

Connecticut After School Advisory Council

Operating Guidelines

Approved November 9, 2006

1 Name

This committee shall be known as the Connecticut After School Advisory Council (ASAC).

2 Authority

The ASAC was established by the Connecticut General Assembly by Public Act No. 03-206, *An Act Concerning After-School Programs* (C. G. S. §10-16v, see text in Appendix A). This Act requires the Commissioner of Education, in consultation with the Commissioner of Social Services and the Executive Director of the Commission on Children, to establish an after-school advisory committee. This committee biannually makes recommendations including, but not limited to, the following:

1. identification of existing state, federal and private resources to support and sustain after-school programs;
2. methods and practices to enhance coordination and goal setting among state agencies to achieve efficiencies and to encourage training and local technical assistance with respect to after-school programs;
3. identification of best practices;
4. methods of encouraging community-based providers;
5. professional development;
6. measures to address barriers to after-school programs; and
7. a private and public governance structure that ensures sustainability for after-school programs.

The committee was established in 2003, and a report was prepared and presented to the legislature in March 2004 responding to these seven issues.

The committee is also referred to in Public Act 05-245, Section 46 (C. G. S. §10-16x. After school program grant, see text in Appendix A) that allows the State Department of Education, in consultation with the committee, to establish an after school grant program.

3 Purpose

The ASAC advises and represents all after school stakeholders, especially in regards to after school policy, by advising and assisting the Connecticut General Assembly and other decision makers on after school policy issues.

4 Operating Guidelines

4.1 Council Composition

The Council will consist of representatives from the following member organizations (the number of representatives in parentheses):

- Connecticut General Assembly (2)
- State Department of Education (2)
- Department of Social Services (2)
- Commission on Children (1)
- Department of Children and Families (2)
- Department of Public Health (1)
- Office of Workforce Competitiveness (1)
- Office of Policy and Management (1)
- Connecticut Charts-A-Course (1)
- Connecticut Association of School Superintendents (1)
- Connecticut Parent Teacher Association (1)
- Connecticut Youth Service Association (1)
- Connecticut Council of Municipalities (1)
- Governor's Prevention Partnership (1)
- Connecticut After School Network (1)

Representative from each of the following types of stakeholders will also be included on the Council:

- Youth
- Regional Action Councils (1)
- Regional Education Service Centers (1)
- Businesses (2)
- Foundations (2)
- Faith-based after school providers (1)
- Community-based after school providers (5)
- School-sponsored after school providers (2)

The membership of the ASAC will be restricted to 40 unless the Council decides to extend the membership size. New members are drawn from stakeholder groups, with an eye to maintaining a balance of expertise and geographic diversity. New members are recommended by Council members and voted upon by the entire Council.

4.2 Member Responsibilities

The members of the ASAC:

- Must participate in Council meetings and conference calls on a regular basis.
- Educate and disseminate after school information to their constituency.
- Work together to achieve cooperative consensus with other Council members to fulfill the charge of the Council.
- Are encouraged to tender his/her resignation to one of the co-chairs of the Council, if unable to actively participate or carry out these responsibilities. The Council may also ask for the resignation of a member if the member is consistently unable to participate in Council meetings.

4.3 Steering Committee

The Council will establish a seven-person Steering Committee consisting of representatives from the State Department of Education, Department of Social Services, Commission on Children, one other state agency, Connecticut After School Network, and two other than state agency Council members. The Steering Committee will have two co-chairs, who will be selected through a consensus process and will serve for two years. In case of more than two members wanting to be the co-chairs, selection will be done by a majority vote. The Steering committee is responsible for setting the agenda for Council meetings, providing for facilitation of the meetings, and following-up on committee decisions and action items. The co-chairs will provide leadership and ensure preparation and arrangement of meetings. The co-chairs will be jointly responsible to conduct all the meetings and the conference calls. In the event of one or both the co-chairs resigning before her/his term is over, the Council will choose a replacement.

4.4 Recording Secretary

A staff person from the Connecticut After School Network will act as secretary to the Council, and will be responsible for notifying all committee members of meeting time and place, preparation of materials for meetings, preparing minutes of meetings and mailing them to all committee members, and maintaining a contact list of current Council members. Council documents, including meeting notices and minutes, will be posted on the Connecticut After School Network website in a timely manner.

4.5 Meetings and Decision Making Process

The Council shall hold at least one public hearing each year. Regular meetings shall be held quarterly or more frequently if deemed necessary by the Council. A simple majority of the whole Council membership shall be necessary to conduct an official meeting. As far as possible, all decisions will be made through a consensus process. In case a vote is required to arrive at a decision, a simple majority of the meeting attendees shall be required for action on resolutions in meetings. While meetings are open to the public, only those members officially designated under section 4.1 above may vote.

4.6 Subcommittees

The After School Advisory Council may establish sub-committees as needed to focus on special issues.

5 Procedure for Amending Operating Guidelines

These Operating Guidelines can be amended at any regular meeting of the Council by a two-thirds vote of Council members present, provided that the amendment has been submitted in writing at a previous meeting.

(Approved by the Connecticut After School Advisory Council on November 9, 2006)

APPENDIX A: STATUTORY LANGUAGE REGARDING THE AFTER SCHOOL ADVISORY COUNCIL

Sec. 10-16v. After school committee established. Appointment of members. Report and recommendations. Acceptance of funding. Report to General Assembly. (a) The Commissioner of Education, in consultation with the Commissioner of Social Services and the executive director of the Commission on Children, shall establish an after school committee.

(b) The after school committee shall be appointed by the Commissioner of Education, in consultation with the Commissioner of Social Services and the executive director of the Commission on Children and shall include, but not be limited to, persons having expertise in after school programs, after school program providers, local elected officials, members of community agencies, members of the business community and professional educators.

(c) The after school committee may report on and make recommendations, including, but not be limited to, the following: (1) Identification of existing state, federal and private resources to support and sustain after school programs; (2) methods and practices to enhance coordination and goal setting among state agencies to achieve efficiencies and to encourage training and local technical assistance with respect to after school programs; (3) identification of best practices; (4) methods of encouraging community-based providers; (5) professional development; (6) measures to address barriers to after school programs; and (7) a private and public governance structure that ensures sustainability for after school programs.

(d) The Commissioner of Education may seek and accept funding from private organizations that do not receive grants or other funding from the Department of Education to implement the provisions of this section.

(e) The after school committee shall report, in accordance with section 11-4a, its findings pursuant to this section to the General Assembly by February 1, 2004.

(P.A. 03-206, S. 1.)

History: P.A. 03-P.A. 03-206 effective July 9, 2003.

Sec. 10-16x. After school program grant. (a) The Department of Education, in consultation with the after school committee established pursuant to section 10-16v, may, within available appropriations, administer a grant program to provide grants for after school programs to local and regional boards of education, municipalities and not-for-profit organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended. For purposes of this subsection, "after school program" means a program that takes place when school is not in session and is for the educational, enrichment and recreational activities for of children in grades kindergarten to twelve, inclusive.

(b) Applications for grants pursuant to subsection (a) of this section shall be filed annually with the Commissioner of Education at such time and in such manner as the commissioner prescribes.

(c) For purposes of carrying out the provisions of subsections (a) and (b) of this section, the Department of Education may accept funds from private sources and from any state agency that is a member of the after school committee.

(P.A. 05-245, S. 46.)

History: P.A. 05-245 effective July 1, 2005.