



OFFICE OF THE DEPUTY MAYOR FOR EDUCATION

Commission on Out of School Time Grants and Youth Outcomes Committee Descriptions

Standing Committees

- **Strategic Plan Committee** will regularly review the efforts of the OST 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.

The Committee will ensure the Strategic Plan Committees submit three year goals, plans, timelines and deliverables that align to the goals of the OST Commission for approval.

- **Needs Assessment Committee** sets the goals and scope of an annual, community-wide needs assessment, which the OST Office conducts to identify and prioritize needs for out-of-school time programs and establish targets for out-of-school time funding.
- **Quality Committee** informs how assessments for quality of out-of-school time programs should be implemented by the OST Office. High-quality programs engage youth in the authentic expression of voice and choice by providing safe and supportive environments, caring adults, and structured activities. The Commission prioritizes ensuring that all Washington, DC youth have equitable access to high-quality OST programs.

The committee will guide the OST Office on how to define, measure, assess and increase program quality.

- **Governance Committee** reviews, revises and updates the 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.

Strategic Plan Committees

- **Funding and Capacity Building Committee** will support Learn24 in closing the gap in OST program capacity by guiding the OST Office in its mission to provide financial, technical, and educational resources to a wide range of OST providers, large and small, who have established trust with their communities and have experience meeting the needs of their communities.
- **Outcomes Committee** will prioritize supporting Learn24 in ensuring that all D.C. youth have access to programs that allow them to achieve outcomes.
- **Coordination and Collaboration Committee** will build a strong and sustainable system that supports high-quality OST programs, the OST Office will rely on the help and input of youth, families, OST providers, experts, and government agencies. To achieve this goal, the committee will encourage connection among various stakeholders including: the OST Office, District of Columbia government agencies, non-profit entities, parents, and youth.



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Commission on Out of School Time Grants and Youth Outcomes Committee Member Responsibilities

The committee member is responsible for participating in deliberations of the committee and making recommendations to the OST Commission on specific issues within the purview of the committee. All members must agree with the core tenets and align actions to the values of the OST Commission which are:

- Youth Voice: Youth contribute directly to decisions that impact their lives.
- Equity: Decisions are made recognizing structural racism with a determined focus on dismantling those systems and achieving equitable outcomes for youth.
- Commitment to Learning: Continuous improvement and learning leads to stronger and more effective systems, organizations, and programs.
- Mutual Respect and Responsibilities: Respecting the unique insights, resources, and contributions of all stakeholders leads to the realization of a collective vision.

Specifically, the member will:

- Work with the Committee Chairperson and OST Office on committee specific issues, timelines and deliverables;
- Attend committee meetings (Member may miss no more than 2 meetings in a row);
- Provide feedback on meeting agenda;
- Participate in constructive deliberations;
- Be objective and impartial decision-making that will benefit the system when making recommendations to the OST Commission;
- Ensure the committee progresses in achieving the annual goals of the committee;
- If needed, provide committee updates to the OST Commission;
- Respond to communication;
- Other duties as assigned by the OST Commission or Committee Chairperson;
- Willingness to provide topic or content expertise and/or direct experience with OST as a participant, parent who uses OST, etc.;
- Consistently act in the best interest in the District's children and youth; and
- Other duties as assigned or requested by the OST Commission

Time commitment

- A minimum of 90 minutes every month.
- One year commitment.
- 3 hours a month for responding to communication, preparing for committee meetings which may include reading materials or preparing presentation materials, etc.

Next Steps

- Applications are collected on a rolling basis but reviewed quarterly and suggested deadline are March 31, June 30, Sept. 30 and Dec. 31.
- Applicants are invited to attend any committee meeting of interest until formally approved to a committee. Attendance before acceptance demonstrates commitment and availability to the committee.
- Committee Chairs will nominate applicants to the Committee for the Chairperson of the OST Commission to approve and appoint to a committee.



OST Committee Member Application

Contact Information	
First Name	Last Name
Phone Number	Email Address
Are you a District Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what Ward? _____	
I am interested in the following committee: <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Governance <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Quality <input type="checkbox"/> Funding and Capacity Building <input type="checkbox"/> Outcomes <input type="checkbox"/> Coordination & Collaboration.	
Stakeholder Group (Please check one audience that you would represent on the committee.) <input type="checkbox"/> Parent/Caregiver <input type="checkbox"/> Youth <input type="checkbox"/> Service Provider <input type="checkbox"/> Researcher <input type="checkbox"/> Business <input type="checkbox"/> School Educator <input type="checkbox"/> Advocate <input type="checkbox"/> Philanthropic <input type="checkbox"/> Other: _____	
Committee Interest	
In order to better understand your strengths, ability and knowledge, please provide either a written response (no more than 500 words per questions) or video response (no more than 2 minutes per response).	
<ol style="list-style-type: none"> 1. What is the experience or expertise you bring to the committee? 2. What is your vision for OST across the District of Columbia? 3. What is one change in the OST system that you would like to see? If you had to lead that change, what would you do? 	

Return this form:

By Mail to:

Learn24
Office of the DME
1350 Pennsylvania Avenue, Suite 307
Washington, DC 20004

By Email to: Learn24@dc.gov