

AveNEWS

ADULT & VOCATIONAL EDUCATION NEWS



First Adult Medical Assisting Graduation

Completers of MAEP's first Medical Assisting class were recently honored in a cap-and-gown graduation ceremony. Taught at the Erikson site and restricted to adults, the program offers instruction in both front and back room medical office procedures, as well as patient care, including giving injections and monitoring vital signs such as blood pressure and pulse rate. The course requires 525 class hours and 160 externship hours. Non-paid, full-time externships are offered in doctors' offices and clinics throughout San Jose.

Students can enroll whenever a new study module begins, about every four to five weeks. Each module covers a different system in the body, such as circulatory, microbiology, skeletal, etc. Graduates received a certificate of completion that lists competencies learned. Dr. Nazila Safari oversees the program and teaches daytime classes. The evening instructor is Nosrat Yazdani.

CalWORKs Honored by County

Santa Clara County's 2005 "Partner Award" will go to MetroED's CalWORKs program. The citation, given annually to an agency deemed an outstanding community partner, will be formally awarded at the December Santa Clara County Board of Supervisors' meeting.

CalWORKs has worked with the county since 1985 and this is the program's first award. A "willingness to innovate" was cited by county officials as a primary reason for partner recognition. Specifically mentioned was CalWORKs short-term Bridge program, which is designed for students on waiting lists for career-technical and academic classes at MAEP and CCOC. Bridge covers such issues as conflict resolution, stress and time management, workplace etiquette, and effective communication. CalWORKs (California Work Opportunity and Responsibility to Kids) is a welfare program that offers financial aid and services to eligible needy

California families. Students in the program learn valuable problem-solving techniques that assist them to successfully move into career-technical and academic courses.

Fifth Graders Visit CCOC Campus

More than 70 Washington Elementary School fifth graders, along with their teachers and chaperones, recently toured CCOC programs and classes. During the visit, which was sponsored by the San Jose Rotary Club, the youngsters heard directly from students about the various classes and career categories.

Program representatives, Cyndee Neustedter and Seda Otto, advisor Chantu Nguyen, and teacher-on-assignment Eileen Becker, trained two student groups prior to the visit; one as tour guides, the other as classroom speakers. The guides rehearsed the tour route ahead of time and wore special CCOC vests for the event.

CCOC's Small Business Management students gave each fifth grader a balloon as they left the campus.

New Attendance Tracking System

Now online in the district is a new attendance accounting system that promises to save the time and money. Schoolhouse Software's AIM (Adult Information Management) program enables teachers to log attendance directly into a computer from the classroom, rather than recording the data by hand and scanning it in at a later time. Piloted last summer, AIM is now used throughout CCOC as well as many MAEP classes. The software offers flexibility and independence in creating reports plus easier data retrieval methods. Accountability Coordinator Judy Gehman, project

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AveNEWS is a publication of Metropolitan Education District which administers the Central County Occupational Center/Programs for six South Bay school districts and the Metropolitan Adult Education Program for two school districts.

At its 242,000 square foot Occupational Center at 760 Hillsdale Avenue in San Jose, Central County Occupational Center provides job training for students from more than two dozen local high schools as well as adults from the South Bay region. Training is tuition-free or at a nominal cost in 32 occupational fields including computer technology, health, business, manufacturing, automotive systems and service technologies.

MAEP offers programs at no tuition or at nominal cost to adults in such categories as high school diploma, adult literacy, English as a Second Language, older adults, handicapped adults, parent education, personal and professional growth.

Metropolitan Education District has an annual budget of approximately \$21 million and its staff of 730 full and part-time employees serves over 50,000 persons each year. Classes and programs are offered at more than 75 sites throughout the community.

MetroED

manager for the new system's implementation and conversion, can now run mandated state reports, as well as reports for in-house/district use, on a more timely basis. To enable teachers and staff to achieve optimum use of the system's features, Ms. Gehman has conducted and coordinated a number of training sessions. In addition, Systems Support Specialist Martha Larson provides continuing teacher/staff support at a help-desk. Assistant Superintendent Jan Dreier is the district team leader for the project.

Board Welcomes Student Members

MetroED's Governing Board welcomes 2005/06 student representatives from MAEP and CCOC. The MAEP rep is Minerva Brand, an Independent Study student at MAEP's Erikson site. Representing CCOC is Nicholas Valadao, a senior from Evergreen Valley High School enrolled in



Student Governing Board reps, Minerva Brand and Nicholas Valadao.

CCOC's administrative assistant program. The pair will bring to the board issues of importance to students, and then report back to their fellow students on board decisions.

Ms. Brand has been an adult student

at MAEP since 2002. She is employed full-time while working to obtain a high school diploma via Independent Study. After high school, Mr. Valadao will study court reporting at West Valley College.

MAEP Adds Parent-Help Pre-School

MAEP has launched its third parent participation preschool classroom; this one at Carson Elementary School with 22 families participating. Similar programs are operated by MAEP at Lowell and Horace Mann elementary schools. The newest preschool is for pre-kindergarten students and is offered five mornings a week.

Shelly Gonzales teaches the class at Carson, and Carson principal Katie Milligan was instrumental in informing the neighborhood about the program.

The preschools at Lowell and Horace Mann are in their fourth year of operation and have been funded by the First Five Santa Clara County Grant. This is the final year of grant

funding. The two classes at Lowell Elementary, both taught by Angelina Burwell, are a pre-kindergarten class and a class for 3-4 year-olds. The Horace Mann class for pre-kindergartners is taught by Betty Dickey.

Students Do Business at Enterprise Show

CCOC Small Business Management students recently attended a Virtual Enterprise Trade Show in Bakersfield where they advertised "virtual" businesses in competition with students from other schools. Instructor Sara Crowder reports the 16 students advertised their two virtual enterprise businesses, Underground Entertainment, a music business that represents alternative musicians, and Bakers Dozen Cafe, which sells coffee, tea, donuts, and muffins. Money to pay a portion of travel expenses was raised by selling donuts, candy, and balloons on campus.

Operating a "virtual" business helps students learn skills needed to run a small business, including marketing, advertising, and working as a team. In Bakersfield, students designed sales booths, created employee uniforms, and sold virtual products. They also competed in a variety of events including business planning, marketing, website design and operation, catalog sales, and interviewing.

Following the class's November to April virtual business operation period, students are required to create a business plan based on the success or failure of their business.

Diplomas Via Independent Study

More than 100 students are currently working to obtain a high school diploma through MAEP's Independent Study, a program designed for adults who, because of child care or job schedule issues, cannot attend traditional diploma programs. Students spend 15 to 20 hours per week in home study and meet weekly at MAEP's Erikson site with one of the program's 17 instructors. During their weekly meetings, students and instructors discuss and correct past work and decide on new assignments. Standards are the same as for traditional high school diploma classes and students must pass the state's new high school exit exam in order to graduate. The weekly meetings also prepare students for the exit exam, which can be taken in October and, if needed, again in March. Instructors are also available for extra assistance in such areas as algebra and science.

Curriculum specialist Martha Burns coordinates MAEP's Independent Study program.

CCOC Student Council Gets Active

Fall activities for CCOC's student council include fundraising for Hurricane Katrina victims and publishing the first in a series of six newsletters about CCOC programs. Money raised via soliciting donations and the sale of Mardi Gras beads will go to the American Red Cross. The first newsletter

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Key Acronyms

CCOC = Central County Occupational Center
MAEP = Metropolitan Adult Education Program
MetroED = Metropolitan Education District

PEOPLE & EVENTS

CCOC Job Training Diversity: Forensics, Video Production



Photos by Steve Castillo



This year CCOC has introduced a pair of new career-technical classes for high school students: Forensics and Video Production. In the photo at left, Forensics instructor **Gordon Sanford** teaches bone identification techniques to **Leah Reboja**. At right, class Video Production teacher **Jeff Schmidt** shows **Nick Stroth** the controls on one of the class's video cameras. Video Production is in a remodeled classroom that includes a studio and control room. In Forensics, students study actual case files and examine forensic evidence found at crime scenes.

covers CCOC's automotive cluster, and includes interviews with teachers and students. Council members distribute the newsletter on the CCOC campus and at home high schools.

Seventy students representing all CCOC programs comprise the morning and afternoon council, which meets monthly. The two major student council committees, newsletter and fund-raising, also meet once a month.

In addition, the council is spearheading a holiday a food drive. Barrels have been placed on campus to collect nonperishable items for the Second Harvest Food Bank, which in 2004 distributed more than 28 million pounds of food to nearly two million people. CCOC program representative Cyndee Neustedter is the student council advisor.

IT Department Supports Staff

This school year, MetroED's Information Technology (IT) department has initiated a customer service help-desk to better meet the needs of MetroED staff and to make customer support a more friendly process. Support systems specialist Martha Larson is available via phone during business hours to deal with employee inquiries regarding computers and software.

Previously, technical support was available only via email in the form of a TSR (Technical Support Request) processed by IT personnel. That procedure remains in place, but Ms. Larson — or her backup, systems database analyst Doug Durham — is now available by phone for quick responses to everyday questions. More complex issues are referred to lead technician and network specialist, Mery Chung, who

may assign a technician to deal with the problem on-site. The technicians are JunJun Candelario, Dave Sanders, and Murphy Trinh. Bob Beaulieu directs the department.

MetroED Helps Teachers Get Credentials

Each month, MetroED's credentialing program assists more than 60 adult education and career-technical instructors in obtaining part-time or full-time teaching credentials. The district's LEA (Local Education Agency) provides applicants with the proper classes and paperwork to apply for a California adult education and/or vocational credential. MetroED offers these services at four Northern California sites: Napa School District, Santa Cruz School District, Salinas School District, and at its home site in San Jose.

The two-level credentialing process results in a five-year adult education and/or vocational teaching credential. Level one is for part-time teachers, while full-time teachers and substitutes must complete both levels one and two. Each level requires a variety of classes, depending on subject matter to be taught. Applicants have two years to finish level one of the state-mandated process, and three years to complete level two. Preliminary credentials are issued upon application and applicants can teach immediately.

MetroED's LEA is self-funded and students pay from \$550 to \$900, depending on the credential sought. Charles Bauman is LEA coordinator and Eileen Gilmore is the program's manager.

Design Class Exhibits at Local Festival

CCOC Interior Design students took part this fall in the City of San Jose's annual "Day in the Park: A Multicultural Festival," sponsored by San Jose City Councilmember Dave Cortese and the volunteer educational fund raising organization, East Side Heroes.

The design classes, taught by Wendy Yegge, created four exhibits representing cultural holidays in Argentina, Jamaica, Puerto Rico and Italy. Each 10 x 10 tent scene included an interactive feature. For example, the Italian tent had a photo booth with Venetian canals as a backdrop, and the Jamaica tent played Jamaican music and served mango smoothies. The Puerto Rico display was a child's bedroom on Three King's Day, a holiday when children leave a shoe box under their bed for the Three Kings to leave presents. To maximize authenticity, the students equipped the tents with furniture, fabric, flooring and accessories. Monies earned from tent activities went to Hurricane Katrina relief.

Ms. Yegge's classes will also participate in Christmas Trees in The Park at Plaza de Cesar Chavez, designing a tree based on the theme, Shrek. In a competition with other high school students, they will hand-make all the ornaments on the live tree to be displayed in the Park until January 1.

Administrators/Board Tour District Sites

MetroED Superintendent Tim Hallett led school board members, administrators from participating districts, and MetroED Governing Board members, on special tours of the district and its programs this fall. The visits allowed high school administrators to become more knowledgeable about MetroED and better understand the specific services it provides high school students and adults.

Among those who toured MetroED were: from San Jose Unified School District, school board president Veronica Lewis and board members Pam Foley and Leslie Reynolds; from Campbell Union High School District, board members Diane Gordon and Pam Parker, and Superintendent Rhonda Farber; and from Santa Clara Unified School District, board member Andrew Ratterman. MetroED welcomes school board and administrator visits at any time.

Capitol High Meets Parents

MetroED's Capitol High School recently hosted an open house to give parents an opportunity to meet with teachers and administrators and see what their students are studying. Parents were updated on student progress and given specific information about the program's grading system.

Capitol High, an independent learning program for students experiencing academic difficulties at their home high schools, currently enrolls 55 students. It provides an opportunity for most students to graduate on time with their classmates at most home high schools. The Capitol High school day consists of three hours academic study with the balance of instructional hours spent in a CCOC career-technical program.



Capitol High teacher, Eric Misenhimer, works with student, Rebecca Heaps.

English teacher Grace Lim is the newest Capitol High instructor. Eric Misenhimer doubles as curriculum specialist and geometry teacher. Cheryl Dustin is the program's secretary and Michelle Peterson is the full-time aide.

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MetroED is the largest career-oriented organization comprised of high school and adult occupational, academic and community programs. It annually provides 70,000 diverse students with the skills to help them be productive, income-earning and tax-paying contributors to Silicon Valley.

WHAT COULD YOU BE?