

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

Work Teams Meeting

Monday, November 28, 2011 (5:00PM to 7:00PM)

Hayward High School (Library)

1633 East Avenue, Hayward, CA 94541

AGENDA

TIME	ITEM	LEAD & SUGGESTED KEY POINTS
4:45PM	Sign-In & Refreshments	
5:00PM	Welcome & Introduce New Members	Lead: Arlene (5 mins.)
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) Work Teams assess current progress and develop next two-month action plans2) Discuss coordination needs among Work Teams3) Develop time line for needs assessment activities across Work Teams
5:10PM	Work Team Highlights	Lead: James (10 mins)
5:20PM	Work Team Sessions	Lead: James (60 mins.) <p>Program Development & Evaluation</p> <ul style="list-style-type: none">• Assess Continuum of Interconnected Supports• Plan implementation of needs assessment activities with students, parents and staff <p>Parent Engagement</p> <ul style="list-style-type: none">• Develop strategies to engage more parents• Plan Piqe-led educational parent programs• Plan Parent Center Grand Opening <p>Youth Engagement</p> <ul style="list-style-type: none">• Coordinate youth engagement activities with PD&E Team• Discuss youth recruitment strategies <p>Marketing, Business & Fund Development</p> <ul style="list-style-type: none">• Integrate current Marketing Communications Plan with PD&E Work Group
6:20PM	Work Team Report Back & Discussion	Lead: James (5 mins.)
6:25PM	Review Survey & Needs Assessment Timeline	Lead: James (20 mins.)
6:45PM	Summary, Next Steps & Announcements	Lead: Arlene (5 mins.) <p>NEXT DESIGN TEAM MEETING(S) Monday, December 19 (5:00PM to 7:00PM) Monday, January 23 (5:00PM to 7:00PM)</p> <p>NEXT STEERING COMMITTEE CALL Wednesday, December 7 (9:00AM to 10:00AM)</p>
7:00PM	Adjournment	Lead: Arlene