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August 12, 2019

Dear Program Directors and Evaluators:

This letter is to remind programs about the purpose and requirements pertaining to the Advisory Board, including membership requirements, quarterly meeting requirements, and attendance requirements, stipulated in the Grant Application<sup>1</sup>, NYSED 21<sup>st</sup> Century Community Learning Centers (CCLC) Evaluation Manual<sup>2</sup> and guidance documents. All NYS 21<sup>st</sup> CCLCs are required to comply with these policies.

### **Membership Requirements**

Program and partnering administrative staff, school and partnering agency representatives, students, parents and community members must be represented on the program advisory committee and must have meaningful involvement in program design, planning and assessment. Included in the list of required Advisory Board members is the Local Evaluator.

### **Attendance Requirements**

Since this a requirement for **ALL** partners, which includes, but is not limited to program staff, partner staff AND local evaluation staff, it is the responsibility of the program administration to invite the evaluator and expect him/her to come, and the evaluator to attend at least three of these meetings throughout the year.

As it is defined in the revised Site Monitoring Visit Report<sup>3</sup>, all programs are required to document and maintain evidence/records of the Advisory Board's membership, meetings, and attendance, in order to meet compliance expectations. The specific items required are listed and described in the Supporting Evidence column. See indicators G-5 and G-6 in the "Advisory Board" sub-section of the revised SMV report, page 17.

### **Quarterly Meeting Requirements**

The New York State 21<sup>st</sup> CCLC Evaluation Manual states:

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<sup>1</sup> Request for Proposal, 2017-2022 21<sup>st</sup> CCLC Grant Application: <http://www.p12.nysed.gov/funding/2017-2022-21st-cclc/home.html>

<sup>2</sup> 21<sup>st</sup> CCLC Evaluation Manual: <http://www.p12.nysed.gov/sss/21stCCLC/NYSEvaluationManual.pdf>

<sup>3</sup> Site Monitoring Visit (SMV) Report Template: <http://www.nys21cclc.org/wp-content/uploads/2017/04/NYSED-Site-Monitoring-Visit-Report-5.23.19.pdf>

*Key program stakeholders are responsible for participation in the initial advisory committee meeting and at least three additional quarterly meetings with the evaluator in attendance.*

It is recommended that advisory meetings take place quarterly, in July/August, November/December, February/March, and May/June annually. NYSED has a list of suggested times and topics for Advisory Board meetings on the [21<sup>st</sup> CCLC Program Timeline](#). A new requirement for the July/August Advisory meeting agenda is the reassessment of the program logic model, and the adoption of any revisions agreed upon by all stakeholders. This annual logic model updating is now required in lieu of the annual submission of the Evaluability Checklist, which is now only required in the first year of the five year funding cycle.

These quarterly advisory meetings are great opportunities for the evaluator to give updates on how the evaluation is progressing and any options or suggestions for program improvements that have come to light as a result of evaluation activities up to that point. These advisory meetings are not only an opportunity for the evaluator to share evaluative information with stakeholders; it is also an opportunity for the evaluator to evaluate the strength of the partnerships and community collaboration through observation of the following, for example:

1. Noting what partners are present at the meetings;
2. Noting what level of personnel from the partner or community organization attends;
3. Noting the topics that are discussed, including the levels of engagement in any discussions held; and
4. Recording the decisions that are made and levels of agreement with each decision.

While the evaluator is required to attend these advisory board meetings, it is important to remind evaluators that they are not a voting member of the advisory group because they are external evaluators, not internal evaluators.

If you have any questions or seek further assistance regarding this matter, please contact your Technical Assistance Resource Center.

Best,  
NYSED 21<sup>st</sup> CCLC Team