



Metropolitan Education District

ANNUAL REPORT

2007-2008



U.S. Congressman Mike Honda with CCOC Fire Science students



MAEP Graduates
June 2008



San Jose Mayor Chuck Reed with CCOC Students

California State Superintendent of Public Instruction Jack O'Connell with Fire Science Students



We are ALL about student success!

Welcome to MetroED!

SUPERINTENDENT'S MESSAGE

The 2007-2008 Annual Report highlights the many successes and accomplishments of the students and staff at MetroED.

Both the Central County Occupational Center (CCOC) and Metropolitan Adult Education Program (MAEP) provide numerous opportunities for students to be successful in career technical education, earning a high school diploma or learning a new skill for career advancement or pleasure.



Both programs will be going through WASC re-accreditation in the coming year. Home groups and Focus groups have been meeting to share ideas on continuous program improvement. The visiting teams from WASC will have the opportunity to read and verify our self-studies, provide us feedback, and recommend a term of accreditation for our programs.

This annual report will give you an overview of the accomplishments our students have made during the past year as well as contributions made by instructional staff, who have gone above and beyond to raise the bar for our students.



Paul R. Hay
MetroED Superintendent



BOARD PRESIDENT'S MESSAGE

As the Campbell Union High School District representative to MetroED, it is my pleasure to present the 2007-08 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-art facilities and equipment.

The classes offered through MAEP provide a variety of choices for adults to learn a new skill, enjoy a hobby, or complete their education.

Throughout the State of California, the 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 the quality of educational programs for students of all ages does not deteriorate further.

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



Diane Gordon
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 for "at risk" youth (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.



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 (juniors and seniors) 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.

HOW ROCP IS FUNDED

Regional Occupational Center Programs (ROCP) are funded by the State of California based on Average Daily Attendance (ADA). One ADA = 525 hours of instruction. The amount of ADA that the state pays for is capped. The CAP is adjusted annually based on the statewide growth of enrollment for high school juniors and seniors. The following chart reflects the actual ROCP ADA trends by program:

| ROCP Program | 2005-06 | 2006-07 | 2007-08 |
|---|--------------|--------------|--------------|
| CCOC Day Program | 1,489 | 1,541 | 1,585 |
| CCOC Summer Program | 46 | 24 | 29 |
| CCOC Evening Program | *NA | 188 | 195 |
| Job Corps Programs | 305 | 322 | 341 |
| Cosmetology Schools | 364 | 164 | 226 |
| High School Satellite ROP Classes: | | | |
| Campbell UHSD | 498 | 518 | 509 |
| East Side UHSD | 401 | 522 | 561 |
| Los Gatos-Saratoga JUHSD | 78 | 120 | 124 |
| Milpitas USD | 199 | 222 | 177 |
| San Jose USD | 452 | 463 | 419 |
| Santa Clara USD | 268 | 271 | 259 |
| Total ROCP ADA | 4,100 | 4,355 | 4,425 |

*In 2005-06, the CCOC Evening Program was fee-based.

APPRENTICESHIP TRAINING

Official apprenticeship programs are registered with the California Department of Industrial Standards, Division of Apprenticeship Standards. Each program must work under the guidance of a Local Education Agency (LEA). CCOC serves as the LEA for seven apprenticeship programs:

- Northern CA Carpenters JATC (Joint Apprenticeship Training Committee)
- Santa Clara County Mill Cabinet JATC
- Western Electrical Contractors Association JATC
- Northern CA Barbering and Cosmetology Apprenticeship

- Walton & Sons Masonry, Inc. (Mountain View)
- California Fire Fighter Joint Apprenticeship Committee
- Santa Clara & San Benito Counties Roofers JATC

As the registered LEA, CCOC establishes standards and monitors adherence to those standards. MetroED requires all apprenticeship instructors to hold valid teaching credentials. The curriculum taught has been State approved. A representative of CCOC attends meetings of the JATC, and CCOC participates in monthly meetings of the South Bay Apprenticeship Coordinators group.

COLLEGE CREDITS

CCOC has **118** articulated courses for a total of **257** possible college credits to be earned through partnerships with community colleges (CCs) in our area. Students use course articulation to assure that the courses they complete will not have to be repeated at the institution to which they are transferring.

Hartnell, DeAnza, Foothill, Mission, West Valley, San Jose City and Evergreen Community Colleges offer CCOC students college credit if they receive an A or B in their courses.

New articulations added this year:

- **Baking and Catering** articulated with "Fundamentals of Baking and Confectionery," Hospitality Management, at Mission College. The course offers 2.0 CC credits.
- **Fire Science/First Responder** articulated with Foothill for the Emergency Response Course for 5.0 CC credits.
- **Health Occupations and Medical Assistant** articulated with Mission College aligning with four courses: "CPR", "Health Lifestyle", "Medical Terminology" and "First Aid" for a total of 8.0 CC credits.
- **Medical Office Careers** articulated with Mission College for "Medical Terminology" for 3.0 CC credits.
- **Veterinary Assistant** program articulated with Foothill College Veterinary Technology Program for 4.5 CC credits.

CCOC Teacher of the Year

Jan Joseph, Baking & Catering Instructor named 2008 CCOC Teacher of the Year. Mr. Joseph was selected by his peers in June 2008 and has done an outstanding job revitalizing



the student cafeteria, "The Hub", into a great place for students and staff.

CCOC Student Accomplishments

Fire Science/pre-EMT Class

The Fire Science and pre-EMT classes, new for 2007-08, have far exceeded all expectations. Through the efforts of instructors **Phil Gonzalez** and **Oscar Tovar**, students were able to have hands-on experiences and receive certifications in their field. As California was faced with fires throughout the state in June 2008, CCOC student completers were called to action.

Chief Murdock of CAL FIRE and his staff have expressed their appreciation and thanks to MetroED/CCOC for providing additional help to fight local fires. Five students from the CCOC Fire Science program responded to the CAL FIRE request for assistance.

We're told that the students represented CCOC in a very professional manner and received many positive comments from the crews and training staff with whom they worked. The students were **Daniel Stoch**, Team Leader; **Travis Paulin**, Assistant Team Leader; **Alex Ruiz**; **Gustavo Gonzalez** and **Daniel Gonzalez**. The students were released from their 1st assignment on July 1, called back in July and are now on stand-by for the September fire season.



Congressman Mike Honda with Fire Science Student at Dedication Ceremony

Stanford Medical Youth Science Program

Health Occupations student **Valeria Flores** was selected for the five-week Stanford Medical Youth Science Program (SMYSP). Flores was one of only 24 selected from a pool of 330 applicants from Central and Northern California. The Program is an annual science and medicine-based enrichment program open to low-income high school sophomores and juniors. Flores' costs, including tuition,

books, classroom fees, and room and board on the Stanford Campus, are paid for by the program.

Flores came to the United States from Bolivia one year ago and is an English Learner. The 16-year-old said that attending CCOC's Health Occupations class, by Instructor **Collette Betters**, was the highlight of her school day. Flores splits her school day between CCOC and Yerba Buena High School.



Valeria Flores

SkillsUSA Competition

In February 2008, 38 CCOC students competed in the SkillsUSA Regional competitions. The competition areas were in Air Conditioning, Forensics, Diesel and Residential Wiring. Twenty-one students won Gold medals at both the Salinas and San Jose competitions and went on to compete at the state level.

Nine CCOC students received Gold medals at the April state competition in Fresno and five of the nine went on to the national SkillsUSA competition in Kansas City in June.

Jeff Kershaw, Oak Grove High School, and **Nick Clausen**, Leland High School, each won a \$30,000 scholarship to Wyotech University. Jeff's gold was in Heating & Air Conditioning (HVAC) and Nick's in Diesel Technology.



SkillsUSA CCOC Students and Instructors at State Competition



CCOC StRUT Winners with Instructor Locketz and CCOC Director Fox

Top Medals at StRUT

Three teams from Instructor **Justin Locketz's** Computer Technology class competed against 36 other teams from 14 different high schools in three different timed areas: Computer build/presentation, challenge, and written exam. **Kevin Camozzi**, a senior at Leigh High School, and **Johnny Cordova**, a junior at Liberty High School had the highest scores overall, earning them each a laptop and a gold medal.

The computer build/presentation is a timed portion in which students take apart and rebuild a computer as fast as they can. The team gives a presentation to judges who score their ability to communicate, use organizational skills, use of visual aids, delivery, and teamwork. In the challenge portion, students troubleshoot 10 different computers, determine the problem, and suggest a solution.



CCOC Grove Scholars

\$128,000 in Scholarships

Thirty-two CCOC students were each awarded a \$4,000 Grove Scholarship this year to continue their education in local community colleges. This is compared to 26 scholarships awarded in 2006-07 and seven awarded in 2005-06. **Chantu Nguyen**, CCOC Counselor, has been instrumental in working with the students and the Grove Foundation.

CCOC Highlights

GOING GREEN AT CCOC

Two new initiatives at CCOC are the Solar & Green Building Project and Alternative Fuel Safety Training. Evergreen Community College received a 2-year grant through SB 70 for \$250,000, and their partnership with CCOC will provide valuable assistance with the new curriculum.

Evergreen is developing a two-unit course for Hybrid and Alternative Fuel Repair Technology. The curriculum being developed at CCOC, under the direction of **Ed Van Hagen**, Instructor for Auto Tune-Up & Electrical Systems, encompasses the safety aspect of working on alternative fuel automobiles for high school students. Hybrid automobiles, whether electric or hydrogen powered, require different techniques when doing repairs and maintenance.

Solar technology curriculum was developed to begin a hands-on course commencing in the fall of 2008 that provides an overview of the basic concepts of solar technology, safety, and installation of photovoltaic solar units. Students will have the opportunity to install solar panels and monitor them on-site. Great opportunities, great for the environment!

MIDDLE SCHOOL CAREER EXPLORATION

Over 1,100 middle school students visited CCOC from Oak Grove School District, Santa Clara Unified School District, and San Jose Unified School District as part of an SB 70 Career Exploration Grant. CCOC students served as tour guides for classroom visitations.

At the summer school program held in June, approximately 60 students from the 7th and 8th grade enjoyed the experiences of hands-on classes in Fire Science, Carpentry, Multimedia and Veterinary Assisting during a week-long camp. The students toured Evergreen Community College, soldered pipes at the Pipe Trades Training Center and bent pipe at the San Jose Electrical Building Center. This was the second year that the Career Exploration Camp had been held at CCOC.

\$9.8 MILLION IN PROP 1D GRANTS APPROVED

State Proposition 1D, the education facilities bond approved by voters in November 2006, included \$500 million for career technical education facilities construction, modernization, program reconfiguration and equipment. Applications for the funds were competitive and considered in two grant cycles. In March 2008, the State Allocation Board approved funding for all seven of CCOC's Cycle I grant applications for CCOC modernization and program reconfiguration. MetroED will use matching funds to complete the projects, with construction scheduled to start the summer of 2009. CCOC filed eight applications for Cycle II, all of which have been approved by the Department of Education. Funding for these Cycle II projects has not yet been approved by the State Allocation Board.

With funding approval of the Cycle II grant applications, and including the district's financial match, CCOC will spend nearly \$20 million on new equipment, facilities upgrades and program reconfigurations over the next 3-4 years.

Cycle I - Approved and Funded

| Industry Sector | Building | Total Project Cost | Prop 1D Grant Amount |
|--------------------------------------|----------|---------------------|----------------------|
| Health, Science & Medical Technology | 200 | \$2,576,952 | \$1,288,476 |
| Hospitality, Tourism & Recreation | 800 | \$1,905,068 | \$952,534 |
| Fashion & Interior Design | 100 | \$526,622 | \$263,311 |
| Arts, Media & Entertainment | 100 | \$2,809,590 | \$1,404,795 |
| Agriculture & Natural Resources | 200 | \$561,276 | \$280,638 |
| Building Trades & Construction | 300 | \$2,956,302 | \$1,478,151 |
| Transportation | 600 | \$2,807,116 | \$1,403,558 |
| Totals | | \$14,142,926 | \$7,071,463 |

Cycle II - Approved, Unfunded

| Industry Sector | Building | Total Project Cost | Prop 1D Grant Amount |
|-------------------------------------|---------------------------|---------------------|----------------------|
| Energy & Utilities | 300 | \$1,322,079 | \$661,039 |
| Health Science & Medical Technology | Bldg. 200 Equipment | \$135,446 | \$67,723 |
| Building Trades & Construction | Bldg. 300 Equipment | \$63,836 | \$31,918 |
| Transportation | 500 & 600 Equipment | \$777,733 | \$388,867 |
| Arts, Media & Entertainment | Bldg. 100 Equipment | \$259,645 | \$129,822 |
| Hospitality, Tourism, & Recreation | Bldg. 800 Equipment | \$107,355 | \$53,677 |
| Public Services | 700 | \$1,902,980 | \$951,490 |
| Fashion & Interior Design | 100 | \$959,210 | \$479,605 |
| Totals | | \$5,528,284 | \$2,764,141 |
| | Total - All Cycles | \$19,671,210 | \$9,835,604 |

CCOC Student Data

STUDENT PROFILE

| Student Profile | CCOC | *SCCOE |
|----------------------------------|------------|------------|
| Gender | | |
| ▶ Female | 45% | 48% |
| ▶ Male | 55% | 52% |
| Ethnicity | | |
| ▶ Hispanic/Latino | 57% | 36% |
| ▶ White (not Hispanic) | 23% | 26% |
| ▶ African-American | 6% | 3% |
| ▶ Filipino | 2% | 5% |
| ▶ Asian | 7% | 25% |
| ▶ All Others less than 1% | 5% | 5% |
| Primary Language | | |
| ▶ English | 55% | N/A |
| ▶ Spanish | 38% | N/A |
| ▶ Vietnamese | 2% | N/A |
| ▶ All Others less than 1% | 5% | N/A |
| English Language Learners | 20% | 26% |

*Santa Clara County Office of Education (SCCOE) county-wide data for 2006-2007

HIGH SCHOOL 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 ADA).

| Year | 2005-06 | 2006-07 | 2007-08 |
|------------------|-----------------|-----------------|-----------------|
| High School ADA | 1,079.58 | 1,128.62 | 1,238.48 |
| Adult ADA | 408.86 | 397.68 | 346.33 |
| Total ADA | 1,488.44 | 1,526.30 | 1,584.81 |



STUDENT SURVEY

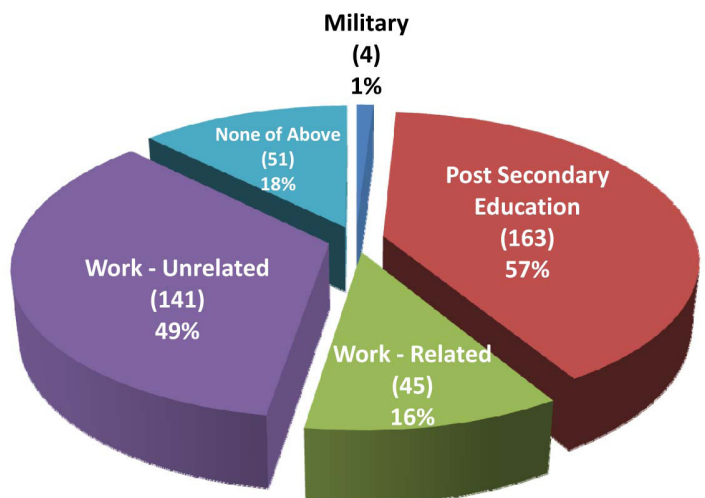
In November 2007, the District conducted a survey of **1,051** CCOC high school students in all programs and from all six participating districts. The following survey results provide valuable information to ensure our programs continue to meet the needs of our students:

- 70% of CCOC students have passed the CAHSEE
- 88% of CCOC students have passed one or both sections of the CAHSEE
- 59% say CCOC has allowed them to see the value of academic classes back at their home high schools
- 85% say CCOC has helped them realize the importance of education to ensure a successful future
- 48% say their home high school grades have improved since attending CCOC
- 84% say compared to other schools attended, CCOC has the most value
- 89% say transportation is not a problem getting to CCOC
- 73% take a school bus, 17% drive, 1% use public transportation, 9% other
- 73% plan on attending further education after high school, 23% not sure, 4% no.

CCOC FOLLOW-UP SURVEY RESULTS

Students who had completed the 12th grade in 2006-07 were contacted 6 months after graduation by telephone. The following chart shows the student responses as reported in the survey. Students may be working and attending school; therefore, total percentage is greater than 100.

Total 12th grade completers were 784, and the total of survey respondents was 288.



MetroED Distinguished Visitors & Partners

Central County Occupational Center (CCOC) has had the opportunity to showcase its professional, hands-on learning to many visitors from around the state. **California Secretary of Education David Long**, remarked after his visit in November 2007, "Why are there not 25 more centers like CCOC around the state?"



California Secretary of Education David Long with students

Mary Maben from **Congressman Mike Honda's** office announced a grant of \$95,305 sponsored by Congressman Honda to support our Fire Science program. Congressman Honda, Ms. Maben and staff members attended the Fire Science/pre-EMT Dedication Ceremony held on February 13, 2008.



U.S. Congressman Mike Honda and students

State Superintendent of Public Instruction Jack O'Connell was the keynote speaker for the Fire Science/pre-EMT Dedication Ceremony and praised students and staff for an excellent program.



Jack O'Connell, State Superintendent of Public Instruction

Two high-level Directors for **Adobe Systems** worldwide education programs toured CCOC. They were "wowed" by our programs, calling them "very progressive." They expressed a desire to partner with CCOC in several areas. Animation Instructor **Eric Whitman** was invited to join the Adobe Education Leaders (AEL) program. AEL is a program of select educators from around the world that have a huge impact on the way Adobe develops their products and programs for education.



In addition, Adobe extended an invitation to Multimedia Instructor **Dale Poor** to join the Adobe Youth Voices Sites program (AYV). AYV is an international initiative that offers resources and training to schools and after school programs so that young people can use multimedia tools to comment on their world. The program provides cash grants, software donations, training, and ongoing mentorship support. We received a \$50,000 grant!



Video Production Students

Jeanne Mader, Community Relations Manager for Allied Waste Services and a member of the Milpitas Chamber of Commerce, was able to get Allied Waste Services and six other companies to sponsor the full cost of the CCOC awards day ceremonies and events. The following partnered



City of San Jose Donation to the new Fire Science Program

with Allied Waste to donate \$4,200 for the events: Jerry Strangis, Easy Print Design, Jerry's Market & Deli, USE Credit Union, Classic Graphics, and ProLine Golf-Milpitas.

California **State Senator Tom Torlakson** was scheduled for a one-hour tour, and stayed for nearly 3 hours. He was impressed by the Center, and the model created by our six participating districts. CCOC's Video Production class prepared a video for the Senator to use throughout the state as an example of a successful career-technical education center. He is a former high school teacher, a member of the Senate Education Committee, and chairs the Senate Appropriations Committee. The video is available at www.metroed.net.

California **State Assembly Member & Education Chair Gene Mullin** toured CCOC and also sent a representative to the Fire Science/pre-EMT Dedication Ceremony. He sent a letter remarking, "You have developed an excellent curriculum and paired it with exceedingly qualified instructors. It is programs like these that are addressing the diverse educational needs in California."

In June 2008, the **San Jose City Council** approved the donation of a surplus Brush Patrol vehicle to CCOC's Fire Science program. The vehicle is a 1988 Ford F350 Cab and Chassis with a Brush Patrol body with an estimated value of \$5,000. The donation was the result of efforts by former San Jose City Council Member and retired SJFD Captain **John Diquisto**.

A former student, **Gerry Jensen**, attended the Heating, Ventilation, Air Conditioning (HVAC) classes from 1984-1986 at CCOC. Jensen contacted staff and said he got his start in the HVAC class and now it was time to "give something back". **Jensen** along with his partner, **Terry Babb**, "Millennium Enterprises Incorporated", sponsored two \$1,000 scholarships for the students in HVAC and Carpentry.

Jensen and Babb also pledged \$500 per year each to the HVAC and Carpentry programs for supplies and materials. Jensen is a MetroED Foundation Director.

CCOC Facilities and Grants

COMMUNITY COLLEGES STEPPING STONES GRANT

The Stepping Stones Collaborative is funded by the California Department of Education (CDE) SB 70 CTE (Career Technical Education) Community Collaborative Grants for \$600,000. The purpose of the grant is to create a seamless transition from secondary schools to a variety of postsecondary options for Santa Clara County students. Focus areas are: middle school career exploration, CTE programs of study, business and industry partnerships, and multimedia advertising.

The Stepping Stones Collaborative consists of the three Santa Clara County ROC/P programs, (including CCOC), the West Valley-Mission Community College District, San Jose City College, Gavilan Community College, and Foothill Community College. Implementation of the collaborative work plan will begin in the fall of 2008.



**We're
Raising the
Bar**

ENGLISH LANGUAGE LEARNERS CERTIFICATION

Central County Occupational Center (CCOC) teachers are completing the final step of the EL (English Language) Certificate of Completion of Staff Development program that began in June 2007. The program certifies that teachers are authorized to teach English Language Learners (ELL) using the SDAIE (Specially Designed Academic Instruction in English) pedagogy. Instructors submitted portfolios documenting classroom work with ELL students. Almost 20% of students presently enrolled at CCOC are designated as English Language Learners.



TECHNOLOGY NEWS

The Information Technology (IT) Department at MetroED continues to provide support to the students and staff. Cyber-ethics and Cyber-bullying awareness training was provided to all site personnel.

All computers, printers, and projectors were inventoried and documented. The district's firewall system was upgraded to ensure security of the equipment the students and staff use daily.

MetroED's IT Department implemented Access Control Lists (ACLs) to ensure students login before accessing the Internet. This allows the student network traffic to be easily monitored, special filters to be created, bandwidth rate limits can be set and access times created.

Virtual Local Area Networks (VLANs) were created to segment various types of network traffic (Voice over IP, Video over IP, student traffic, staff traffic, IT traffic, etc.) These technologies have proven to be beneficial for students and staff.

CAREER TECHNICAL EDUCATION PLAN

In June 2007, the MetroED Governing Board approved a new, comprehensive Career Technical Education Plan for the Central County Occupational Center (CCOC). That plan was updated in January 2008, and submitted to the California Department of Education (CDE) as part of the district's application for Proposition 1D facility modernization grants. The Plan received high marks and accolades from the CDE, and other Regional Occupational Centers & Programs have asked for copies to use as a sample of how to create a good plan.

Essential to creation of an effective Plan was the participation of the district's newly formed district-wide Career Technical Education (CTE) Advisory Committee. The MetroED CTE Advisory Committee was created in May of 2007, and composed of members from the public, students, school & district administrators, instructors, counselors, industry, unions, community colleges, Employment Development Department (EDD) and others.

The CTE plan is designed as a living document encompassing all aspects of the CCOC program: curriculum and instruction, assessment and accountability, facility needs, and community collaboration. The plan will be revisited and revised as educational and business trends evolve. The plan is intended to be used as a guide for expanding the current program, reviewing the quality of the program, evaluating new courses, implementing the vision, mission and goals of the program and developing the resources to implement the plan.

The primary goal of the CTE plan is to improve student achievement by increasing the rigor and relevance of the overall instructional program and following goals from the Master Facilities Plan through

- Aligning the curriculum to the California Technical Education Model Curriculum Standards
- Utilizing the Career Technical Education Framework for California Public Schools, Grade Seven

through Twelve, as a blueprint to implement collaborative and interdisciplinary work among pathways within each industry sector and to provide real workplace experience for students

- Developing an annual professional development plan that includes "best practices" instructional strategies
- Providing a safe, secure, healthy and accessible learning environment
- Providing facilities with the latest "state of the industry" technology and equipment
- Maximizing the space utilization of existing facilities
- Creating Academic Centers in each building where feasible
- Providing simulated real workplace laboratory environments

The strength of the CTE plan lies in its integration of all these aspects.

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 41 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.

HOW IS MAEP FUNDED?

MAEP revenues are derived primarily through state apportionment based on average daily attendance (ADA) at the state revenue limit for adult education. The state revenue limit for 2007-2008 was \$2,645.30 per ADA.

For the 2007-2008 school year, ADA was capped as follows:

Campbell Adult Education: 1,158 ADA
San Jose Adult Education: 2,348 ADA

In addition to state apportionment, MAEP received grant funding of \$933,358 through CalWORKs, \$951,357 through the Workforce Investment Act (WIA), Title II, and \$16,000 in Carl D. Perkins funding.

Fee-based classes, in the community and on-line, provide other sources of revenue for MAEP's adult education program.

125 YEARS OF SERVICE

The Metropolitan Adult Education Program (MAEP) ended their 2007-08 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 41 outreach sites.
- Over 564 classes offered in the following program areas:

| | |
|----------------------------|--------------------------|
| Adult Basic Education | Adults with Disabilities |
| ESL & Citizenship | GED Preparation Classes |
| Older Adult (50+) | Parenting, Family |
| Career Technical Education | High School Diploma |
- ADA Generated: Campbell 1,183 and San Jose 2,367
- Capitol High School graduated 32 students from their home schools
- 933 students earned grades and credits
- Annual Budgets: Campbell \$3,262,676 and San Jose \$6,751,608
- Independent Audits: no findings for the last 4 consecutive years
- MAEP partnerships include the following:

| | |
|--------------------------------|---|
| Automotive Collision Centers | Master Gardeners of Santa Clara County |
| CalWORKs | Monterey Academy of Cosmetology |
| Catholic Charities | Pathways Society |
| Center for Employment Training | SCC Office of Education (SCCOE) |
| Classified Academy | Sacred Heart Community Service |
| Clinical Externship Sites | Salvation Army |
| Ed2Go | Samaritan Medical Care Center |
| Ernst & Young | San Jose Parks & Recreation Dept. |
| Evergreen Beauty College, Inc. | San Jose Water District |
| Ganaye Academy of Cosmetology | SCV Urban Runoff Pollution Prevention Prog. |
| Holiday Inn | Valley Medical Center |
| Job Corps | Victoria Beauty College |
| Kaiser Permanente | West Valley Clean Water Program |
| Manpower, Inc. | Work2Future |
- MAEP serves 55% of the CalWORKs referrals in Santa Clara County.
- MAEP joined in partnership with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPP) and the West Valley Clean Water Program to offer the first 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
- Gold, Silver and Special Recognition awards from Second Harvest Food Bank
- Four Superintendent "Raising the Bar" Awards
- Three MetroSTAR Awards
- Six Year WASC Accreditation

Adult Education Average Daily Attendance

From 7/01/07 - 06/30/08

| Programs | 2005-06 | 2006-07 | 2007-08 |
|-----------------------|--------------|--------------|--------------|
| Adult Basic Ed. | 350 | 349 | 147 |
| Adults w/Disabilities | 465 | 424 | 450 |
| Career Technical | 149 | 184 | 439 |
| ESL | 1,470 | 1,533 | 1,458 |
| HS Diploma, GED | 391 | 381 | 381 |
| Older Adults | 241 | 319 | 344 |
| Parenting | 127 | 136 | 119 |
| Cosmetology | 0 | 0 | 212 |
| Totals | 3,193 | 3,326 | 3,550 |

MAEP Highlights

RECOGNITIONS

The California Council for Adult Education recognized two MAEP employees: **Lenore Butler** and **Sally Starz**, in 2007-2008.

Lenore Butler, Office Manager and Senior Administrative Assistant at the San Jose Center, was honored for Excellence in Support Services. Butler was honored because she excels in her position and exhibits strong organizational skills, a thorough understanding of district policies and procedures and great communication skills. She works with MAEP's site registrars, teachers, instructional aides, students and community partners, always keeping in mind the ultimate goal of student success.



Carolyn Richardson, Campbell Adult Center Assistant Principal, and Sally Starz at CCAE Award Ceremony.

Sally Starz, MAEP teacher and program supervisor of the Parent Education program was honored for Excellence in Teaching. Starz's colleagues describe her as a quick thinker who is dependable and efficient. She is innovative with both children and adults. Starz can demonstrate fish painting, intervene between feuding children and handle silkworms with equal aplomb. She is a thoughtful problem-solver and a low-key, but extremely effective, leader. Starz has represented MAEP at the Bay Area Parent Education Network for over ten years. She has been instrumental in planning workshop strands of parent education for teachers at local and statewide conferences.



**We're
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GRANTS & AWARDS

MAEP Curriculum Specialist **Marti Rao** accepted a \$1,500 mini-grant from CALPRO to participate in the Learning Communities for Site-Based Professional Development in Sacramento in



May. The project that MAEP has selected to work on is peer coaching to improve instruction, curriculum, assessment, student retention, and student success.

When **Terry Georgetti**, one of Campbell's ESL teachers at the Rosemary School, determined that she needed extra \$\$\$\$\$ to help her students learn, she wrote a grant. The grant was written to purchase laptops and Rosetta Stone ESL software and submitted to the Lantern League (a Women's Giving Circle in San Jose). Across the United States, groups of women are initiating and participating in giving circles - groups of individuals who pool their charitable gifts to fund projects that improve the quality of life in their communities. Georgetti was granted \$11,000 which will help five (5) MAEP ESL classes which are taught at the Rosemary Family Learning Center.

VISITORS FROM CHINA

In October 2007, MAEP hosted a delegation of sixteen Mayors, Vice Mayors, Executive Directors, Chief Executives, Vice Secretary-Generals and Vice Magistrates from Shandong Province in China. The delegation was interested in learning more about Adult Education in the United States and how they could incorporate some of our best practices at home. They were also very interested in the organizational structure of a Joint Powers Authority and how resources can be shared for the benefit of all.

In November, MAEP hosted a second group of visitors, who were here to learn more about Adult Education American-Style. The thirty government officials were welcomed by Supt. Paul Hay, who explained the JPA structure, apportionment and attendance accounting. Students from ESL classes brought samples of class materials used in their ESL and Distance Learning Programs and they shared what makes the MAEP program unique...amazing teachers and a variety of program delivery methods.



ESL Students

GOING GREEN AT MAEP

The Solar Energy project was completed at MAEP's San Jose Center (SJC) in June 2008. The array panels have been installed and the electrical wiring completed, reports SJC Assistant Principal, **Jo Ann Van Ballegooijen**. The project has added additional lighting to the San Jose Center parking lot and SJUSD will be reaping the benefits and cost savings of using solar energy. San Jose Center students and staff are excited about this SJUSD project that is so good for our environment.

MAEP's Community Interest Program (CIP) is working in cooperation with the **Santa Clara Valley Urban Runoff Pollution Prevention Program** (SCVURPP), the Master Gardeners of Santa Clara County, and the West Valley Clean Water Program to offer an

educational program to provide training to landscape maintenance workers and landscape professionals to reduce water pollution sources (including pesticides) found in urban runoff. Thirty students graduated from the first program in April 2008. The students passed a final exam to ensure that they had mastered the curriculum material and will be listed in future advertising as Certified Green Gardeners.



MAEP Accomplishments

CAPITOL HIGH SCHOOL

The Capitol High School program is designed for 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 close to \$1,000,000. During the 2007-2008 school year, MetroED provided services to 383 CalWORKs recipients and currently serves 55% of the CalWORKs recipients referred to adult education in Santa Clara County.

In 2007-2008 CalWORKs students were involved in community projects such as a blood drive for the Red Cross, volunteering for the Registrar of Voters in our most recent elections, collecting trash for the City of San Jose, spearheading MAEP's Holiday Food Drive, and creating crafts for local childrens' shelters.

MAEP's participation in these projects has increased the visibility of MetroED's programs and services throughout the community.

GRADUATION

Eighty students completed their studies and earned their adult high school diplomas in June 2008. The students attended high school classes at the Campbell, Erikson and San Jose Centers as well as the Independent Study Program at Erikson.

Norma Rodriguez, Alum Rock Union School District Elementary School Principal, was the keynote speaker. Ms. Rodriguez shared her experiences with the graduates, family and friends in attendance including coming to the United States at 14 years of age, dropping out of school, getting married and becoming a mother and wanting to go to school to learn how to improve her English speaking skills. It was 22 years ago that Ms. Rodriguez started English Learner classes at MAEP, articulated through the high school program and graduated before going on to earn two Master's Degrees.



Norma Rodriguez, 2008 Graduation Keynote Speaker

COMPLETERS

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

- 41 Medical Assisting students completed the program and are now ready to begin their careers in the medical field.
- 36 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.
- Office Skills completers at every level were honored as well.

PROGRAMS OF EXCELLENCE

MAEP has received three **Programs of Excellence** awards from the California Department of Education. The Adult Basic Skills program earned the award in 2005-06; the High School Diploma program received the award in 2004-05; and in 2002-03, the Older Adult Program received the **Programs of Excellence** award.

MAEP was found to excel in five key areas: curriculum and instruction, learner support services, leadership and planning, learner accomplishment, and community involvement.

"Teachers, staff and students have worked extremely hard to achieve academic success and this recognition," State Superintendent of Public Instruction, **Jack O'Connell**, said.

To receive the Programs of Excellence award, several aspects of the nominated program are reviewed via an application process and officials with the California Department of Education make a site visit.

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 Del Mar (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 2007-2008

| Total | Math | ELA |
|-------|------|-----|
| 236 | 50% | 63% |

FY 2006-2007

| Total | Math | ELA |
|-------|------|-----|
| 343 | 40% | 62% |

FY 2005-2006

| Total | Math | ELA |
|-------|------|-----|
| 443 | 63% | 78% |

MetroED Budget and Finance

BUDGETS AND FUNDING

MetroED maintains six funds to account for its various revenues and expenditures. MetroED's two major funds are the General Fund, which accounts for all Regional Occupational Center/Program (ROCP) funding, and the Adult Education Fund. The primary source of funding for both programs comes from the State of California education budget.

GENERAL FUND

The General Fund accounts for the revenues and expenses related to the district's Regional Occupational Center and Programs (ROCPs) at the Central County Occupational Center (CCOC) and the ROP programs on the high school campuses of our six participating districts.

ADULT EDUCATION FUND

The Adult Education Fund is used to account separately for federal, state and local revenues and expenditures for the district's Adult Education programs and Capitol High School, an alternative high school program. MetroED administers the Adult Education programs for the San Jose Unified School District and the Campbell Union High School District.

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 that both of these funds retain an overall 10% reserve, composed of a 4% General Reserve and a 6% Reserve for Economic Uncertainty, in order to provide sufficient cash for operations for an approximate 60-day period.

DEFERRED MAINTENANCE

This fund is used to account separately for state apportionments and the district's match contribution for deferred maintenance purposes. Revenues for this fund are the state Deferred Maintenance apportionment, interest earnings and interfund transfers for the district's required match. Expenditures in this fund are intended for major repairs or replacements at CCOC under the 5-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. This fund was created in 2006 to reserve mandated cost reimbursements pending audit by the State Controllers' Office (SCO).

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 allowed only for CCOC new programs, upgrading of existing programs and necessary facility upgrades.

CAPITAL OUTLAY FUND

The Capital Outlay 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 and Proposition 1D grants for the modernization and reconfiguration of CCOC programs.

More detailed budget information may be found at www.metroed.net under "Budgets and Finance"

BUDGET AT A GLANCE FOR FISCAL YEAR 2008-09

| Description | General Fund | Adult Education | Deferred Maint. | Special Reserve | Asset Mgmt | Capital Outlay | Total |
|--|---------------------|---------------------|------------------|------------------|--------------------|----------------------|----------------------|
| Est. Beginning Fund Balances (7/1/08) | \$2,854,522 | \$2,828,214 | \$415,531 | \$495,184 | \$641,956 | \$9,915,193 | \$17,150,600 |
| Sources of Funds | | | | | | | |
| Revenues | \$15,159,484 | \$11,110,871 | \$821,835 | \$30,000 | \$305,000 | \$355,000 | \$27,782,190 |
| Transfers In | \$10,495 | \$137,335 | \$176,954 | \$0 | \$0 | \$0 | \$324,784 |
| Other Sources | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Sources of Funds | \$15,169,979 | \$11,248,206 | \$998,789 | \$30,000 | \$305,000 | \$355,000 | \$28,106,974 |
| Uses of Funds | | | | | | | |
| Expenses | \$15,304,319 | \$11,772,284 | \$958,121 | \$0 | \$440,462 | \$1,555,500 | \$30,030,686 |
| Transfers Out | \$314,289 | \$0 | \$0 | \$0 | \$10,495 | \$0 | \$324,784 |
| Other Uses & Debt Service | \$0 | \$0 | \$0 | \$0 | \$0 | \$19,500 | \$19,500 |
| Total Uses of Funds | \$15,618,608 | \$11,772,284 | \$958,121 | \$0 | \$450,957 | \$1,575,000 | \$30,374,970 |
| Net Sources (Uses) of Funds | (\$448,629) | (\$524,078) | \$40,668 | \$30,000 | (\$145,957) | (\$1,220,000) | (\$2,267,996) |
| Projected Ending Fund Balances | \$2,405,893 | \$2,304,136 | \$456,199 | \$525,184 | \$495,999 | \$8,695,193 | \$14,882,604 |
| Components of Ending Fund Balances: | | | | | | | |
| Reserved: (Revolving Cash, Prepaid Exp.) | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| General Reserve for Cash Flow (4%) | \$624,744 | \$470,892 | \$0 | \$0 | \$0 | \$0 | \$1,095,636 |
| Designated: Economic Uncertainties (6%) | \$937,116 | \$706,336 | \$0 | \$0 | \$0 | \$0 | \$1,643,452 |
| Designated: Contingency-State Deficits | \$700,000 | \$700,000 | \$0 | \$0 | \$0 | \$0 | \$1,400,000 |
| Designated: Capital Projects/Other | \$0 | \$0 | \$456,199 | \$0 | \$495,999 | \$8,695,193 | \$9,647,391 |
| Designated: Other Reserves & Liabilities | \$0 | \$302,000 | \$0 | \$525,184 | \$0 | \$0 | \$827,184 |
| Undesignated Fund Balance | \$124,033 | \$124,908 | \$0 | \$0 | \$0 | \$0 | \$248,941 |
| Total Components of Fund Balance | \$2,405,893 | \$2,304,136 | \$456,199 | \$525,184 | \$495,999 | \$8,695,193 | \$14,882,604 |

MetroED Human Resources

MetroED Staffing

Metropolitan Education District employs approximately 166 full-time and 229 part-time employees to support the educational opportunities for 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. This is largely due to the credentialed instructors needed for the many classes offered to benefit the students and community. The following chart reflects MetroED staffing by position.

CCOC

| | FT | PT | Total |
|--------------|-----------|-----------|-----------|
| Certificated | 41 | 21 | 62 |
| Classified | 15 | 1 | 16 |
| Admin. | 4 | 2 | 6 |
| Other | 0 | 0 | 0 |
| Total | 60 | 24 | 84 |

MAEP

| | FT | PT | Total |
|--------------|-----------|------------|------------|
| Certificated | 23 | 164 | 187 |
| Classified | 26 | 32 | 58 |
| Admin. | 8 | 2 | 10 |
| Other | 5 | 4 | 9 |
| Total | 62 | 202 | 264 |

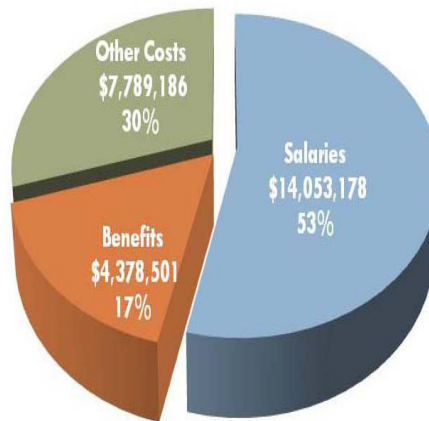
District/Central Office

| | FT | PT | Total |
|--------------|-----------|----------|-----------|
| Classified | 37 | 2 | 39 |
| Admin. | 7 | 1 | 8 |
| Other | 0 | 0 | 0 |
| Total | 44 | 3 | 47 |

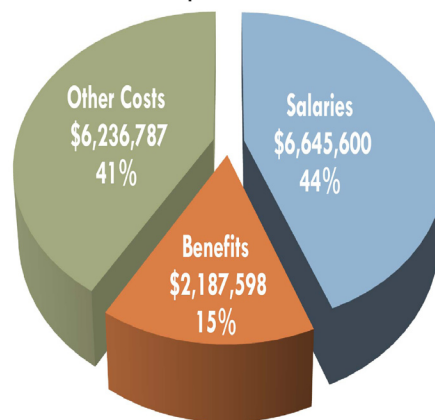
| | | | |
|---------------|------------|------------|------------|
| TOTALS | 166 | 229 | 395 |
|---------------|------------|------------|------------|

MetroED's programs are fully accredited by the Western Association of Schools and Colleges (WASC). All of our instructors are credentialed and where applicable, are certified to teach English Language Learners. Both CCOC and MAEP are undergoing a WASC self-study in preparation for re-accreditation in the spring of 2009.

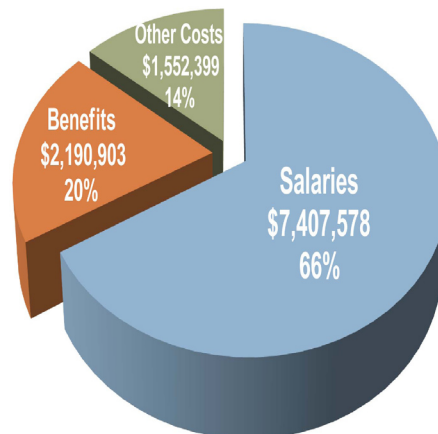
2007-08 Expenses MetroED



CCOC 2007-08 Expenses



MAEP 2007-08 Expenses



Professional Staff Development

Many MetroED staff members are continually involved in improving their knowledge and skills through various kinds of professional development activities.

Two development highlights of the 2007-2008 school year included a new semester-long "Excel" applications class in which 25 staff members participated, and over 90 teachers and other staff members were trained on CPR and Automated External Defibrillators (AEDs) to prepare them to utilize the six new AED's installed last year at five MetroED sites.

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 2007-08, the following MetroSTARS were recognized:

- ★ Collette Better, CCOC
- ★ Mery Cheung, IT Dept.
- ★ Rosa Cisneros, EKS/MC
- ★ Luz Daughtery, DX
- ★ Kirti Venkatasawmy, SJC

The Bar Was Raised in 07-08!

Superintendent Paul Hay established the Superintendent's award to recognize individuals who have gone above and beyond to contribute to the betterment of MetroED, its students and programs. Twenty-four MetroED employees and community members went above and beyond and received recognition at the monthly Governing Board meetings.

Michelle Alaimo; Mark Bartos; Bob Beaulieu; Collette Better, Rita Bottini; Mery Cheung; John Diquisto, Theresa Georgetti; Suzi Glass; Phil Gonzalez; Marsha Grilli; Jan Joseph; Ken Kubiak; Justin Locketz, Tom Mullin; Chantu Nguyen; Marti Rao; Alice Rodriguez; Rico Sciaky; Jeff Schmidt; Christine Smith; Oscar Tovar; and Pam Watson.



**We're
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Bar**

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.

Sewer Line Repair/Replacement

In June 2007, the MetroED Governing Board approved a district application to the state for a Deferred Maintenance Extreme Hardship Grant for replacement of corroded sewer lines on the CCOC campus. On May 28, 2008, the Office of Public School Construction (OPSC) approved the project in the amount of \$801,835. MetroED is currently waiting on final funding approval by the State Allocation Board (SAB), which is expected in December 2008, barring any state budget cuts to the Deferred Maintenance fund for 2008-09. During the last 10 years, MetroED has received nearly \$3 million in Deferred Maintenance Hardship grants from the state for replacement of CCOC roofing, heating, ventilation, air conditioning and transformers.

Transformer Replacement

The transformer that serves the south portion of the Hillsdale Avenue campus was replaced during the summer of 2007 as the final step in a three-year project to replace and upgrade all transformers on the Hillsdale/CCOC campus. This last transformer serves the Adult Education facilities, Central Office (Fiscal Services, Payroll, Human Resources, IT), Maintenance and Operations and the Superintendent's Building.



Video Security Project

Final Installation of 16 video security cameras on the Hillsdale/CCOC campus was completed in October 2007. This was the culmination of

four years of projects to upgrade the security systems on the campus and the Hillsdale Center. Other projects included new fencing, replacement of all building locks on all buildings, upgraded alarm systems and security lighting. The cameras were installed by contractor RFI, and the wiring was completed by MetroED staff.

Asphalt Repair

The parking areas at the Hillsdale/CCOC campus have undergone considerable repair and patching over the last two years. A major repaving project completed in the summer of 2007 included repaving and an expansion of the auto storage areas behind CCOC buildings 500 and 600. During the summer of 2008, the parking and storage areas received a slurry seal, and the entire campus was restriped to provide for easy flow of traffic.



Campus Painting Projects

The three-year old Maintenance and Operations painting program continues to beautify the CCOC buildings, classrooms and labs. This last year, three CCOC building exteriors, the Truck Mechanics lab, and numerous offices, other labs and bathrooms were repainted. The difference has been startling, particularly in lightening up the areas under the building overhangs. It is expected that the remaining buildings will be painted during 2008-09. Painting projects are funded through the district's Deferred Maintenance Fund.



**We're
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Bar**

Building 700 Completed

The 700 building on the Hillsdale campus was inspected and received final sign-off by the Division of the State Architect (DSA) after an extensive remodel. Room 708 was renovated for the Fire Science and pre-EMT classes that began in the fall of 2007. New lighting and HVAC systems were installed including painting the room and installing new flooring.



The Hub

The cafeteria at CCOC continues to be improved and updated to ensure students and staff have a pleasant environment to enjoy a break or lunch. The Hub also provides an excellent learning facility for many of the classes held at CCOC. With the addition of three flat panel televisions for video pod casting, students can share multimedia productions, hear guest speakers or participate in cluster learning. Through the efforts of Baking & Catering Instructor, **Jan Joseph**, the Hub is beginning to look more like a private business environment such as Adobe Systems, Google and Yahoo.



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 offers career technical classes for adults and high school students referred by their counselors.

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 2007-2008

The Metropolitan Adult Education Program is proud to honor **Sally Starz**, Parent Education Teacher, as Teacher of the Year at the 2007-2008 Santa Clara County Office of Education Teacher Recognition Ceremony to be held in September 2008.

Sally Starz has excelled as an instructor at the Discovery Parent-Child Preschool in San Jose. She has served as a mentor teacher to others, supported teachers and parents in nine bay area preschools and planned workshop strands of parent education for teachers at local and statewide conferences. Starz received a Lifetime Teaching Achievement Award from the California Council of Parenting Participation Nursery Schools. MetroED is truly fortunate to have such a creative, dedicated and skillful leader on our MetroED MAEP team.



Sally Starz

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 President

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

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 Clerk

Santa Clara Unified School District
1889 Lawrence Rd., Santa Clara, CA 95052
Ernie Dossa, Governing Board Vice President

MetroED Contact Information

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

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 1, this was largely an evening high school to permit young adults to make up deficiencies in their earlier education.

CCOC

In 1958, the vocational center concept began with San Jose, Lincoln and Willow Glen High schools busing tenth, eleventh and twelfth graders to and from the center where students spent half of their day and half of their day back in their home high schools. The center concept utilized today was started at the San Jose Technical High School in 1917.

In 1965, legislation made it possible to establish Regional Occupational Centers. Two or more cooperating districts could establish a center and legislation prohibited establishing more than one center per county. 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.

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

In 1983, a Joint Powers Authority (JPA) was formed by six participating school districts and now CCOC serves high school students from 32 high schools with 33 different programs.



Peter Canton, Tech High Grad

MAEP

Metropolitan Adult Education Program (MAEP) combined three cooperating school districts into one adult education organization; East Side Union High School District, San Jose Unified School District and Santa Clara Unified School District.

In 1966, MAEP received its first accreditation from the Western Association of Schools and Colleges (WASC) and received its first five-year accreditation in 1970. In 1967, Campbell Union High School District joined MAEP with Milpitas Unified joining in 1969.

The original "Night School" started with approximately 142 students and grew to serving 115,000 people with more than 2500 sections of day and evening classes in about 300 class locations.



More than 125 years later, the Metropolitan Adult Education Program is still providing educational opportunities and services to equip adults with the knowledge and skills necessary to participate effectively as citizens, workers, family members, and community members.

MAEP is one of the largest adult education programs in the state. The program now serves approximately 20,000 adult students in approximately 41 locations within the cities of Campbell and San Jose.

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



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

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