

and review of performance. Consider reviewing and adopting norms and agreements that are equitable, inclusive, and encouraging of multiple, diverse perspectives.

T While the evaluator is required to attend Advisory Board meetings, they are not a voting member.

THF G UK & L L M UR R

Programs are required to convene Advisory Board meetings quarterly.

HRT THF H . July —September.

Recommended Focus Areas: Review & decide upon norms, agreements, commitments. Conduct comprehensive review of plans: program implementation plan, operational/site-level plans, staffing plan, leader and staff training & networking event participation, family engagement plans, adult learning & support plan, Evaluation Plan & program logic models/theory of change review/revision (consult the Evaluability Process outline, as needed), current student enrollment, recruitment efforts, etc.

M THF . October —December.

Recommended Focus Areas: Review initial implementation efforts, early indicators of student engagement, family engagement and staff performance. Review internal improvement cycle stage/QSA process, reflecting on findings from Local Evaluator's

U L M T H M

Programs are required to document and maintain the records of the Advisory Board's membership roster, meeting attendance, meeting schedule, agendas, and minutes.

These records will need to be presented as part of the Site Monitoring Visit document review process.

They will also assist the Local Evaluator in their review of indicators of effective program management practices, engagement of stakeholders, communications of findings, and the