



Metropolitan Education District

# ANNUAL REPORT

## 2008-2009



May 2009 CCOC Awards Night Career Fashion Show - Dental Assistant Students



June 2009 MAEP Graduates

**We are ALL about student success!**

# Welcome to MetroED!

## SUPERINTENDENT'S MESSAGE



The California recession had a devastating impact on state tax revenues, leaving the state with a two-year \$60 billion deficit for 2008-09 and 2009-10. \$31 billion of the state's deficit solution was based on expenditure cuts. \$14.9 billion of these cuts came from K-14 education. The impact to MetroED was a significant mid-year cut of \$3.7 million for 2008-09, and a \$5 million permanent, on-going 20% reduction for 2009-10 and beyond. We covered the mid-

year cuts with reserves and savings from freezing many budget accounts. For the on-going 20% cut to our revenues, the district reduced both staffing levels and programs.

The state cuts to our funding were accompanied with a new "flexibility," which allows us to spend the money for "any educational purpose." This flexibility has allowed us to strengthen our commitment to the QUALITY of our educational programs through increased staff training and professional development. (Less quantity, more quality).

A very positive milestone was reached during this year when both CCOC and MAEP received six year WASC accreditation renewals after completing an 18-month self-study process and one week site visits by the WASC accrediting teams. The WASC visiting teams praised the quality of both our programs, citing them as being worthy of emulation.

Throughout this difficult year, our six participating districts have continued their support of our ROCP and Adult Education programs. We appreciate that support. We're in this education funding crisis together, and are taking steps to provide quality solutions to help our students be successful.

This annual report tells our story for the 2008-09 school year. We hope you will find it a valuable resource.

  
Paul R. Hay  
MetroED Superintendent

## BOARD PRESIDENT'S MESSAGE

As the San Jose Unified School District representative to MetroED, it is my pleasure to present the 2008-09 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 provide a diversity of knowledge and experience to provide an exceptional learning environment for the juniors and seniors from our high schools at 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 a variety of choices for adults to learn a new skill, enjoy a hobby, or complete their education.

The state budget crisis has affected all of our schools and programs, whether at MetroED or at our home school districts. The Governing Board will continue to work with our local and state public officials to ensure quality educational programs for our students.

As President of the MetroED Board, I will continue to serve our students as well as the needs of our community.

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. You are always welcome to attend and your input is important for the continued success of our programs.

  
Richard Garcia  
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 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 participating districts, including operation of the Central County Occupational Center (CCOC), Regional Occupational Programs (ROP) on the high school campuses of the six districts, Adult Education programs for Campbell Union High School District and San Jose Unified School District, an alternative high school program (Capitol High School), apprenticeship training and other educational services.

### **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 by the Brown Act. 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 30,000 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.



# MetroED Programs Accreditation Renewed for Six-Year Terms

The Western Association of Schools and Colleges (WASC) conducted a re-accreditation visit to MetroED in April and May 2009. Both CCOC/P and MAEP began preparations for the accreditation process 18 months prior to the WASC team site visits. Accreditation is important as it affirms the quality of instruction and assures that coursework taken at MetroED will be accepted by other institutions, including colleges and universities. Both programs received the renewal for another six-year accreditation with a one-day site visit in three years.

**Thomas Beecher**, Accrediting Commission for Schools Chair shared in a letter to CCOC Director John Fox and MAEP Director Sylvia Karp: "The Western Association of Schools and Colleges is pleased to announce the action taken by the Accrediting Commission for Schools granting a six-year term of accreditation with a midterm review, expiring on June 30, 2015. Please accept our congratulations on the quality of instruction being offered in your school."

## Central County Occupational Center/Programs

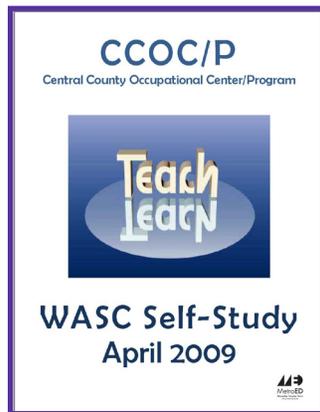
CCOC WASC Self-study Co-chairs, **Sara Crowder** and **Pat Campbell** began the process in December 2007 in preparation for the three-day visit by the WASC visiting team.

The Accrediting Commission for Schools eight-member visiting team toured classrooms at CCOC both in the day and evening programs as well as 40 off-site ROP classes at the six participating school districts' high schools and the four classes at the San Jose Job Corps Center.

The team was impressed with how the students were so vocal and excited about their classes and willingness to share how CCOC has made a difference for them. The co-chairs said the WASC visiting team did not find anything at CCOC that needed improvement that wasn't already mentioned in the self-study report. The final report shared the following:

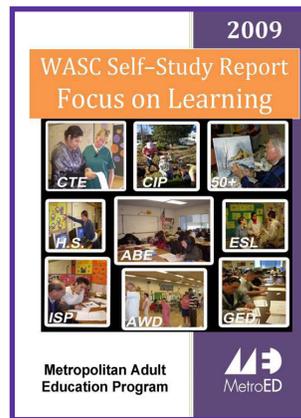
"The positive attitude and dedication of faculty, students, support staff, site and district administration towards CCOC/P will help them accomplish their action plan items. The supportive influence of the various community and industry advisory boards regularly contribute to the overall success of CCOC/P. Instructors have extensive expertise in the fields they teach. New teachers receive support in the form of mentoring and help from MetroED in obtaining their preliminary credential."

The report may be accessed at [www.MetroED.net](http://www.MetroED.net), click on High School Programs, WASC Self-study Report.



**WASC Self-study Co-chairs**  
Sara Crowder, Pat Campbell

## Metropolitan Adult Education Program



Over 180 MAEP students, instructors, administrators and community partners assisted in providing input for the self-study and WASC team visit. **Marti Rao**, Adult Basic Education Curriculum Specialist and WASC Self-study Coordinator, began working with staff on the process in November 2007.

On April 1, the Metropolitan Adult Education Program concluded the three-day accreditation visit from the Visiting Committee of the Western Association of School and Colleges (WASC). The eight member team represented all segments of the adult education community in California; its chairperson was Tim Doyle, Assistant Director of the San Mateo Adult School. The team visited classes at many sites; met with focus groups of MetroED/MAEP staff and teachers; met with an enthusiastic student group representing all program areas; met with the organization's leadership team and met with MAEP's community and business partners.

"You have a wonderful school," **Tom Doyle**, MAEP WASC Visiting Team Chair said at the exit report read-out. "I saw a really caring and cohesive school. Real quality all across the board."

The WASC team visited over 55 classrooms and multiple sites. Doyle ended the visit by stating that "MAEP should be the model for all adult education programs in the state."

The self-study report may be accessed at [www.MetroED.net](http://www.MetroED.net); click on Adult Programs and the WASC cover document.



**WASC Self-study Coordinators**  
Marti Rao, Dorian Del Conte

# CCOC Programs & Accomplishments

## WHAT IS CCOC?

CCOC stands for the Central County Occupational Center, a program of the Metropolitan Education District (MetroED). CCOC provides quality Regional Occupational Programs (ROP) for high school (junior and senior) students and adults at its San Jose Center, on the high school campuses of its six participating school districts, at the San Jose Job Corps Center and at four cosmetology schools in San Jose and Milpitas.

### Students Strike Gold

Eighteen students won Gold medals at the SkillsUSA Regional Competitions held over three weekends in late January and early February at various locations in the Bay Area. Another 14 earned Silver. All of those who earned a gold medal and eight of those who earned silver medals moved on to the state competition in Fresno in April.

**Prescott Dorius, Mario Mazzella, Jamie Wancewicz** and **Michael Conniff** were named "best in the state" in their field and moved on to compete in late June at the National SkillsUSA Competition held in Kansas City, Missouri. In addition to the four state Gold winners, an additional four students took home silver and two took home a bronze. At the state competition, the students won a combined total of \$61,000 in scholarships to Universal Technology Institute and Wyotech University.



SkillsUSA CCOC Students and Instructors at State Competition

their math and English skills with the assistance of aides. Students from Engine Repair and Tune-up & Electrical participated in the program.

The students were guided through a 10-week process and met at least two days a week for presentations and subject focused study sessions. Students took a pre and post test and the results showed that on average, the students improved by approximately one grade level on their English and math skills by participating in the program.

### Skills Center Success

A state SB70 Automotive Grant provided 30 automotive students help to improve

### Grove Scholarships

Eighteen CCOC students received Grove Foundation School-to-career Scholarships valued at \$4,000 each to use towards tuition, books and related education expenses. **Nicole Walker** from Saratoga High School said it shows she is being more responsible and will help her family during this economy.

CCOC is one of 10 high schools in Santa Clara and Santa Cruz counties that are eligible to participate in the program. The Grove Foundation received 159 applications from the eligible schools and 74 scholarships were awarded.

While in college, the Grove Scholars must maintain a minimum 2.5 grade point average, take a full course load, attend Grove Scholar events and program offerings, as well as continue their college career path.



CCOC  
2009 Grove  
Scholars

### Grads Earn EMT Certificates

Four Fire Science/Pre-Emergency Medical Technical (EMT) graduates from 2007-08 completed Foothill College's EMT-1 Program in September. **Alex Barron, Alex Ruiz, Matthew Stasi, and Jameale Spain** were the first students from the inaugural year to receive their EMT certification.



The four started Foothill College's 170 hour EMT-1 program while attending CCOC and completing their high school year at their home high schools.

San Jose Fire Department Captain and CCOC Instructor **Oscar Tovar** said the four were among the youngest in the EMT class at Foothill. CCOC Fire Science/First Responder Instructor **Phil Gonzalez** commented, "The effort they showed here at CCOC and at college shows that they have the dedication needed to be successful as a firefighter or EMT."

### Video Production Class

In August 2008, at the request of Senator **Tom Torlakson**, the Video Production class under the guidance of Instructor **Jeff Schmidt** produced a ten minute testimonial video on the benefits of Career Technical Education (CTE). The video was to be used in a series of public hearings in the fall on CTE by the Senate Select Committee on Schools and Community chaired by Senator Torlakson.

**Erin Gabel**, Legislative Aide to Senator Torlakson said in a letter to CCOC; "The video is terrific and will be a great resource for us. Please thank the students and staff involved. They truly outdid themselves in both conveying and embodying what is so special and important about CTE access for all students."

The video can be viewed at [www.metroed.net/ccoccte2.wmv](http://www.metroed.net/ccoccte2.wmv) or at [www.youtube.com/MetroED](http://www.youtube.com/MetroED).

# CCOC Highlights

## SOLAR TECHNOLOGY

A new class offered in the evening at CCOC has become an overwhelming success. The class began on November 4, 2008 with 30 students and nearly the same number on the waiting list. CCOC teamed up with **Clean Solar, Inc.** to offer a nine week, 54-hour course that provides an overview of the basic concepts of solar technology, safety, and installation of photovoltaic solar units. Students who successfully completed the course receive a certification of installation completion.

Students receive 70% hands-on lab experience and 30% lecture. Students practice installing solar panels on a large, rolling roof. The eight photovoltaic solar units are on loan from West Valley College's Advanced Transportation Technologies Center.

## GOING GREEN WITH FRYING OIL

**Michael Cortese**, Truck Mechanics Instructor, explained how his class is making bio-diesel fuel out of frying oil. The Culinary Arts class generates a lot of frying oil that has to be disposed of each week, according to EPA regulations. Cost for disposal is approximately \$50 per barrel. A 50 gallon tank has been added to the Truck Mechanics class to mix and process the frying oil into an emission-free fuel. The new equipment allows the class to take the fryer oil and filter it so that the fuel can be used in any diesel engine. Cost to produce the bio-diesel fuel is between 60-70 cents a gallon. This is a win-win for everyone. If you smell French Fries or Popcorn while on campus after a diesel vehicle has passed, you will know exactly what it is!

## BACK-TO-SCHOOL NIGHT

Attendance for the September 2008 back-to-school night was more than 1,300 students, nearly double from the previous year. More than 600 people enjoyed a complimentary dinner prior to visiting their student's classroom. The Baking & Catering and Culinary Arts programs catered the event. Students provided tours for their parents to individual classrooms and they had the opportunity to meet the instructors.

## CCOC HOSTS ANNUAL SCCSBA DINNER MEETING

On October 22, 2008, nearly 100 school board members, superintendents, administrators, teachers, and prospective board candidates attended the Santa Clara County School Boards Association annual dinner meeting. The dinner was catered by CCOC's Baking & Catering and Culinary Arts programs. This was the second dinner in three years at CCOC, coordinated by MetroED/East Side Union High School District Board Member **Frank Biehl**, who is also the SCCSBA president. Guests included State Senator **Joe Simitian**, State Assembly Members **Ira Ruskin** and **Jim Beall, Jr.**

CCOC programs teamed up to provide displays that represented all 12 industry sectors offered at the center. Students and teachers were on hand to provide program information, and answer questions. The Interior Design students created centerpieces and flower arrangements for the dinner.

Assembly Member Beall surprised MetroED with a resolution from the California State Assembly. Beall's field representative **Melissa Wonch**, a former graduate, presented the resolution congratulating: "The administrators, faculty, and staff members of the district on their untiring commitment to providing students with the skills needed to reach their highest potential and to be productive, income-earning, and tax-paying contributors to Santa Clara County."



## NATIONAL GUARD VISITS



Private Benjamin Birmingham

The National Guard visited the CCOC campus and brought with them a special "chopper" built specifically for the Guard by well-known Orange County (NY) Choppers (American Chopper TV Series). The chopper was an instant

"hit" with CCOC students, and the Guard representatives were able to visit with the automotive classes and share information about their experiences with the students. Private **Benjamin Birmingham**, a former student of CCOC, shared the following about his experiences at CCOC:

"CCOC helped me a lot in high school. Before I started my classes at CCOC, I was a 'D' student with no career path to follow. I took the transmission and engine repair class my junior year and tune up and electrical my senior year. I graduated an AYES (Automotive Youth Education Systems) student and was hired as a full-time mechanic at a local Volkswagen dealership. I found out I liked helping people, so I joined the California National Guard. There I graduated from U.S.A.A.L.S. as a distinguished honor graduate of Class 21-08 15U School. Much of that is thanks to the discipline and study habits I learned right here at CCOC."

The students were very inspired to hear the story of a former CCOC student and his success. It opened their eyes to the opportunities available for them.

# CCOC Student Data

## STUDENT PROFILE

Student Profile CCOC \*SCCOE

Gender	CCOC	*SCCOE
► Female	45%	48%
► Male	55%	52%
Ethnicity		
► Hispanic/Latino	57%	36%
► White (not Hispanic)	23%	26%
► African-American	5%	3%
► Filipino	3%	5%
► Asian	8%	25%
► All Others less than 1%	4%	5%

\*Santa Clara County Office of Education (SCCOE) County-wide Data

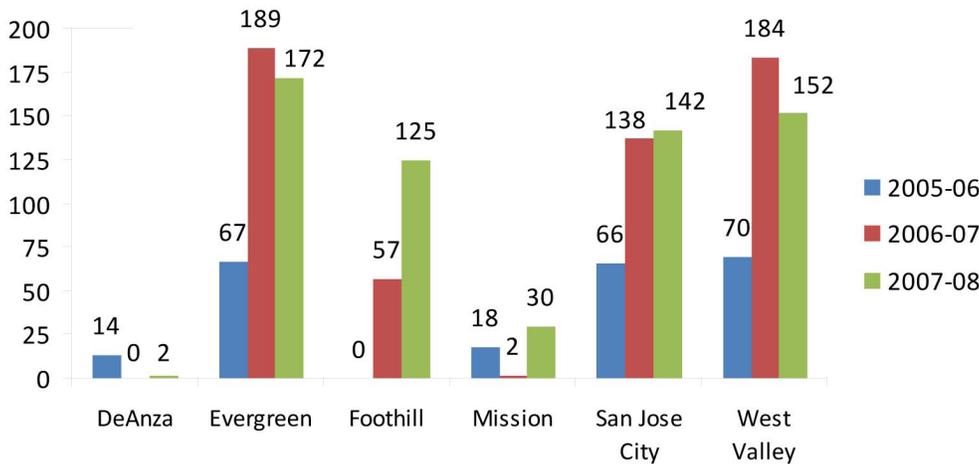
## CCOC ATTENDANCE TRENDS

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 requires 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). The following graph shows the three year attendance trends for adult and total Average Daily Attendance (ADA - excluding summer school).

Year	2006-07	2007-08	2008-09
High School ADA	1,132	1,238	1,116
Job Corps/ CalWORKs ADA	220	182	220
Other Adult ADA	189	165	212
<b>Total ADA</b>	<b>1,541</b>	<b>1,585</b>	<b>1,548</b>
# of Class Sections	72	70	66
<b>Average ADA/Class</b>	<b>21.40</b>	<b>22.64</b>	<b>23.45</b>

(Rounded to nearest whole ADA)

## COLLEGE ARTICULATIONS



## College Articulations

CCOC has articulation agreements for either college credit or advanced standing for all classes except Probation and Legal Careers, Metals Technology, and Auto Body Repair and Refinishing. Students who successfully complete the class with a B or better receive a certificate indicating the credits earned if they continue in the same community college program.

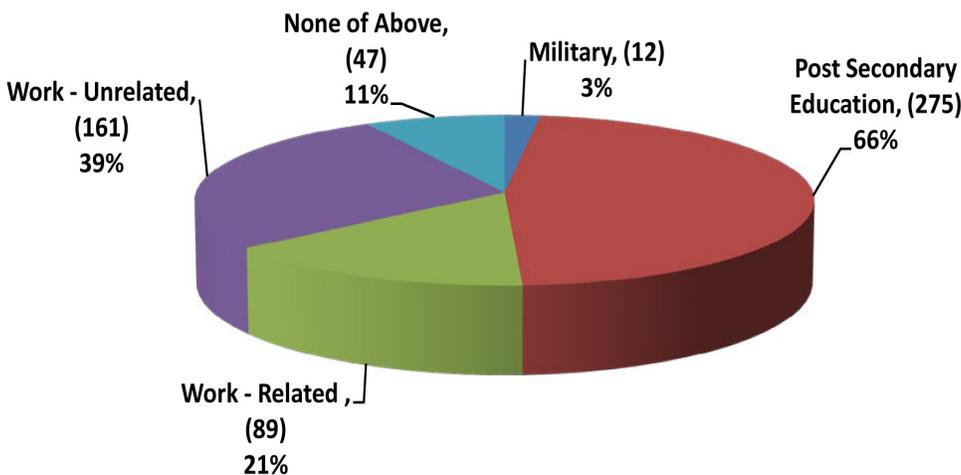


## Follow-up Survey

Students who completed the 12th grade in 2007-08 were contacted six months after graduation by telephone. The chart shows the student responses as reported in the survey. Students may be working and attending school; therefore, total percentage is greater than 100.

The total 12th grade completers were 697 and 414 responded to the survey compared to only 288 the previous year. 66% have gone on to post secondary education.

## CCOC FOLLOW-UP SURVEY RESULTS



# CCOC Partner Spotlight

Central County Occupational Center (CCOC) has teamed up with San Jose based **Renewable Power Solutions Inc.** to offer the in-classroom portion of the state's first approved Solar Apprenticeship Program. The program allows for learning while earning, and combining on-the-job training with related and supplemental instruction at CCOC. The apprenticeship program designed by Renewable Power Solutions provides accredited training to those wishing to work in the photovoltaic industry. Curriculum includes classroom teaching and homework in addition to the on-the-job training. **Jose Radzinsky**, Renewable Powers Inc. CEO said, "As the renewable energy industry, and solar panel installations in particular, are poised for explosive growth in the years ahead, we felt it was necessary to address standards of workforce qualification and ultimately the quality of solar installations. These standards will provide the industry with the necessary systematic training for a successful future in the solar workforce."

**Hitachi Global Storage Technologies** donated an ambulance to the Fire Science/First Responder class. The ambulance was in excellent condition and will be painted to match the donated Brush Patrol Vehicle.



The **Spring Valley Volunteer Fire Department** donated a fire truck to the Fire Science/First Responder program. This donation adds to a number of donations from various public agencies to ensure the students receive hands-on training on emergency vehicles that have been used in the field.

The **San Jose Fire Department (SJFD)** hired six CCOC graduate/students as interns. Four of the interns were unpaid while the other two were paid interns. The SJFD continues to support the programs at CCOC.

**Nathan Chukes**, Auto Body Refinishing Instructor, shared that the **California Auto Body Association** donated \$7,500 to the Automotive Program to aid in the restoration of a 1969 Firebird. All automotive classes are involved in the restoration including an engine overhaul, complete brake service, electrical, upholstery plus body and painting.

The **South Bay Regional Police Academy** hosted the students in the Law Enforcement Class to participate in their physical fitness training and final inspection for the Academy's graduation ceremony in December 2008. The students became familiar with how the academy operates and what will be expected of them when they continue their career in law enforcement. In January 2009, the students again visited the academy to see the difference between police recruits on the first day of the academy versus graduating. "CCOC plants the seed in students to become a future police officer," South Bay Academy Coordinator **Randy Cardin** said.

The **Transit Career Ladders (TCLP) Advisory Group** and Joint Workforce Investment (JWI) is a labor/management partnership that operates the programs of the TCLP. The TCLP's three main components are:

1. Skills upgrade training for incumbent Valley Transit Authority (VTA);
2. Special topics training designed to provide the skills necessary for movement of employees up the career ladder;
3. Foundations classes for people seeking careers in public transportation. VTA's challenge is to fill vacant positions, and to find ways to move its incumbent workforce up the career ladder, which will create more entry level career openings.

**Mr. Michael Hursh**, VTA Deputy Director of Operations for Maintenance and Security, and **Tom Fink**, Project Director, are coordinating these efforts. Members of the advisory group are representatives from San Jose City College, Evergreen Valley College, the Career Ladders Project, Silicon Valley Leadership Group, Work2Future, County of Santa Clara CalWORKs, Balance Point, and the County of Santa Clara Foster Children Services.

CCOC and MAEP CalWORKs students and graduating high school seniors could take advantage of these classes that would provide an overview of transit industry professions, qualify them for the DMV test (bus operators), the mechanical skills pre-test (for maintenance) and an introduction to industrial health and safety.

VTA is interested in creating pipelines to entry level positions within the company because a large number of employees will retire within the next 12-18 months. They are one of the few companies where students with a high school diploma may enter and earn a decent wage (\$17-\$28 per hour) with full medical benefits. We agreed to explore initial avenues for connection, VTA tours and community outreach, survey course of transportation industry, upholstery, paint and body repair training project and alternative fuels.



**Truck Mechanic students tour Bio Energy Solutions, Inc. facility in March.**

# CCOC Marks 40 Years!

## A BLAST FROM THE PAST!

*Reprinted from the MAEP Spring Schedule, 1969.*

The San Jose Regional Vocational Center, one of the first vocational schools in California, is now in operation and serving adults and high school students from the high school students of Campbell, East Side, Santa Clara, and San Jose. Even though the buildings are still being completed and much of the equipment must be received and installed, the Vocational Center is off to a good start with over 700 high school students and 270 adults enrolled in occupational programs.

Opening for the first time on September 10 of this year (1968), the recently constructed Vocational Center greatly expands vocational education opportunities for Metropolitan adult students. As soon as equipment is complete, it is estimated that up to 200 training stations will be available to adults during the day hours to prepare for jobs in a variety of occupations. Anticipated job training programs for adults include electronics, graphics and printing, drafting, coatings, technology and the metals trades including machine operator, welding and aerospace sheet metal. Programs in health services, food preparation and dry cleaning are also planned.

For persons desiring upgrading in their present position or for those in need of a skilled job, a large evening program is planned. Current night offering available are welding, electronics, offset duplicating machine operation, home health aide, paste makeup and layout, and apprentice related instruction classes in printing and electrical maintenance. Additional programs in food preparation, dry cleaning and machining will be offered as soon as facilities and equipment become available.

Contained in five smartly designed buildings 150 feet square, the Vocational Center... brings to the Metropolitan Adult Education Program one of the finest vocational training facilities in the nation. From an aesthetic and functional standpoint, the buildings are well designed, utilizing an attractive and durable combination of brick and laminated beam type construction. Flexibility is one of the most outstanding design features of the buildings. Interior walls are of wood frame construction and non-bearing, thus allowing for future space alterations as program needs change.

Adults who attend the center will be privileged to use the very finest and latest in equipment. To insure that equipment quality meets the standards of modern technology, the San Jose Unified School District vocational coordination staff, headed by Mr. Joseph Bellenger, Assistant Superintendent of Adult and Vocational Education, consulted with advisory committees representing over 30 occupations. Committee representatives, working with vocational coordinators for over two years, assisted in both equipment selection and shop layout. As a result, the equipment being installed at the center meets all the requirements necessary for skilled jobs in today's labor market.

## CAREER TECHNICAL EDUCATION TODAY

In the ensuing 40 years, the career technical education training center continues to provide hands-on career technical education training to high school students and adults. The center has grown to serve six school districts in Santa Clara County and has one of the largest training centers in the state.

Courses offered at the Center include training in 33 career technical courses including manufacturing, business, automotive, construction, law enforcement, fire science, green technology and health occupations. CCOC/P training serves over 10,000 high school juniors, seniors and adults. Students can earn community college credits when earning an A or B in their

classes. CCOC is WASC accredited. All CCOC teachers are credentialed, and have spent a minimum of 5 years working in the field they now teach. CCOC/P has partnerships with many local companies, and maintains business advisory committees for each of its programs, which monitor curriculum, equipment purchases and employment statistics in the local job market.

The administration in conjunction with the Employer Advisory Boards, staff, and representatives from the participating districts, review course offerings and labor market trends to provide state-of-the-industry equipment and facilities to the students.



## PROFESSIONAL DEVELOPMENT

The CCOC Professional Development theme for 2008-09 was "Literacy and Assessment" and was in response to an essential question: How do we know that CCOC is an institution that prepares students for the literacy and workplace skills they need for success? By the end of the year, every teacher developed a standards-based lesson that incorporated the gradual release model developed by Douglas Fisher and a formative assessment that monitors student progress and a summative assessment that measures mastery of the standards. The lessons will develop student literacy skills in addition to the pathway content standards.

The teaching staff was divided into six clusters that met nine times during the year with teacher facilitators **Dale Poor, Jeff Schmidt and Peggy Nutz**. The teachers attended workshops with Doug Fisher at the Santa Clara County Office of Education and believed that the work needed to be shared with the entire staff. At each meeting they presented a literacy strategy, modeled a lesson using gradual release and guided teachers in presenting their own lessons to their cluster.



Students in Interior Design class showcase their completed project at the 40th annual open house, March 2009.

# Metropolitan Adult Education Program

## WHAT IS MAEP?

MAEP stands for the Metropolitan Adult Education Program. MAEP is one of the largest adult education programs in California. MAEP serves approximately 20,000 adult students for the San Jose Unified School District and the Campbell Union High School District. MAEP operates out of three main administrative centers and 28 outreach sites. The centers are strategically located to provide services to adult students as close as possible to where they work and live.

MAEP provides state-mandated programs such as Elementary and Secondary Basic Skills, Concurrent Enrollment of High School Students, English as a Second Language (ESL) and Citizenship, programs for Adults with Disabilities, Short-Term Vocational Programs, programs for Older Adults (50+) and GED preparation and testing. In addition to state-mandated classes, MAEP also offers fee-based courses of community interest and 300+ on-line courses for those who want to learn from home, through a partnership with Ed2Go. MAEP also runs Capitol High School which is an alternative program for high school students from MetroED's six participating districts.

## CENTER GETS OVERHAUL

The Campbell Adult Education Center moved into a new 3,840 square foot office and an additional portable building in January 2009. MAEP's new Campbell Adult Education Center was a collaborative effort between the Campbell Union High School District and MetroED. MAEP has been the adult education program for the Campbell Union High School District since 1967.

CUHSD contracted for construction of the new center and fronted most of the cost. MetroED will be reimbursing CUHSD for the cost over a period of time from adult education lottery funds. MAEP's Assistant Principal, **Carolyn Richardson** is enthusiastic about the new site. She states, "we now have a quad area with picnic tables where students can eat their lunch and relax. Before the Campbell Adult Education Center was spread out, but now all five of our buildings are centrally located around the quad area. We also have more privacy and more parking."

## 126 YEARS OF SERVICE

The Metropolitan Adult Education Program (MAEP) ended the 2008-09 school year serving nearly 20,000 students enrolled in various classes within the Campbell Union High School District (CUHSD) and San Jose Unified School District (SJUSD). Highlights included:

- Classes in San Jose and Campbell were offered at 3 main sites and 28 outreach sites.
- Over 390 classes offered in the following program areas:
  - Adult Basic Education
  - ESL & Citizenship
  - Older Adult (50+)
  - Career Technical Education
  - Adults with Disabilities
  - GED Preparation Classes
  - High School Diploma
- ADA Generated: Campbell 1,180 and San Jose 2,407
- Capitol High School graduated 15 students from their home schools
- 1,084 students earned grades and credits
- Annual Budgets: Campbell \$2,112,709 and San Jose \$6,135,874
- Independent Audits: no findings for the last 6 consecutive years
- MAEP partnerships included the following:
  - Automotive Collision Centers
  - CalWORKs
  - Catholic Charities
  - Center for Employment Training
  - Classified Academy
  - Clinical Externship Sites
  - Ed2Go
  - Ernst & Young
  - Evergreen Beauty College, Inc.
  - Ganaye Academy of Cosmetology
  - Holiday Inn
  - Job Corps
  - Kaiser Permanente
  - Manpower, Inc.
  - Master Gardeners of Santa Clara County
  - Monterey Academy of Cosmetology
  - Pathways Society
  - SCC Office of Education (SCCOE)
  - Sacred Heart Community Service
  - Salvation Army
  - Samaritan Medical Care Center
  - San Jose Parks & Recreation Dept.
  - San Jose Water District
  - SCV Urban Runoff Pollution Prevention Prog.
  - Valley Medical Center
  - Victoria Beauty College
  - West Valley Clean Water Program
  - Work2Future
- MAEP serves 55% of the CalWORKs referrals in Santa Clara County.
- MAEP partners with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPP) and the West Valley Clean Water Program to offer the Green Gardener program in Santa Clara County. Classes are taught in English and Spanish.
- The World Garden brought free classes, taught by Master Gardeners of Santa Clara County, to the local communities.

## Awards and Recognitions

- Three California Department of Education Program of Excellence awards for Adult Basic Education, High School Diploma, and Older Adult Programs
- Six Superintendent "Raising the Bar" Awards
- Four MetroSTAR Awards
- Six Year WASC Accreditation

## Adult Education Average Daily Attendance

Programs	2006-07	2007-08	2008-09
Adult Basic Ed. (ABE)*	349	147	136
Adults w/Disabilities	424	450	467
Career Technical (CTE)*	184	439	483
ESL	1,533	1,458	1,447
HS Diploma, GED	381	381	423
Older Adults	319	344	346
Parenting**	136	119	0
Cosmetology	0	212	285
<b>Totals</b>	<b>3,326</b>	<b>3,550</b>	<b>3,587</b>

\*58% of ABE classes redesignated as CTE Classes.

\*\*Parenting classes were closed in June 2008.

# MAEP Highlights

## RECOGNITIONS

In May 2009, the California Council for Adult Education (CCAЕ) Chapter Meeting and Awards Dinner, CCAЕ honored three nominees from MAEP. The Nominees were **Sharon Sullivan**, Adults with Disabilities teacher for Excellence in Teaching; **Mery Cheung**, MetroED Network Specialist for Excellence in Support Services; and **CalWORKS** for our Adult Education Collaborative Services Award. These outstanding individuals/groups were honored for going above and beyond in their commitment to students in Adult Education programs in California.



We're  
Raising the  
Bar

## CREATIVE WRITING

**Lynn Rogers** has been teaching Creative Writing since 1997 and has helped many students publish books as well. "Virble: Sometimes She Gits in Trouble Cuz She Fits Too Soon," by student **Virble Kathleen Mabry Yeadon** was released in October 2008 during class. Other new authors from Rogers' class included **Katharine Wilson's** poetry book, "Talking to the Wall," and **Wana Perry's** book, "This Much I Remember." Wana Perry is 80+ years young.

Rogers, who recently published her 7th book, "A Valley of Ashes," said that it is difficult to break into the publishing industry but students have connected with independent publishers such as InKling Press.



ESL Students Learn Cooperatively

## PARTNERSHIPS

**Hermelinda Sapien**, Center for Employment Training (CET) President/CEO, was excited to share that CET had received state approval to offer their Electrical Certification (Residential & General) program under the sponsorship of the Metropolitan Adult Education Program. CET needed to partner with a qualified LEA adult program to provide skills training in Electrical Certification at their San Jose location. As a result of this partnership with MAEP, CET will be providing two scholarships per year (approximately \$9,000 each) to students in the CCOC electrical program.

## MOCK ELECTION HOSTED BY ESL STUDENTS

**Karen Weldon's** Advanced ESL students at the Metropolitan Adult Education Center (MC) held a mock election on October 28, 2008, one week prior to the presidential election and accurately predicted President Obama as the winner. The project was arranged entirely by the students

The goal of the election was to teach ESL students about how an election works, what the Democratic and Republican parties stand for and to learn more about the process of propositions in California.

The class was divided into five committees: Polling place designers and volunteers, Publicity, Democratic, Republican, and Proposition 8.



ESL students sign-up voters when the polls opened on mock election day.

## NEW ONLINE COURSES

New online courses were added to the adult education programs to broaden the opportunity for community members to take classes. The instructor-facilitated on-line classes are available 24 hours a day and run for six weeks. Most of the classes cost \$99. These non-credited courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All the courses require Internet access, e-mail and either a Netscape or Microsoft Internet Explorer web browser.

The courses are affordable, convenient and accessible. There are over 300 short classes available in the areas of grant and technical writing, media and design, web graphics and design, database management, languages, personal finance and accounting, digital photography and video, math, science and many more.

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

The three week project was entirely done by the students who often stayed after class to work on the project. Students created an election campaign that included e-mails to MetroED employees, posters, and invitations.

A week before the election, the Democratic, Republican, and Prop 8 committees presented PowerPoint presentations to all the ESL classes describing the candidates and main issues: Taxes, Iraq War, Education, Health Care and the Economy.

# MAEP Accomplishments

## 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. Students earn academic credits by completing individual contracts in an instructional lab setting. Students also participate in a CCOC class for half the day.

Prospective students must be between 16 and 18 and have already earned a minimum of 50 high school credits.

Capitol High School currently serves 60 students per year.

## CalWORKs PROGRAM

MetroED has enjoyed a long-standing relationship with Santa Clara County Social Services through the CalWORKs Employment Support Initiative (ESI). This twenty-year relationship funds Site Representatives at all major MAEP sites and the Bridge Program, which provides CalWORKs compliant activities to CalWORKs recipients waiting to begin their classes. The current grant funding through CalWORKs is nearly \$1 million. During the 2007-2008 school year, MetroED provided services to 383 CalWORKs clients and currently serves 55% of the CalWORKs recipients referred to adult education in Santa Clara County.

**Norma Martinez**, S.T.E.P.S. Program Coordinator, announced the CalWORKs program, formerly known as Bridge, took on a new name and philosophy effective March 16, 2009, and is now known as S.T.E.P.S. (Sessions to Enhance Professional Skills). The curriculum adopted from WiCS (Women in Community Services) which focuses on lifeskill lessons is taught. Some of the lesson topics include Workplace Etiquette, Attitudes Are Not Forever, Turning "Me" into "We" and many more.



## GRADUATION

**Frank Ganz**, an 83-year old father, grandfather, great grandfather and great, great grandfather was among those who received their high school diplomas at MAEP's graduation ceremony on June 17. Frank said "it bugged me all my life that I did not have my high school diploma! I have gone to most of my grandchildren's graduations and NOW THEY ARE COMING TO MINE!!!!!" At the ceremony his 4 children, 12 grandchildren and 5 great grandchildren were in attendance.

Ninety-two adult graduates were supported in their goal of receiving a high school diploma by MAEP teachers, counselors, classified staff, families and friends, many of whom were there to help celebrate their success. In a year when education was taking such a beating in the California budget balancing act, it is good to remember that we make a difference in the lives of so many.

Santa Clara County Supervisor **Dave Cortese** was the guest speaker at the graduation ceremony.



## COMPLETERS

MAEP held their annual recognition of students who successfully completed their educational pursuits.

- 34 Medical Assisting students completed the program and are now ready to begin their careers in the medical field.
- 58 students earned their GED (General Educational Development) certificates. It was a struggle for many of these students to find the time to prepare and take the five comprehensive tests while raising families and working.
- Accounting and Office Skills students were honored as well.



## CREDITS TO GRADUATION

San Jose Adult Education Center Assistant Principal, **Jo Ann Van Ballegooijen** reported that MAEP provided an opportunity for 285 students from 14 different San Jose Unified School District (SJUSD) schools including the Comprehensive High Schools and Learning Options (Plus) High Schools to graduate this year.

Of the 285 students 249 earned passing grades, earning a total of 1053.50 credits toward their high school graduation requirements. SJUSD high schools served were: Leland & Leland Plus, Broadway, Pioneer & Pioneer Plus, Willow Glen & Willow Glen Plus, San Jose Academy & San Jose Plus, San Jose Community, Lincoln & Lincoln Plus, Gunderson & Gunderson Plus.

## CAHSEE TESTING

Adult students are required to pass the English Language Arts and Math California High School Exit Examination (CAHSEE) before they can receive their high school diplomas. Testing is done at the Campbell (DX), Erikson (EKS), and San Jose (SJC) Adult Centers. The following charts indicate the number of adult students taking the tests and the percentage of students passing.

### FY 2008-2009

Total	Math	ELA
295	42%	68%

### FY 2007-2008

Total	Math	ELA
236	50%	63%

### FY 2006-2007

Total	Math	ELA
343	40%	62%

# MetroED Budget and Finance

## BUDGETS SLASHED

The state budget passed in February 2009 was a huge blow to ROCP and adult programs in California. ROCP and Adult Education programs took a 2008-09 mid-year cut of 15.38% with only four months left in the fiscal year. The mid-year cuts were covered from MetroED reserves and expenditure savings.

For 2009-10, the cut to ROCP and adult revenues increased to approximately 20%, (15.5% + 4.2% additional), with the remaining dollars distributed on a "block grant" basis. In order to absorb cuts of this magnitude, flexibility was provided with a suspension of most of the Education Code requirements governing ROCP and Adult Education. In other words, there is no requirement to provide any program, or generate any ADA, in order to receive funding. However, the waiver will sunset on 6/30/13, all Education Code requirements will be reinstated and revenue will again be dependent upon the generation of ADA. The cuts to revenue limit funding for the two years totaled \$8.7 million for the two funds:

**General Fund** (ROCP) \$5.5 Million  
**Adult Education:** \$3.2 Million

## FUND RESERVES

Unlike regular K-12 education, ROC/P and Adult Education programs do not receive state advance apportionment funding at the beginning of the fiscal year. Funds are apportioned ONLY after the state budget is signed into law, resulting in the district having to rely on temporary reserves to cover vendor payments and employee wages. Consequently, the MetroED Governing Board requires both funds retain a minimum 10% reserve, composed of a 4% General Reserve and a 6% Reserve for Economic Uncertainty, in order to provide sufficient cash for operations.

### 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 money 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 CCOC new programs, upgrading of existing programs and necessary facility upgrades.

### Co. 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, 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".

## BUDGET AT A GLANCE FOR FISCAL YEAR 2009-10

Description	General Fund 010	Adult Education Fund	Deferred Maint Fund	Special Reserve Fund	Asset Mgmt Fund	Co. School Facilities Fund	Capital Outlay Fund	Total
<b>Est. Beginning Fund Balances (7/1/09)</b>	<b>\$2,144,647</b>	<b>\$1,728,787</b>	<b>\$1,404,682</b>	<b>\$1,454,016</b>	<b>\$934,644</b>	<b>\$270,204</b>	<b>\$8,577,139</b>	<b>\$16,514,119</b>
<b>Sources of Funds</b>								
Revenues	\$13,943,950	\$10,164,466	\$323,840	\$12,000	\$288,000	\$2,722,892	\$126,000	\$27,581,148
Transfers In	\$10,495	\$137,335	\$160,000	\$0	\$0	\$0	\$168,385	\$476,215
Other Sources	\$0	\$0	\$0	\$0	\$0	\$206,045	\$0	\$206,045
<b>Total Sources of Funds</b>	<b>\$13,954,445</b>	<b>\$10,301,801</b>	<b>\$483,840</b>	<b>\$12,000</b>	<b>\$288,000</b>	<b>\$2,928,937</b>	<b>\$294,385</b>	<b>\$28,263,408</b>
<b>Uses of Funds</b>								
Expenses	\$13,629,316	\$10,207,738	\$1,274,760	\$0	\$694,805	\$2,783,996	\$2,836,757	\$31,427,372
Transfers Out	\$297,335	\$0	\$168,385	\$0	\$10,495	\$0	\$0	\$476,215
Other Uses (Debt Service)	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
<b>Total Uses of Funds</b>	<b>\$13,926,651</b>	<b>\$10,207,738</b>	<b>\$1,443,145</b>	<b>\$0</b>	<b>\$705,300</b>	<b>\$2,783,996</b>	<b>\$2,856,757</b>	<b>\$31,923,587</b>
<b>Net Sources (Uses) of Funds</b>	<b>\$27,794</b>	<b>\$94,063</b>	<b>(\$959,305)</b>	<b>\$12,000</b>	<b>(\$417,300)</b>	<b>\$144,941</b>	<b>(\$2,562,372)</b>	<b>(\$3,660,179)</b>
<b>Projected Ending Fund Balances</b>	<b>\$2,172,441</b>	<b>\$1,822,849</b>	<b>\$445,377</b>	<b>\$1,466,016</b>	<b>\$517,344</b>	<b>\$415,145</b>	<b>\$6,014,767</b>	<b>\$12,853,940</b>
<b>Components of Ending Fund Balances:</b>								
Reserved: (Revolving Cash, Prepaid)	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
General Reserve (E.C. 42124) (4%)	\$557,066	\$408,310	\$0	\$0	\$0	\$0	\$0	\$965,376
Desig: Economic Uncertainties (6%)	\$835,599	\$612,464	\$0	\$0	\$0	\$0	\$0	\$1,448,063
Desig: Contingency-State Deficits	\$602,822	\$527,405	\$0	\$0	\$0	\$0	\$0	\$1,130,227
Desig: Cash With Fiscal Agent (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0	\$742,767	\$742,767
Desig: Capital Outlay/Maintenance/Other	\$0	\$0	\$445,377	\$0	\$517,344	\$415,145	\$5,272,000	\$6,649,866
Desig: Other Reserves & Liabilities	\$156,954	\$274,670	\$0	\$1,466,016	\$0	\$0	\$0	\$1,897,640
Undesignated Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Components of Fund Balance</b>	<b>\$2,172,441</b>	<b>\$1,822,849</b>	<b>\$445,377</b>	<b>\$1,466,016</b>	<b>\$517,344</b>	<b>\$415,145</b>	<b>\$6,014,767</b>	<b>\$12,853,939</b>

# MetroED Human Resources

## MetroED STAFFING

Metropolitan Education District employs approximately 163 full-time and 231 part-time employees to support the 30,000 high school and adult students served in our 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	41	21	62
Classified	15	1	16
Admin.	4	2	6
Other	0	0	0
<b>Total</b>	<b>60</b>	<b>24</b>	<b>84</b>

### MAEP

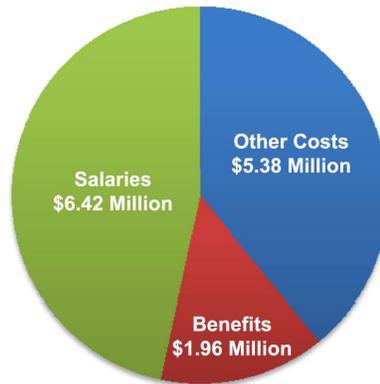
	FT	PT	Total
Certificated	23	164	187
Classified	26	32	58
Admin.	7	5	12
Other	5	4	9
<b>Total</b>	<b>61</b>	<b>205</b>	<b>266</b>

### District/Central Office

	FT	PT	Total
Classified	33	2	35
Admin.	9	0	9
Other	0	0	0
<b>Total</b>	<b>42</b>	<b>2</b>	<b>44</b>

<b>TOTALS</b>	<b>163</b>	<b>231</b>	<b>394</b>
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## CCOC/P GENERAL FUND 2008-09 EXPENSES



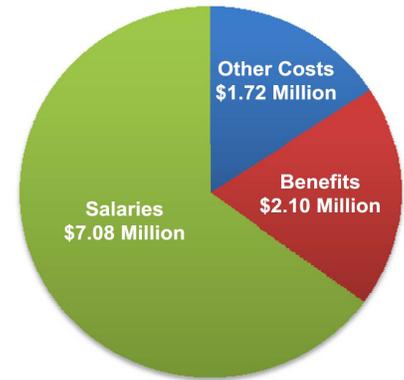
## THE BAR WAS RAISED

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, 18 individuals and four groups earned the Superintendent's Award.

The honorees included: **Bob Beaulieu, Nancy Boring, Martha Burns, Pat Campbell, Sara Crowder, Dorian Del Conte, Dan Gilbertson, Phil Gonzalez (twice), Jan Joseph, Nancy Joseph, Peggy Nutz, Alexis Pasco, Marti Rao (twice), Sandy Smith, Dale Poor, and Tabitha Kappeler-Hurley** (Santa Clara Unified). Group awardees: MAEP ISP Volunteer Tutors; CCOC's **Baking & Catering** and **Culinary Arts** Program; the **CSBA Dinner Event Committee**.



## ADULT EDUCATION FUND 2008-09 EXPENSES



## MetroSTARS

MetroED employees each year are recognized for outstanding customer service. The award is given to an employee who has gone beyond normal expectations in providing assistance or service to an external customer, other staff members or departments. It is doing something special, either on a one-time or on-going basis. In 2008-09, the following MetroSTARS were recognized:

- ★ **Jennifer Astwood**, CalWORKs Site Representative, Erikson Adult Ed. Center
- ★ **Karen Enzensperger**, Site Supervisor, Erikson Adult Ed. Center
- ★ **Alexis Pasco**, Site Registrar, Campbell Adult Ed. Center
- ★ **Rosalie Ruiz**, Instructional Aide, Erikson Adult Ed. Center
- ★ **Jeff Schmidt**, Video Production Instructor, CCOC
- ★ **Farah Ubaidullah**, Administrative Assistant, CCOC

## 2008-2009 CLASSIFIED EMPLOYEE OF THE YEAR

Throughout the state and county, classified employees are recognized each year for providing excellent service to their organization. The Superintendent's Cabinet started a new tradition for the 2008-09 school year to honor an outstanding classified employee. **Mery Cheung** is a self-driven, highly motivated individual that puts her heart into everything she does. Mery has great leadership skills, committed to the highest standard of performance and her work exemplifies professionalism. Mery is very organized, understands the importance

of teamwork and collaboration and thrives on learning new technology.

Mery ensures the District's servers and networks are running smoothly and most recently designed and implemented a new network infrastructure working with contract engineers and architects for MAEP's Campbell Adult Ed. Center.

**Bob Beaulieu**, IT Director, shared that, "Mery is faster than a speeding bullet; more powerful than a locomotive; able to leap over tall buildings in a single bound. A real superwoman!"



Superintendent Paul Hay, Mery Cheung, 2008-09 Classified Employee of the Year

# MetroED Facility Improvements

Facility and safety improvements at the Hillsdale Center are a high priority for administration to ensure the high school and adult students have a safe, secure and quality environment for learning.

## **Building Bridges on Campus**

**Kurt Cheetsos**, Carpentry instructor, and his students rebuilt the "bridge" between buildings 200 and 800. The students did a remarkable job ensuring the bridge matched the other décor around campus. Also, the Carpentry class was busy building a new temporary carpentry shop in building 700 to be used next year while building 300 is being modernized for safety improvements, reconfiguration and program enhancement. These were great hands-on projects that not only provided them an educational opportunity, but a sense of accomplishment and ownership of the campus.



## **CNC Machining Mills**

The CNC Machining class at CCOC will be using new computerized mills when the new school year begins. The mills are state-of-the-industry.



## **MC Village Project**

The Metropolitan Adult Education Center (MC) on the Hillsdale campus received approval to move forward with Phase I and II of construction. The current portable classrooms and office facilities have deteriorated over the years. The MetroED Governing Board approved the project in May to ensure students and staff will be in a safe learning environment. The project includes six new portable classrooms, restrooms and office space. The MC Village should be available for occupancy by mid-October.



MC Village under construction.

## **Sewer Line Replacement**

Funding was approved for a Deferred Maintenance Extreme Hardship Grant for replacement of corroded sanitary sewer lines on the CCOC campus. The project went out to bid in the summer and work commenced with KJ Woods Construction. A new technique called "pipe bursting" was used to minimize excavation work on the campus. A machine is used to break up the pipe that is approximately 8 feet underground by pushing the new pipe through and expanding the new pipe in place. This provided the least disruption to the students and staff as classes resumed.



## **Technology News**

MetroED's District Technology Plan (July 1, 2008 June 30, 2013), was approved by the Santa Clara County Office of Education and the California Department of Education making the district eligible to participate in the E-Rate program.

MAEP Campbell's (DX) entire site was moved and expanded to its brand new facilities. New fiber optics/CAT5 cabling, telephones, servers and computers were installed and/or setup. This was a turnkey project that provided uninterrupted simultaneous services which allowed office staff to walk from one building to the other and continue their work on the same day.

Several CCOC's students beta tested Apple's newest XServer; allowing five different classes to work together in a collaborative effort, using technologies to create several videos and podcasts which were shared with other students and staff.

## **Safety a Key Theme**

The MetroED Safety Committee was again active in 2008-2009. Among other things, it organized several earthquake, radio communications and Code Red drills, sponsored CPR/AED and fire extinguisher training for both certificated and classified employees and coordinated safety improvements at several sites. The committee meets monthly during the school year and includes representation from all programs and sites.



# MetroED PROGRAMS

The CCOC Day Program provides career technical classes for high school students and adults who reside within the six participating school districts. Enrollment priority for CCOC Day classes is given to high school students age 16 and older. Adults may enroll if space is available. The CCOC Evening Program also offers career technical classes primarily for adults.

CCOC serves students 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.



## MetroED Teacher of the Year

The Central County Occupational Center Program is proud to honor **Sara Crowder**, Teacher on Assignment/WASC Coordinator, as Teacher of the Year for 2008-2009. Mrs. Crowder will be honored at the Santa Clara County Office of Education Teacher Recognition Ceremony to be held in September 2009.

Mrs. Crowder has been the Teacher on Assignment for two years and Co-chaired the successful WASC Self-Study Accreditation visit in April 2009. Mrs. Crowder never lost her motivation and dedication to the process and served as an inspiration to everyone while making certain that deadlines were being met.

Mrs. Crowder has been on staff at CCOC for only four years, but her presence has made an impression on her colleagues and administration. CCOC Director, **John Fox**, said "It is a true pleasure to work with Mrs. Crowder and observe the level of commitment that she has towards our profession and the future of our students."



MAEP provides programs such as English as a Second Language (ESL), Adult Basic Education, GED Testing Preparation, High School Diploma Preparation, Career Technical Education, On-line courses and 50+ Program classes. MAEP has three administrative centers and approximately 41 locations where classes are taught.

MAEP serves adults in the Campbell Union High School District and San Jose Unified School District attendance boundaries.



## MetroED Governing Board

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

East Side Union High School District  
830 N. Capitol Ave., San Jose, CA 95133  
**Frank Biehl**, Governing Board Vice President

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

Milpitas Unified School District  
1331 E. Calaveras Blvd., Milpitas, CA 95035  
**Marsha Grilli**, Governing Board Member

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

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

## MetroED Contact Information

Superintendent's Office	(408) 723-6464
Central County Occupational Center	(408) 723-6400
Metropolitan Adult Education Program	
Campbell Adult Ed. Center	(408) 947-2300
Erikson Adult Ed. Center	(408) 723-6450
San Jose Adult Ed. Center	(408) 947-2311



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

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SAN JOSE, CALIF

## MetroED

## Where did we begin?

MetroED's career technical education programs date back to San Jose Technical High School from 1917 to 1958. The school (for boys only) was located on the site of San Jose High School. The school moved two times before becoming the Central County Occupational Center on Hillsdale Avenue where it has been located since 1968.

MetroED's adult program had its beginnings in about 1870 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

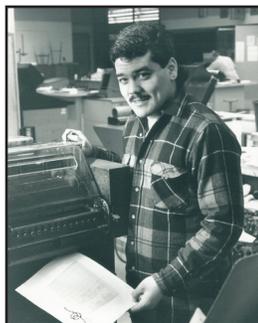
The center concept utilized today was started at San Jose Technical High School in 1917.

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 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.

In 1968, the Central County Occupational Center (CCOC) opened.

In 1983, a Joint Powers Authority (JPA) was formed by six participating school districts and now serves high school students from 34 high schools in the county.



Student in printing press class in CCOC's early years.

### MAEP

The original "Night School" started with approximately 142 students and grew to serving 115,000 people with more than 2,500 sections of day and evening classes in about 300 class locations.

East Side Union High School District, San Jose Unified School District and Santa Clara Unified School District combined into the adult education program. In 1967, Campbell Union High School District joined MAEP with Milpitas Unified School District joining in 1969. Today, MAEP serves Campbell Union High School District and San Jose Unified School District.

MAEP is one of the largest adult education programs in the state. The program currently serves approximately 20,000 adult students in 31 locations within the cities of Campbell and San Jose.



MAEP ESL students in the early years.

## WHAT COULD YOU BE?

The possibilities are endless! Let us help you succeed!

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 30,000 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)