



Opportunity Youth Advisory Committee

Meeting Minutes

August 23, 2017

3:00 p.m. – 5:00 p.m.

Present: Casey Agena, Cidalia Azevedo, Kevin Bristow, Dana Bunnett, Marie Busque, Melissa Christie, Mary Ann Dewan, Steve Duong, Joe Herrity, Mario Maciel, Mayra Mejia, Phil Morales, Steve Olmos, Laurie Pianka, Summer Reeves, Jeff Schmidt, Yolanda Tapia, Erika Velasquez, Jamie Wang

Location: Oak Grove Room

1. Welcome

- Steve welcomed everyone to the meeting.

2. Introductions

- Committee members introduced themselves.

3. Progress Report – 2016-17 – Enrollment, Attendance & Budget (by site)

- **Enrollment** - OYA Enrollment is at 197 with a 59% ADA or 116 student attendance. OYA will track enrollment and attendance trends.
- **Staffing** – Two teachers were transferred to AED. The savings come to about \$350K. This leaves 2 staff at each site to ensure safety.
- **Attendance Trend** – About 85% of the students who attend OYA come between 10:00 and 1:00. Teaching hours may be adjusted to best the needs of the majority of students.

Steve anticipates ending the school year with a \$1.2M contribution from SCCOE. To break even, 240 students need to be enrolled and produce enough work to equal 120 full time students. David distributed and reviewed an attendance handout. The attendance expectation is 1 hour per week with the teacher. Work produced actually determines reportable attendance.

4. Governance Structure

- OYA is a dependent charter school with many governance structure options. Currently, OYA has a Board of one, the Superintendent. All who attend the board meetings participate in the discussion. It was ultimately decided to have a 5-member board, to include a partner CBO, student(s), but retain a majority of SCCOE staff. The SCCOE-dependent charter school should be the model for the county.
- The student board member(s) should be provided support and guidance. This member could be non-voting. Students could include both currently enrolled students and graduate students. The length of their term should be 1 to 2 years. A 4-year term might be too much. They could be offered volunteer credits and receive a certificate or letter that could be used when applying for jobs. Transportation could be an issue.
- It was suggested to ask a SCC Board Member to join the OYA Board.
- Community partners should be considered for board seats.
- The board should develop OYA Board Bylaws.
- An OYA teacher should be invited to join the board.
- If/when the board increases from the current 1 member, this will need to be written into a Material Revision.

5. Update on Material Revision

- Graduation currently requires 220 credits. This is a high goal for students coming back to get their diploma. The requirement in Alternative Ed is 200 credits. The Board decided on 2 tracks for graduation, 200 and 220 credits. The material revision is being written and will go to the Santa Clara County Board of Education within the next two months. UC/USC requires 220 credits but not all students are looking to attend a 4-year university.
- The office is considering closing the Sobrato site. No decision has been made yet. Not sure if this will require a material revision.
- With 18-24 year olds soon to be held at Juvenile Hall, OYA would like to serve these students. This would become a new school site.

6. Recruitment and Retention Ideas

- Sobrato site has had low enrollment since it opened. However, their attendance is high.
- OYA will consider offering transportation vouchers to bring up school attendance.
- Another consideration is offering tablets and internet access to the students.
- Child care for our students' children is possible. We might be able to use student interns to watch the children.
- San Jose/Evergreen has a satellite site in Milpitas, across the street from Milpitas High School. We will contact them about a possible partnership.
- Develop a rubric to identify all considerations for selecting an OYA school site location.

- OYA should model after other programs that are already working. Partner with research and evaluation. A sub-committee could look into this.
- Advertising door to door ran into problems with the union contracts and compensation.
- Erika set up an information table at several events. OYA needs items to hand out while doing her community liaison work.
- It was recommended to work at a slower more thoughtful pace. Work on attendance and then work on enrollment.
- OYA should reconsider how long a student has to be disengaged from school or at-risk before they are allowed to come to OYA.
- It was recommended that students be asked what we can do to get them to come to school.
- There is a delay between registration and the first day of school attendance. Students should start school the very next day. Students have been lost because of the wait.
- It was recommended that OYA talk to the districts about the 3-month wait on a case by case basis. For some students/situations, it's appropriate to enroll in OYA sooner. This may require a material revision. A district referral process could be developed. This is already working for AED. Gang issues needed to be considered in determining placements.
- There are 15K dropouts aged 19-24 in Santa Clara County. This is our target population.
- OYA sites should be located where there is a higher concentration of students without a diploma.
- A Bridge program exists at San Jose City College. OYA should take advantage of this program. SJCC is ready to serve our students.

Phil Morales will focus on the duties of the principal. David and Steve will take care of the duties of the director.

7. OYA Board Meetings (Agenda Topics)

- Everyone on the Advisory Committee is invited to the board meetings. If you have any agenda items you'd like discussed, please email them to Steve. The board meets quarterly.

8. Navigators / SIF Update

- Steve and Mildred are SCCOE Navigators. Mayra is with SIF. This will be the last year of funding for Joe Herrity's program. The program ends March 31, 2018.
- Joe isn't sure if they should accept more referrals knowing they only have 6 more months left. They have a lot of usage data and will put it all into a tool kit.
- Joe wants to conduct an evaluation on Navigator services. He will share this evaluation with the committee.

9. Report on Professional Development & WASC

- David invited the committee to participate in the WASC process. He will start a committee in January to prep for the 2019 WASC process. David wants a spring visit. He's working on blended learning and Tech Services is providing the training.
- A PD on supplemental curriculum has been adopted from Alternative Ed. SiaTech will supplement the curriculum.
- Dyslexia Guidelines – It's important to understand and utilize these guidelines. SiaTech has an assessment that screens for this. The PD will include Paras. Title I money may help to fund it.

10. Marketing OYA - Update

- Erika is acting as the registrar right now but will soon start working on marketing. She's starting with the website and adding social media. Students can help spread the word. She wants to advertise in east San Jose malls, post with Clean Slate, and develop an online registration.
- She wants to work on better accessibility.
- SiaTech is using DMV to advertise. It's low cost and working great.

- Summer reported that Communications Dept. is working on the "Navigating Public Schools" and is advertising OYA.
- An email campaign was sent out to 100K families.
- Univision and Viva Calle are both discussing OYA.
- Steve D. sent an email to KPIX Channel 5 about OYA.
- CreaTV would love to have a video

- David reported that a fundraiser for Clean Slate is coming. SCCOE will sell tickets.
- For OYA to break even with the budget, It will require an enrollment of 300 students who would generate 200-230 ADA.