

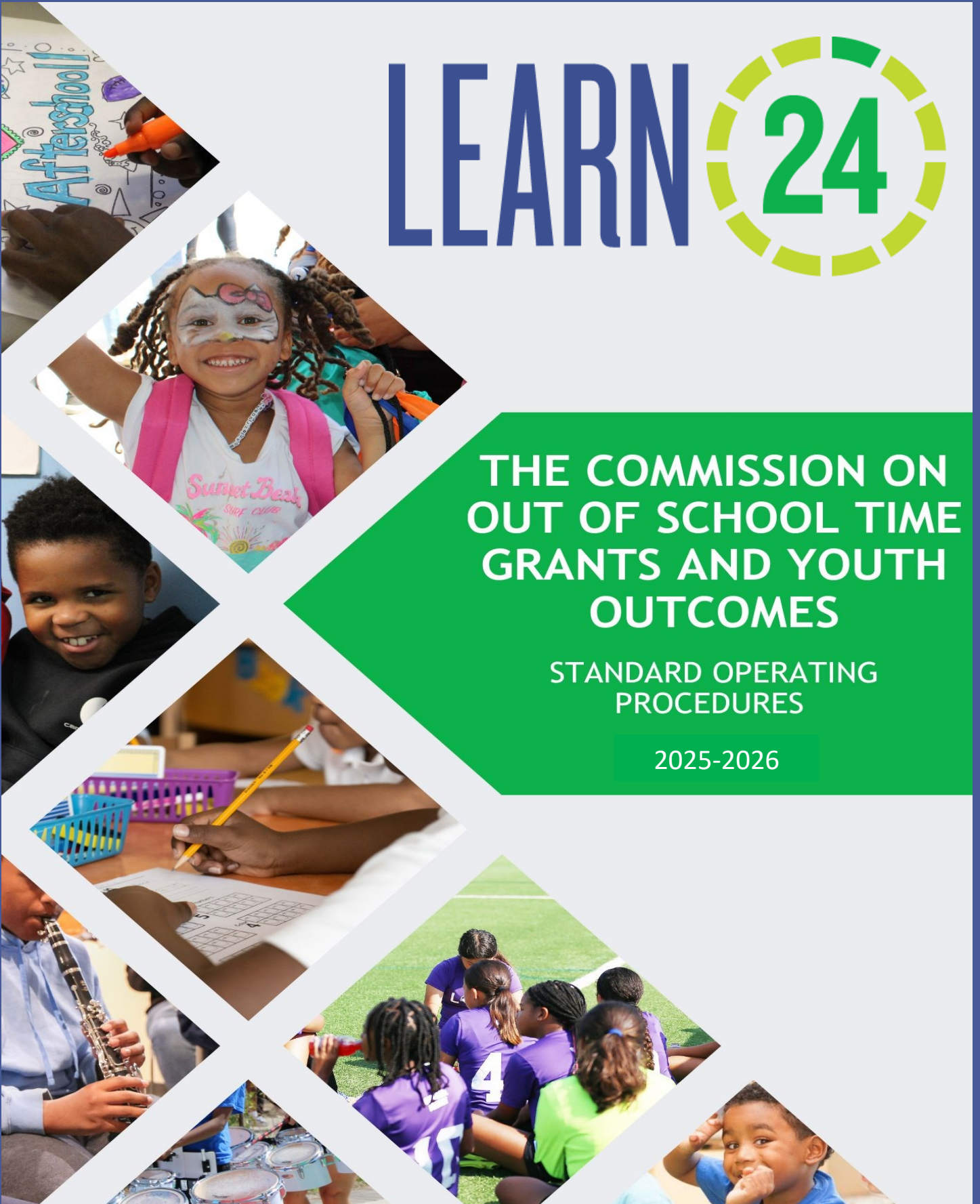
LEARN



THE COMMISSION ON OUT OF SCHOOL TIME GRANTS AND YOUTH OUTCOMES

STANDARD OPERATING
PROCEDURES

2025-2026



These Standard Operating Procedures (SOPs) define the standard practices, roles, and procedures to ensure effective operation, coordination, and decision-making within the OST Commission. They are subject to change and/or updates.



MURIEL BOWSER
Mayor of Washington, D.C.



PAUL KIHN
Deputy Mayor of Education



DR. KELLY SALLEE
Chair
Commission on Out of School Time Grants
and Youth Outcomes



DR. SHONTIA LOWE
Executive Director
Office of Out of School Time Grants
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TABLE OF CONTENTS

	D.C. Law 21-261. Out of School Time Grants and Youth Outcomes Establishment Act of 2016	4
1	Members	5
2	Appointments & Terms	5
3	Duties of Members	6
4	Meetings	6
5	Notice of Meetings	7
6	Meeting Attendance & Quorum	7
7	Agenda & Order of Business	7
8	Minutes	7
9	Voting	8
10	Learn24 Agency Reports	8
11	Public Comments	8
12	Conflict of Interest	8
13	Officers	9
14	Standing Committees	9
15	Special Committees	10
16	Duties of Committee Chairs	11

D.C. Law 21-261

Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016

The Standard Operating Procedures for the Commission on Out of School Time Grants and Youth Outcomes are pursuant to the authority set forth in the [D.C. Law 21-261. Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016.](#)

An Act

To establish an Office of Out of School Time Grants and Youth Outcomes and a Commission on Out of School Time Grants and Youth Outcomes to support the equitable distribution of high-quality, out-of-school-time programs to District of Columbia youth through coordination among government agencies, grant-making, data collection and evaluation, and the provision of technical assistance to service providers; to repeal the Children and Youth Initiative Establishment Act of 1999; and to amend the Confirmation Act of 1978 to make conforming amendments.

Purpose

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

The OST 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.

1 Members

- 1.1 The OST Commission is comprised of 21 members who represent key community stakeholder
- 1.2 Governmental Members—District agency administrative heads or their designees, including:
 - (1) The Director of the Office of Out of School Time Grants and Youth Outcomes;
 - (2) The Deputy Mayor for Education;
 - (3) The State Superintendent of Education;
 - (4) The Chancellor of the District of Columbia Public Schools;
 - (5) The Executive Director of the Public Charter School Board;
 - (6) The Director of the Department of Parks and Recreation; and
 - (7) The Chairperson of the Council committee with jurisdiction over matters related to public education.
- 1.3 Nongovernmental Members—Representatives 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, work-force development, and cultural institutions; provided, that, at the time of appointment:
 - (1) At least one member is a consumer of youth development programs in the District; and
 - (2) At least 2 members are representatives of organizations providing youth development programs in the District.
- 1.4 Nongovernmental members shall comprise a majority of the Commission.

2 Appointments & Terms

- 2.1 Governmental members of the Commission serve at the will of the Mayor.
- 2.2 Governmental members do not have term limits.
- 2.3 Nongovernmental members of the Commission are appointed by the Mayor, 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 § 1-523.01(f)).
- 2.4 Nongovernmental members shall serve regular terms of 3 years and may be reappointed for a single 3-year term.
- 2.5 A nongovernmental member who has served 2 consecutive regular terms on the Commission may serve additional regular terms consistent with this subsection after a break in service on the Commission of at least one year; provided, that no individual may serve more than 6 regular terms on the Commission.

3 Duties

- 3.1 Set the goals and scope of a biennial, 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.
- 3.2 Draft and approve a strategic plan for out-of-school time programs and funding at least every three years, that encourages interagency and community coordination and promotes equitable access for youth and families to high-quality youth development programs.
- 3.3 The strategic plan shall draw on the data gathered and analyzed by the Office, including the biennial 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 and other targeted student populations, geographic distribution of out-of-school-time programs and funding, and program quality.
- 3.4 Review, on a regular basis, the efforts of the Office to fulfill the goals and priorities of the strategic plan.
- 3.5 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.
- 3.6 Identify areas for improved collaboration, problem-solving, and cooperation among District agencies regarding out-of-school time programs and funding.
- 3.7 Inform and approve plans for assessing the quality of out-of-school time programs developed by the Office.

4 Meetings

- 4.1 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.
- 4.2 Annual Meeting —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.
- 4.3 Special Meetings—May be called by the Chair, the Vice Chair, or at the written request of two-thirds (2/3) of the members of the OST Commission to the Chair, with a minimum of seven (7) business days.
- 4.4 Emergency Meetings—In compliance with the Open Meetings Act, 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.

5 Notice of Meetings

- 5.1 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.
- 5.2 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.
- 5.3 Special meetings may be held a minimum of seven (7) business days after notice of the meeting is delivered. Delivery of notice of a special meeting or emergency meeting may be accomplished by email, telephone, or mail using the contact information on file, email or other electronic notice. Delivery does not require proof that the person actually received the notice.

6 Meeting Attendance & Quorum

- 6.1 Each member, or a designated representative, shall attend all meetings of the OST Commission. Attendance shall include physical presence or participation by conference call, internet, web, or by use of other technology including teleconference, if feasible.
- 6.2 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.
- 6.3 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.
- 6.4 Quorum is constituted at each meeting when more than half of the OST Commission is in attendance. 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.

7 Agenda & Order of Business

- 7.1 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.

8 Minutes

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

9 Voting

- 9.1 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 designated representatives, 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.
- 9.2 The Executive Director of the OST Office 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.

10 Learn24 Agency Reports

- 10.1 Governmental members of the OST Commission shall be prepared to present information relevant to out-of-school-time programming for discussion/awareness at each OST Commission meeting.
- 10.2 Agency report outs may include but are not limited to:
 - New or revised policies, procedures, initiatives, trends or situations impacting OST providers/partners, families, youth or services;
 - Local or national assessment outcomes/data reports;
 - Funding opportunities for OST providers;
 - Successes/highlights in OST programming/deliverables/outcomes;
 - Challenges/concerns in OST programming/deliverables/outcomes;
 - Advocacy matters; or
 - Upcoming events.

11 Public Comments

- 11.1 The Commission shall provide an opportunity in open meetings for the public to address it on items of interest to the public that are within the subject matter jurisdiction of the Commission.
- 11.2 Persons wishing to speak during Public Comment must complete and submit a speaker's request form to Learn24@dc.gov by the Tuesday prior to the scheduled Commission meeting.
- 11.3 Individual testimony within the public comment period shall be limited up to three (3) minutes per person.

12 Conflict of Interest

- 12.1 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.

13 Officers

13.1 The Officers of the OST Commission shall consist of a Chair and a Vice Chair. Members of the Commission elect the chairperson and vice-chairperson from its membership.

13.2 Chair—

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

13.3 Vice Chair—

- Hold office for a term of one (1) year, and is eligible for re-election.
- Perform all tasks assigned by the Chair;
- Assist the Chair in the supervision of the work of the Standing Committees;
- Perform all duties of the Chair in the absence, inability, or incapacity of the Chair; and
- Perform all other duties as are normal to the position of Vice Chair.

14 Standing Committees

14.1 General Activities of Standing Committees—

- Each Standing Committee shall advise and aid the OST Commission in all matters designated by the OST Commission.
- 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 OST Office, or a designee, within three (3) days of the conduct of said meeting.
- 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.
- Each Standing Committee shall provide oral and/or written reports of its activities at regularly scheduled meetings of the OST Commission.
- 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. Schedules of all Standing Committee meetings shall be disseminated to members of the OST Commission.

14 Standing Committees

- 14.2 **Governance Committee** reviews, revises and updates bylaws, reviews conflicts of interest, changes or adds committees; and acts 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 Governance 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.
- 14.3 **Coordination and Collaboration Committee** builds a strong and sustainable out of school time framework, grounded in youth development best-practices, and that rely on the input of youth, families OST providers, experts, and government agencies. The Committee works to ensure strategic collaboration among various stakeholders, including: the Deputy Mayor for Education/OST Office, DC Public Schools, DC Public Charter Schools, the Office of the State Superintendent of Education, the Department of Parks and Recreation, the Department of Employment Services, DC Public Libraries, and other District of Columbia government agencies, OST providers, families, and youth.
- 14.4 **Funding and Capacity-building Committee** works to ensure that all District of Columbia youth have equitable access to diverse, high-quality programs in locations that meet the current demand for OST seats across the District. To achieve this goal, the Committee works with OST providers to support their financial, organizational, technical, and educational growth and development, through the identification of and referral to capacity building resources.
- 14.5 **Outcomes and Needs Assessment Committee** guides the OST Commission in establishing priorities for the use of out-of-school-time funding based on current OST program needs. The Committee assesses the outcomes and impact of OST affiliated government agencies providing programming and services to K-12 children and youth across the District. The Committee informs decisionmakers (DC Council, other government agencies, etc.) on funding needs.
- 14.6 **Quality Committee** identifies and to determines trainings that provide high quality support, in alignment with the needs of DC’s youth. The Committee works in partnership with the OST Office’s Institute for Youth Development on the implementation of program quality assessments, quality improvement planning, youth surveys, training, and coaching, in support of the continuous growth and improvement of OST providers.

15 Special Committees

- 15.1 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.
- 15.2 The Chair of the OST Commission shall nominate the Chair of each Special Committee for confirmation by the OST Commission.
- 15.3 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.
- 15.4 Each Special Committee shall, at all times, contain at least one (1) OST Commission member who is not the Special Committee Chair.
- 15.5 Each Special Committee shall provide oral and/or written reports of its activities at regularly scheduled meetings of the OST Commission.
- 15.6 All Special Committee meetings shall be open to all current members of the OST Commission and to the public. The composition of each Special Committee shall be determined by the OST Commission.
- 15.7 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.

16 Duties of Committee Chair

General Duties —

- Duties include leading meetings, setting agendas, managing discussions, ensuring tasks align with goals, overseeing progress, facilitating consensus-building, reporting on committee activities to the full OST Commission, and acting as a liaison between the committee and the OST Office.
- The chair provides direction and motivation to committee members, ensures members understand their roles, and fosters a collaborative and effective working environment.

Meeting Management —

- **Preside over meetings:** Lead committee meetings, call the meeting to order, and adjourn when finished.
- **Set the agenda:** With support of the OST Office, determine the topics for discussion and organize them in a logical order for the meeting.
- **Facilitate discussions:** Guide conversations, ensure members feel heard, and encourage participation from all committee members.
- **Guide decision-making:** Put motions to a vote and ensure decisions are made in an orderly and clear manner.
- **Manage time:** Keep meetings on schedule and ensure the committee makes progress toward its objectives.

Committee Leadership & Oversight —

- **Define purpose:** Clarify the committee's goals and objectives to ensure everyone is working towards the same targets.
- **Motivate members:** Provide direction and support to committee members to ensure they understand and fulfill their responsibilities.
- **Oversee progress:** Monitor the committee's activities and progress to ensure it remains on track.
- **Ensure tasks are met:** Coordinate member contributions and ensure all delegated tasks are completed effectively.
- **Foster collaboration:** Create a positive and fair working environment where members feel comfortable sharing ideas.

Liaison and Communication —

- **Report to the full OST Commission:** Serve as the primary contact for the OST Commission providing updates on the committee's activities and progress.
- **Communicate with staff:** Work with OST Office leadership and staff members to ensure alignment and support for the committee's initiatives.

Administrative Duties —

- **Manage documents:** Coordinate with OST Office staff to organize meeting materials, reports, and other relevant resources for distribution to committee members.
- **Handle routine matters:** May handle minor or routine decisions, or call special meetings if urgent matters arise.

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OFFICE OF THE DEPUTY MAYOR FOR EDUCATION



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR