

Hayward High School Youth & Parent Investment Project (HHS YPIP)

Work Teams Meeting

Monday, October 24, 2011 (5:00PM to 7:00PM)

Hayward High School (Library)

1633 East Avenue, Hayward, CA 94541

FACILITATORS' AGENDA

| TIME | ITEM | LEAD & SUGGESTED KEY POINTS |
|--------|--|---|
| 4:45PM | Sign-In & Refreshments | |
| 5:00PM | Welcome & Introduce New Members | Lead: Arlene (5 mins.) <ul style="list-style-type: none">• Welcome current and new Work Team members.• Ask new members to select a Work Team they would like to join |
| 5:05PM | What We Want to Accomplish Today | Lead: Arlene (5 mins.) <ul style="list-style-type: none">• Objectives for Today's Meeting<ol style="list-style-type: none">1) Learn about school health centers and steps to create one2) Get input on youth and parent surveys to help develop supports and opportunities3) Develop a timeline to survey youth and parents |
| 5:10PM | Presentation of Best Practices | Lead: James (20 mins.) <ul style="list-style-type: none">• School Health Centers |
| 5:30PM | Work Team Highlights | Lead: James (10 mins) <ul style="list-style-type: none">• Program Design: Purpose and parameters of surveys• Youth Engagement:• Parent Engagement:• Marketing & Fund Development: |
| 5:40PM | Work Team Sessions | Lead: James (45 mins.) <ul style="list-style-type: none">• Program Development & Evaluation AND Youth Engagement – Discuss draft youth survey; develop next steps; existing services• Parent Engagement AND Program D&E – Discuss draft parent survey and other priorities; develop next steps• Marketing & Fund Dev – Jim Hill marketing session |
| 6:25PM | Work Team Report Back | Lead: James (5 mins.) <ul style="list-style-type: none">• Post next steps on sticky wall• Brief report back on major issues and recommendations |
| 6:30PM | Review Survey Timeline | Lead: James (10 mins.) <ul style="list-style-type: none">• Discuss and review timeline and key roles |
| 6:40PM | Summary & Next Steps | Lead: Arlene (5 mins.) <ul style="list-style-type: none">• Share next meeting dates:<ul style="list-style-type: none">Monday, November 28 (5:00PM to 7:00PM)Monday, December 19 (5:00PM to 7:00PM)• Thank everyone• Brief check-in with representatives from each Work Group to schedule Coordination Conference Call<ul style="list-style-type: none">Wednesday, November 2 (3:30PM to 4:30PM)Thursday, November 10 (12:00PM to 1:00PM)Wednesday, November 16 (3:30PM to 4:30PM) |
| 6:30PM | Adjournment | Lead: Arlene |