

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
POLYTECHNIC ACADEMY**

**790 Bolsa Rd., Hollister, CA 95023
May 14, 2024
6:00pm**

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

Polytechnic Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Trustees (“Board”) is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond, or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a “Request to Speak” form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your “Request to Speak” form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 650 San Benito Street #230, Hollister, CA 95023.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Polytechnic Academy may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Learning Director’s office.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at _____

B. ROLL CALL

	Present	Absent
Dr. Ariel Hurtado	_____	_____
Armando Barragan	_____	_____
Jessica Filice	_____	_____
Julie Carpenedo	_____	_____

C. FLAG SALUTE

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. For Information: School Report
This is a presentation of information which has occurred since the previous Board meeting.

C. For Information: Board/Staff Discussions
Board and staff discuss items of mutual interest.

III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

A. Board meeting minutes for April 9, 2024

IV. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)

V. PUBLIC SESSION

RECONVENE TO OPEN SESSION: ____.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

VI. ITEMS SCHEDULED FOR ACTION

1. The Board will consider approving the Communicable, Contagious, or Infectious Disease Policy.
2. The Board will consider approving the Counseling Plan.

VII. ITEMS SCHEDULED FOR INFORMATION

1. The Learning Director will present updates on the development of the Charter School.

VIII. ADJOURNMENT

The meeting was adjourned at _____.

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
POLYTECHNIC ACADEMY**

MINUTES

**790 Bolsa Rd., Hollister, CA 95023
April 9, 2024
6:00pm**

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

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I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at 6:00 PM.

B. ROLL CALL

	Present	Absent
Dr. Ariel Hurtado	<u> X </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>

C. FLAG SALUTE Dr. Ariel Hurtado

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. **No Public Comments**

B. For Information: School Report
This is a presentation of information which has occurred since the previous Board meeting. **No School Reports**

C. For Information: Board/Staff Discussions
Board and staff discuss items of mutual interest. **No Discussion**

III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

- A. Board meeting minutes for November 14, 2023 (revisions)
- B. Board meeting minutes for March 12, 2024

It was moved by Armando Barragan and Seconded by Julies Carpenedo to approve the Consent Agenda.

Vote:	Yes/Aye	No/Nay	Abstain
Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>

Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion Passed 4-0

IV. PUBLIC SESSION

1. Review of Comparable Compensation Data for Charter School Principals/Heads of School/Executive Directors/CEOs

It was moved by Board Chair Hurtado and seconded by Board Member Carpenedo “for the Board to accept and approve the Comparable Compensation Data for Charter School Principals/Heads of School/Executive Directors/CEO’s”

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

V. CLOSED SESSION Board entered at 6:04 PM

- A. PUBLIC EMPLOYMENT
Title: Learning Director

VI. PUBLIC SESSION Board returned at 6:17 PM

RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at ____.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

VII. ITEMS SCHEDULED FOR ACTION

1. Oral report of executive compensation paid to the Principal.
Board Chair Hurtado read the following script, “As to the next item regarding approval of the Principal employment agreement, I am required by law to indicate, prior to any vote on the employment agreement, that the agreement provides the following:
 - a. A work schedule of a minimum of 220 days annually.
 - b. A base annual salary of \$155,000.
 - c. No more than \$15,000 toward annual health benefit premium.
 - d. 10 days of paid time off annually.
 - e. 15 non-work days during the summer starting after the first school year.
 - f. 5% of base salary in retirement contributions.

“I would also note that the compensation is in keeping with the compensation comparability study the Board reviewed and approved.”

2. Approval of Employment Agreement for Principal.

It was moved by Chair Hurtado and seconded by Board Member Carpenedo to approve the Employment Agreement for the Principal.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

3. The Board will consider approving a Letter of Intent with Abundant Life for a charter school facility.

It was moved by Board Member Barragan and seconded by Board Member Carpenedo to approve a Letter of Intent with Abundant Life for a charter school facility.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

4. The Board will consider approving a Universal Course Learner agreement with Arizona State University, for students to enroll in online courses.

It was moved by Board Member Carpenedo and seconded by Board Member Filice to approve a Universal Course Learner agreement with Arizona State University, for students to enroll in online courses.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

5. The Board will consider approving a Title IX, harassment, intimidation, discrimination, and bullying policy.

It was moved by Board Member Filice and seconded by Board Member Carpenedo to approve a Title IX, harassment, intimidation, discrimination, and bullying policy.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

6. The Board will consider approving a Uniform Complaint Procedures policy.

It was moved by Board Member Barragan and seconded by Board Member Carpenedo to approve a Uniform Complaint Procedures policy.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

7. The Board will consider approving a suicide prevention policy.

It was moved by Board Member Filice and seconded by Board Member Barragan to approve a suicide prevention policy.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

8. The Board will consider approving a Section 504 policy, procedures, and parent rights.

It was moved by Board Member Carpenedo and seconded by Board Member Filice approving a Section 504 policy, procedures, and parent rights .

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

9. The Board will consider approving a draft School Safety Plan.

It was moved by Board Member Filice and seconded by Board Member Barragan approving a draft School Safety Plan.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

10. The Board will consider approving an illness and injury prevention policy.

It was moved by Board Member Carpenedo and seconded by Board Member Filice approving an illness and injury prevention policy.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

11. The Board will consider approving an employment handbook.

It was moved by Board Member Barragan and seconded by Board Member Carpenedo approving an employment handbook.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

12. The Board will consider approving a memorandum of understanding with San Benito County Office of Education regarding technology services.

It was moved by Board Member Carpenedo and seconded by Board Member Filice approving a memorandum of understanding with San Benito County Office of Education regarding technology services.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

13. The Board will consider approving a memorandum of understanding with San Benito County Office of Education regarding human resources services.

It was moved by Board Member Filice and seconded by Board Member Carpenedo approving a memorandum of understanding with San Benito County Office of Education regarding human resources services.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

14. The Board will consider approving a memorandum of understanding with San Benito County Office of Education regarding external services.

It was moved by Board Member Barragan and seconded by Board Member Filice approving a memorandum of understanding with San Benito County Office of Education regarding external services.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

15. The Board will consider approving a memorandum of understanding with San Benito County Office of Education regarding teacher induction services.

It was moved by Board Member Filice and seconded by Board Member Carpenedo approving a memorandum of understanding with San Benito County Office of Education teacher induction services.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

16. The Board will consider approving a memorandum of understanding with San Benito

County Office of Education regarding fingerprint consortium services.

It was moved by Board Member Barragan and seconded by Board Member Filice approving a memorandum of understanding with San Benito County Office of Education fingerprint consortium services.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

17. The Board will consider approving a memorandum of understanding with San Benito County Office of Education regarding special education and related services.

It was moved by Board Member Carpenedo and seconded by Board Member Barragan approving a memorandum of understanding with San Benito County Office of Education special education and related services.

Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

Motion passed 4-0.

VIII. ITEMS SCHEDULED FOR INFORMATION

1. The Learning Director will present updates on the development of the Charter School.

IX. ADJOURNMENT

The meeting was adjourned at 6:32 PM .

SAN BENITO COUNTY POLYTECHNIC ACADEMY

COMMUNICABLE, CONTAGIOUS, OR INFECTIOUS DISEASE PREVENTION POLICY

San Benito County Polytechnic Academy (“SBCPA” or the “Charter School”) recognizes its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the disinfecting of surfaces within the school facility and the proper handling and the cleaning up of blood and bodily fluids.

SBCPA desires to protect the entire school community without segregation, discrimination or stigma. Accordingly, infectious disease prevention shall be taught regardless of whether a student or adult is known to have an identified infectious disease.

All employees shall be provided appropriate periodic instruction in basic procedures recommended by the California Department of Education and other public health agencies and associations.

Incidence and transmission of communicable diseases will be further limited through a rigorous program of immunization and health screening required of all students, faculty, and staff, as per state requirements. Students found to have communicable diseases will be included in all activities deemed by a physician to present no hazard of infection to other students.

Immunizations

All enrolled students and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120380, and Title 17, California Code of Regulations Sections 6000-6075.

The school shall not unconditionally admit any pupil unless, prior to the student’s first admission to the school, the student has been fully immunized or provided the school with valid evidence of an exemption. This section does not apply to a pupil who is enrolled in a home-based independent study program pursuant to Article 5.5 (commencing with Section 51745) of Chapter 5 of Part 28 of the Education Code and does not receive classroom-based instruction.

Science Laboratory Instruction

Students involved in science laboratory experiences shall be protected from contamination from bodily fluids of other persons and from contaminated instruments. Whenever possible, laboratory experiences involving bodily fluids will be conducted by way of teacher demonstration rather than by student participation.

Workplace Illness, Injuries and Accidents

SBCPA shall strictly comply with its Exposure Control Plan for Infectious Diseases and Bloodborne Pathogens (“Exposure Control Plan”) to reduce the spread of infectious diseases in the workplace. Whenever exposed to blood or other bodily fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures as further outlined in the Exposure Control Plan.

San Benito County Polytechnic Academy – Counseling Plan

The San Benito County Polytechnic Academy Counseling Program offers a low student-to-counselor ratio. Allowing for weekly contact with students to assist them in gaining the necessary skills to begin to track their own progress toward graduation, workforce certification, and postsecondary attainment. Continual monitoring of student progress to improve student outcomes and completion is also critical to long-term student success. The students and staff develop and regularly update Personalized Success Plans collaboratively with students, helping students to own their own success. Counselors and Counselor Technicians also work with local agencies and nonprofits to provide students access to internships, part-time and summer jobs, and mentoring and coaching. As most of the students will be first-generation high school and college graduates, these services provide access to middle-class opportunities that are otherwise difficult to access.

The department is staffed with a Certificated Counselor and Counselor Technicians to provide the 100:1 ratio. The Counselor Technicians work under the direction and supervision of the Certificated Counselor to provide the services articulated in the SBCPA Counselor Plan.

Freshman Year:

1. Orientation and Transition Support:

- Introduce students to SPCPA Pathways, Dual Enrollment, Intervention/Acceleration, and overall Program.
- Review assessment data, including math, reading, writing, PreACT and WorkKeys.
- Conduct workshops on study skills, time management, and goal setting.
- Introduce Durable Skills
- Complete Student Success Plan with each student

2. Academic Planning:

- Help students understand graduation requirements, A-G requirements, Dual Enrollment, Community College Certificates, AA/AS, BA/BS and course selection options.
- Help students navigate the SBCPA student handbook, the Gavilan and Hartnell College Course Catalog, and the GCU and ASU course catalogs.
- Review Student Success Plan for alignment with their interests and career goals.
- Help students monitor grades, grade level mastery, PreACT results. WorkKeys results, and local assessment results to assure grade level mastery and career competency.
- Encourage involvement in extracurricular activities and clubs.

3. Social and Emotional Support:

- Facilitate group discussions on transitioning to high school, building peer relationships, team building, problem-solving, and communication strategies.
- Provide resources for managing stress, coping with changes, and promoting self-care.
- Offer individual counseling sessions for students who may be struggling with the transition.

4. Career Exploration:

- Review WorkKeys assessment results and other resources for exploring different career paths.
- Utilize SBCPA industry and college partners to organize career fairs, guest speakers, and job shadowing opportunities.
- Enroll and complete foundational courses in technology, including Microsoft 365, Google Suite, and/or IBM certifications.
- Monitor students' participation in volunteer work and internships with SPCPA Industry Partners to gain real-world experience.

Sophomore Year:

1. Academic Progress Monitoring:

- Review Student Success Plan and adjust course selections as needed.
- Provide guidance on maintaining a balanced schedule and utilizing the SBCPA academic support system.
- Assure Dual Enrollment in one of the Career Pathways at Gavilan College, Hartnell College, ASU, and/or GCU.
- Help students monitor grades, credits, graduation requirements, A-G requirements, grade level mastery, PreACT results. WorkKeys results, and local assessment results to assure grade level mastery and career competency.
- Update Student Success Plan at the end of each semester.

2. Career Planning:

- Conduct WorkKeys assessments to help students monitor progress towards their identified career pathway.
- Assist in researching colleges, technical programs, and other post-secondary options related to their SBCPA pathway.
- Review PreACT and ACT results as they relate to their career interests and SPCPA Pathway.

3. Personal Development:

- Offer workshops on decision-making skills, conflict resolution, and effective communication.
- Provide resources for building resilience, managing peer pressure, and developing healthy habits.
- Provide resources for building peer relationships, team building, problem-solving, and communication strategies..
- Address any social or emotional concerns through individual counseling sessions or support groups.

Junior Year:

1. College Preparation:

- Guide students through the college application process, including researching colleges, writing essays, and preparing for interviews.
- Assist in scheduling the ACT exam.
- Provide information on financial aid, scholarships, and other forms of college funding.
- Help students monitor grades, credits, graduation requirements, A-G requirements, grade level mastery, and register for the ACT.
- Evaluate students' self-assessment on grades, credits, graduation requirements, A-G requirements, ACT and WorkKeys results, and local assessment results to assure grade level mastery and career competency.
- Review Student Success Plan.

2. Career Exploration and Planning:

- Review WorkKeys progress to help students assess their career goals.
- Evaluate their progress towards their SBCPA Pathway.
- Facilitate job shadowing experiences, internships, or mentorship programs.
- Assist in developing resumes, cover letters, and professional networking skills.

3. Personal Growth and Well-being:

- Utilize skills and techniques learned to manage their own stress and coping strategies for handling the pressures of junior year.
- Use progress on Student Success Plan to validate students.
- Utilize skills that students have developed to help own their academic progress, peer relationships, and family stressors.
- Monitor Student Success Plan, Transcripts, WorkKeys, ACT, and local assessment scores.
- Update Student Success Plan to include postsecondary goals.

Senior Year:

1. College Application Assistance:

- Provide guidance on finalizing college applications, submitting transcripts, and requesting letters of recommendation.
- Assist in navigating financial aid offers, comparing college options to include transferring from Gavilan or Hartnell College, and making final decisions.
- Organize college application workshops and offer individualized support as needed.

- Help students monitor grades, credits, graduation requirements, A-G requirements, grade level mastery, PreACT results, WorkKeys results, and local assessment results to assure grade level mastery and career competency.

2. Career Readiness:

- Provide guidance to continue at Gavilan or Hartnell College to complete certificate or AA/AS.
- Revisit the option to transfer from Gavilan or Hartnell to a four-year university.
- Help students develop job search skills, such as resume writing, interview preparation, and professional etiquette.
- Monitor student progress on acceptance to apprenticeships, trade schools, military service, or other post-graduation pathways.
- Provide support for transitioning to the workforce or higher education, including orientation programs and follow-up services.

3. Transition Support:

- Facilitate discussions on adjusting to life after high school and managing the transition to independence.
- Offer guidance on navigating potential challenges, such as homesickness, academic expectations, or financial responsibilities.
- Provide ongoing support and resources for alumni through networking opportunities, career services, and alumni events.
- Update Student Success Plan include completion of Postsecondary education.

Ongoing Support:

4. Individual Counseling:

- Offer confidential counseling services for students dealing with academic, personal, or family issues.
- Provide crisis intervention, mental health support, and referrals to outside resources as needed.
- Foster a safe and supportive environment for students to express themselves and seek help when necessary.

5. Parent and Family Involvement:

- Collaborate with parents and guardians to support student success and well-being.
- Host parent workshops on topics such as college career planning, financial aid, and adolescent development.
- Maintain open communication channels for sharing updates, concerns, and progress reports.

6. Community Partnerships:

- Establish partnerships with local businesses, colleges, nonprofit organizations, and mental health agencies to enhance support services.
- Coordinate community service opportunities, career exploration events, and educational workshops.
- Leverage resources and expertise from external partners to supplement school-based counseling efforts.

San Benito County Polytechnic Academy Counseling

9th Grade Curriculum

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
8th to 9th SCHEDULING & TRANSITION <i>What can you expect at SBC Polytechnic Academy?</i>	Academic Personal/ Social	Scheduling Documents, Transition Brochure	February-May	100	MS	Surveys/Check-in	Students, Parents	TBD
NEW STUDENT ORIENTATION/ 9th GRADE ORIENTATION <i>What can you expect at SBC Polytechnic Academy? Who and what can help you? How can you make positive connections?</i>	Academic Personal/ Social	Orientation Presentation, High School Staff, Student Schedule, Discuss assessments and schedule WorkKeys and PreACT, Tour of School Building	August	200	HS	Surveys/Check-in	Students, Parents	TBD
COUNSELOR CHECK-IN: Survey of student experiences of the transition process. <i>What is working? What is not working? After-school tutoring and mentoring?</i>	Academic Personal/ Social	Review progress, assessment results, and create Student Success Plan	September	200	HS	Surveys/Check-in	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me? Mindsets: Fixed vs. Growth</i> <i>How do you approach your learning? How can you develop a growth mindset?</i>	Academic Personal/ Social Career	Mindset by Carol Dweck	October	200	HS	Career Portfolio Development	Students	TBD
UNDERSTANDING YOUR ACADEMIC RECORD <i>What does your academic record include and how is it shared with others?</i>	Academic Personal/ Social	Student Transcripts vs. Report Cards, Graduation Requirements, A-G, GPA, PreACT, WorkKeys, Student Success Plan	November	200	HS	Pre/Post Test	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me? Learning Style Inventory in Family Connection—</i> <i>How do I learn best? Multiple Intelligences: MI Advantage in Family Connection—</i> <i>In what ways am I intelligent? How am I creative?</i>	Academic Personal/Social Career	Family/Career Inventory TBD	December	200	HS	Career Portfolio Development	Students	TBD

9th Grade Curriculum, continued

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
PreACT REVIEW: <i>How can you use your PreACT scores to prepare for the ACT?</i>	Academic	PreACT results	December/January	200	HS	PreACT/ACT	Students	TBD
COURSE REGISTRATION <i>What choices do you have? What are the best choices for you? How can you stretch yourself while still finding balance?</i>	Academic Personal/Social	10 th grade registration, Career Pathway, Course Planning Guide, Dual Enrollment, Review Student Success Plan	January	200	HS	Aeries	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Character Strengths: Strengths Explorer in Family Connection <i>What are my personality strengths and how can I use them to be successful?</i> Letter home to about Family Connection.	Academic Personal/Social Career	Family Connection, Parent letter	February	200	HS	Career Portfolio Development	Students, Parents	TBD
COURSE SCHEDULE: Prep for Scheduling Create Schedule for next year	Academic Personal/Social	Program of Studies, Master Schedule	April	200	HS	Scheduling	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Resume Development Reflect on the year and think ahead.	Academic Personal/ Social Career	Family Connection	May	200	HS	Career Portfolio Development	Students	TBD

San Benito County Polytechnic Academy Counseling: 10th Grade Curriculum

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
NEW STUDENT ORIENTATION <i>What can you expect at SBC Polytechnic Academy? Who and what can help you? How can you make positive connections?</i>	Academic Personal/Social	Orientation Presentation, High School Staff, Student Schedule, Discuss Assessments, Tour of School Building	August	All New Students	HS	Surveys/ Check-in	Students, Parents	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Schedule/Review PreACT and WorkKeys results, Review SBCPA Pathways, Review neighboring county job market	Academic Personal/Social Career	Schedule/Review Student Success Plan, schedule PreACT and WorkKeys	September	200	HS	Student Success Plan Development	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> "Do What you Are" Personality Inventory: <i>How do your character strengths connect to the world of work? What ways of working connect with your personality?</i>	Academic Personal/Social Career	Family/Career Inventory - TBD	October	200	HS	Student Success Plan Development	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Pathway Exploration- Option to select a Pathway	Academic Personal/Social Career	Family/Career Inventory - TBD	November	200	HS	Student Success Plan Development	Students	TBD
PreACT and WorkKeys REVIEW: <i>How can you use your PreACT and WorkKeys scores to prepare for the ACT?</i>	Academic	PreACT and WorkKeys results	December/ January	200	HS	PreACT/ACT	Students	TBD

10th Grade Curriculum, continued

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
COURSE REGISTRATION: <i>What choices do you have? What are the best choices for you? How can you stretch yourself while still finding balance?</i>	Academic Personal/Social	Aeries Registration System, Program of Studies, Course Planning Guide, Dual Enrollment	January	200	HS	Aeries	Students	TBD
COURSE SCHEDULE: Prep for Arena Scheduling Create Schedule for next year	Academic Personal/Social	Program of Studies, Master Schedule	April	200	HS	Scheduling	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Resume Development- Reflect on the year and think ahead.	Academic Personal/Social Career	Family/Career Inventory - TBD	May	200	HS	Student Success Plan Development	Students	TBD
ON-GOING OPPORTUNITIES: Work & Lunch Career Conversations, Pathways Extension Opportunities, Student-Led Internships								

San Benito County Polytechnic Academy Counseling: 11th Grade Curriculum

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
NEW STUDENT ORIENTATION <i>What can you expect at SBC Polytechnic Academy? Who and what can help you? How can you make positive connections?</i>	Academic Personal/Social	Orientation Presentation, High School Staff, Student Schedule, Discuss Assessments, Tour of School Building	August	All New Students	HS	Surveys/ Check-in	Students, Parents	TBD
FINDING YOUR PURPOSE: Who am I? Who do I want to be? How can school help me? Preparation for Job Shadow Experience- Explore various perspectives of life, work, and career. Select and view interviews from Roadtrip Nation.	Academic Personal/Social Career	Ted Talks, Family/Career Inventory, SBCPA Industry and Community Partners	September	200	HS Community businesses	Student Success Plan	Students	TBD
PLANNING FOR YOUR FUTURE: Financial Aide Night	Academic Personal/Social Career	Family/Career Inventory - TBD	October	200	HS	Pre/Post Surveys	Students, Parents	TBD
PLANNING FOR YOUR FUTURE: College and Career Night for Junior Students and Parents	Academic Personal/Social Career	Family/Career Inventory - TBD	November	200	HS	Pre/Post Surveys	Students, Parents	TBD
PLANNING FOR YOUR FUTURE: Individual Student meetings <i>What are your post-secondary plans? What resources are available to you?</i>	Academic Personal/Social Career	Family/Career Inventory - TBD	January-May	200	HS	Student Success Plan	Students	TBD
PreACT REVIEW: <i>How can you use your PreACT scores to prepare for the ACT?</i>	Academic	PreACT and WorkKeys results	December/ January	200	HS	PreACT/ACT/ WorkKeys	Students	TBD
PLANNING FOR YOUR FUTURE: Post-Secondary Planning <i>What is the right fit for you after high school? Test Prep for ACT and WorkKeys, College Visit Calendar, Resume Building, Discuss Apprenticeships, Certificates, associate, and bachelor's degrees</i>	Academic Personal/Social Career	Family/Career Inventory - TBD	January	200	HS	Student Success Plan	Students	TBD

11th Grade Curriculum, continued

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
COURSE REGISTRATION: <i>What choices do you have? What are the best choices for you? How can you stretch yourself while still finding balance?</i>	Academic Personal/Social	Aeries Registration System, Program of Studies, Student Success Plan	January	200	HS	Aeries	Students	TBD
COURSE SCHEDULE: Prep for Scheduling Create Schedule for next year	Academic Personal/Social	Program of Studies, Master Schedule	April	200	HS	Scheduling	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Resume Development- Reflect on the year and think ahead.	Academic Personal/Social Career	Family/Career Inventory - TBD	May	200	HS	Student Success Plan	Students	TBD
ON-GOING OPPORTUNITIES: Work & Lunch Career Conversations, Pathways Extension Opportunities, Student-Led Internships								

San Benito County Polytechnic Academy

Counseling: 12th Grade Curriculum

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
NEW STUDENT ORIENTATION <i>What can you expect at SBC Polytechnic Academy? Who and what can help you? How can you make positive connections?</i>	Academic Personal/Social	Orientation Presentation, High School Staff, Student Schedule, Discuss assessments, Tour of School Building	August	All New Students	HS	Surveys/ Check-in	Students, Parents	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> Senior Flexible Scheduling- Senior students schedule for any of the following opportunities based on individual needs to assist with the development of career goals: apprenticeships, internships, dual enrollment in college courses, online learning opportunities, and flexible scheduling to allow for personal time management. Review, analyze, and reflect on grade 9-11 career exploration documents to assist the development of the appropriate senior year plan.	Academic Personal/Social Career	Family/Career Inventory – TBD Student Success Plan	September	200	HS	Student Schedule	Students	TBD
FINDING YOUR PURPOSE: <i>Who am I? Who do I want to be? How can school help me?</i> The Application Process: Finding a Good Fit: <i>What job, apprenticeship, and/or internship would be a good fit for you?</i> Resume and Cover Letter: <i>How can you target your resume and cover letter for a particular opportunity?</i> Interviewing Skills: How can you highlight your key strengths in an interview? Students participate in specific mock interview opportunity.	Academic Personal/Social Career	Family/Career Inventory - TBD, various online resources, resume and cover letter examples, interviewing guide	September	200	HS	Career Portfolio Development	Students	TBD

12th Grade Curriculum, continued

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
PLANNING FOR YOUR FUTURE: College Night for Seniors	Academic Personal/Social Career	Family/Career Inventory - TBD	September	Available to all students/parents	HS	Pre/Post Surveys	Students, Parents	TBD
PLANNING FOR YOUR FUTURE: Financial Aid Night	Academic Personal/Social Career	Family/Career Inventory - TBD	October	Available to all students/parents	HS	Pre/Post Surveys	Students, Parents	TBD
Post-Secondary Planning: Apply to post-secondary institutions and Scholarships. Explore Family/Career Inventory (Career Inventories, Summer Enrichment, College Search, Test Prep for ACT and WorkKeys, College Visit Calendar, Scholarships, Resume Building)	Academic Personal/Social Career	Family/Career Inventory - TBD	September-May	200	HS	Pre/Post Surveys	Students	TBD
ON-GOING OPPORTUNITIES: Work & Lunch Career Conversations, Pathways Extension Opportunities, Student-Led Internships								