

# Program Development & Evaluation Work Team

Chair: **Pedro Goycolea**

Vice Chair: **Paul Hatfield**

## Monday, September 26, 2011 - Work Team Notes

**Members Present:** Pedro Goycolea, Teresita Valeriano, Rose Hausen, Nancy Salamy, Wayne Jackson, Elise Jackson, Catalina Alvarez, Anissa Basoco-Villarreal, Aiyana Knowles, Laura Rodriguez, Maricella Gutierrez, Imelda Dela Cruz

### I. Review of Mission, Vision and Goals

#### Mission:

- ❖ group suggested that “prevention” should be defined or developed (i.e., prevent violence, unemployment). Or, replace it with a more positive term.
- ❖ Target back to health
- ❖ Focus on well-being of students and parents (promotion)
- ❖ Take out “our mission”

#### Goals

- ❖ Are they achievable?
- ❖ Think of another word to replace “to create”
- ❖ Take out “learning supports”
- ❖ Insert “Enhance” a vibrant p. center

### 2. Inventory

The group started the discussion on existing services and the development of an inventory or resource guide. Elise Jackson, HUSD District Nurse was present in the discussion and reported that in addition to her the school has counselors and recently ~~hired a Case Manager to~~ develop a COST team (Coordination of Services Team). ed

The COST team includes the school nurse, Assistant Principal, Special Education teachers, Counselors. They will be meeting two times/ month and their first order of business is to create a resource/ referral list. **The Program Development & Evaluation work team members decided to wait until this list was completed and then expand on it if needed.**

In addition the group began to brainstorm the “what” and identified the student engagement club as a good resource in the school.

### 3. Survey/ Assessment

The group shared different assessment models and surveys conducted within other Alameda County School settings. The following thoughts and first steps were brainstormed:

- ❖ Distribution: focus groups (targeting youth), forums, classrooms, teacher meetings, create multiple forms of outreach and needs assessment
- ❖ Some youth may prefer a survey others may be more comfortable with focus groups

- ❖ Specific Survey for parents and faculty (i.e., use youth-centric language)
- ❖ Use some of the language from the Cherryland referral form.
- ❖ Create culturally sensitive material (bi/multi-lingual)
- ❖ Be sensitive about the survey and outreach method, different techniques may be used when targeting certain populations of youth, parents, teachers, etc.... Think about how to target all youth not only the leadership students.

#### **4. Next Steps**

- ❖ Inventory of services (COST team)
- ❖ How can services be coordinated
- ❖ What is missing?
- ❖ Coordinate with Youth Engagement group – outreaching to student marketing team to create a survey
- ❖ Bring to next meeting:
  - Needs assessment
  - Inventory (COST)
  - Mission, Vision, Goals
  - Bring survey examples
- ❖ **Next Program Development and Evaluation Work Group Meeting**  
**Date:** Monday, October 17, 6pm  
**Location:** Eden UCC