



TEXAS 21ST CENTURY COMMUNITY LEARNING CENTERS COMMUNICATION NETWORK GUIDELINES

Vision

Texas 21st CCLC programs will strive to meet the following objectives: improve academics, improve attendance, improve behavior, improve promotion rates, and improve graduation rates.

Mission

The mission of the Texas 21st CCLC Communication Network is to represent, communicate, and advocate for the grantees and stakeholders across the state of Texas to provide consistent high-quality afterschool programs in areas of: high academic standards, college and career readiness, family activities and enrichment.

Purpose

The purpose of the 21st CCLC Communication Network is to design a system of communication that brings stakeholders together to collaborate, network, and enhance the consistency, efficiency, and effectiveness of 21st CCLC programs. The Communication Network will do this by planning, analyzing, and identifying program issues and special initiatives that will assist grantees in the development of high quality and sustainable programs.

Membership

The Communication Network consists of approximately 45 members including 20 representatives (grantees/stakeholders), ideally one from each ESC region of the state, TEA representatives, and Technical Assistance Coordinators (TACs).

Membership Roles & Responsibilities

Communication Network member responsibilities will include the following:

- Serve as the Communication Network contact person for their region.
- Solicit comments for discussion from their respective region prior to each meeting.
- Actively take part in subcommittees to discuss ideas and brainstorm new initiatives seeking to enhance the scope of the programs for all grantees.
- Share information, in a written format, with regional leadership, 21st CCLC grantees, and local area stakeholders as appropriate (including ESC representatives).
- Share knowledge in your area(s) of expertise with program leadership and facilitators by providing input and feedback on tools, training, and policy development as requested.
- Attend quarterly Communication Network meetings and subcommittee meetings.

Terms of Service

Communication Network membership terms are a maximum of three-years. Approximately, one-third of the terms will expire each year. Existing members may reapply at the end of their term; however preference will be given to new applicants who have not previously served on the network.

Membership Requirements

Communication Network members will be chosen based on the following criteria:

- Current 21st CCLC Grantee at the time of application.
- Involved in a leadership role in their organization and community.
- Diversity in role, gender, ethnicity, and expertise (i.e. Outreach, Training, Data Management & Reporting, Program Design, Resource Development).
- Diversity in various types of 21st CCLC programs (rural, urban, non-profit, private or faith based schools, and school districts).

Membership Selection

There is an application process for new members. Each prospective member should complete the application and provide letters of support from stakeholders in their region.

A selection committee will be established to evaluate membership applications. The selection committee will consist of representatives from TEA, 21st CCLC Technical Assistance providers, individuals with knowledge of the research on out-of-school time programs, and individuals with extensive experience in communication/dissemination within the education community.

Communication Network Meetings

Planning and Notification

There will be four meetings per year. Members will be notified of the date and location of meetings in advance. All travel and expenses related to meeting attendance will be reimbursed.

Materials

Materials and agendas from Communication Network meetings will be provided to members no less than 5 working days prior to the meetings. The materials and agendas will be provided electronically.

Minutes for each meeting will be provided electronically within 10 working days following a meeting. Feedback on meeting minutes will be accepted via email for the next 5 working days and revised minutes, if necessary, will be compiled and redistributed.

Facilitation

The Communication Network meetings will be facilitated by TEA in conjunction with the 21st CCLC Technical Assistance providers.

Attendance

A Communication Network member that misses three consecutive meetings will be removed from the Network. An active Network member may send a designee to the meeting in his/her absence, but the designee's attendance does not contribute to the Network member's attendance requirements.

Communication Network Subcommittees

Subcommittees may be established for best practices, new initiatives, training, conference planning, and any other related 21st CCLC issues.