in writing to each OST Commission member at least five (5) business days before the meeting and posted for the general public at least two (2) business days before the meeting.
3. Special meetings may be held a minimum of seven (7) business days after notice of the meeting is delivered.
4. Delivery in writing may be accomplished in person or by email, fax, or mail using the contact information on file with the OST Commission. Delivery of notice of a special meeting or emergency meeting may also be accomplished by telephone using the contact information on file, email or other electronic notice. Delivery does not require proof that the person actually received the notice.

## Section 5. Agenda/Order of Business

The Chair, in consultation with the Office and OST Commission members, shall determine the agenda. The agenda for each meeting shall set forth the order of business.

## Section 6. Quorum

The attendance of two-thirds (2/3) of the voting members of the OST Commission shall constitute a quorum at each meeting. In the absence of a quorum at any meeting of the OST Commission, an officer and/or the OST Commission members in attendance may adjourn the meeting until a quorum is present.

## Section 7. Minutes

Draft detailed minutes of all meetings shall be prepared by the Office or designee, and posted and delivered to OST Commission members and made public within three (3) business days following the meeting.

## Section 8. Voting

Any proposed or required action to be taken at any public meeting of the OST Commission shall be limited to the voting members of the OST Commission. Voting members of the OST Commission shall be those members, or approved designated representative, serving current terms of appointment, or whose terms have expired, but whose successors have not been appointed and sworn. Votes may be made electronically, by phone, in writing, or in person.

The Executive Director of the Office of Out of School Time Grants and Youth Outcomes is the only non-voting member of the OST Commission, except when required in order to break a tie vote. In all other instances, the non-voting member may provide only input and/or recommendations to be considered by voting members.

## Section 9. Conflict of Interest

In the event an issue, proposal, or similar matter is presented to the OST Commission which involves a potential conflict of interest between the OST Commission and a member of the OST Commission, as determined by the affected member or as ruled by the Chair, the affected OST Commission member shall be recused from any discussion, except for points of clarification requested by the OST Commission or a committee, and shall not vote on that matter.

## Section 10. Fiscal Year

The fiscal year term is October 1 to September 30.

# Article V.

# OFFICERS

## Section 1. Officers

The Officers of the OST Commission shall consist of a Chair and a Vice Chair. Officers shall exercise such powers and perform such duties as may be provided by these Bylaws, or as determined from time to time by resolution of the OST Commission.

## Section 2. Chair

The Commission shall elect one member as Chairperson of the OST Commission, who shall:

1. Hold office for a term of one (1) year, and is eligible for re-election;
2. Preside at all meetings of the OST Commission;
3. Carry out the directives of the OST Commission;
4. Ensure that the officers of the OST Commission perform their assigned tasks;
5. Nominate Standing Committee members and Standing Committee Chairs;
6. Supervise the work of the Standing Committees and serve as an ex-officio member of each Standing Committee;
7. Conduct the affairs of the OST Commission in such a manner that will carry out the purposes and objectives of the OST Commission;
8. Speak, write and act on behalf of the OST Commission in a manner consistent with the purposes and objectives of the OST Commission;
9. Perform all other duties as are normal to the position of Chair.

## Section 3. Vice Chair

The Vice Chair will be elected by the OST Commission, will hold office for a term of one (1) year, and is eligible for re-election. The Vice Chair of the OST Commission shall:

1. Perform all tasks assigned by the Chair;
2. Assist the Chair in the supervision of the work of the Standing Committees;
3. Perform all duties of the Chair in the absence, inability, or incapacity of the Chair;
4. Perform all other duties as are normal to the position of Vice Chair.

# Article VI.

# STANDING COMMITTEES

## Section 1. Standing Committees

At all times there will be the following Standing Committees:

## Strategic Plan Committee shall draw on the data gathered and analyzed by the Office, to identify and resolve gaps in the distribution of out-of-school time programs and funding, with a particular emphasis on at-risk students, geographic distribution of out-of-school-time programs and funding, and program quality. In addition, the Committee will regularly review the efforts of the Office to fulfill the goals and priorities of the strategic plan and regularly review the efforts of other relevant District agencies to cooperate in achieving the strategic plan, including review of the allocation of out-of-school time funding in school budgets, to the extent such data is available, and how such allocation aligns with need.

## Needs Assessment Committee shall set the goals and scope of an annual, community-wide needs assessment, which the Office shall conduct to identify and prioritize needs for out-of-school time programs and establish targets for out-of-school time funding.

## Quality Committee shall inform and approve plans for assessing the quality of out-of-school time programs developed by the Office.

## Governance shall review, revise and update bylaws, review conflicts of interest, change or add committees, and act for the OST Commission on urgent business requiring action that cannot await the next OST Commission meeting in a manner consistent with its best determination of what the members of the OST Commission would decide under the circumstances. All actions taken by the Executive Committee shall be reported to the OST Commission as soon as possible, and no later than the OST Commission’s next regularly scheduled meeting, and are subject to revision, alteration or revocation by the OST Commission.

## Section 2. Composition

All interested persons are encouraged to participate in the work of the committees and the committees will work to achieve consensus on all decisions. If those participating in the committee cannot achieve consensus on a matter, the standing committee wil have designated voting members (comprised of Commission members and Community members with expertise) who will resolve the issue by conducting a vote. A 60% majority of voting members present for the vote is required for approval.

Voting members of the committee will be identified by the committee co-chairs in consultation with the Governance Committee. Voting members of standing committees do not need to be appointed members of the Commission.

Voting members will serve two year term, although to allow for staggered terms, approximately half of the first panel of voting members will serve one year terms. There are no limits on the number of terms an individual may serve.

1. Each Standing Committee will be open to public participation and input, but shall be formally composed of at least three (3) but no more than nine (9) voting members comprised of both commission members and members of the public with expertise who are appointed as voting members.
2. The Chair of each Standing Committee shall be selected from the voting members of the OST Commission and may not be the Chair or Vice Chair of the OST Commission
3. The remaining members of each Standing Committee shall be composed of voting and non-voting members of the OST Commission and nominated members of the public with expertise who are appointed as voting members by the Chair of the Standing Committee with the guidance of the Governance Committee
4. The Chair of the OST Commission shall nominate the Chair and members of each Standing Committee for confirmation by the OST Commission.
5. The Chair of the OST Commission may remove the Chair or any members of any Standing Committee. Such removal may be appealed to the OST Commission.
6. Each Standing Committee shall, at all times, contain at least one (1) OST Commission member who is not the Standing Committee Chair.
7. Each OST Commission member shall be a member of a least one (1) Standing Committee at all times.

## Section 3. General Activities

1. Each Standing Committee shall advise and aid the OST Commission in all matters designated by the OST Commission.
2. Each Standing Committee shall meet at least quarterly each year, and shall record the proceedings of such meetings. The minutes of these proceedings shall be submitted to the Chair of the OST Commission and Office, or a designee, within three (3) days of the conduct of said meeting.
3. Each Standing Committee may prescribe rules and regulations for the call of and the conduct of meetings of the Standing Committee and other matters relating to its procedure, consistent with these Bylaws.
4. Each Standing Committee shall provide oral and/or written reports of its activities at regularly scheduled meetings of the OST Commission.
5. All Standing Committee meetings shall be open to all current members of the OST Commission, and to the public except when convened in Executive Session. Schedulesof all Standing Committee meetings shall be disseminated to members of the OST Commission.

# Article VIII.

# SPECIAL COMMITTEES

1. The Chair shall have the power to call for the establishment of special committees as needed to accomplish the goals of the OST Commission with consent from the OST Commission
2. The Chair of the OST Commission shall nominate the Chair of each Special Committee for confirmation by the OST Commission.
3. The Chair of the OST Commission may remove the Chair or any members of any the Special Committee. Such removal may be appealed to the OST Commission.
4. Each Special Committee shall, at all times, contain at least one (1) OST Commission member who is not the Special Committee Chair.
5. Each Special Committee shall provide oral and/or written reports of its activities at regularly scheduled meetings of the OST Commission.
6. All Special Committee meetings shall be open to all current members of the OST Commission and to the public.
7. The composition of each Special Committee shall be determined by the OST Commission.
8. The term of each committee shall be established by the OST Commission not to exceed 12 months without the OST Commission revisiting and evaluating the purpose, work and need of the special committee.

#

# Article IX.

# PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the OST Commission in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rule of order that the OST Commission may adopt or may be prescribed by law or Mayor’s Order(s). The ruling of the Chair shall be final as to any contested procedure not clearly covered by the foregoing authority.

# Article X.

# AMENDMENTS

These Bylaws may be amended at any regular or properly called meeting of the OST Commission by a two-thirds (2/3) vote of the members present, provided aquorum of two-thirds (2/3) of the members are present, and providedany proposed amendment has been delivered previously in writing to the members at least thirty (30) days prior to the meeting at which the vote is to be taken. Amendments made to these Bylaws shall become effective on the date on which the amendment is approved by vote of the OST Commission.

Approved by a unanimous vote of the members of the District of Columbia Commission on Out of School Time Grants and Youth Outcomes on this XXth day of XXXXX 2018.

Attested by:

Name

Commissioner

Name

Commissioner

Name

Commissioner

Name

Commissioner

Name

Commissioner

Name

Commissioner

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Commissioner

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Commissioner

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**About Learn24**

Learn 24 is a network of afterschool and summer opportunities supported by the Bowser Administration to ensure children and youth in the District have access to quality educational and enrichment activities beyond the school day.

A decade of research indicates that children and youth who regularly participate in quality afterschool and summer programs benefit in terms of their academic performance, social and emotional learning, and health and wellness. In addition, youth who participate in Out of School Time (OST) programs have improved school attendance; higher graduation rates; lower dropout rates; stronger academic performance and improved positive behaviors and work habits.

Learn24 supports access to and cultivation of high quality OST programs by:

* Building the skills for adults who work with children and youth in OST programs through workshops and conferences organized by The Institute of Youth Development.
* Working directly with OST program leaders and staff through observation, assessment and coaching to improve the program design and implementation.
* Communicating the importance of quality to key stakeholders to increase accountability across the network of OST providers.
* Measuring and reporting on outcomes for children and youth across the network.

The Office of Out of School Time Grants and Youth Outcomes, located in the Office of the Deputy Mayor for Education and informed by the Mayor’s Commission on Out of School Time Grants and Youth Outcomes, leads the Learn24 network.

**Vision**

Children and youth across the District have equitable access to high quality out-of-school-time programs.

Quality OST programs support children and youth develop skills, attitudes and knowledge to succeed in life as engaged citizens.

**Purpose**

Learn24 supports equitable access to high-quality, out-of-school-time programs for District of Columbia youth through coordination among government agencies, targeted grant-making, data collection and evaluation, and the provision of training, capacity building and technical assistance to OST providers.

**Key Finding OST Needs Assessment**

* **Afterschool capacity**
	+ 33,400 children and youth attend regular afterschool programming in D.C.
	+ Includes 28,700 children in pre-K to 8th grade and 4,700 youth in grades 9-12
	+ Main providers are schools and community-based organizations (CBOs)
* **Summer school capacity**
	+ 15,000 children and youth from pre-K3 to 12th grade participate in summer programs in D.C.
	+ Includes 4,700 entering pre-K3 to 8th grade, and 10,800 in grades 9 through 12
	+ Not counting MBSYEP participants, the number of summer program participants in grades 9 through 12 was less than 2,800)

**Estimated Gap in OST program Capacity under four policy goals**



**Values** [to be discussed]

* Equity
* Partnership
* Learning and continuous improvement
* Youth Voice

**Goals**

* Target grant-making to increase equitable access to quality out-of-school-time programming;
* Encourage and support coordination among government agencies;
* Improve program quality through assessment, training, capacity building and technical assistance to OST providers; and
* Utilize data to measure impact and support evaluation of the network.

**Theory of Change**

**System**: provides citywide critical infrastructure support, guidance and communication

**Youth**: successfully transition from childhood, to adolescent to adulthood

**Program**: high quality programs and experience retain youth and provide the necessary dosage for impact

**Organization**: Strong management practices offer programmatic infrastructure and ability for programs to scale

**Strategic Priorities** [to be discussed]

* Equity
* Children and Youth Thrive
* Coordination

**System Level**

|  |
| --- |
| **Equity** |
| **Priority** | **Tactics** | **Metrics** |
| Funding/Grantmaking |  |  |
| Geography, Race, gender, age, income, life experiences |  |  |
|  |  |  |
| **Children and Youth Thrive** |
| **Priority** | **Tactics** | **Metrics** |
| Database to measure outcomes, youth enrollment, longitudinal impacts |  |  |
|  |  |  |
| **Coordination** |
| **Priority** | **Tactics** | **Metrics** |
| Cross agency(DCPS, DOES,  |  |  |
| Funding (local, federal and private) |  |  |
| Existing Initiatives (Attendance, Transit, health, trauma, violence) |  |  |
| Current infrastructure |  |  |
| Citywide Goals |  |  |
| Transportation |  |  |
| OST Reporting  |  |  |
| Schools and Nonprofits |  |  |
| Meeting Basic need (food, housing, etc.) |  |  |
|  |  |  |
|  |  |  |

**Organization**

|  |
| --- |
| **Equity** |
| **Priority** | **Tactics** | **Metrics** |
| Support small grassroots organizations |  |  |
|  |  |  |
| **Children and Youth Thrive** |
| **Priority** | **Tactics** | **Metrics** |
| Capacity Building:Grant writing support; grow and develop new orgs in areas of need; scaffold based on org need |  |  |
| Focus funding on organizations that meet basic standards |  |  |
| Parent engagement; trauma support; learning at home |  |  |
|  |  |  |
| **Coordination** |
| **Priority** | **Tactics** | **Metrics** |
| Content expertise and Coordinating Entities |  |  |
| Shared resources/staff/synergy |  |  |
|  |  |  |
|  |  |  |

**Program**

|  |
| --- |
| **Equity** |
| **Priority** | **Tactics** | **Metrics** |
|  |  |  |
|  |  |  |
| **Children and Youth Thrive** |  |  |
| **Priority** | **Tactics** | **Metrics** |
| Quality – Define and Improve(assess, plan, improve, repeat) |  |  |
| Professional Development and Training |  |  |
| Data collection |  |  |
| Scaling Programs |  |  |
| Measuring Outcomes/Evaluation |  |  |
| Broad programming options |  |  |
| Year round planning and programming |  |  |
| Evidence Based Programming |  |  |
|  |  |  |
| **Coordination** |
| Increase Hours |  |  |
|  |  |  |

**Youth**

|  |
| --- |
| **Equity** |
| **Priority** | **Tactics** | **Metrics** |
| Youth Forum |  |  |
| Undoing racism |  |  |
|  |  |  |
| **Children and Youth Thrive** |
| **Priority** | **Tactics** | **Metrics** |
| Skills Framework by age; special population |  |  |
| Measuring Youth Outcome (Health, academic, attendance, relationships, prepare for future/economy needs, workforce development) |  |  |
| separate youth programs from SYEP |  |  |
| New experiences/paths |  |  |
| Maintaining Gains (k-12) |  |  |
|  |  |  |
| **Coordination** |
| **Priority** | **Tactics** | **Metrics** |
| Youth Forum |  |  |
|  |  |  |

**Other:**

* SMART goals.Big, Audacious Goals
* Where does youth voice belong, engage with the system? How can youth voice be authentic and make the most impact on the systems?
* Simple, Clear easy to understand final document
* Public Input