

**Hayward High School
Youth Empowerment & Family Engagement Programs**

Action Planning Meeting

Thursday, August 11, 2011 (5:00PM to 6:30PM)

Eden United Church of Christ

Oliver Hall

21455 Birch Street, Hayward, CA 94541

FACILITATORS' AGENDA

TIME	ITEM	LEAD & SUGGESTED KEY POINTS
5:00PM	Welcome & Simple Supper	
5:30PM	Welcome & Introductions	<p>Lead: Arlene (5 mins.)</p> <ul style="list-style-type: none"> • Welcome everyone to Action Planning session 2 • Today, Design Team members will: <ol style="list-style-type: none"> 1) Finish drafting an action plan to develop and implement youth empowerment and family engagement programs at Hayward High • Ask everyone to introduce themselves
5:35PM	Review of Action Planning Meeting I	<p>Lead: James (5 mins.)</p> <ul style="list-style-type: none"> • Review Action Planning session 1 & key outcomes: <ol style="list-style-type: none"> 1. Identify key steps and tasks 2. Draws on the diverse creativity, knowledge and resources 3. Identify roles, responsibilities 4. Develop timeline for success 5. Build trust and excitement
5:40PM	Action Planning	<p>Lead: James (40 mins.)</p> <ul style="list-style-type: none"> • Refer to <i>What Success Looks Like</i> (June 15 Meeting) – 1 mins. • Review Action Planning Categories & Action Items – 5 mins. <ul style="list-style-type: none"> ▶ Are the categories clear and help lead to creating youth empowerment and family engagement programs? ▶ Is there anything missing? ▶ Does anything need to be separated or combined? • Small Groups Review Categories – 30 mins. <ul style="list-style-type: none"> ▶ Is the purpose/end result of each action step clear? ▶ What other steps are needed? ▶ When would each step have to be completed this year? • Timeline: Each group puts up their categories and action steps on sticky wall – 4 mins
6:20PM	Discuss Action Plan	<p>Lead: James (9 mins.)</p> <ul style="list-style-type: none"> • Large Group discussion: What do we think? What is missing to have successful programs? Who needs to be assigned to the tasks groups? What other issues do we need to address at the Design Team?
6:29PM	Next Steps & Acknowledgements	<p>Lead: Arlene (1 mins.)</p>
6:30PM	Meeting Adjournment	<p>Lead: Arlene Thank everyone for participating!</p>