



Metropolitan Education District



ANNUAL REPORT

2010-2011

**Regional
Occupational
Center
& Programs**



**Metropolitan
Adult
Education
Program**



**CCOC Baking & Catering and Culinary Arts Students
with State Superintendent of Instruction Tom
Torlakson, February 2011**



June 2011 MAEP Graduates

We are ALL about student success!

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

Welcome to MetroED!

SUPERINTENDENT'S MESSAGE



The 2010-11 school year was difficult for MetroED's adult education program and its students as we dealt with San Jose Unified School District's proposal to cut \$3.5 million from Adult Education funding. The funding loss, effective in 2011-12, resulted in MetroED having to close two Adult Education centers, nearly all community outreach classes, all Older Adult programs, all fee-based classes, and the layoff of nearly 100 employees. The few remaining classes were consolidated at the Metropolitan Adult Education Center (MC) on the Hillsdale Avenue campus.

Thanks to some creative reconfiguration of classrooms at the Central County Occupational Center (CCOC), we were also able to save the Capitol High School program, which is administered by Adult Education, by moving the program to the Center.

We were also able to efficiently consolidate seven CalWORKs site representatives at the Metropolitan Adult Education Center on the Hillsdale campus. The CalWORKs contract was renewed with the County of Santa Clara and funding for support of CalWORKs students appears to be assured for 2011-12.

MetroED's Hillsdale campus went through a transformation this summer with seven construction and modernization projects on the site. The result is a campus that better utilizes its space to serve both high school students and adults. Students and staff have been provided expanded parking, enhanced security, and upgraded work areas and classrooms.

CCOC improved instructional delivery with its teachers, strengthened curriculum, expanded collaborative teaching between programs, and initiated a new program of industry sector student conferences. MAEP refocused its programs to better help students achieve job readiness skills.

Both programs improved their assessment and accountability measures and upgraded the use of technology in the classrooms.

Continued on Page 3

BOARD PRESIDENT'S MESSAGE



As President of the MetroED Board it is my pleasure to present the 2010-2011 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 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.

Jim Canova
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 San Jose Unified School District, and Capitol High School (an alternative high school program), apprenticeship training, teacher credentialing program, 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 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.



CCOC Programs

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, and at the San Jose Job Corps Center.

HOW ROP 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 2014-15.

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 2010-11, and have committed to continue support through 2011-12.

ROC/P ATTENDANCE

ROC/P Program	2010-11	2009-10	2008-09
CCOC Day Program	1,450	1,526	1,548
CCOC Evening Program*	370	137	227
Job Corps Programs**	0	99	301
Cosmetology Schools***	4	37	135
High School Satellite ROP Classes:			
Campbell UHSD	644	502	509
East Side UHSD	713	770	573
Los Gatos-Saratoga JUHSD	116	106	112
Milpitas USD	246	210	179
San Jose USD	474	434	457
Santa Clara USD	210	237	262
Total ROCP ADA	4,227	4,058	4,303

*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 reflected for 2010-11.

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

SUPERINTENDENT'S MESSAGE

Continued from page 2

Over \$800,000 (about half of which was from Proposition 1D grants) was spent to upgrade CCOC equipment to "state-of-the-industry" standards.

I would like to thank the six participating districts that comprise the MetroED Joint Powers Agency for their continued support.

I am very excited about the new school year and the opportunities before us. There is a sense of renewal for the Hillsdale campus and our programs. Both our classified and

certificated employees continue their commitment to making MetroED a better place for all of our students and staff. And we are **ALL** committed to **Student Success!**



Paul Hay
MetroED Superintendent

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 for a Youth Service Award for being a role model and providing guidance to the youth of our community.

THE CORGHI MACHINE

The Brakes & Alignment program acquired the Corghi tire changing machine from Italy. The new piece of equipment is so cutting edge that many local automotive shops don't have it. The tire changing machine will pick up a tire off the floor, put it on the machine, and pull off the rim by clicking a few switches. **Chris Tatro** the installer from Pacific Lift and Equipment Company said "It's the best tire-changer that money can buy. It's an amazing machine."

CCOC is one of the first education facilities in the area to own and train students on the Corghi. Students gasped in amazement when the machine was demonstrated prior to their training in November.

The Corghi was purchased for \$13,000, far less than the \$18,000 list price. Several new pieces of equipment were purchased mostly due to Proposition 1D funds.



CCOC Accomplishments

SkillsUSA STATE COMPETITION

Ninety-five students from CCOC participated in the SkillsUSA Regional competitions held in January and February. CCOC students won 30 gold medals and 11 silver medals. Of those winners, 37 competed in the State Competition held in San Diego.

Seven CCOC students received gold medals in the state competition and were eligible to compete in the National Competition held in Kansas City in June. While none of the students earned a medal, four students scored above 80% in total points nationwide.

Competing at the nationals competition were **Kyle Cox**, Diesel Truck Mechanics; **Diamond Saenesouk**, Automotive Refinishing Technician; **Matthew Demore**, Carpentry; **Keely Jaramillo**, Dental Assisting; **David Moreno**, HVAC; Adult student **Oscar Munguia** for HVAC in the post-secondary category and **Jessica Santiago**, Medical Assisting.



SkillsUSA Gold Medal Winners after the State Competition in San Diego.

STUDENTS JOB SHADOW

Ten Junior Achievement students from CCOC's Computer Technology Careers program attended a TelePresence conference at Cisco Systems headquarters in San Jose in October.

The students virtually job shadowed with top executives from Cisco and AT&T. More than 20 schools participated in the TelePresence conference at Cisco and AT&T locations in California, Georgia, New Jersey, Texas, and Mexico City, Mexico.

Speakers at the conference talked to students about pursuing their passion and how it will provide them with future career opportunities.

We Are ALL About Student Success!

42ND ANNUAL OPEN HOUSE

The annual open house in March brought 1,500 parents, community members, teachers, and students together. This is the 42nd year for the open house at CCOC.

Attendees had the opportunity to meet with teachers, tour classrooms and the campus, and observe hands-on demonstrations and presentations throughout CCOC. During the day, high school students from the six participating districts and community members toured the campus with students serving as their guides.



Medical Assisting students share their curriculum with attendees.

STUDENT AWARDS

The 42nd Annual Awards Ceremony honored more than 264 students for their achievements in May. **Christi Montellato**, Education Director at Heart-Share Training Services, Inc. and the youngest certified paramedic in the state, served as the keynote speaker.

CCOC awarded over \$15,000 in scholarships. Each student received certificates or financial awards for outstanding achievements made within their classes during the school year. Awards were given in three categories: achievement, honors, and service.

The awards started at \$75 and were donated by various businesses, organizations, individuals, instructors, and former students.

Graphic Design student, **Daniel Puga**, designed the invitations and programs for the ceremony. Students with perfect attendance received the Principal's Award.



EMPLOYER ADVISORS

Approximately 200 people attended the annual Employer Advisory Board meeting in October. After receiving information on the Proposition 1D projects and economic trends in the CTE market, participants went to one of the 18 pathway group meetings. Each sector has an employer advisory board that consists of industry and business members who review course curriculum and share the latest trends in their areas of expertise.

"Honestly, I was heartened and a bit amazed that these very busy people all expressed an interest in giving back and supporting our effort here in all the ways they can," said **Mark Adams**, CCOC Probation & Legal Careers instructor.

BACK-TO-SCHOOL NIGHT

Nearly 1,200 students and parents attended the annual back-to-school night in September. Prior to visiting the classrooms, guests were treated to a light meal prepared by CCOC's Baking & Catering and Culinary Arts Programs.

The Protective Services Industry Sector classes continue to be a highlight each year for the students and parents.

CCOC's back-to-school night is always on a Friday night so that it doesn't conflict with a student's home high school event.



Parents and students learn about the Law Enforcement Program.



Parents and students learn about the Fire Science/First Responder Program.

CCOC Highlights

STUDENT CONFERENCES BY INDUSTRY SECTOR

Superintendent's Raising the Bar Award Winners!

In 2010-11, CCOC began holding student Career Technical Education (CTE) conferences to provide students a "real-world" trade conference experience. CCOC Director **John Fox** believed student conferences would add value to the educational experience for both students and staff. Assistant Principal **Sylvia Evans** began working with the instructors in the thirteen career sectors to plan the 16 conferences that were held throughout the year. The student conferences were funded through an SB 70 grant. All of the conferences included a continental breakfast, opening assembly, break-out sessions, lunch, and keynote speakers. Each participant was provided with a name badge as well as a bag of items related to their student conference.

Students normally attend a three hour class session at the center. However, to ensure the experience was relevant to the real world, students received permission from their home high schools and parents to attend the full day at CCOC.

One of the highlights of the student conferences were the meals catered by their peers in the Baking & Catering and Culinary Arts Programs at CCOC. Students in the two programs did all the set-up, meal preparations, decorations, and clean-up. It was the first time many of the students had experienced a catered buffet with decorations geared towards their industry sector.

The Arts, Media, & Entertainment Student Conference held in September was the first of the school year, and it was a huge success. Students began talking about their experiences and other students became very excited as they looked forward to their upcoming conference. The Business & Finance, Protective Services, First Responder & Law Enforcement, and Medical & Dental conferences soon followed.



Veterinarian Assistant Conference.



Protective Services Breakout Session.

The all day conferences were arranged the same way a professional trade conference would be complete with experienced guest speakers from each field as well as networking opportunities with industry professionals.

CCOC Animation Program student, **Jonathan Hatch**, said that the information and tips given in the three breakout sessions at the Art's, Media, & Entertainment conference helped him to understand more about what really goes on behind the scenes.



Business Sector Instructors receive "Raising the Bar" Award from Superintendent Hay.

Breakout sessions included stunt driving, a visit by the San Jose Police Department's Bomb Squad Unit, Interior Design: Creating Furniture, Learning to Identify a Trend/Fashion Show, Physical Therapy, the Role of Women in Law Enforcement, Animal Control, Green Technology to Ocular Emergencies and Disease.



Business Sector Breakout Session.

The sessions provided the students with information that will help them in their day-to-day classroom experience as well as the opportunities available in their career choices.

Keynote speakers included **Steve Rodgers**, Normandin Chrysler-Jeep; **Bradley Ford**, Apple Corporation; **Josue Garcia**, Santa Clara/San Benito County Building & Construction Trades Council; **Debbie Pashkoff**, Rhythm & Hues Studios. Breakout sessions included **Patrick Cruse**, SnapOn Tools, **Fred Weber**, Electric Car; **Kren Rasmussen**, Bloomsters; **Dorothy Johnson**, Youth Science Institute; **Jose Aranda**, Progress Financial; **John Sasser**, FDIC; **Mikal Kartvedt**, professional stunt coordinator; and **Sam Ajam**, BizzwithBuzz.

The Business & Finance conference featured a free makeover for three of the 130 students in attendance. The three students wrote an essay about why they deserved a makeover and then were selected out of more than 100 entries. The free makeover included a haircut, makeup and skin care, and a new business outfit, complete with shoes.



The student conferences were such a valuable experience for the students and staff, CCOC will continue providing conferences for 2011-12.



The Culinary Arts and Baking & Catering Students meal presentations were very impressive for each conference.

CCOC Student Data

STUDENT PROFILE

Student Profile CCOC *County-wide

Gender		
▶ Female	43%	N/A
▶ Male	57%	N/A
Ethnicity		
▶ Hispanic/Latino	61%	37%
▶ White (not Hispanic)	23%	23%
▶ African-American	4%	3%
▶ Filipino	3%	5%
▶ Asian	7%	26%
▶ All Others less than 1%	2%	6%

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

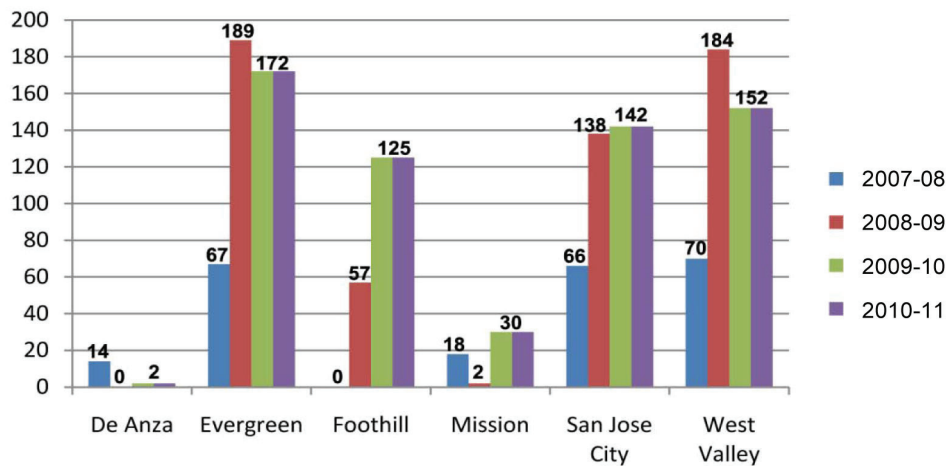
CCOC ATTENDANCE TRENDS

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). However, this requirement has been suspended until 6/30/15. The following graph shows the three year attendance trends for adult and total Average Daily Attendance at the Center.

Year	2010-11	2009-10	2008-09
High School ADA	970	1,113	1,116
Job Corps/CalWORKs ADA	110	93	220
Other Adult ADA	370	320	212
Total ADA	1,450	1,526	1,548
# of Class Sections	68	68	66
Average ADA/Class	21.32	22.44	23.45

(Rounded to nearest whole ADA)

COLLEGE ARTICULATION CREDITS

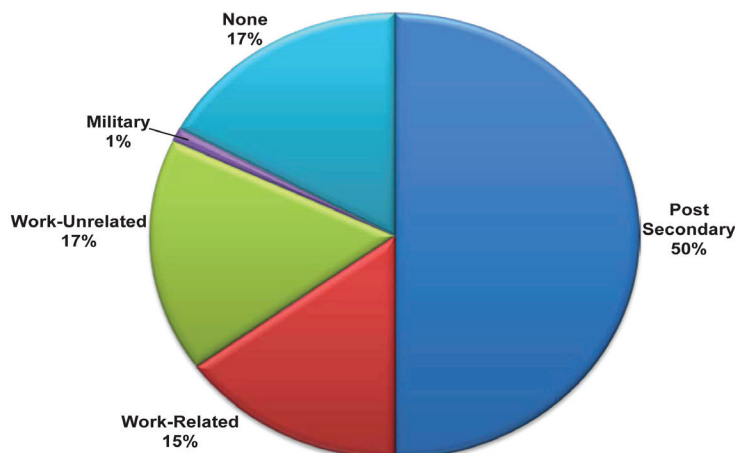


College Articulation Credits

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 almost all of the 30+ 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.

CCOC FOLLOW-UP SURVEY RESULTS



Follow-up Survey

Students who completed the 12th grade in 2009-10 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.

Three hundred seventy two, 12th grade completers responded to the survey (out of 975). Of the respondents, 50% have gone on to post secondary education, 15% are working in a field that was related to their classes at CCOC, and 82% are in post secondary programs, working or both.

CCOC Partner Spotlight

SUCCESSFUL COLLEGE FAIR!

Over 30 community colleges, universities, trade schools, apprenticeships, and military scholarship programs visited CCOC for the annual college fair held in February. It was a very informative day for the students with an abundance of materials to provide them with choices after they graduate. The participants received a tour of the campus followed by lunch.

The representatives enjoyed the annual college fair because there was a steady flow of students visiting throughout the day. While other schools allow students to drop-in, they don't schedule them to visit as part of their school day. Everyone was impressed with the preparedness of the students, the hospitality and friendliness of the staff, the well equipped facility and the food.

The goal of the fair is to provide students access to information they need to make an informed decision about their college and career choices after graduation. At the college fair students are able to meet with several competitors, all in one room, and are provided a list of suggested questions that would be good to ask the representatives.

Participants included:

- Academy of Art University
- Carrington College California
- Cogswell Polytechnical College
- De Anza College
- DeVry University
- Division of Apprenticeship Standards
- Everest
- Evergreen Valley College
- Ex'pression College of Digital Arts
- Fashion Institute of Design & Merchandising
- Foothill College
- Hartnell College
- Heald College
- Johnson & Wales University
- Kaplan Test Prep
- Marinello Schools of Beauty
- Mission College
- National Hispanic University
- NORCAL Sound & Communications - JATC
- Professional Culinary Institute
- San Jose Cal-SOAP
- San Jose City College
- SCC Electrical Apprenticeship - JATC
- The Arts Institute
- United States Air Force ROTC
- United States Army
- United States Coast Guard Academy
- Universal Technical Institute
- West Valley College
- WyoTech

STRUT MEDALISTS

In March, six Computer Technology students were awarded Silver and Bronze medals in the Student's Recycling Used Technology (StRUT) Annual Computer competition at Ohlone College in Santa Clara. Team members were **Damien Arnold, Brian Winston, Donnic Sanna, Juan Rodriguez, Robbie LaHarran, and Steven Mosbrucker.**

Thirty teams from 20 middle and high schools competed in the annual competition sponsored by a SB 70 grant and Cisco Systems. Student teams of three take apart a computer and rebuild it as fast as they can. Teams are scored on their ability to communicate with judges, organizational skills, use of visual aides, delivery, and teamwork.



ENTERPRISE LEADERSHIP

Two CCOC students participated in the Enterprise Leadership Conference (ELC) held at Asilomar in Pacific Grove in March.

Ana Ivette Alatorre from CCOC's Medical Assisting and **Mauricio Amezquita** from CCOC's Auto Body Painting programs were among 96 area high school students chosen to attend the conference.

The ELC Conference is sponsored by the San Jose and Los Gatos Rotary Clubs. At the three-day, all expense paid conference, students worked in teams of eight to create a virtual business.

"Whoever has an opportunity to go to this conference should not pass it up," Amezquita said. "It's such a good experience and we learned a lot about business."

The conference included team building activities and the opportunity to network with business executives that the students would not normally have had a chance to meet or interact with. Amezquita said they learned a lot about starting a business and he hopes to use of the skills he learned to start a business in the future.

BLOOD MOBILE

CCOC held their first ever blood drive and the students and staff donated 124 units/pints of blood on February 11. The blood collected helped up to 340 patients in the Bay Area hospitals within three days of the drive, Blood Centers of the Pacific representative **Wendy Theisen** said. Before the blood was used, it was tested for 14 different blood diseases such as leukemia and AIDS.

"We were blown away by the response," said CCOC Health Occupations instructor, **Collette Beters**. She said the morning and afternoon students organized and coordinated the blood drive and did all of the work, which included everything from making appointments to checking identifications.

Prior to donating blood, students have to verify they are at least 16, have a permission slip signed by their parents, and provide picture identification.

In the weeks leading up to the event, the students worked to make the drive a success making presentations to classes on the importance of donating blood.

Amanda Rasuli, from Health Occupations and Oak Grove High School said, "This whole process has been an amazing experience. It's a good feeling to know that we can help save people's lives. This drive was well worth it." **Naomi Zepeda**, Health Occupations and Los Gatos High School echoed Amanda's comments. "This is one of those things in life that when you look back on it, you say Wow! I can't believe we did this."



Students assist checking in donors to give blood.



Student donors inside the Blood Mobile.

Metropolitan Adult Education Program

SERVING STUDENTS SINCE 1883

The Metropolitan Adult Education Program (MAEP) has served students since 1883. In 2010-11, MAEP served over 10,000 students enrolled in various classes within the San Jose Unified School District (SJUSD) geographic area. MAEP is one of the largest adult education programs in California. Three administrative centers were strategically located to provide services to adult students as close as possible to where they work and live. Highlights included:

- Classes in San Jose were offered at three centers and 10 outreach sites.
- ADA Generated: San Jose 1,200
- Capitol High School graduated 38 students from their home schools.
- 303 adult high school students earned grades and 3,882 credits.
- 118 Adult Basic Education (ABE) students earned 1,095 credits
- Independent Audits: no findings for the last eight consecutive years
- MAEP served 48% of the CalWORKs referrals in Santa Clara County.
- The World Garden brought free workshops, taught by the Master Gardeners of Santa Clara County, to the local community.

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
- ★ Four Superintendent "Raising the Bar" Awards
- ★ Six Year WASC Accreditation

MAEP PARTNERS FOR 2010-11

CalWORKs	Pathways Society
Catholic Charities	Pearl Avenue Branch Library
Center for Employment Training	SCC Office of Education (SCCOE)
Clinical Externship Sites	Sacred Heart Community Services
Ed2Go	Salvation Army
Ernst & Young	Samaritan Medical Care Centers
Gatlin Education	San Jose Parks & Recreation Dept.
Hope Rehabilitation Services	San Jose Unified School District High Schools
John 23rd Senior Center	San Jose Water District
Job Corps	Valley Medical Center
Kaiser Permanente	Washington United Youth Center
Manpower, Inc.	Work2Future
Master Gardeners of SCC	

Adult Education Average Daily Attendance

Programs	2010-11	2009-10	2008-09
Adult Basic Ed. (ABE)	101	115	136
Adults w/Disabilities	35	321	467
Career Technical (CTE)	235	258	483
ESL	478	1,063	1,447
HS Diploma, GED	309	370	423
Older Adults	42	115	346
Cosmetology	0	0	285
Totals	1,200	2,242	3,587

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

MAEP DIRECTOR



Sylvia Karp had more than 30 years of experience in education before assuming her position as Director of the Metropolitan Adult Education Program in July 2007.

Ms. Karp has held assistant principal positions in both of MetroED's programs, CCOC and MAEP. She was a CCOC assistant principal from July 2002 until March 2006 and an assistant principal at the MAEP Erikson Adult Education Center from March 2006 to July 2007.

Prior to MetroED, Karp was Director of Educational Services for Heald College; the Dean of Education at Western Career College and served as a college director, academic dean and electronics and math instructor at Phillips Junior College in Campbell and Parks Junior College in Denver, Colorado.

CHANGES AT MAEP

On January 20, 2011, San Jose Unified School District (SJUSD) Governing Board voted to flex \$3.5 million adult education dollars per year starting in 2011-12.

As a result, MAEP has had to consolidate its remaining classes at the Metropolitan Adult Education Center (MC) at 760 Hillsdale Avenue, San Jose. The Erikson Adult Education Center (Pearl Avenue) and the San Jose Adult Education Center (Julian Street) were closed in June 2011 and the sites were turned back to SJUSD on June 30, 2011.

With the loss of two-thirds of the state funding for adult education, the 50+ (Older Adult) Program and Community Interest Program classes were closed at the end of the school year.

Even with the reduced budget, "MAEP will serve the maximum number of adult students possible with core programs that include Adult Basic Education (ABE), Career Technical Education, English as a Second Language (ESL), GED, and High School Diploma," said MetroED Superintendent, **Paul Hay**.

San Jose USD has provided adult education programs and services to the San Jose community for 127 years, with MAEP administering the program for the past 43 years.

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

MAEP Partnerships

SAN JOSE JOB CORPS

For nearly 25 years, San Jose Job Corps (SJJC) has been a partner with MAEP, allowing their students to participate in a wider range of classes. English as a Second Language (ESL) students were primarily the recipients of this benefit early on. ESL students would 'graduate' into Adult Basic Skills and GED Preparation courses on the SJJC campus.

As MAEP expanded its Career Technical Education (CTE) opportunities, students increased in number taking Office Skills, a General Clerk class, and the Medical Assistant program. Graduates from the 750-hour Medical Assistant class are immediately employable, able to pass the national Medical Assistant certification (through NCCT), and eligible to continue at West Valley College with 10-15 college credits completed. Through inter-agency discussions and counseling, the number of male students has increased. Students of both genders identify the route to other medical positions while earning a decent wage as a Medical Assistant.

The MetroED GED Testing Center has been a boon to San Jose Job Corps. Through cooperation between departments, students have been able to take all five (5) GED exams. Even on a strict time line, there is ample opportunity to earn the equivalent of a high school diploma.

In addition to students, MAEP in general has benefitted from this partnership. SJJC administrators helped during our WASC accreditation and serve as members of the MAEP Advisory Board. MAEP Assistant Principals participated on the Job Corps Academic Advisory Council, which meets quarterly. Both groups have toured their partner's facility. This venerable partnership continues to be mutually beneficial and valuable to students!

HOPE REHABILITATION SERVICES

The collaborative partnership with Hope Rehabilitation Services began in the fall of the 1967. At that time MAEP provided nine teachers serving students with developmental disabilities at two Hope sites. The populations served at the sites included adults with Down Syndrome, cerebral palsy, muscular dystrophy, traumatic brain syndrome, polio, hearing impairment, deafness, epilepsy, and unspecified mental retardation. There were additional adult ed classes in the community serving adults who were blind, hearing impaired/deaf, and had traumatic brain injury. Classes were also held in facilities for those adults with mental illness.



The California Work Opportunity and Responsibility to Kids Program (CalWORKs) and MetroED have a more than 20 year partnership of serving adults in Santa Clara County. MAEP serves the largest portion of CalWORKs recipients who are referred to adult education in Santa Clara County.

CalWORKs is a huge supporter of MAEP and the services it provides. MAEP CalWORKs Program Lead, **Karen Enzensperger**, said, "Whenever we ask for assistance with something, they are there for us."

Recently, CalWORKs representatives from Santa Clara County showed their support by speaking at the SJUSD Board meetings in opposition to a proposal to cut the adult education budget that funds MAEP. Representatives from CalWORKs also routinely attend MAEP's Advisory Committee meetings and participate in MAEP's Western Association of Schools and Colleges (WASC) accreditation process.

CalWORKs provides funding for all of the CalWORKs site representatives who work at the MAEP Erikson Adult Center, MAEP San Jose Adult Center, the MAEP Metropolitan Adult Center, and Central County Occupational Center (CCOC).

CalWORKs students are generally between the ages of 18 to 45 and are referred to MetroED so the District can provide one-on-one counseling to help guide and support them each step of the way towards their academic, financial, and family goals. CalWORKs Case Managers work closely together to provide a safety net to assist students in their success in the learning environment.

Currently, due to budget cuts, the only Hope Services program remaining is at Hope-Whittier. There are approximately 170 adults being served. Much of the current focus is on serving the adults who have been diagnosed on the autism spectrum. Classes include Functional Literacy, (job readiness skills), Sign Language, & Healthy Nutrition, (healthy eating for the potential Type II diabetics). Each year the sign language students participate in the Music Performance show.

This collaborative effort between HOPE Rehabilitation Services and MAEP shares resources and personnel to serve the adults with disabilities in our community.

CalWORKS

CalWORKs also funds the Sessions to Enhance Professional Skills (STEPS) Program at MAEP. The STEPS Program provides CalWORKs compliant activities to CalWORKs recipients who are waiting to begin their assigned classes or are on a school break. MetroED is grateful to have a community partner such as CalWORKs. Their support of MetroED and its programs is a win-win situation for CalWORKs, the district and its students.

WORLD GARDEN



The MAEP World Garden held its final workshop for the community on March 26. The future of the World Garden is unknown because it is no longer operated by MAEP.

MAEP took over the World Garden in August 2004 when they opened the Erikson Adult Education Center location on Pearl Avenue. World Garden workshops have been held nearly monthly. MAEP had agreed to maintain the garden and hold workshops as part of their lease with San Jose USD. The garden was originally started by Erikson Elementary School parents and the local community before Erikson School closed in 2004.

The local community has continued to assist with gardening tasks by assisting World Garden Coordinator **Rita Bottini**. Bottini's 50+ gardening classes also helped maintain the garden. Vegetables from the garden were frequently harvested and donated to Second Harvest Food Bank. The Master Gardeners of Santa Clara County have been extremely supportive by providing speakers and topics for the free monthly workshops, which sometimes drew more than 100 attendees.

Bottini said the flowers are blooming and vegetables are growing. She hopes that SJUSD and the community will continue to care for the garden as it has been a large part of the Erikson area community.

MAEP Highlights

CCAE HONORS EXCELLENCE

In May 2011, the California Council for Adult Education (CCAE) 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.

Teresa DeHaro received the *Excellence in Support Services Award* for outstanding service as a classified employee. Teresa was the Office Manager for the Erikson Adult Education Center and has been a MetroED employee for over 40 years. Teresa was the glue that kept the office on task, focused and feeling good on a daily basis. She was nicknamed "Mother Teresa" for consistently being there for all staff, teachers, instructional aides, registrars, campus assistants as well as her supervisor.

Dr. Nazila Safari received the *Excellence in Teaching Award* for being a gifted teacher who reaches out and touches her students' hearts and souls. Nazila is the Medical Assisting Instructor for MAEP. She has developed a unique curriculum format, secured and monitored externship sites, and established articulation for her students with West Valley College.



MAEP Director Sylvia Karp, Dr. Nazila Safari, Teresa DeHaro, MAEP Assistant Principal Suzi Glass.



California Adult Schools
LEARNING FOR LIFE

JANE PAULEY VISITS HOPE SERVICES IN SAN JOSE

Jane Pauley, American television journalist and news reporter, toured Hope Services-Whittier, on June 1, 2011. Her visit included the Work Activity Center, **Shari Sullivan's** MAEP class, De Anza College classes, and the Senior Activity Program. Ms. Sullivan teaches Life Skills, Basic Academics, and Sign Language.

Ms. Pauley was the keynote speaker at Hope Services' annual "Rise and Shine Breakfast" held at the Santa Clara Convention Center. Several students from Hope Services-Whittier served as hosts and hostesses at the event.

ANNUAL INTERNATIONAL DAY CELEBRATION

In March, English as a Second Language students at MAEP's Metropolitan Adult Education Center (MC) held two International Day ceremonies for the day and evening students. The ceremonies featured students from MC's ESL programs.

Students from 41 countries participated in the event which featured skits, traditional dance, songs, poetry, and dress.

Students sang and danced to their favorite traditional songs that represent their homeland.



ESL Students from MC Village

The ceremony ended with a student from each country lighting a candle from a large candle representing world unity.

MAEP adult students from MC organize and host the annual event. Prior to 9/11, MAEP's International Day was held in conjunction with United Nations Day in October. After 9/11, the event was moved to spring and the name was changed. The purpose remains the same: to celebrate differences between cultures and unity among diverse people.



Changing Students' Lives,
Creating Brighter Futures

TECHNOLOGY UPGRADES

The Information Technology (IT) Department worked diligently to ensure the classrooms at MAEP would have upgraded technology before classes resumed in the fall.

Extron multi-media systems were installed in all the classrooms, and each classroom received a new document camera to provide teachers with upgraded technology tools to enhance the student learning process.

The new multi-media system allows teachers to plug-and-play a media device into a wall outlet and then display it on a large screen in the classroom. The systems were set-up so that a teacher or staff member can go to any classroom and be able to use the system without additional training.

The Extron system allows for using a computer, laptop, DVD player, or other media device as well as connect to the Internet with a push of the button.

The IT Department also set-up and installed the network and computers for two student computer labs for MAEP students due to consolidation of programs on the Hillsdale campus.

The IT Department needed to pull fiber and CAT5E data cabling to ensure the systems would be up and running.



ON-LINE CAREER TRAINING PROGRAMS

On-line career training programs continue to be offered through Gatlin Education. 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 classes include textbooks, lessons, formative and summative evaluations, and written tests. The programs are accessible 24-hours a day and offer over 100 on-line certificate programs including Dental Assistant, Paralegal, Webmaster, Grant Writing, Payroll Specialist, Digital Arts, Web Database, and HVAC Technician.

The programs are available at www.gatlineducation.com/metroed.

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. For half the day, students earn academic credits by completing individual contracts in an instructional lab setting. The other half of the day is spent in a CCOC CTE class.

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.

ACHIEVEMENT CEREMONY

In previous years, MAEP held an annual recognition of students who had successfully completed their educational goals. However, this year due to budget cuts, the annual ceremony was cancelled. The students in the programs wanted to celebrate their successes with family, friends, and staff and so they took on the challenge to find a venue and secure donations to hold ceremonies.

The students did a fantastic job!

- 35 Medical Assisting students completed the program and are now ready to begin their careers in the medical field.
- 53 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.
- 22 Accounting students and 29 Office Skills students were honored as well.

LIBRARY GRANT

A library outreach grant, to benefit ESL and GED students at MAEP, was initiated by Librarian **Kaye Moore** at the San Jose Pearl Avenue Branch Library. She visited over 20 classes, arranged library tours, offered specialized computer classes for the students and created step-by-step instructions to enable the students to use the new library catalog system and databases.

The goal of the grant was to increase students' awareness and use of library services, and to augment their studies.

The collaboration between MAEP Assistant Principal **Suzi Glass** and Ms. Moore resulted

ADULT HIGH SCHOOL GRADUATION

Eighty-five adult high school students received their High School diplomas at the annual graduation ceremony in June.

Dr. John Sellarole, retired Principal from East Side UHSD and MetroED Foundation Vice President served as the keynote speaker.



Ninety percent of the graduates plan to continue their education. Future educational goals include: administration of justice, fire science, nursing, dental and pharmacology, business, teaching, psychology, photography, film, multimedia, interior design, automotive careers, welding, computer science, and veterinary medicine. Twenty-two percent of the graduates were employed full-time, and twenty-six percent were employed part-time.

English was the first language of sixty-six percent of the graduates and sixty percent are bilingual. Seventy percent of the graduates were born in the United States. The other thirty percent of the group came to MAEP from Croatia, Egypt, Germany, Guatemala, India, Kenya, Mexico, the Philippines, Portugal, and Somalia.



Volunteer Tutors gathered at Erikson Adult Education Center, June 2011.

in over 100 students receiving San Jose Public Library cards, for the first time; the library's computer classes for "Basic Internet" were full; and the number of participants utilizing family and children's services and activities doubled.

In addition, the library purchased Pre-GED and GED reference materials that were saved as a reference collection to aid the students in making progress towards completion of their GED exams during periods when there are no MAEP classes scheduled.



June 2011 Graduate receives his diploma from Superintendent Paul Hay.

CAHSEE TESTING

Adult students are required to pass the English Language Arts (ELA) and Math California High School Exit Examination (CAHSEE) before they can receive their high school diplomas. During the year, testing was done at both the Erikson (EKS), and San Jose (SJC) Adult Education centers.

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

CAHSEE RESULTS			
Year	ELA	Math	Total
2010-11	66%	48%	239
2009-10	54%	43%	244
2008-09	68%	42%	295

VOLUNTEER TUTORS

Martha Burns, Independent Study Program (ISP) Coordinator, believed there were good people in the community who would want to volunteer their time to help others, and she was right!

The tutor program continues to exceed expectations with over 30 active community volunteers assisting students in achieving their high school diplomas, earning a GED, and completing the Medical Assisting program.

Ms. Burns retired at the end of the school year; however, at the end-of-the-year thank you event for the tutors, she said they may see her again when she joins the ranks as a volunteer tutor.

★★★★★★★★★★★★★★★★★★★★



**Superintendent's
Raising the Bar
Award Winner!**

★★★★★★★★★★★★★★★★★★★★

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 programs 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.

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 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 shortfalls 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 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 new CCOC programs, upgrading of existing programs facilities.

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

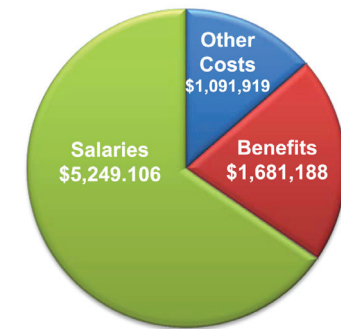
The fund exists to provide for accumulation of monies for capital outlay purposes. The sources of revenue for this fund are interest earnings, transfers from the General and Adult Education Funds. Fund balance includes the district's match from state-approved Proposition 1D CCOC modernization projects.

Detailed budget information is available at www.MetroED.net, "Budgets and Finance."

2010-11 EXPENSES



GENERAL FUND



ADULT EDUCATION FUND

Metropolitan Education District 2010-11 Unaudited Actuals at a Glance

	General Fund	Adult Education Fund	Deferred Maint. Fund	Special Reserve Fund	Asset Mgmt Fund	County Sch. Facilities Fund	Capital Outlay Fund	Total Memo Only
Beginning Fund Balances (7/1/10)	4,407,688	2,360,751	1,112,910	1,099,466	1,316,900	4,066,208	7,609,467	21,973,390
Sources of Funds								
Revenues	15,492,468	8,028,414	8,597	7,922	194,594	4,232,267	85,165	28,049,427
Transfers In	298,138	56,011	336,022	-	-	-	1,120,000	1,810,171
Other Sources	-	-	-	-	-	-	-	-
Total Sources of Funds	15,790,606	8,084,425	344,619	7,922	194,594	4,232,267	1,205,165	29,859,599
Uses of Funds								
Expenses	14,646,066	7,478,785	213,057	-	301,450	2,397,612	1,402,384	26,439,354
Transfers Out	1,131,892	325,000	-	346,077	7,202	-	-	1,810,171
Other Uses (Debt Service-QZAB)	-	-	-	-	-	-	19,500	19,500
Total Uses of Funds	15,777,958	7,803,785	213,057	346,077	308,652	2,397,612	1,421,884	28,269,025
Net Sources (Uses) of Funds	12,648	280,640	131,562	(338,155)	(114,058)	1,834,655	(216,719)	1,590,574
Ending Fund Balance (6/30/11)	4,420,336	2,641,391	1,244,472	761,311	1,202,842	5,900,863	7,392,748	23,563,964
Components of Ending Fund Balances:								
Reserved: (Revolving Cash, Prepaid)	30,757	32,698	-	-	-	-	-	63,455
General Reserve (E.C. 42124) (5%)	788,898	390,189	-	-	250,000	-	-	1,429,087
Legally Restricted Balances	826	-	-	-	-	-	-	826
Designations:								
Desig: Economic Uncertainties (10%)	1,577,796	780,379	-	-	-	-	-	2,358,175
Desig: Contingency-State Deficits	1,473,129	1,412,770	-	-	-	-	-	2,885,900
Desig: Cash With Fiscal Agent (QZAB)	-	-	-	-	-	-	793,437	793,437
Desig: Capital Projects/Def Maint/Other	-	-	1,244,472	-	952,842	5,900,863	6,599,311	14,697,488
Desig: Other Reserves/Potential Liabilities	548,930	25,355	-	761,311	-	-	-	1,335,596
Undesignated Fund Balance	-	-	-	-	-	-	-	-
Total Components of Fund Balance	4,420,336	2,641,391	1,244,472	761,311	1,202,842	5,900,863	7,392,748	23,563,964

MetroED Human Resources

MetroED STAFFING

In 2010-2011, the Metropolitan Education District employed approximately 140 full-time and 166 part-time employees to support the 20,000 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	35	21	56
Classified	12	1	13
Admin.	4	1	5
Other	0	0	0
Total	51	23	74

MAEP

	FT	PT	Total
Certificated	23	119	142
Classified	18	18	36
Admin.	6	1	7
Other	6	1	7
Total	53	139	192

District/Central Office

	FT	PT	Total
Classified	30	3	33
Admin.	6	1	7
Other	0	0	0
Total	36	4	40

TOTALS	140	166	306
---------------	------------	------------	------------

2010-2011 METROED EMPLOYEES OF THE YEAR

TEACHER OF THE YEAR

The Central County Occupational Center Program was proud to honor **Collette Beters**, MetroED's Teacher of the Year for 2010-2011. Collette was honored at the Santa Clara County Office of Education Teacher Recognition Ceremony held in September 2011.



Collette was selected by her CCOC colleagues to represent MetroED. She maintains a very safe classroom for her students ensuring all questions are welcome and all students participate.

As a Career Technical Education teacher, Collette has worked to pursue partnerships to enhance her program. During the school year, forty-six of her students were out on internships in local medical facilities.

In February, Collette and her students sponsored a blood drive that was so successful the blood mobile had to return a second day to meet the response of the student donors.

Collette finds time for her students and continues to support them after they have completed their studies at CCOC. A former student recently returned to share that she was the valedictorian of her class at Evergreen Valley College and she owed much of her success to Collette and her program. We are proud of Collette and the contributions that she makes to MetroED, CCOC, and her students.

CLASSIFIED EMPLOYEE OF THE YEAR

Throughout the state and county, classified employees are recognized each year for providing excellent service to their organization. The 2010-11 outstanding classified employee for MetroED was **Jose Garcia**, Lead Groundskeeper.

Mr. Garcia began his career with MetroED in September 1984. Superintendent Paul Hay credits Jose for the beautifully landscaped campus for students and staff at 760 Hillsdale Avenue. In 2003, Superintendent Hay spoke with Jose about his desire to improve the landscaping and general appearance of the campus. Jose said with assistance and a small budget, he would be able to ensure the campus was an area of pride for the district.

"Jose exceeded my expectations and he has continued to ensure the campus is maintained and landscaped for our students, staff, and visitors," said Superintendent Hay.

Jose has extensive knowledge of trees, flowers, plants, and other vegetation that thrive in the climate here at MetroED.

Last year, the new MC Village was completed and Jose stepped right up to landscape the facility. We are very fortunate to have such a valuable classified employee on our staff.



Jose Garcia and Superintendent Paul Hay

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, 19 individuals and 16 groups earned the **Superintendent's Award**.

The honorees included: **Mark Adams, Collette Beters, Peter Canton, Sylvia Evans, David Fleckles, Phil Gonzalez, Leslie Johnson-Tatsuta, Justin Locketz, Meher Memon, Tom Mullin, Peggy Nutz, Marti Rao, Nazila Safari, Rico Sciaky, John Sellarole, Kitty Stenson, Victoria Straubinger, Michelle Sugden, and John Tawney.**



Nathan Chukes & Bob McTaggart

There were **16 Student Conference Group awards** presented to the instructors in each of the industry sectors represented at CCOC. This was the first year the student conferences were held and the staff went above and beyond to ensure all the students at CCOC had a remarkable experience.

The CCOC instructors definitely "Raised the Bar Together" to enhance educational opportunities 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.

Hub of Activity

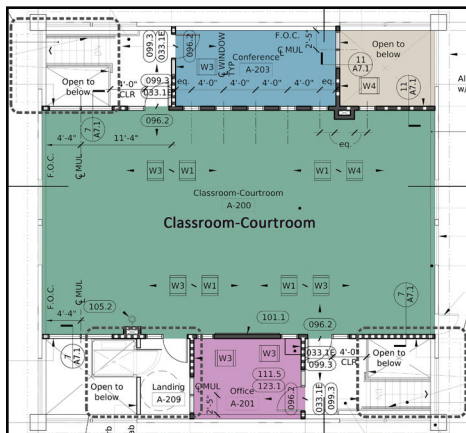
The Hillsdale Campus was a hub of construction activity as various projects at both CCOC and MAEP got underway. Construction began in March on CCOC's Building 200 which was transformed into a Health Careers Center, as part of Proposition 1D funds. Also funded by Prop 1D funds were the CCOC Building 700 and 800 projects.

The Building 700 project (Public Services Industry Sector) includes creating a model courtroom and a two-story fire training tower. The Building 800 project (Hospitality, Tourism & Recreation Sector) will expand the Culinary Arts and Baking & Catering program work areas to include a simulated model restaurant.

Our undersized and unusable portable classrooms at the old MC Village site were demolished in April to make way for three new portables to expand the MC Village Adult Education Center. With the closing of both the Erikson and San Jose Adult Education Centers in June 2011, more classrooms were needed as MAEP consolidated on the Hillsdale Campus.

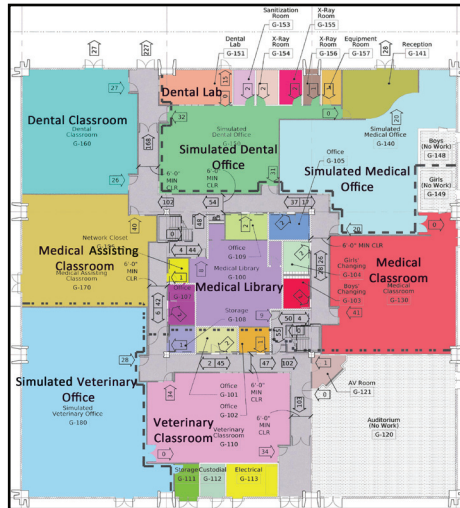
CCOC Carpentry Instructor, **Kurt Cheetosos**, took advantage of the on-site construction by having his students frequently visit the construction sites to view firsthand what really happens during the construction process.

Other summer projects completed for the 2011-12 school year included replacing the 40 year old gas lines, and reconfiguring the south parking lot to add 85 parking spaces.



Building 700 Floor Plan - 2nd Floor, Model Courtroom - Completion date 10/1/11. Drawing provided by Bartos Architecture.

Health Careers Center



Building 200 Floor Plan - 1st Floor Drawing provided by Bartos Architecture.



Building 200 Medical Assisting.



Building 200 Dental Assisting.



MC Village New Portables

Building 800

The renovation of the expanded lab for the Culinary Arts and Baking & Catering Programs began in full swing as soon as school ended in May 2011. The building will have an area for banquet/meeting rooms as well as a model restaurant area for the program. The renovation includes upgrading the classrooms.



The Hub - Renovated Model Restaurant Area used as a lab for the students.

IT Department

The first phase of digitizing permanent student records to efficiently and effectively safeguard student's identities and preserve permanent records began in the fall of 2010. The new digital archives preserved 7,000 fragile paper documents and converted data from 188 micro-film cartridges to a secure digital reel interface.

Under the direction of **Bob Beaulieu**, Chief Technology Officer, MetroED will save approximately \$50,000 annually on copier leases with the consolidation of programs on the Hillsdale campus. Mr. Beaulieu worked to upgrade all copiers to include scanning and e-mail features as well as contracting for all leases to terminate at the same time.

Due to the Proposition 1D construction projects, and adult education facility expansion, 53 classrooms needed to be reconfigured and set-up for networks for computers, classroom technology, and support staff. The IT Department worked diligently to ensure the process went smoothly.

During 2011-12, MetroED will be converting to a new e-mail and calendar system for employees, using Microsoft Exchange Services. All of the installation and configuration was completed during the year in preparation for the upcoming conversion.

IT staff updated the District web page which, is now easier to access and retrieve information for students and the community.

MetroED Teacher Credentialing Services

MetroED is an approved LEA (Local Education Agency) and a member of the Credentialing Services Consortium that assists teachers in obtaining a preliminary or clear a Designated Subjects Adult Career Technical Education (CTE) 5 year and the newly-adopted 3 year credential, Special Subjects, and/or Supervision and Coordination credential.



Joyce Veasley

MetroED LEA staff will counsel and assist teacher candidates from their initial application through clearing

their credential including the required Educator Preparation Program courses.

Joyce Veasley, LEA Program Coordinator, shared that a group of future leaders consisting of MetroED and Milpitas Adult School teachers completed the entire Supervision and Coordination (S&C) credential program during the 2010-2011 school year. Teachers from throughout the region including those from industry and Regional Occupational Program (ROP) schools will continue the S&C program during the 2011-2012 school year.

The Supervision and Coordination credential is a mid-level management credential specifically for adult / career technical / vocational education. It allows the holder to serve as a coordinator, department chair, lead teacher, even, with the approval of the Board of Education,

as vice principal of the designated subjects programs. It is occasionally used in some district level positions for coordination of programs.

If you would like more information, please contact **Joyce Veasley**, LEA Program Coordinator, (408) 723-6488; **Luz Daugherty**, Site Registrar, (408) 723-4284 or **Farah Ubaidullah**, Credential Analyst, (408) 723-6466. Additional information is available at www.MetroED.Net/credential.html.



MetroED Governing Board

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

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

Daniel Bobay, Governing Board Clerk
Milpitas Unified School District
1331 E. Calaveras Blvd., Milpitas, CA 95035

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

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

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



MetroED Contact Information

District Office

- Superintendent (408) 723-6464
- Chief Business Officer (408) 723-6569
- Fiscal Services Department (408) 723-6428
- Credential Services (408) 723-6488
- Human Resources (408) 723-6434
- IT Department (408) 723-6442
- Maintenance & Operations Dept. (408) 723-6424
- General Number (408) 723-6400

Central County Occupational Center (CCOC)

- CCOC Day Class Registration (408) 723-6407
- 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) 723-4212

Teacher Credentialing

- Registration (408) 723-6466



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

NONPROFIT ORG.
U.S. POSTAGE
PAID
PERMIT NO. 264
SAN JOSE, CALIF

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.

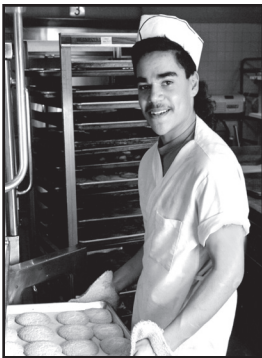
Adult education had its beginnings in 1883 in San Jose and was called "Night School." Prior to World War I, this was largely an evening high school to permit young adults to make up deficiencies in their earlier education.

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.



Student in early baking class 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 34 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 is one of the largest adult education programs in the state.

In 2010-11, the adult programs served over 10,000 adult students in 14 locations in the San Jose Unified School District.



MAEP ESL students in the early years.

YOUR CHOICE YOUR FUTURE

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 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