



Metropolitan Education District

# ANNUAL REPORT

## 2011-2012



## Preparing Students for Success!

MetroED is fully accredited by the Western Association of Schools and Colleges (WASC).

# Welcome to MetroED!

## SUPERINTENDENT'S MESSAGE



MetroED's 2011-12 Annual Report contains a wealth of information that spotlights the District's continued commitment to our mission of "Preparing Students for Success."

Central County Occupational Center & Programs (CCOC/P) served more than 11,500 students in its high school career technical education classes and its adult fee-based evening program, during a time of continued

funding uncertainty.

MetroED's facility and program upgrades continued throughout the 2011-12 school year. CCOC's building 600 was modernized and reopened for 2012-13 as a new Transportation Careers Center. CCOC's new model courtroom in the mezzanine of building 700 has become home for Santa Clara County's Peer Court, a definite benefit for students in CCOC's Probation and Legal Careers program. The Law Enforcement Program added a state of the art Omni-Comm 3 Position Dispatch Simulation Lab to train students as 911 dispatchers. Overall, more than \$1.3 million was spent during the year upgrading equipment in CCOC programs.

Upcoming construction projects during the 2012-13 school year include a new two-story fire training tower for the Fire Science/First Responder program, and modernization of CCOC building 100, which will be transformed into a new Arts, Media and Entertainment Careers Center. Building 100, at over \$5 million, is the largest of all of the Proposition 1D modernization projects.

The 2011-12 school year was the first year of consolidation of the Metropolitan Adult Education Programs (MAEP) on the Hillsdale campus, following a two-thirds reduction in our state Adult Education funding. Even though severely down-sized, MAEP still served over 2,300 adult students in new and renovated facilities in a beautiful park-like setting.

Continued on Page 3

## BOARD PRESIDENT'S MESSAGE



As President of the MetroED Board it is my pleasure to present the 2011-2012 annual report. MetroED serves the community with schools in Campbell Union High School District, East Side Union High School District, Los Gatos-Saratoga Joint Union High School District, Milpitas Unified School District, San Jose Unified School District and Santa Clara Unified School District.

On behalf of the MetroED Governing Board, we want to thank the students, staff and community for a great year. The six participating school district representatives to the Governing Board of MetroED bring with them a diversity of knowledge and experience to provide an exceptional learning environment for high school students from our school districts at the Central County Occupational Center (CCOC). The career technical center allows students to continue their academic pursuits, while gaining hands-on learning experiences with state-of-the-industry facilities and equipment.

The classes offered through the Metropolitan Adult Education Program (MAEP) provide opportunities for adults to learn English and complete their education.

The state budget crisis continues to affect all of our schools and programs, whether at MetroED or at our home school districts.

The MetroED Governing Board meets on the second Wednesday of the month (September through June) at 7:00 p.m. at 760 Hillsdale Avenue, San Jose. The public is always welcome to attend. Your input is important for the continued success of our programs.

**Cynthia Chang**  
President  
MetroED Governing Board

## What is MetroED?

### The District

The Metropolitan Education District (MetroED) is a local educational agency (LEA) created pursuant to Government Code Section 6500 as a joint powers authority (JPA) by six school districts: Campbell Union High School District, East Side Union High School District, Los Gatos-Saratoga Joint Union High School District, Milpitas Unified School District, San Jose Unified School District and Santa Clara Unified School District.

### JPA Purpose

The purpose of the JPA is to deliver a variety of educational programs for the six participating districts. The JPA oversees the operation of the Central County Occupational Center (CCOC), the Regional Occupational Programs (ROP) on the high school campuses of the six districts, the adult education program for San Jose Unified School District, Capitol High School (an alternative high school program), the teacher credentialing program, and other educational services for students throughout the county.

### JPA Governance

The MetroED Governing Board consists of one member appointed from each of the six participating districts. The Governing Board

holds monthly public board meetings that are governed pursuant to Education Code Section 35164. The Governing Board and the district have the same powers as any school district, and are governed by the California Education Code as well as policies and administrative regulations specifically relevant to a JPA.

### MetroED Mission

MetroED's mission is to be a collaborative education district, preparing youth and adults to be sought after employees and contributing community members who learn and earn for a lifetime.

MetroED is the largest publicly-funded, career-oriented, educational organization in Santa Clara County, serving over 10,000 high school and adult learners annually.

### ACCREDITATION

The Metropolitan Education District programs are accredited by the Western Association of Schools and Colleges. Accreditation affirms quality of instruction and assures that coursework taken at this school for credit will be accepted by other institutions, including colleges and universities.





# Metropolitan Education District

## VETERANS CAREER TECHNICAL TRAINING



"For their service and sacrifice, warm words of thanks from a grateful nation are more than warranted, but they aren't nearly enough. We also owe our veterans the care they were promised and the benefits that they have earned. We have a sacred trust with those who wear the uniform of the United States of America. It's a commitment that begins at enlistment, and it must never end."

**-President Barack Obama,**  
March 19, 2009



**JOINING FORCES**

TAKING ACTION TO SERVE  
AMERICA'S MILITARY FAMILIES

JOININGFORCES.GOV

In January, the Metropolitan Education District Governing Board approved a two-year initiative to assist veterans to receive career technical training, at no cost to the veterans.

The Veterans Career Technical Training Initiative is a collaborative partnership of various organizations whose purpose is to provide post 9/11 veterans with career technical training and priority job search services and other resources.

The training is provided at no cost to veterans and is held at the Central County Occupational Center (CCOC) and Metropolitan Adult Education Programs (MAEP) at their campus on Hillsdale Avenue in San Jose.

Priority job search services and other resources are provided through work2future, NOVACONnect, San Jose Employment Development Department (EDD) and Project HIRED.

"This is a really great partnership that will help them (veterans) in all the areas they need to be successful," NOVA Manager of Job Seeker Services, **Cindy Stahl**, said at the January Governing Board meeting.

"With over 900,000 veterans unemployed today in the United States, it is important for organizations such as MetroED to step up to provide opportunities to honor the service and sacrifice made by veterans on our behalf," MetroED Superintendent **Paul Hay**, said. "It is an honor to lead an organization committed to working with our partners to maximize our resources for our veterans."

Through the Veterans Career Technical Training Initiative, veterans will receive career technical training, as well as have access to all of the services provided through the One Stop Centers. Stahl said that NOVA assesses veterans for what type of training and career path is appropriate for them. Those who don't have transferable

skills or who need to learn a new skill will be referred to MetroED.

CCOC and MAEP scholarships cover the veterans' registration and class fee, uniform, and instructional materials. Each MetroED scholarship is valued at \$2,000 for a total of \$600,000 worth of scholarships available over a 30 month period. In addition, work2future and NOVA have pledged to provide up to \$1,500 per scholarship in support services for a total value exceeding \$1 million.

Board Member Rich Garcia gave the initiative a "thumbs-up" at the Board meeting and was highly appreciative of how the different organizations are working together to assist veterans. "I'm a veteran myself and I want to thank all of you for making this kind of commitment to our veterans. We certainly owe them all our gratitude and the opportunity to support them as much as we can for what they have done for us and our country."

Approved veterans may enroll in any CCOC or MAEP career technical training program that has openings such as Diesel/Truck Mechanics, Carpentry, Air Conditioning, Refrigeration and Heating, Electrical Maintenance, Welding, Precision Machining, Fire Science/First Responder, Probation & Legal Careers, Forensics, Law Enforcement, Culinary Arts, Automotive Careers, Computer Technology Careers, Medical Assisting and Office Skills.

Visit [www.MetroED.net/vets](http://www.MetroED.net/vets) for more information on the Veterans Career Technical Training Initiative. Veterans who wish to be screened for a scholarship should contact NOVA at 408-774-5421, work2future at 408-794-1100, Project HIRED at 408-557-0880, or the Employment Development Department (EDD) at 408-369-3606.

## LOS GATOS-SARATOGA JOINT UHSD INTENT TO WITHDRAW

On June 19, Los Gatos-Saratoga Joint Union High School District (LGS) sent final notification to MetroED and the members of the JPA that they would withdraw from the JPA effective July 1, 2013.

LGS provided preliminary notice of withdrawal in March, explaining that LGS, as a basic aid district, is subject to a fair share contribution to the state's budget deficit (similar to the state's reduction of the base funding for non-basic aid districts) that is off-set against the District's categorical funding, including funding for Regional Occupational Centers/Programs (ROCPs). This would require LGS to fund the JPA from its General Fund, which is composed primarily of local property taxes.

The LGS Board of Trustees determined that the utilization of MetroED services by the students of LGS is minimal (primarily due to low enrollment in the programs at the Central County Occupational Center).

LGS joined the JPA in 1973, and contributed 7.7% of the cost of constructing the CCOC center.

Under the terms of the joint powers agreement, LGS must pay for an appraisal to determine the value of its share of district assets. However, LGS cannot take the net value of their share unless another district buys them out or the JPA disbands.

During the new school year, MetroED will work with the JPA members to develop a funding model that might keep LGS from leaving the JPA.

## SUPERINTENDENT'S MESSAGE

Continued from Page 2

This year, we were proud to kick off the Veteran's Career Technical Training Initiative to provide career technical training to veterans at no cost to the vets. (see related article)

Due to retirements and promotions, the District has added or replaced eight administrative positions with employees who bring with them high levels of energy and a renewed commitment to student success. With my approaching retirement at the end of this school year, I am confident that the District will be in good administrative hands with excellent teachers and classified support staff, programs that are student-focused in current industry modernized facilities, and state-of-the-art training equipment.

**Paul Hay**  
MetroED Superintendent

# Central County Occupational Center

## WHAT IS CCOC?

CCOC stands for the Central County Occupational Center, a program of the Metropolitan Education District (MetroED). CCOC is a student's direct path to rewarding careers and higher education. CCOC provides quality Regional Occupational Programs (ROP) for high school (junior and senior) students and adults at its San Jose Center and on the 31 high school campuses of its six participating school districts.



## HOW ROCP IS FUNDED

Until 2008-09, state funding for Regional Occupational Centers/Programs was based on a fixed dollar amount per average daily attendance (ADA). As a result of the state budget crisis, the ADA funding formula was replaced with a fixed grant amount, based on 2007-08 funding levels, reduced by approximately 20%. The state designated this ROC/P funding as Tier 3 categorical, meaning districts can use these funds for "any educational purpose." This new period of funding flexibility is to last until July 1, 2015.

In accordance with the MetroED Joint Powers Agreement, the six participating districts pass through to MetroED the ROC/P funding they receive from the state. In order for a district to use these funds for purposes other than ROC/P, they must provide a minimum of 15 months notice to withdraw from the JPA. All of MetroED's districts supported the ROC/P programs during 2011-12, and have committed to continue support through 2012-13.

## ROC/P ATTENDANCE (ADA)

ROC/P Program	2011-12	2010-11	2009-10
CCOC Day Program	1,413	1,450	1,526
CCOC Evening Program*	0	0	0
Job Corps Programs**	0	0	99
Cosmetology Schools***	0	4	37
<b>High School Satellite ROP Classes:</b>			
Campbell UHSD	552	644	502
East Side UHSD	732	713	770
Los Gatos-Saratoga JUHSD	103	116	106
Milpitas USD	214	246	210
San Jose USD	501	474	434
Santa Clara USD	210	210	237
<b>Total ROCP ADA</b>	<b>3,725</b>	<b>3,857</b>	<b>3,921</b>

\*CCOC Evening Program became fee-based in 2008-09.

\*\*Support for ROP programs at the San Jose Job Corps Center were reduced in 2009-10, and further reductions are reflected for 2010-11.

\*\*\*Cosmetology Program cancelled in 2008-09; ADA reflects high school students completing individual contracts (no new students).

## CCOC DIRECTOR

**John Fox** has been CCOC's Director since July 2005. He has over 30 years experience in education. Prior to joining MetroED, Mr. Fox was the Assistant Director of the Vocational/Adult Education J. Everett Light Career Center in Indianapolis, Indiana.



He has held a variety of career education-based positions at the high school and adult education level and brought his expertise and experience in career technical education to improve the educational opportunities for students at CCOC.

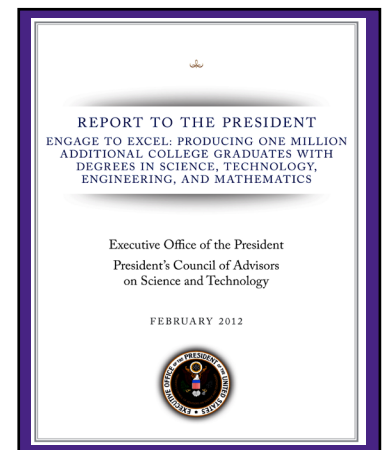
In 2009, Mr. Fox was honored by the San Jose Job Corps with a Youth Service Award for being a role model and providing guidance to the youth of our community.

## CCOC MENTIONED IN REPORT TO PRESIDENT

The President's Council of Advisors on Science and Technology recently released a report to the President which mentions CCOC's EMT Academy which is a partnership with Foothill College, Silicon Valley Community Collaborative, and San Jose Job Corps.

On page 94 of the report released in February, **Engage to Excel: Producing One Million Additional College Graduates With Degrees in Science, Technology, Engineering, and Mathematics**, the council provides an overview of the EMT Summer Academy as an example of an effective partnership between education and business in enhancing readiness in STEM related fields.

To view the entire report, visit: [http://www.whitehouse.gov/sites/default/files/microsites/ostp/pcast-engage-to-excel-final\\_2-25-12.pdf](http://www.whitehouse.gov/sites/default/files/microsites/ostp/pcast-engage-to-excel-final_2-25-12.pdf)





# Central County Occupational Center

## MODEL COURTROOM



One of the newest additions to the classroom experience for the Probation and Legal Careers students is the model courtroom located on the mezzanine of building 700.

The Judge's bench and witness box are courtesy of the Santa Clara County Superior Court. **Judge Richard Loftus** arranged with Probation & Legal Careers instructor **Mark Adams** to have a judge's bench and witness box that used to be in the County's Superior Courthouse be brought to CCOC for use on a long-term loan basis. The antique bench was refinished by the County before being placed into storage during the Superior Courthouse's recent remodeling. The CCOC Carpentry class used the skills they were learning in class to build the railings and the platform for the judge's bench.

In addition to using the model courtroom during the day, the Santa Clara County Probation Department is using the facility in the evenings for the County Peer Court. Peer Court was first introduced by Santa Clara County Supervisor **Dave Cortese** during his State of the County address. Cortese said, in his speech, that Peer Court "will empower previous youth offenders to hold accountable their fellow youth, and have the added benefit of exposing youth to the workings of the criminal justice system and hopefully inspire our next generation of attorneys, judges and probation officers."

"Peer Court allows students to see how a courtroom really operates," said CCOC Probation & Legal Careers instructor, Mark Adams. "This is an incredible opportunity for CCOC students to become familiar with the legal system by participating in real cases."

Santa Clara County Peer Court is a collaborative program in which students, ages 15-18, recommend sanctions for low level offenders. Each participant can earn a minimum of three hours of community service work for their participation. Peer Court operates under the authority of the Santa Clara County Probation Department with real judges presiding over the court sessions. The youth jurors ask questions of the juvenile offender, deliberate with the student attorney with the assistance of an attorney advisor, and recommend sanctions to the court to help get the minor back on the right track.

Many CCOC students said that they thought the training and court sessions would be overwhelming to someone without a legal background or who did not take a class such as CCOC's Probation & Legal Careers.

The students who participate in Peer Court come from all over Santa Clara County. Peer Court is overseen by a SCC Superior Court Judge. However, the bailiff, attorneys, and jury are high school students who hear the case and pass down the sentence (under the guidance of the judge).

"The opportunity to participate in Peer Court has helped me to understand the legal terms taught in the Probation and Legal Careers class," said Bianco Lozano from Liberty High School. "Peer Court has provided the opportunity for hands-on learning in real court cases."

## BEYOND 2015! LEADERSHIP CONFERENCE

More than 125 students, staff, and parents attended CCOC's Beyond 2015 Leadership Conference on January 26. Student leaders from MetroED's six participating school district high schools attended the real world conference complete with breakout sessions, meals, and door prizes.

The conference was named *Beyond 2015!* since that is the year current high school sophomores will graduate. The goal of the conference was to teach school leaders the importance of Career Technical Training, post-secondary training, lifelong learning, and how employment trends change so that they could take the information back to their peers at their high school. Foothill College President, **Judy Miner**, served as the keynote speaker and spoke about using time wisely.

She stressed, "the more you learn, the more you earn" and that everyone, no matter what age they are, should be engaged in lifelong learning. Students attended breakout sessions led by **Jack Stewart**, President of the California Manufacturers & Technology Association; **Alyssa Lynch**, CTE Director for the Santa Clara County Office of Education; and Analyst **Lawrence Thoo** and Project Manager **Richard Martinez** from work2future.



Alyssa Lynch and *Beyond 2015!* Attendees

"A person with a CTE-related associate degree or credential will earn between \$5,000 and \$15,000 more a year than a person with a humanities or social sciences associate degree. Those with credentials in high-demand fields such as healthcare can average almost \$20,000 more a year. CTE also works to increase graduation rates. The average graduation rate for students concentrating in CTE programs is 90.18 percent compared with a national graduation rate of 74.9 percent."

"The more students participate in career technical student organization activities, the higher their academic motivation, academic engagement, grades, career self-efficacy and college aspirations."

**-Xavier De La Torre, Ed.D.**  
SCC Superintendent of Schools

# CCOC Student Data

## STUDENT PROFILE

Student Profile CCOC \*County-wide

Gender		
▶ Female	44%	N/A
▶ Male	56%	N/A
Ethnicity		
▶ Hispanic/Latino	63%	37%
▶ White (not Hispanic)	21%	23%
▶ African-American	5%	3%
▶ Filipino	2%	5%
▶ Asian	6%	26%
▶ All Others less than 1%	3%	6%

\*Santa Clara County Office of Education (SCCOE) County-wide Data for 2010-2011.

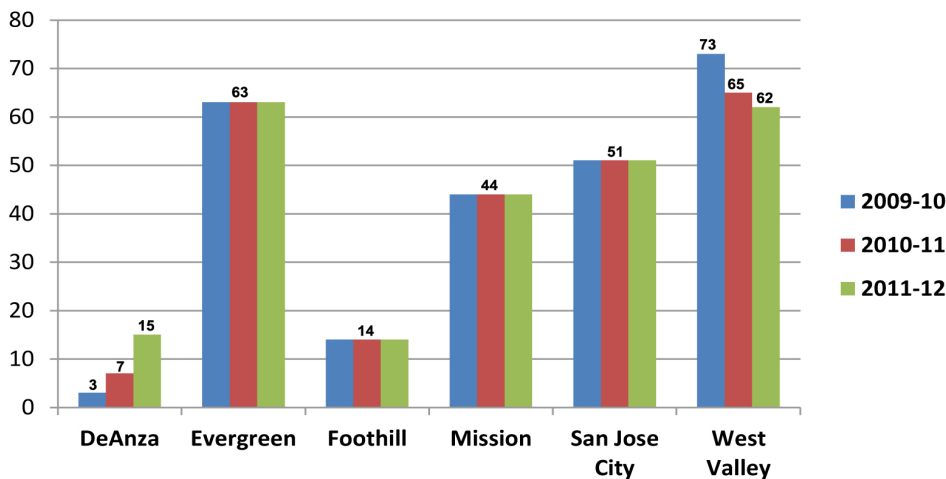
## CCOC ATTENDANCE TRENDS

One of the district's goals has been to increase high school student attendance at CCOC while reducing the number of adults served. AB 2448 required that by June 30, 2012, the total district adult student enrollment must not exceed 10% (an additional 5% is allowed for Job Corps and CalWORKs students). However, this requirement has been suspended until June 30, 2015. The following graph shows the three year attendance trends for adults and total average daily attendance (ADA) at the Center.

Year	2011-12	2010-11	2009-10
High School ADA	1,039	1,079	1,107
Job Corps/CalWORKs ADA	288	299	279
Other Adult ADA	86	71	140
<b>Total ADA</b>	<b>1,413</b>	<b>1,449</b>	<b>1,526</b>
# of Class Sections	65	68	68
<b>Average ADA/Class</b>	<b>21.75</b>	<b>21.31</b>	<b>22.44</b>

(Rounded to nearest whole ADA)

## COLLEGE ARTICULATION CREDITS

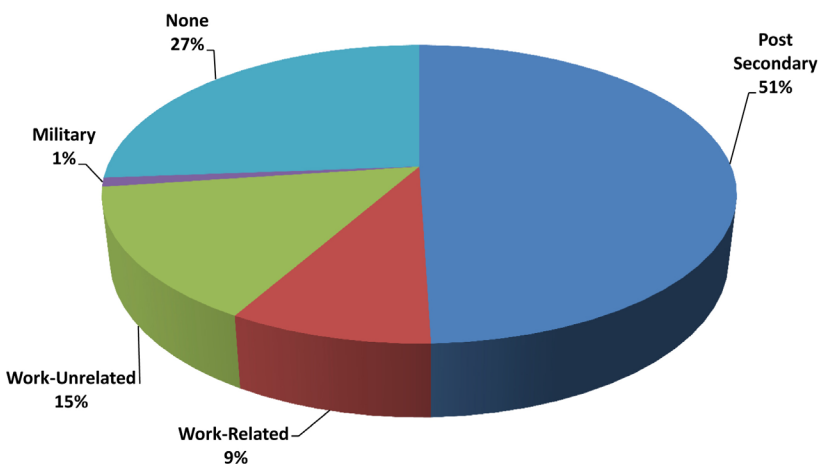


## College Articulation Credits

At CCOC, many career-tech students are preparing for college while learning career skills. Many middle and high achieving students attend CCOC to explore careers and acquire the skills that enable them to work in interesting well-paid jobs during their college years. At-risk students often decide to continue in school because CCOC's career-technical classes make learning relevant for them.

In all of the 27 career areas, students earning an A or B leave with community college credit, in addition to high school credit. The students have a real "jump start" on their college education that most traditional students do not have.  
**Career and College - Both, Not One!**

## CCOC FOLLOW-UP SURVEY RESULTS



## Follow-up Survey

Students who completed the 12th grade in 2010-11 were contacted six months after graduation by telephone. The chart shows the student responses as reported in the survey. Students may be both working and attending a post-secondary school.

Five hundred forty nine (549), 12th grade completers responded to the survey (out of 929). Of the respondents, **51%** have gone on to post secondary education, **9%** are working in a field that was related to their classes at CCOC, and **76%** are in post secondary programs, working or both, including military service.



# CCOC - Career and College - Both, Not One!

## AGRICULTURE & NATURAL RESOURCES

### Veterinary Assisting

Students learn anatomy and physiology, as well as animal health and disease, to prepare for employment in clinics, kennels, shelters, and pet stores.



## ARTS, MEDIA & ENTERTAINMENT

### Animation

Students acquire basic figure drawing, cell animation, 2D & 3D computer animation as well as an understanding of script writing, storyboarding, and sound design.



## BUILDING TRADES & CONSTRUCTION



### Air Conditioning / Refrigeration / Heating

Students learn maintenance, overhaul, repair, and adjustment of residential and commercial air conditioning, refrigeration, and heating units.



### Video Production

Students learn to produce videos for business and entertainment from script writing to final editing.



### Carpentry

Students learn to design, estimate, and construct buildings with carpentry tools and equipment using current industry standards.



### Electrical Maintenance

Students learn electrical installations, trouble shooting, and repair.





# CCOC Student Spotlight

## ENGINEERING & DESIGN INDUSTRY



### Computer Technology Careers

Students learn to install, diagnose, and repair hardware and software. Students prepare for jobs in the computer industry in sales & set-up, software installation, help desk, computer support, networks, and programming.



## HEALTH SCIENCE & MEDICAL TECHNOLOGY



### Dental Assisting

Students learn chairside assisting, laboratory and x-ray procedures, with radiation and clinical experience. They also learn how to make impressions and models of teeth. The class offers opportunities for dental internships as well.

## FASHION & INTERIOR DESIGN INDUSTRY



### Interior Design

Students learn on-the-job training in basic interior design through color, materials, furniture, lighting and scale drawings. The completed displays are a highlight of CCOC's annual open house.

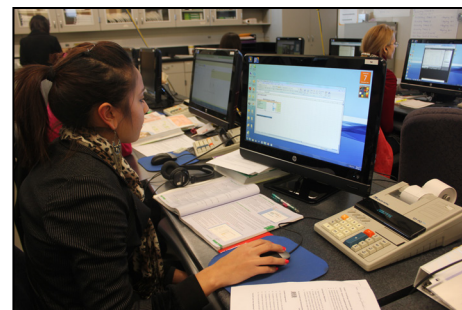


## FINANCE & BUSINESS INDUSTRY



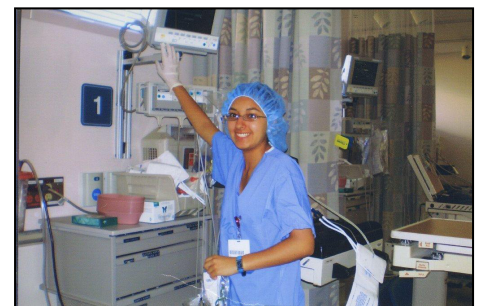
### Accounting & Financial Careers

Students learn to prepare and process financial data for computerized accounting systems and gain personal money management skills for life.



### Health Occupations

Students aspiring to be nurses or doctors are prepared for medical professions with a focus on human biology and disease, college preparation, practice hands-on patient care, medical terms, leadership and teamwork. Students also complete internships at local hospitals as shown below.



**Career and College  
Both, not One!**



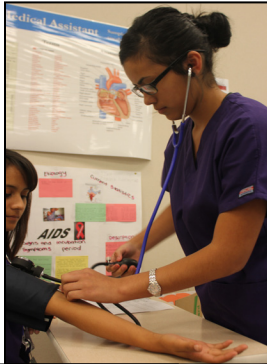
# CCOC Student Spotlight

## HEALTH SCIENCE & MEDICAL TECHNOLOGY



### Medical Assisting

Students learn back office medical procedures. The topics include medical terminology, anatomy and physiology, as well as lab procedures. Students receive clinical training (internships) in hospitals, clinics, and doctors offices.



### Medical Office Careers

Students prepare for entry-level employment in medical offices and clinics. The students obtain knowledge of terminology, patient billing, and medical office procedures.



**Students Earn High School & College Credits!**

## HOSPITALITY, TOURISM & RECREATION



**"Preparing Students for Success!"**



### Baking & Catering

Students acquire skills and knowledge required for employment in the baking and pastry industry. Catering and business skills are developed operating an in-house food operation and catering department.

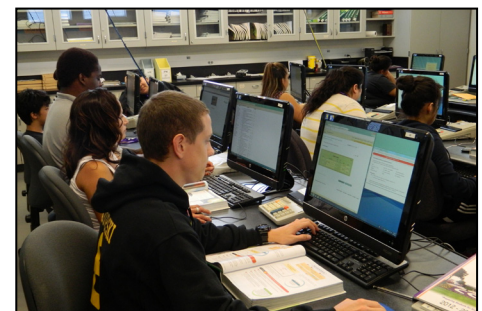


### Culinary Arts

Students train in a well equipped kitchen to prepare stocks, cuts of meat, poultry and seafood utilizing a variety of cooking methods. Students work in various kitchen positions and restaurant settings while preparing for their career and future college education.



## INFORMATION TECHNOLOGY INDUSTRY



### Office/Administrative Assistant

Students learn Microsoft Word, Excel, PowerPoint, Outlook and office skills such as keyboarding, filing, telephone etiquette, email, and the internet.





# CCOC - Student Spotlight



## MANUFACTURING & PRODUCT DEVELOPMENT INDUSTRY

## PUBLIC SERVICES INDUSTRY



### Precision/CNC Machining

Students learn basic machining theory and hands-on operation of a variety of machining tools that include manual and CNC (Computer Numerical Control).

### Fire Science/First Responder

Students will be introduced to Fire Department and Emergency Services related fields and techniques used to perform the job. The class focuses on academics, technical skills, and employability practices.



## MARKETING, SALES, & SERVICE INDUSTRY



### Small Business Management

Students learn the basics of running a business using Microsoft software. The class prepares students for jobs in accounting, human resources, information technology, or sales and marketing.



### Metals Technology/Welding

Students learn welding theory and safety with hands-on experience of welding equipment.



### Forensic Investigation

Students develop the knowledge and training related to forensics while exploring the procedures to solve crimes. Students learn to investigate crime scenes, and laboratory safety rules and regulations.





# CCOC - Student Spotlight

## PUBLIC SERVICES INDUSTRY



### Law Enforcement

Students prepare for a career in public and private investigative fields. The students learn to understand the criminal justice system, investigate crimes, and improve decision-making skills.



### Probation & Legal Careers

Students prepare for working in the judicial system in careers such as probation officer, paralegal, legal assistant, legal secretary, court reporter, or attorney.



Model Courtroom

## TRANSPORTATION INDUSTRY

### Automotive Careers

Eight areas of study help students gain basic and advanced knowledge in automotive brakes, electrical & electronic systems, automatic & manual transmission repair, engine repair, engine performance, heating, ventilation & air conditioning, and suspension & steering.



### Auto Body Repair & Refinishing

Students learn to repair auto body damage, paint to new car brilliance, and perform body alignment and welding.



### Truck Mechanics

Students learn to repair and service systems and components on large and small vehicles. The class prepares students for jobs in the auto, truck, and heavy equipment industry.





# Metropolitan Adult Education Program

## SERVING STUDENTS SINCE 1883



The Metropolitan Adult Education Program (MAEP) has served students since 1883. In 2011-12, MAEP served over 2,300 students enrolled in various classes within the San Jose Unified School District (SJUSD) geographic area. There were severe reductions in classes offered through the adult education program with the loss of two-thirds of the state funding for adult education. In 2010-11, over 10,000 students were served by the adult education

program. Even with these reductions, MAEP's students were served in all of the core areas on one campus. Highlights include:

- ADA Generated: 775
- Capitol High School graduated 18 students from their home schools
- 193 adult high school students earned 2,142 credits in the high school diploma program
- 55 Adult Basic Education (ABE) students earned 605 credits
- Independent Audits: no findings for the last nine consecutive years
- MAEP served 48% of the CalWORKs referrals in Santa Clara County

## MAEP AWARDS AND RECOGNITIONS

- ★ Three California Department of Education (CDE) Program of Excellence awards for Adult Basic Education, High School Diploma, and Older Adult Programs
- ★ Eleven Superintendent "Raising the Bar" Awards
- ★ Six Year WASC Accreditation; Successful Mid-year Evaluation in 2012

## MAEP PARTNERS FOR 2011-12

CalWORKs  
Center for Employment Training  
Clinical Externship Sites  
Ed2Go  
Ernst & Young  
Gatlin Education  
Hope Rehabilitation Services  
Job Corps

Kaiser Permanente  
Manpower, Inc.  
Pearl Avenue Branch Library  
SCC Office of Education (SCCOE)  
Samaritan Medical Care Centers  
San Jose Parks & Recreation Dept.  
Valley Medical Center  
work2future

## Adult Education Average Daily Attendance (ADA) San Jose Unified School District Only

Programs	2011-12	2010-11	2009-10
Adult Basic Ed. (ABE)	58	101	115
Adults w/Disabilities	35	35	321
Career Technical (CTE)	218	235	258
ESL	290	478	1,063
HS Diploma, GED	174	309	370
Older Adults*	0	42	115
<b>Totals</b>	<b>775</b>	<b>1,200</b>	<b>2,242</b>

**Note:** 2010-2011 CUHSD took back the administration of the adult education program.

\*Due to the loss of two-thirds of the state funding for adult education, the Older Adult Program was closed.



## MAEP CONSOLIDATION

The San Jose Unified School District Board of Trustees flexed two-thirds (\$3.5 million a year) of the adult education funding received from the State of California in January 2011. This necessitated the closure of two adult education centers (Erikson and San Jose) and consolidation of the remaining programs at the Metropolitan Center (MC) on the Hillsdale Campus effective June 30, 2011.

MC was transformed into the MC Village with the addition of nine classrooms to accommodate adult basic education, high-school diploma, independent study program, career-technical education, and GED preparation classes. Unfortunately, many of the students who wanted to attend classes were no longer able to attend in a location convenient to their homes, and with the reduction in the number of classes offered, 7,000 adult students were no longer able to receive adult education classes.

Even with reductions, the adult education certificated, classified, and administrative staff continue to provide opportunities in core programs for students with a high level of professionalism.

## ACSA HONORS

The Association of California School Administrators (ACSA), Region 8, Santa Clara County, selected MAEP Assistant Principal **Suzi Glass** as the 2012 Adult Education Administrator of the Year where she was recognized with other Region 8 administrators on May 16 in San Jose. Ms. Glass was promoted to MAEP Principal on July 1, 2012 when MAEP Director Sylvia Karp retired.

Suzi Glass was selected for her outstanding contributions to MAEP including designing and monitoring the 100% Club honoring perfect attendance. Under Suzi's tutelage, MAEP moved from high student attrition to increased student retention. Many students had perfect attendance every month for the entire year.

Also honored was MetroED Foundation Vice President **John Sellarole** who received the Robert E. Kelly Award.



Dr. John Sellarole, Superintendent Paul Hay, Honoree Suzi Glass, and MAEP Director Sylvia Karp.



# MAEP Accomplishments

## CCAЕ HONORS EXCELLENCE

In May 2012, the California Council for Adult Education (CCAЕ) honored two MAEP outstanding individuals at their chapter meeting and awards dinner. These employees were honored for going above and beyond in their commitment to students in adult education programs in California.

**Rosalie Ruiz** received the Excellence in Support Services Award for outstanding service as a classified employee. Rosalie's organization, dedication and high standard of excellence has been praised by the California Department of Education Adult Education office and is very beneficial to MAEP as Accountability Specialist.

**Shirley Atkins** was the recipient of the Excellence in Teaching Award for the quality of the Independent Study Program (ISP) despite major budget cuts. Shirley supports teachers, students and tutors in achieving successful outcomes. Shirley is responsible for ISP compliance, clarifying and refining curriculum for the ISP program as well as upgrading textbook and online materials.



Rosalie Ruiz



Shirley Atkins

## VOLUNTEER TUTORS

**Shirley Atkins**, Independent Study Program (ISP) Coordinator, continues to find people in the community who want to volunteer their time to help MAEP students in their studies.

There are over 30 active community volunteers who assist students in achieving their high school diplomas, getting a GED, and completing the Medical Assisting program. The tutors assist students in algebra, physical science, biology and government classes and prepare students for the math CAHSEE exam.

The tutors are a valuable asset to the program and provide one-on-one assistance to students as well as serve as role models for the students as they prepare for their futures.

## ADULT HIGH SCHOOL GRADUATION

Sixty-four adult high school students received their High School diplomas at the annual MAEP graduation ceremony in June.

Retiring MAEP Director **Sylvia Karp** served as the keynote speaker.

One hundred percent of the graduates plan to continue their education. Future educational goals include: dental hygienist, criminal justice, physical therapy, nursing, law enforcement, culinary arts, social work, child development, broadcasting, advertising, education, medical assisting, and business. Fifty-two percent of the graduates were employed full-time, and forty-eight percent were employed part-time.



English was the first language of seventy percent of the graduates and thirty percent are bilingual. Eighty-eight percent of the graduates were born in the United States. The remaining twelve percent of the group came to MAEP from Thailand, Mexico, and Nicaragua.

MAEP's staff, Board Member **Richard Garcia**, President **Cynthia Chang**, Superintendent **Paul Hay**, and retiring MAEP Director **Sylvia Karp** were present to help make graduation a success for the graduates of 2012!



**Changing Students' Lives,  
Creating Brighter Futures**



June 2012 graduate receives her diploma from Superintendent Paul Hay.

## CAHSEE TESTING

As with all high school students, adult students are required to pass the English Language Arts (ELA) and Math California High School Exit Examination (CAHSEE) as a requirement for a high school diploma. This year, the exams were administered in October, February, and May in both the morning and evening.

The following chart depicts the number of adult students taking the test each year and their passing success percentage.

CAHSEE RESULTS			
Year	ELA	Math	Total
2011-12	58%	39%	139
2010-11	66%	48%	239
2009-10	54%	43%	244

## ON-LINE CAREER TRAINING PROGRAMS

On-line career training programs continue to be offered through MAEP. These programs are designed to provide the workforce skills necessary to acquire professional caliber positions.

The on-line programs are taught by expertly trained instructors from each respective field.

The on-line program offers a wide range of highly interactive courses that you can take entirely over the Internet. All of the courses are led by expert instructors, many of whom are nationally known authors. The on-line courses are affordable, fun, fast, convenient, and geared just for you.

Some of the more popular courses include Accounting Fundamentals, Speed Spanish, Secrets of Better Photography and Beginning Writer's Workshop.

The programs are available at [www.ed2go.com/metroed](http://www.ed2go.com/metroed).



# MAEP Highlights

## ANNUAL INTERNATIONAL DAY CELEBRATION

On March 30, MAEP's English as a Second Language (ESL) day students held their International Day event for all MAEP classes. Students from 30 countries presented information, customs, pictures, traditions, songs, clothing, and dances from their native lands.

The countries included Afghanistan, Bolivia, Bosnia, Brazil, Cambodia, China, Colombia, Czech Republic, Democratic Republic of Congo, Ecuador, El Salvador, Eritrea, Ethiopia, Guatemala, Honduras, Iraq, Iran, Japan, Korea, Mexico, Myanmar, Nicaragua, Panama, Peru, Russia, Somalia, Taiwan, Thailand, Tunisia, and Vietnam.

The entire audience sang several American songs, including "America, the Beautiful" and "This Land is Your Land."

The session ended with MC's traditional candle lighting ceremony (pictured at right). A student from each country comes forward to light an individual candle from a central one. The United States candle was lit by a student recently sworn in as an American citizen.

Classes then adjourned for an international pot luck of home-cooked foods brought by students.



## CAPITOL HIGH SCHOOL

The **Capitol High School** program is designed for high school juniors and seniors who are behind in credits and want to graduate with their home high school classes. Credits earned at Capitol High are transferred to the student's home high school and counted toward graduation.

Students attend school full time on the MetroED Hillsdale campus. For half the day, students earn academic credits by completing individual contracts in an instructional lab setting. The classes are small and teachers are able to provide more individualized instruction.

The other half of the day is spent in a CCOC CTE class. College credits can be earned in career classes and students may choose from 27 different career fields. CCOC provides Capitol High students a chance to experience hands-on career technical training which will prepare them for immediate employment or guide them in a career path to benefit them now and in the future.

Prospective students must be between 16 and 18 years old and have already earned a minimum of 50 high school credits. Capitol High School currently serves 60 students per year. If a student is interested they will need to speak to their high school counselor or advisor. Additional information may be found at [www.MetroED.net](http://www.MetroED.net) or by calling (408) 723-6550.



Capitol High School students.

Changing Students' Lives,  
Creating Brighter Futures



# MAEP Programs

## CAREER TECHNICAL EDUCATION PROGRAMS

MAEP continues to offer medical assisting, accounting clerk, and office skills classes for adult students at the combined MC Village on Hillsdale Avenue.

The classes provide the skills for students to succeed in medical, office, or accounting careers.

The objective of the **Medical Assisting** program is to provide students with the skills and knowledge that will enable them to qualify for entry-level positions in the health care field.

The training is based on nine units, called Modules. The modules incorporate the skills for both front and back office. Each module contains theory, clinical lab, computer key boarding, and insurance coding.

The modules are independent of each other; students may start the program by enrolling in any module and continuing until they complete all nine modules (597 hours). Students are also required to complete an externship of 160 hours.



Medical Assisting class.

To begin or advance and succeed in an office career, the **Office Skills** certificate program will ensure students develop the skills for entry and middle level positions. At their own pace, students gain knowledge, speed, and accuracy in Microsoft™ Office Suite programs and the electronic calculator.

Students develop teamwork, problem-solving and leadership skills while learning business vocabulary and math, telephone techniques, and filing systems.

Students who complete the certificate program are also required to complete 36 hours of office work.

The **Accounting Clerk** Certificate Program prepares students for entry level positions in large and small firms. Students learn double-entry bookkeeping, journals and ledgers, payroll documents, and bank statement reconciliation.

To obtain the Accounting Clerk Certificate, students must complete the following four courses with a minimum score of 70% on every assignment and test: Basic Principles of Small Business Accounting I, Basic Principles of Small Business Accounting II, Computer Accounting with QuickBooks™ Pro and Payroll Records and Procedures.

Preparing Students  
for Success!

## METROED FOUNDATION

The MetroED Foundation began as the Central Santa Clara Regional Occupational Agency Foundation in 1992 to operate for the advancement of education and solicit contributions and raise funds for the support of educational projects for the Central Santa Clara County Regional Occupational Agency. In 1997, the articles of incorporation were amended to change the name to the Metropolitan Education District Foundation.

The MetroED Foundation, a 501(c)(3) non-profit corporation, works to support on-campus high school student programs for the Central County Occupational Center (CCOC) and student programs for the Metropolitan Adult Education Program (MAEP).

The Foundation oversees the Leroy R. Morrell fund, a \$1.2 million trust left to the students enrolled in either the CCOC Electrical Maintenance or Heating and Air Conditioning programs. Mr. Morrell was an alumnus of San Jose Tech High and was passionate about assisting students in these programs.

The Foundation Directors seek assistance to enhance the career technical and adult education experience of the 10,000 students served by the programs at MetroED by your support of the MetroED Foundation.

The Foundation Board meets bi-monthly and if you are interested in becoming a MetroED Foundation Board member, contact Althea Polanski at (408) 723-6724 or [foundation@metroed.net](mailto:foundation@metroed.net).

## ADULT BASIC EDUCATION

Recognized by the California Department of Education as a Program of Excellence, MAEP's **Adult Basic Education (ABE)** program offers adults a way to advance their reading, writing, and math skills to the high school level. If a student's goal is to proceed from ABE to the high school diploma classes, they can work on elective and high school credits and apply them towards an MAEP high school diploma at the same time or proceed to a GED Preparation class.

Students set their goals and the teacher prepares an individual learning plan for each student to support those goals. Computer-assisted learning, individual, small group, and whole class lessons are integrated into the curriculum as teachers engage with their students and facilitate successful student outcomes.



Adult Basic Education class.

## ENGLISH AS A SECOND LANGUAGE

MAEP provides English classes for non-native speakers. The lessons include skill-building in reading, writing, listening, speaking, grammar, and pronunciation. Students learn English skills needed to obtain and maintain jobs, to participate in community activities and to use community resources.

English classes are offered morning, afternoon, and evening on the Hillsdale campus. Class levels range from Beginning/Low to Advanced, based on assessments of students' reading, writing, speaking, and listening skills. Sessions include group and individual, textbook and computer work.



English-as-a-Second Language class.



# MetroED Budget and Finance

## BUDGETS SLASHED

The state budget passed in February 2009 was a huge blow to ROC/P and adult programs in California. Combined cuts over 2008-09 and 2009-10 exceeded 20% of the program's on-going state revenues.

In order to absorb cuts of this magnitude, the state provided flexibility by suspending most of the Education Code requirements governing ROC/P and Adult Education. In other words, there is no requirement to provide any program, or generate any attendance (ADA) in order to receive funding. The waiver will sunset on 6/30/15. The 20% cut represented \$4 million in on-going revenue to MetroED.

## FUND RESERVES

In November 2010, the District Governing Board raised General and Adult Education Fund reserves to 15%, composed of a 10% reserve for economic uncertainty and 5% general reserve. The purpose of this action was to provide sufficient cash for vendor payments and employee wages for a 90 day period. Higher reserves have become critical as the state has deferred revenue apportionments due to school districts. Even with these and other reserves, district cash flow was severely impacted, requiring cash to be borrowed from the Capital Outlay Fund to cover low cash periods during the year.

## DEFERRED MAINTENANCE

This fund is used to account separately for state apportionments and the district's match contribution for deferred maintenance purposes. Expenditures in

this fund are intended for major repairs or replacements at CCOC under the five-year Deferred Maintenance plan that is approved by the Office of Public School Construction (OPSC).

## SPECIAL RESERVE FUND

This fund is used to account for the accumulation of General Fund reserves for purposes other than capital outlay.

## ASSET MANAGEMENT FUND

This fund exists to account separately for proceeds from leases of real property. Revenues include lease payments from the Capitol Auto Mall LLP and interest earnings. Expenditures are for new CCOC programs and upgrading of existing programs facilities.

## COUNTY SCHOOL FACILITIES FUND

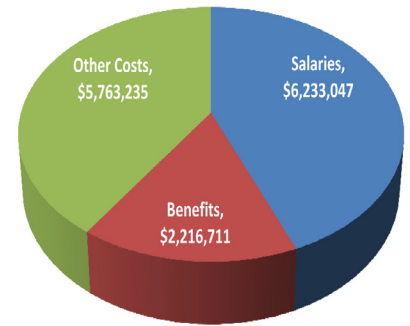
The fund exists to account separately for grants from the state and expenditures related to Proposition 1D modernization projects as approved by the Office of Public School Construction.

## CAPITAL OUTLAY FUND

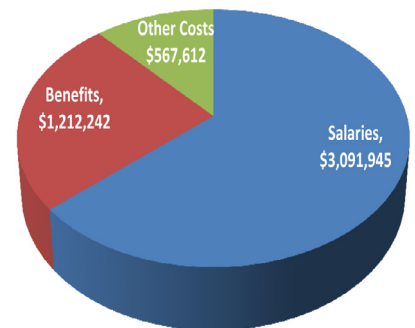
The fund exists to provide for accumulation of monies for capital outlay purposes. The sources of revenue for this fund are interest earnings and transfers from the General and Adult Education Funds. Fund balance includes the district's match from state-approved Proposition 1D CCOC modernization projects.

Detailed budget information is available at [www.MetroED.net](http://www.MetroED.net), "Budgets and Finance."

## 2011-12 EXPENSES



GENERAL FUND



ADULT EDUCATION FUND

## Metropolitan Education District 2011-12 Unaudited Actuals at a Glance

Description	General Fund	Adult Education Fund	Deferred Maintenance Fund	Special Reserve Fund	Asset Management Fund	County School Facilities Fund	Capital Outlay Fund	Total (Memo Only)
<b>Beginning Fund Balances (07/01/11)</b>	<b>4,420,336</b>	<b>2,641,392</b>	<b>1,244,472</b>	<b>761,311</b>	<b>1,202,842</b>	<b>5,900,863</b>	<b>7,392,748</b>	<b>23,563,964</b>
<b>Sources of Funds</b>								
Revenues	14,824,420	4,286,886	342,188	5,380	193,624	44,102	72,875	19,769,475
Transfers In	175,587	85,531	166,466	-	-	-	405,000	832,584
Other Sources	-	-	-	-	-	-	-	-
<b>Total Sources of Funds</b>	<b>15,000,007</b>	<b>4,372,417</b>	<b>508,654</b>	<b>5,380</b>	<b>193,624</b>	<b>44,102</b>	<b>477,875</b>	<b>20,602,059</b>
<b>Uses of Funds</b>								
Expenses	14,212,993	4,871,799	743,677	-	241,993	3,016,326	3,628,960	26,715,748
Transfers Out	656,997	-	168,385	-	7,202	-	-	832,584
Other Uses (Debt Service-QZAB)	-	-	-	-	-	-	19,500	19,500
<b>Total Uses of Funds</b>	<b>14,869,990</b>	<b>4,871,799</b>	<b>912,062</b>	<b>-</b>	<b>249,195</b>	<b>3,016,326</b>	<b>3,648,460</b>	<b>27,567,832</b>
<b>Net Sources (Uses) of Funds</b>	<b>130,017</b>	<b>(499,382)</b>	<b>(403,408)</b>	<b>5,380</b>	<b>(55,571)</b>	<b>(2,972,224)</b>	<b>(3,170,585)</b>	<b>(6,965,773)</b>
<b>Ending Fund Balance (06/30/12)</b>	<b>4,550,353</b>	<b>2,142,010</b>	<b>841,064</b>	<b>766,691</b>	<b>1,147,271</b>	<b>2,928,639</b>	<b>4,222,163</b>	<b>16,598,191</b>
<b>Components of Ending Fund Balances:</b>								
Reserved: (Revolving Cash, Prepaid)	30,856	24,472	-	-	-	-	-	55,328
Legally Restricted Balances	12,500	-	-	-	-	-	-	12,500
<b>Committed and Assigned:</b>								
Adult Education Program	-	1,374,734	-	-	-	-	-	1,374,734
Deferred Maintenance Program	-	-	841,064	-	-	-	-	841,064
Reserve for Cash Flow (5%)	743,500	243,590	-	-	-	-	-	987,090
Contingency-State Deficits	1,354,513	-	-	-	-	-	-	1,354,513
Cash With Fiscal Agent (QZAB)	-	-	-	-	-	-	812,009	812,009
Other Reserves/Potential Liabilities	-	-	-	766,691	300,000	-	-	1,066,691
Capital Projects/Equipment	-	-	-	-	847,271	2,928,639	3,410,154	7,186,064
Legal/LEA Program/Student Funds/Other	921,985	12,034	-	-	-	-	-	934,019
<b>Unassigned:</b>								
Economic Uncertainties (10%)	1,486,999	487,180	-	-	-	-	-	1,974,179
Unassigned Amount	-	-	-	-	-	-	-	-
<b>Total Components of Fund Balance</b>	<b>4,550,353</b>	<b>2,142,010</b>	<b>841,064</b>	<b>766,691</b>	<b>1,147,271</b>	<b>2,928,639</b>	<b>4,222,163</b>	<b>16,598,191</b>



# MetroED Human Resources

## MetroED STAFFING

In 2011-2012, the Metropolitan Education District employed approximately 124 full-time and 54 part-time employees to support over 10,000 high school and adult students served in the CCOC and MAEP programs. Staff salaries and benefits, as in all school districts, consume a large percentage of the budget.

### CCOC

	FT	PT	Total
Certificated	33	13	46
Classified	12	1	13
Admin.	4	1	5
Other	0	0	0
<b>Total</b>	<b>49</b>	<b>15</b>	<b>64</b>

### MAEP

	FT	PT	Total
Certificated	20	22	42
Classified	9	12	21
Admin.	4	0	4
Other	6	1	7
<b>Total</b>	<b>39</b>	<b>35</b>	<b>74</b>

### District/Central Office

	FT	PT	Total
Classified	26	3	29
Admin.	5	1	6
Other	5	0	5
<b>Total</b>	<b>36</b>	<b>4</b>	<b>40</b>

<b>TOTALS</b>	<b>124</b>	<b>54</b>	<b>178</b>
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## 2011-2012 METROED EMPLOYEES OF THE YEAR

### TEACHER OF THE YEAR

The Metropolitan Adult Education Program was proud to honor **Shirley Atkins**, MetroED's Teacher of the Year for 2011-2012. Shirley was honored at the Santa Clara County Office of Education Teacher Recognition Ceremony held in September 2012.



Shirley has been with MetroED for six years and is a respected teacher and mentor for new teachers as well as a curriculum specialist.

"Shirley Atkins is a valuable asset to the Independent Study Program and the entire MetroED District," MAEP Principal Suzi Glass said.

Shirley is not only responsible for all aspects of the Independent Studies Program (ISP), she schedules volunteer tutors to meet the needs of adults in the high school diploma, Adult Basic Education, GED Preparation, and Medical Assistant courses. She has worked to give extra support to those adults learning Algebra and studying for the CAHSEE (California High School Exit Exams).

Shirley has always been interested in teaching and her biggest influence to become a teacher came when she was ten-years-old and she would hear her dad's enthusiasm when he discussed the night school classes that he was taking to earn his high school diploma.

### CLASSIFIED EMPLOYEE OF THE YEAR

Throughout the state and county, classified employees are recognized each year for providing excellent service to their organization. The 2011-12 outstanding classified employee for MetroED was **Teresa De Haro**, CCOC Executive Administrative Assistant and Office Manager.



Teresa is a loyal and outstanding employee who has served MetroED for the past 40 years. CCOC Director, John Fox, said, "As Administrative Assistant at CCOC, Teresa tactfully provides direction for the office and ensures that everything operates smoothly. Teresa's work ethic and ability to professionally move things along has not only been an instant benefit to CCOC but has also been motivation for others."

Teresa starts each day with a smile on her face and the attitude that all things are attainable and it is a trademark which is contagious. The entire demeanor of the office changed upon her starting her new role at the beginning of the 2011-12 school year.

Teresa has been a 'perfect fit' at CCOC and she has the ability to keep things going under any condition which at best would slow down most others. Teresa is an extraordinary person who allows everyone to feel important and encourages all to participate.

## SUPERINTENDENT'S RAISING THE BAR AWARDEES

Superintendent **Paul Hay** established the **Superintendent's Award** to recognize individuals and groups who have gone above and beyond to contribute to the betterment of MetroED, its students and programs. This year, 27 individuals and the MAEP Accountability Team earned the **Superintendent's Award**.

The honorees included: **Mark Adams, Sam Ajam, Susie Berger, Nathan Chukes, Mike Cortese, Sara Crowder, Madeleine Dasalla, Dorian Del Conte, Terri Di Salvo, Alex Duran, Sylvia Evans, John Fox, Beth Fragodt, Daniel Gilbertson, Suzi Glass, Scott Hall, Jan Joseph, Nancy Joseph, Martha Larson, Krystyna Lett,**



Superintendent Paul Hay presentation to Nathan Chukes, CCOC Auto Body Painting Instructor and CCOC Teacher of the Year for 2011-12.

**Keiko Mizuno, Chantu Nguyen, Althea Polanski, Jeff Schmidt, Dr. Denise Swett, Charlie Thompson, and James Walker.** Group awardees included: **Cielo Cervantes, Leslie Johnson-Tatsuta, Marti Rao, and Rosalie Ruiz.**

The MetroED staff definitely "Raised the Bar Together" to enhance educational opportunities for all students at MetroED.



**We're Raising the Bar!**



# MetroED Facility Improvements

## Facilities and Equipment

Facilities and equipment play an important role in student learning, particularly in career technical education.

### Transportation Career Center

The renovation and remodeling for CCOC's new Transportation Career Center, building 600, was completed in time for students and staff to return for the opening of school on August 15, 2012.

Automotive Careers and Truck Mechanics now have new equipment to provide 'state-of-the-industry' lessons to assist students as they move on to careers and college.

The Automotive Careers class provides an opportunity to gain basic and advanced skills in: Automotive Brakes, Electrical & Electronic Systems, Automatic & Manual Transmission Repair, Engine Repair, Engine Performance, Heating Ventilation & Air Conditioning, and Suspension & Steering. The class is taught in intensive nine-week blocks that allow the students to gain a broad understanding of today's automotive technologies.

Students in Truck Mechanics receive instruction and practice in repair/replacement/adjustment of all truck-related components and systems for Small, Heavy, and Diesel Trucks.

The CCOC Transportation Program is a nationally recognized manufacturer-supported program. Auto manufacturers have contributed over \$3 million in donations to the CCOC auto program.



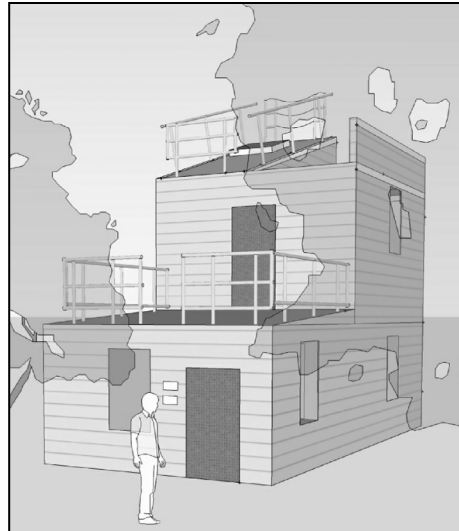
Building 600 Auto Careers



Building 600 Truck Mechanics

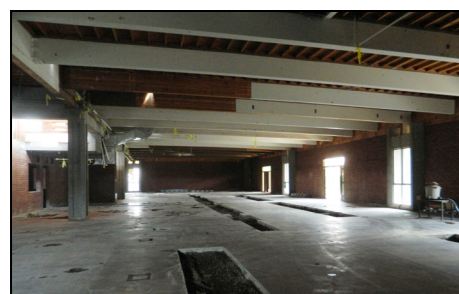
## Fire Tower Prop

The Fire Science/First Responder program will be the first in the State of California to be able to use a fire tower prop for training when it is completed in January 2013. The simulated fire tower will provide real world experiences for the students in fighting fires in large structures.



### Building 100

The renovation and remodeling of the new Media Arts Center began as soon as classes ended in May. The Animation, Computer Technology Careers, and Interior Design classes will return after the transformation is completed. The picture below shows building 100 completely gutted to begin the 5 million dollar renovation through Proposition 1D funds.



Building 100 - Under Construction



Building 700 CNC Mill Machine

## MC Village

Due to the consolidation of the adult education program to one campus, MC Village now has nine additional classrooms for students in the high school diploma, GED preparation, and career-technical education classes. Prior to the 2011-12 school year, these classes were held at two additional administrative centers.



### Information Technology Department

MetroED has signed a five-year agreement with Comcast to provide Internet connectivity. **Bob Beaulieu**, district Chief Technology Officer, said the move will increase existing bandwidth from 100 Megabits to 1,000 Megabits per second. Network utilization reports show students using more than 80% of capacity and the upgrade is needed. The cost for the upgrade is eligible for an e-Rate discount of 75% based on a percentage of students eligible for Free and/or Reduced Lunch attending classes at Central County Occupational Center and Metropolitan Adult Education Programs. The remaining 25% amount would be eligible for a California Teleconnect Fund (CTF) savings of 50%.

Cellular telephone usage at the district was reduced by consolidating providers allowing the district to take advantage of e-Rate and CTF discounts. Many of the previous cell phones were outdated and lacking current technologies; these were replaced with smart phones which provide for increased communication and more reliable service for staff.

MetroED signed a three year agreement with California Educational Technology Professional Association (CETPA) and Microsoft Strategic Alliance (CAMSA) for the Educational Enrollment Solutions (EES) program. This allows MetroED to take advantage of steep discounts for its Microsoft software licenses based on a simple calculation on a count of full-time employees (FTEs) and immediately saved the district \$12,811. In addition to volume pricing, on-line learning through Microsoft's IT Academy is available to all students and employees.



# MetroED Teacher Credentialing Program

MetroED's Teacher Credentialing Program offers credentialing services and educator preparation training both for adult and career-technical education instructors and aspiring administrators (supervision and coordination credential) throughout Northern California.

The MetroED Teacher Credentialing Program's mission is to provide candidates with high quality and affordable coursework that fulfills the necessary requirements to obtain teaching credentials.

The program provides services to candidates in 24 counties in California from Butte to Los Angeles. Since 2009, we served 503 students in our module classes and assisted 1,411 credential candidates.

The program provides for an on-line/independent study option for candidates pursuing credentials as well as in-person

classes. As one of only 15 approved agencies in the state for three-year CTE credentials, we are one of the few agencies that offer both options. The revised standards for the three-year teacher credential emphasize the importance of using and understanding technology for adults and the on-line option is consistent with this objective.

There are only two agencies in the state approved to issue the new adult education three year credential and we are submitting for approval in November. This is important because the last day to issue the current preliminary five-year credential is January 13, 2013.

MetroED began the process for both the GI Bill and Title IV accreditation which will assist students who want to pursue their continued educational pursuits. The latest documents were submitted in August for

the GI Bill and we are waiting to hear word on approval and a site visit.

The Title IV accreditation will allow the district to provide Pell grants and Stafford loans to students. The site visit is scheduled for May 2013. The accreditation process is similar to the successful WASC accreditations both CCOC and MAEP received for six years.

For more information, please contact Joyce Veasley, Coordinator, Credentials and Grant Writer (408) 723-6488; Farah Ubaidullah, Credential Analyst, (408) 723-6466, or Helen Tran, Credential Site Registrar, (408) 723-4284. Additional information is available at [www.MetroED.Net/credential.html](http://www.MetroED.Net/credential.html).

**"Preparing educators to inspire students!"**



## MetroED Governing Board

**Cynthia Chang**, Board President  
Los Gatos–Saratoga Joint Union High School District  
17421 Farley Rd. West, Los Gatos, CA 95030

**Daniel Bobay**, Board Vice President  
Milpitas Unified School District  
1331 E. Calaveras Blvd., Milpitas, CA 95035

**Jim Canova**, Board Member  
Santa Clara Unified School District  
1889 Lawrence Rd., Santa Clara, CA 95052

**Richard Garcia**, Board Member  
San Jose Unified School District  
855 Lenzen Ave., San Jose, CA 95126

**Diane Gordon**, Board Member  
Campbell Union High School District  
3235 Union Ave., San Jose, CA 95124

**J. Manuel Herrera**, Board Member  
East Side Union High School District  
830 N. Capitol Ave., San Jose, CA 95133



## MetroED Contact Information

### District Office

- Superintendent (408) 723-6464
- Chief Business Officer (408) 723-6464
- Business Services Department (408) 723-6428
- Credential Services (408) 723-6488
- Human Resources (408) 723-6435
- Information Technology Dept. (408) 723-6442
- Maintenance & Operations Dept. (408) 723-6424
- General Number (408) 723-6400

### Central County Occupational Center (CCOC)

- CCOC Day Class Registration (408) 723-6402
- CCOC Evening Class Registration (408) 723-6404

### Metropolitan Adult Education Program (MAEP)

- Metropolitan Adult Education Center (408) 723-6450

### GED Testing Center

- Metropolitan Adult Education Center (408) 723-6450

### Teacher Credentialing

- Credential Registration (408) 723-4284





Metropolitan Education District  
760 Hillsdale Avenue  
San Jose, CA 95136-1190

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## MetroED

## Where did we begin?

MetroED's career technical education programs began with San Jose Technical High School from 1917 to 1958. The boys-only school was located at 7th and San Fernando in San Jose. The school moved two times before becoming the Central County Occupational Center on Hillsdale Avenue, where it has been located since 1968.

Adult education had its beginnings in 1883 in San Jose and was called "Night School." Prior to World War I, this was largely an evening high school to permit young adults to make up deficiencies in their earlier education.

### CCOC

The center concept utilized today was started at San Jose Technical High School in 1917.

In 1958, San Jose, Lincoln and Willow Glen High Schools began busing 10th-12th graders to and from the center for half a day.

In 1965, agreements were reached between the San Jose Unified School District, East Side Union High School District and Campbell Union High School District to purchase land and build a facility at 760 Hillsdale Avenue in San Jose.



Dr. Judy Miner, Foothill College, at CCOC.

In 1968, the Central County Occupational Center (CCOC) opened when the state legislature permitted the use of multiple facilities at various locations in addition to the single, central facility.

In 1983, a Joint Powers Authority (JPA) was formed by six participating school districts and now serves high school students from 31 high schools in the county.

Today, students receive credits through college articulations (see page 6) and the program is fully accredited by the Western Association of Schools & Colleges (WASC).

### MAEP

The original "Night School" started with approximately 142 students and grew to serve 115,000 people with more than 2,500 sections of day and evening classes in about 300 class locations. After several name changes, the school became officially known as MAEP in 1967.

Campbell Union High School District, East Side Union High School District, Milpitas Unified School District, San Jose Unified School District and Santa Clara Unified School District combined into the adult education program.

MAEP currently provides administration of the San Jose Unified School District Adult Education Program.

In 2011-2012, the Metropolitan Adult Education Program served over 2,300 adult students in the San Jose Unified School District geographic attendance area.



MAEP English as a Second Language (ESL) students at MC Village.

## PREPARING STUDENTS FOR SUCCESS!

At its 242,000 square foot Career Technical Education Center at 760 Hillsdale Avenue in San Jose, MetroED is the largest career-oriented educational organization in Santa Clara County comprised of high school and adult-career-technical, academic and community programs.

MetroED annually provides more than 10,000 diverse students with the skills to help them be productive income-earning and tax-paying contributors to Santa Clara County

Call (408) 723-6400 for more information or visit our web site at:

[www.MetroED.net](http://www.MetroED.net)