



Metropolitan Education District



ANNUAL REPORT

2009-2010



May 2010 CCOC Awards Night Career Fashion Show - Electrical Maintenance Students



June 2010 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



2009-10 was the first year that MetroED felt the full impact of 20% state cuts to ROC/P and Adult Education funding. Steps taken during 2008-09 and 2009-10 to reduce our costs were effective in bringing our on-going expenses in line with reduced funding.

I would like to acknowledge and thank the San Jose Job Corps for helping MetroED balance its budget during this funding crisis. Job Corps has long been a partner with MetroED, sending students to CCOC and MAEP, running ROP classes on their San Jose campus and sending students to the MAEP GED Testing Center. Job Corps, which is federally funded, has stepped up to help MetroED during these difficult budget times by directly hiring the ROP teachers on their San Jose Campus, paying class fees for their students and reimbursing MetroED the full cost of two teachers at CCOC.

Regardless of the financial challenges facing the District, we have a responsibility to provide quality Career Technical and Adult Education programs to help our students succeed in reaching their goals. I believe we accomplished that as is detailed throughout this annual report.

This annual report reflects the many successes our students accomplished in 2009-10, plus financial information, student/program data and information about our many partners in the community.

I would also like to thank the six participating districts in our Joint Powers Agency for continuing to support these programs.

All of us at MetroED continue to be committed to the success of our students.



Paul R. Hay
MetroED Superintendent

BOARD PRESIDENT'S MESSAGE



As President of the MetroED Board it is my pleasure to present the 2009-10 annual report. MetroED serves the community with schools in Campbell Union High School District, East Side Union High School District, Los Gatos-Saratoga Joint Union High School District, Milpitas Unified School District, San Jose Unified School District and Santa Clara Unified School District.

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

The classes offered through the Metropolitan Adult Education Program (MAEP) provide a variety of choices for adults to learn a new skill, enjoy a hobby, or complete their education.

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

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.



Frank Biehl
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, 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 20,000 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 which is based on 2007-08 funding levels, reduced by approximately 20%. Moreover, 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 2013-14.

The MetroED Joint Powers Agreement requires the six participating districts to 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 one year's notice to withdraw from the JPA. All of MetroED's districts supported the ROC/P programs during 2009-10, and have committed to continue support through 2010-11.

ROC/P ATTENDANCE

| ROC/P Program | 2007-08 | 2008-09 | 2009-10 |
|---|--------------|--------------|--------------|
| CCOC Day Program | 1,585 | 1,548 | 1,526 |
| CCOC Summer Program* | 29 | N/A | N/A |
| CCOC Evening Program** | 195 | 227 | 137 |
| Job Corps Programs*** | 341 | 301 | 99 |
| Cosmetology Schools**** | 226 | 135 | 37 |
| High School Satellite ROP Classes: | | | |
| Campbell UHSD | 509 | 509 | 502 |
| East Side UHSD | 561 | 573 | 770 |
| Los Gatos-Saratoga JUHSD | 124 | 112 | 106 |
| Milpitas USD | 177 | 179 | 210 |
| San Jose USD | 419 | 457 | 434 |
| Santa Clara USD | 259 | 262 | 237 |
| Total ROP ADA | 4,425 | 4,303 | 4,058 |

*No summer program provided in 2008-09 and 2009-10.

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

***Support for ROP programs at the San Jose Job Corps Center were reduced in 2008-09 and further reduced in 2009-10.

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

REGIONAL OCCUPATIONAL CENTER/PROGRAM (ROC/P) FACTS

Studies show:

- ★ ROC/P students improve their high school grade point averages at a greater rate than comparison students.
- ★ ROC/P students enroll in post-secondary education in large numbers.
- ★ ROC/P students earn higher wages than comparison group peers.
- ★ ROC/P students have more success in securing raises and promotions on the job.
- ★ ROC/P students prefer ROC/P classes over other subjects.
- ★ ROC/P students question the value and relevance of many of their high school courses.

2006-07 Accountability Research Study, UC Riverside, Dr. Doug Mitchell. Funded by the California Department of Education.

CCOC DIRECTOR

John Fox has been CCOC 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 continue 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.

ELECTRICIAN CERTIFICATION

Official notification was received from **Luisa Martinez**, Electrician Certification Manager with the State of California Division of Apprenticeship Standards, that MetroED's Central County Occupational Center/Program has received approval as School #157 for Electrician Trainees.

Legislation was passed in 1999 requiring all electricians who work for a C-10 electrical contractor to be certified by the State of California. If a person wants to perform electrical work for a C-10 contractor and does not yet qualify to take the certification exam because of lack of work experience or related instruction, they can do so legally by registering as an electrician trainee. An electrician trainee must be enrolled in a state approved school.

The approval provides another opportunity for students to meet the requirements to continue in their career pathway at CCOC by providing the "Whole General Electrician Curriculum."



Electrical Maintenance Student working on wiring techniques.

CCOC Accomplishments

SkillsUSA STATE COMPETITION

Six CCOC students were awarded Gold medals and named best in the state in their field in April. A total of 15 high school and adult students won medals. Students were also awarded \$70,000 in scholarships from the annual competition.

Repeat Gold medal winner in Diesel Technology and Lincoln High School student, **Prescott Dorius**, received a \$25,000 scholarship to Universal Technology Institute (UTI) and an \$8,500 scholarship to Wyotech.

Collision Repair and Broadway High School student, **Junior Palos**, also won a Gold medal and a \$25,000 scholarship to UTI and a \$8,500 scholarship to UTI. Collision Repair and Capitol High School student, **Logan Mosher**, won a \$3,000 scholarship to UTI.



SkillsUSA Students and Staff, State Competition in San Diego

CINEQUEST FILM FESTIVAL

Four students were selected for the Adobe Youth Voices (AYV) Filmmaking Camp at the Cinequest Film Festival held in March. **Vanessa Lozzano**, **Melissa Macabinta**, **Alexandria Post**, and **Jake Garza** from the Video Production program produced a short film. They were among 30 Bay Area participants.

Macabinta and Lozzano, from Milpitas High School, were on the Music Video team and wrote and recorded a song called *The Same Struggle*. Garza, who attends Capitol High School, was in the documentary film group. Garza said he was able to network with professionals in the field and they shared useful tips with him on filmmaking. Ms. Post, a student at Leigh High School, was in the Stop Motion film group.

The students were able to walk the red carpet for their film's premier at the Cinequest Film Festival at Camera 12 Cinema in San Jose.

FILM FESTIVAL WINNERS

The KCSM Spotlight High School Film Festival took place in May at the College of San Mateo. This was the first year CCOC students had entered this contest. **Jeff Schmidt**, Video Production instructor, had one movie entry by two of his afternoon students. **Brian Dang** and **Vincent Kim** entered their film, *Second Chance*, which was nominated and WON first place in the Special Effects Category. They were both seniors at Leland High School.

This is quite an accomplishment as students from all over the San Francisco Bay Area participated, including students who made their films at the New York Film Academy Summer Film Camp. The films were all judged by film industry professionals. Along with several prizes, and future access to the professional KCSM studios, their film was shown all summer on KCSM TV.

ANIMATION & MULTIMEDIA

As part of a three year association with Adobe Systems, CCOC received a check for \$2,000 for classroom equipment divided between the Animation and Multimedia classes. Also, they received a software donation of \$10,000 for these classes, and \$750 stipends for **Eric Whitman**, Animation instructor, and **Dale Poor**, Multimedia instructor, for their work with Adobe and the Adobe Youth Voices Program.

41ST ANNUAL OPEN HOUSE

Another successful open house for parents, students, and visitors was held in March. The Fire Science/First Responder Program had 245 visitors sign in. During the day, students from several high schools toured the campus as well as MetroED Board President **Frank Biehl** and MetroED Board Clerk **Cynthia Chang**. Approximately 1,400 visitors toured the classrooms in the evening.

The students and instructors did a great job setting up information booths outside of The Hub as well as in their classrooms. One of the highlights each year is the display by the students in **Wendy Yegge's** Interior Design class. The students designed rooms around movies including: *The Mummy*, *Alice In Wonderland*, *Grease*, *Phantom of the Opera*, to name a few. Everyone that toured was able to vote on the best decorated room. Students not only designed and built their displays but enjoyed sharing with visitors all the work they did including a hand-made vanity, coffee table, and elegant drapes, etc. The winner was *The Little Mermaid*.

FIRE SCIENCE INTERNSHIPS

Phil Gonzalez and **Captain Oscar Tovar**, Fire Science/First Responder instructors, met with **Captain Antoinette Igno** at the San Jose Fire Department (SJFD), Bureau of Education and Training (BET) Division. She coordinates the Fire Science intern positions for CCOC students and the San Jose Fire Department. She expressed the department had been very pleased with all the students who have participated and are seeking additional interns. The City of San Jose and the SJFD requested students for the following positions:

- Prepared Community Training Program
- Apparatus PPE Inventory (one position)
- Fire Department Company Stores (two positions)
- BET Emergency Medical Services Division (two positions)



Fire Science/First Responder students working with oxygen tanks.

VIDEO PRODUCTION MATH PROJECT

Jeff Schmidt, Video Production instructor, began the Collaborative Video Project he created in March. He is working with **Rushton Hurley** and a teacher in North Carolina to have his students create a Multiplication Tower Video for the students.

This is a project he will adjust and duplicate to create priceless cooperation for his students as video producers working with outside clients. Teachers from all over the country will be able to take advantage of this project through the use of technology.



Video Production students.

CCOC Highlights

EMPLOYER ADVISORS

Approximately 275 people attended the Employer Advisory Board (EAB) meetings in October including San Jose Unified School District and MetroED Governing Board Member **Rich Garcia**. The meeting began with a welcome from Director **John Fox** and a status update on construction projects scheduled with Proposition 1D funds from Assistant Principal **Tom Mullin**. After the general meeting, members of the Employer Advisory Boards attended individual pathway meetings in small groups to review course curricula and make recommendations. The objective of the meeting was to improve two-way communication between EAB members and the instructors and staff. Many of the Employer Advisory Board members are former CCOC students.



Automotive Employer Advisory Committee Pathway Meeting

BACK-TO-SCHOOL NIGHT

Nearly 1,100 students, parents, and guests attended the third annual back-to-school night in September. Approximately 800 people enjoyed a complimentary dinner before visiting their students' classrooms. CCOC's Baking & Catering and Culinary Arts Programs catered the event. Two programs, Fire Science/First Responder and Health Occupations, had more than 100 visitors each.



Attendees Enjoying the Catered Meal

CAROCP COASTAL CONFERENCE HELD AT CCOC



CCOC hosted the California Association of Regional Occupational Centers and Programs (CAROCP) Coastal Chapter Conference in March 2010. Over 140 participants from regional occupational programs throughout the Coastal region began their conference with a delicious breakfast served by approximately 40 students in the Baking & Catering and Culinary Arts classes. **Jan Joseph** and **Nancy Joseph** provided their guidance and expertise to ensure the food service was excellent throughout the day.

CCOC Program Representative **Seda Otto** recruited over 20 students to serve as "student ambassadors" to guide and direct those in attendance.



Peggy Nutz, Small Business Management instructor, and a crew of students began early on Saturday to do balloon bouquets to greet the guests and ensure signs were placed at the various workshop locations. **Wendy Yegge**, Interior Design instructor, and her students did the centerpieces for the tables in The Hub.

Michelle Alaimo, MetroED Communications Specialist, **Jan Joseph**, CCOC Baking & Catering instructor, **Tom Mullin**, CCOC Assistant Principal, and **John Fox**, CCOC Director, attended the planning meetings and provided invaluable information and logistics to ensure the conference was a success. The theme of the conference was "**Better Together**" and was the suggestion of Jan Joseph. It not only was appropriate for the conference, but for everyone from MetroED who worked so well together to put on a great conference.

Kristee Vallejos-Smith, Coastal Region President and Conference Chair, welcomed the attendees and introduced **Randi Scott**, CAROCP Executive Director, as the keynote speaker. There were 18 workshops presented in three sessions during the morning and afternoon. **Dale Poor**, CCOC Multimedia instructor, provided two workshops on the "Paperless Classroom"; **Enrico Sciaky**, Law Enforcement instructor, presented a workshop on "Creating a Safe Learning Environment in the Class and on Campus."



The event was so successful that CCOC Director John Fox received a round of applause when he announced the March 2011 conference would be hosted again by MetroED/CCOC. There were many compliments from the attendees on our students and the staff at MetroED and how well the campus is maintained. It was a great way to show attendees from around the region what we already know at MetroED -- we have a dynamic, professional staff working at a unique, exceptional center providing opportunities for students.

Kristee sent an e-mail to the CAROCP leadership and superintendents on what a great conference it was and how the attendance was very high:

"My deepest and most heart-warming thanks goes to the "Dynamic Duo" on Paul Hay's team: John Fox and Tom Mullin. We, the Committee, could not have planned a better event without their assistance, guidance, expertise, and coordination. They were the valves pumping the blood of activities and ideas into the veins throughout the working and living body (the "well-oiled machine") of MetroED/CCOC. I am eternally grateful to them, and I look forward to planning another fantastic Coastal Spring Conference with them in 2011!"



CCOC Student Data

STUDENT PROFILE

| Student Profile | CCOC | *SCCOE |
|---------------------------|------|--------|
| Gender | | |
| ▶ Female | 44% | N/A |
| ▶ Male | 56% | N/A |
| Ethnicity | | |
| ▶ Hispanic/Latino | 61% | 37% |
| ▶ White (not Hispanic) | 23% | 24% |
| ▶ African-American | 4% | 3% |
| ▶ Filipino | 3% | 5% |
| ▶ Asian | 7% | 26% |
| ▶ All Others less than 1% | 2% | 5% |

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

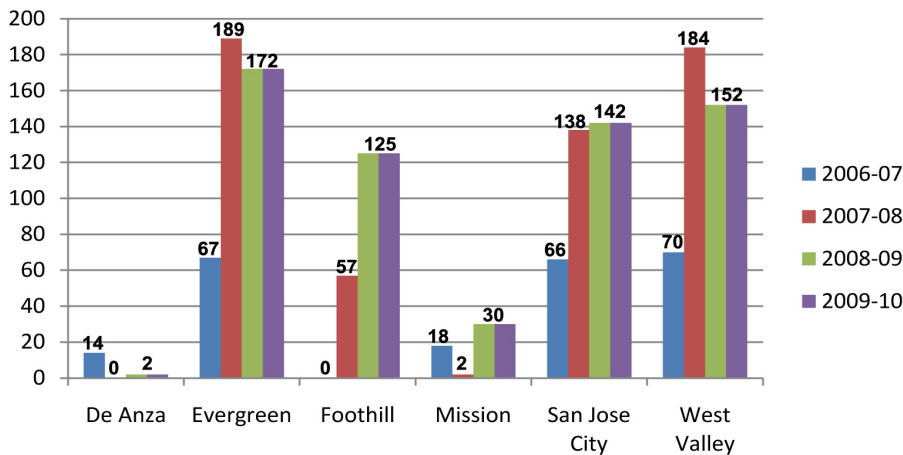
CCOC ATTENDANCE TRENDS

One of the district's goals has been to increase high school student attendance at CCOC, while reducing the number of adults served. AB 2448 requires that by June 30, 2012, the total district adult student enrollment must not exceed 10% (an additional 5% is allowed for Job Corps and CalWORKs students). However, this requirement has been suspended until 6/30/13. The following graph shows the three year attendance trends for adult and total Average Daily Attendance (ADA - excluding summer school).

| Year | 2007-08 | 2008-09 | 2009-10 |
|--------------------------|--------------|--------------|--------------|
| High School ADA | 1,238 | 1,116 | 1,107 |
| Job Corps/CalWORKs ADA | 182 | 220 | 99 |
| Other Adult ADA | 165 | 212 | 320 |
| Total ADA | 1,585 | 1,548 | 1,526 |
| # of Class Sections | 70 | 66 | 67 |
| Average ADA/Class | 22.64 | 23.45 | 22.78 |

(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.

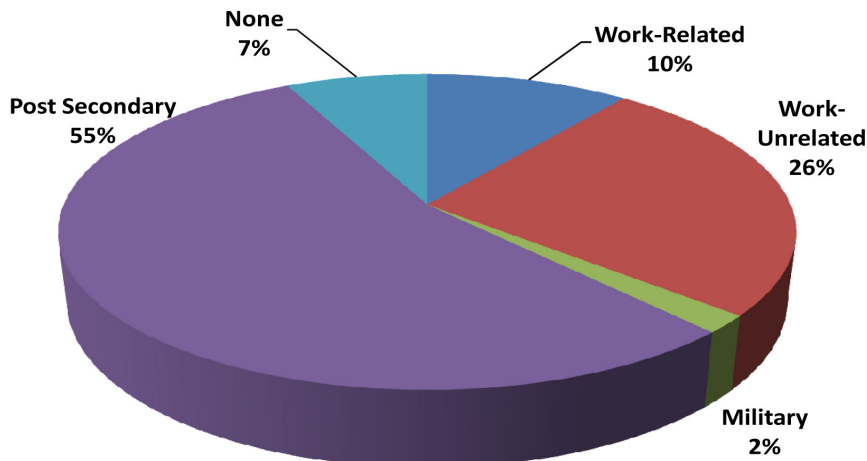


Follow-up Survey

Students who completed the 12th grade in 2008-09 were contacted six months after graduation by telephone. The chart shows the student responses as reported in the survey. Students may be working and attending school; therefore, total percentage is greater than 100.

The total 12th grade completers were 625 and 322 responded to the survey. Of the respondents, 55% have gone on to post secondary education, 10% are working in a field that was related to their classes at CCOC, and 93% are in post secondary programs, working or both.

CCOC FOLLOW-UP SURVEY RESULTS



CCOC Partner Spotlight

SUCCESSFUL COLLEGE FAIR!

Chantu Nguyen, CCOC Counselor, invited 33 community colleges, universities, trade schools, apprenticeships, and military scholarship programs to visit the CCOC 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.

All the college representatives were extremely pleased and are looking forward to attending more events in the future. Everyone was impressed with the preparedness of the students, the hospitality and friendliness of the staff, the well equipped facility and the food. Chantu said it was a very successful day in building a bridge to post-secondary education. It was a collaborative effort coordinated by Chantu that involved instructors, student interns, office staff, maintenance staff and administrators.

Alice Rodriguez, Office Assistant instructor, said that her only deaf student's mother visited the college fair and shared that her daughter was doing great and was very impressed with the fair. The mother is a Professor at San Jose State University.

Participants included:

- Academy of Art Institute
- Cal State East Bay
- Carpenter Training Committee
- DeAnza College
- DeVry University
- Division of Apprenticeship Standards
- Evergreen Valley College
- Fashion Institute of Design & Merchandising
- Foothill College
- Ex'pression College for Digital Arts
- Hartnell College
- Heald College
- Johnson & Wales University
- Marinello Schools of Beauty
- Mission College
- National Hispanic University
- NORCALSound & Communications JATC
- Pipe Trades Training Center
- Professional Culinary Institute
- San Jose City College
- San Jose Job Corps
- San Jose State University
- Santa Clara Co. Electrical JATC
- The Arts Institute
- UC Merced
- United States Army
- United States Navy
- United States Air Force ROTC
- Universal Technical Institute (UTI)
- Western Career College
- West Valley College
- WyoTech

San Jose Rotary Job Shadow Day

In April, approximately 82 CCOC students participated in the job shadow day sponsored by the **San Jose Rotary** exclusively for CCOC. MetroED Governing Board President and Rotarian **Frank Biehl**, MetroED IT Director and Rotarian **Bob Beaulieu**, Superintendent **Paul Hay**, and CCOC Program Representative **Seda Otto** attended the Rotary luncheon where many of the students were able to join their sponsors as well. Students from **Rico Sciaky's** Law Enforcement class enjoyed lunch with San Jose Police Chief **Rob Davis**. **Collette Betters**, Health Occupations instructor, had 20 students from her program also participate. The event was another great way to strengthen partnerships with the San Jose Rotary Club as well as organizations and businesses in the San Jose area.



Silicon Valley Education Foundation

Manny Barbara, Vice President of the **Silicon Valley Education Foundation (SVEF)**, announced in February that **Target** had provided funding to support field trips to the Discovery Museum and the Tech Museum for districts who had an MOU with SVEF including MetroED. The Mayor of San Jose **Chuck Reed** presented \$1,000 checks to those districts receiving the funding grants.



Superintendent Paul Hay, San Jose Mayor Chuck Reed, Target Representatives, and Muhammed Chaudhry.

MAGIC CAMP

CCOC hosted the National Association of Women in Construction (NAWIC) Chapter 99's first ever summer Magic Camp for female high school students in Santa Clara County. MAGIC (Mentoring a Girl in Construction) Camp was a free one-week day camp designed to open the doors to high school girls to the world of construction. One of the many goals of the camp was to provide a gender neutral environment for girls to learn and practice various construction techniques. The camp concluded with a field trip to Peterson Equipment Company and then an award ceremony at CCOC in front of their parents and community members.

"It has been so rewarding to see the excitement in the girls faces," NAWIC Chapter 99 Magic Camp, co-chair **Tracy Cheffer**, said. "The hands-on projects give the girls a real feeling of accomplishment." Cheffer and chair **Jennifer Krencik** decided to start a Magic Camp in their NAWIC chapter after learning about it at a meeting. Krencik, who works for Turner Construction, said that there is a need to expose more girls to the construction field, which is a male dominated industry.

Meals, supplies, and a t-shirt were provided to the girls at no charge due to donations from various local businesses.



Magic Camp participants learning how to use the tools of the trade.

California Fire Fighters JAC

The **California Fire Fighter Joint Apprenticeship Committee** has asked MetroED to be the Local Education Agency (LEA) to provide credentialing services for their Fire Fighter instructors. Fire Fighter instructors are required to hold a current, valid and applicable vocational teaching credential. Until April, applications for Designated Subject Credentials were processed through the Butte County Office of Education. However, Butte County has decided to no longer offer that service.

Metropolitan Adult Education Program

SERVING STUDENTS SINCE 1883

The Metropolitan Adult Education Program (MAEP) has served students since 1883. In 2009-10, MAEP served over 10,000 students enrolled in various classes within the Campbell Union High School District (CUHSD) and San Jose Unified School District (SJUSD) geographic areas. MAEP is one of the largest adult education programs in California. Four administrative centers are strategically located to provide services to adult students as close as possible to where they work and live. Highlights included:

- Classes in San Jose and Campbell were offered at four main sites and 26 outreach sites.
- ADA Generated: Campbell 924 and San Jose 1,318 (used for internal purposes only)
- Capitol High School graduated 25 students from their home schools.
- 404 students earned grades and credits.
- Independent Audits: no findings for the last seven consecutive years
- MAEP served 54% of the CalWORKs referrals in Santa Clara County.
- MAEP partnered with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPP) and the West Valley Clean Water Program to offer the Green Gardener program in Santa Clara County. Classes were taught in English and Spanish.
- The World Garden brought free workshops, taught by the Master Gardeners of Santa Clara County, to the local communities.

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
- ★ Ten Superintendent "Raising the Bar" Awards - CalWORKS Site Representatives
- ★ Three MetroSTAR Awards
- ★ Six Year WASC Accreditation

MAEP PARTNERS FOR 2009-10

| | |
|--------------------------------|---|
| CalWORKs | Pathways Society |
| Catholic Charities | SCC Office of Education (SCCOE) |
| Center for Employment Training | Sacred Heart Community Service |
| Clinical Externship Sites | Salvation Army |
| Ed2Go | Samaritan Medical Care Center |
| Ernst & Young | San Jose Parks & Recreation Dept. |
| Gatlin Education | San Jose Water District |
| Job Corps | SCV Urban Runoff Pollution Prevention Prog. |
| Kaiser Permanente | Valley Medical Center |
| Manpower, Inc. | West Valley Clean Water Program |
| Master Gardeners of SCC | Work2Future |

Adult Education Average Daily Attendance

| Programs | 2007-08 | 2008-09 | 2009-10 |
|------------------------|--------------|--------------|--------------|
| Adult Basic Ed. (ABE) | 147 | 136 | 115 |
| Adults w/Disabilities | 450 | 467 | 321 |
| Career Technical (CTE) | 439 | 483 | 258 |
| ESL | 1,458 | 1,447 | 1,063 |
| HS Diploma, GED | 381 | 423 | 370 |
| Older Adults | 344 | 346 | 115 |
| Parenting | 119 | 0 | 0 |
| Cosmetology | 212 | 285 | 0 |
| Totals | 3,550 | 3,587 | 2,242 |

58% of ABE classes redesignated as CTE Classes. Parenting classes were closed in June 2008. In 2009, Cosmetology, 60% of 50+ Program, two Job Corps, and one Adults with Disabilities classes were closed in response to state funding cuts.

MAEP DIRECTOR



Sylvia Karp had more than 25 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 the 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

At their December 10, 2009 Governing Board meeting, the Campbell Union High School District (CUHSD) announced that it will operate its own adult education program without the administrative support of MetroED, effective July 1, 2010. MetroED's MAEP program had served CUHSD and its community since 1967.

In light of CUHSD's decision, MetroED closed its MAEP Campbell and Blackford programs on June 30. This involved the layoff of the Campbell and Blackford teaching and staff positions as well as some support staff in the district office.

As a result, MetroED's full schedule of classes was mailed only to San Jose Unified School District (SJUSD) residents in July. CUHSD's new adult education program, Campbell Adult and Community Education (CACE) had a Fall schedule of classes for CUHSD residents available on their website.

Campbell residents will still see several familiar faces in CACE's program. Several of those displaced due to the closure have been hired by CUHSD for their CACE program. Both MAEP and CACE worked together to make sure the transition of the adult education program was as smooth as possible.

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

MAEP Partnerships

SECOND HARVEST

MAEP continues to collaborate with Second Harvest Food Bank to benefit individuals in need, students and the larger surrounding community. This year, CalWORKs student **Jacqueline Hairston** was hired at Second Harvest Food Bank after enrolling in the SCCWORKs program and completing all four levels of **Abebe Gelagay's** Accounting program. Because of the career technical skills she acquired while at MAEP, Jacqueline was assigned to Second Harvest's accounting department and currently works hand in hand with management to calculate and track all food donations.

The Metropolitan and Erikson Adult Education Centers held food drives for Second Harvest Food Bank for the holiday season. Erikson teachers **Frances Meier**, **Miriam Vargas-Padilla** and **Susie Berger** led their students into the surrounding neighborhoods to rally community support and collect food. Overall, MAEP's financial and food contributions totaled 1,759 pounds.



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! Martha advertised in MetroED's class schedule for volunteers to assist in algebra, physical science, biology and government classes and prepare students for the math CAHSEE exam.



MAEP Volunteers

There are over 30 active community volunteers who assist students in achieving their high school diplomas, getting a GED, and completing the Medical Assisting program. Three of the volunteer tutors have enrolled in the MetroED teacher credentialing program to begin teaching careers.

INN VISION

Karen Weldon's Advanced ESL class at the Metropolitan Adult Education Center coordinated a toy drive in December. Toys were collected from students and staff for **Inn Vision**. Inn Vision provides shelter for the homeless.



In December, Karen and her students delivered the toys to the Women and Children's Homeless Shelter in San Jose. During their visit, **Jaynie Neveras**, the Community Relations/Events Manager gave the students a tour of the facilities. Jaynie showed the ESL students where the homeless mothers sleep, dine and play with their children. She continued the tour by "opening the store", a place where the homeless can shop for necessities-clothing, personal hygiene items, toys and books for children. These items are free to those in the shelter through donations received from the community.

SANTA CLARA COUNTY

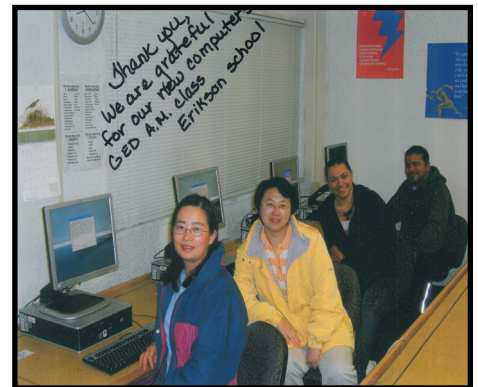
The Tuberculosis Prevention Partnership of Santa Clara County includes "Breathe California" as part of the American Lung Association. Their goal is to present information designed to be shared with the immigrant population, since data shows that they are the population most vulnerable to the disease. The San Jose Adult Education Center teachers and students studied the health care objective, as part of the federal grant, for English Literacy and Civic Participation, and this important information was added to their classroom learning.

German Blanco, Health Educator for "Breathe California of the Bay Area" gave colorful, easy to understand Power Point presentations to eight of their ESL classes. Each class learned: 20% of TB cases in the U.S. are in California; 43.5% of California TB cases are from the greater Bay Area; immigrants from Vietnam, Philippines, India, Mexico, and China made up 146 of the 178 cases in Santa Clara County in 2008; how to recognize TB symptoms; how TB is transmitted; locations for low-income clinics in San Jose; as well as many other facts and valuable information.

PEARL BRANCH LIBRARY

A \$5,000 library outreach grant to benefit ESL and GED students at MAEP was initiated by Librarian **Kaye Moore**. Ms. Moore visited classrooms at MC Village and attended their International Day celebration in May. Students were provided library tours, specialized computer classes, and the creation of step-by-step instructions on the use of the library catalogue and databases. The goal was to increase students' awareness and use of library services to augment their studies.

As a result, over 100 students now have San Jose Public Library cards, the branch's computer classes such as "Basic Internet" are full, and family and children's services and activities have doubled their number of participants. Ms. Moore ordered Pre-GED and GED textbooks that match those used in MAEP classrooms. She and Assistant Principal **Suzi Glass** worked together to offer GED tutoring in the summer so that students could progress and finish earning their GED certificates.



GED students at Erikson preparing to take practice GED tests on the computer.

WORLD GARDEN

The World Garden hosted free workshops during the year for community members to learn how to grow their own herb gardens, how to start gardens from seeds, how to prune and graft fruit trees, and how to grow winter vegetables.

The workshops are led by Master Gardeners of Santa Clara County and were a huge success. There are many community members who want to learn to garden and the World Garden at the Erikson Adult Education Center is the perfect location for the workshops.



Composting Workshop

MAEP Highlights

CCAЕ HONORS EXCELLENCE IN ADULT EDUCATION

In May 2010, the California Council for Adult Education (CCAЕ) honored two nominees from MAEP at their chapter meeting and awards dinner. These outstanding individuals were honored for going above and beyond in their commitment to students in Adult Education programs in California.



Rosa Cisneros received the Excellence in Support Services Award for outstanding service as a classified employee. Rosa assisted students and teachers as an instructional aide and testing proctor.



Leslie Johnson-Tatsuta received the Excellence in Teaching Award for being a gifted teacher who reaches out and touches her students' hearts and souls. Leslie is an ESL instructor and curriculum specialist.



California Adult Schools
LEARNING FOR LIFE

HOPE'S GOT TALENT



Students perform at the annual Hope's Got Talent Show.

In October, MAEP Adults with Disabilities teacher **Shari Sullivan** directed the annual Hope's Got Talent show at our community partner program, Hope Services. The students were required to plan what they wanted to perform and audition for a panel of Hope staff. The singers, dancers and poets performed both well known music and original material. Some students created the programs and set designs.

Shari led her sign language class, the "Signing Stars", in signing and singing two musical selections. Ms. Sullivan involved her students in the step by step planning and preparation for the performance.

ADMINISTRATOR OF THE YEAR



The Association of California School Administrators (ACSA) Region 8 selected **Carolyn Richardson**, Assistant Principal of the Metropolitan Adult Education Program, as Adult Education-Administrator of the Year in May 2010.

The two most important foci of Carolyn's career are student achievement and student progress. Whether she is observing a new teacher or developing curriculum for teachers, she considers how this content or experience will impact students. Carolyn continually uses feedback and data to improve not only the work being accomplished, but also her own practice as a leader and facilitator. She has developed presentation skills that honor the needs and experiences of adult learners.

ANNUAL INTERNATIONAL DAY CELEBRATION

In March, English as a Second Language students, from twenty-nine countries, came together to share their cultures through costume, song, dance and drama on MC's annual International Day. The countries represented were Afghanistan, Argentina, Bosnia, Brazil, Chile, China, Columbia, Czech Republic, El Salvador, Ethiopia, Guatemala, Hungary, India, Iran, Iraq, Japan, Jordan, Korea, Liberia, Marshall Islands, Mexico, Peru, Somalia, Sudan, Taiwan, Thailand, Ukraine, United States, and Vietnam.

Some of the highlights of the day were the Fan Dance, from Korea, the Flower Dance from Thailand, the Jasmine Dance from China, songs from the Czech Republic, Monrovia and Slovakia, and the song "We Are the World" sung by the Advanced ESL class and the audience.



ESL Students from MC Village performing the Fan Dance.

OTAN RECOGNIZES "STUDENTS SUCCEED"

Adult high school graduate, **Frank Ganz**, 84 years young, was selected by the Outreach and Technical Assistance Network (OTAN), one of adult education's professional development organizations, as one of six adult education "Students Succeed" in California. Frank is a successful 2008 Independent Study High School diploma graduate, who also received the lifelong learner student award at the June 2009 MetroED graduation ceremony.

Mr. Ganz was presented the award from OTAN at the January MetroED Governing Board Meeting.

Frank was also honored at the Association of California School Administrators' (ACSA) Adult Education Conference held on September 30 in Sacramento.



MAEP Director **Sylvia Karp**, ISP teacher **Susan Andersen**, **Frank Ganz**, ISP Curriculum Specialist **Martha Burns** and **Mrs. Ganz** joined for a picture.

ON-LINE CAREER TRAINING PROGRAMS

New on-line career training programs were offered in 2009-10 through Gatlin Education. The 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.



We're Raising the Bar Together.

MAEP Accomplishments

CAPITOL HIGH SCHOOL

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

Students attend school full time on the MetroED Hillsdale campus. Students earn academic credits by completing individual contracts in an instructional lab setting. Students also participate in a CCOC class for half the day.

Prospective students must be between 16 and 18 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 June, MAEP held its annual recognition of students who have successfully completed their educational goals.

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



Superintendent Paul Hay presents a certificate of completion in June.

OFFICIAL GED TEST CENTER

MAEP is an official GED Testing Center for anyone who wants to get a GED. Testing is by appointment only. Please go to our web site at www.MetroED.net for information.

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

ADULT HIGH SCHOOL GRADUATION

Eighty-four adult high school students received their High School diplomas at the annual graduation ceremony in June. San Jose Unified School District's retiring superintendent, **Don Iglesias**, served as the keynote speaker.



SJUSD Superintendent Don Iglesias

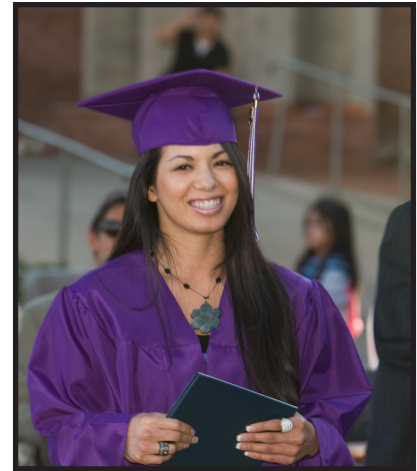
Lifelong learning awards were presented to two of the graduates, two graduates received outstanding student awards and nine others were awarded scholarships to assist them in continuing their educational pursuits.

Eighty-two percent of the graduates plan to continue their education. Future educational goals include the fields of marine biology, teaching, culinary arts, architecture, medicine, business, pharmaceuticals, fashion design, veterinary medicine, the military, video production/multimedia, law enforcement, psychology, accounting, and cosmetology. Twenty-two percent of the graduates were employed full-time, and thirty-five percent were employed part-time.

English was the first language of sixty-one percent of the graduates and thirty-nine percent speak another language. Eighty percent of the graduates were born in the United States. The other twenty percent of the group came to MAEP from Thailand, Mexico, and Nicaragua.

Over thirty volunteer tutors provided many hours of assistance to the graduates in algebra, science, and many other high school subjects. They worked one-on-one with the adult students and helped transform their lives.

Music was performed by the San Jose Metropolitan Band and the United States Marine Corps provided the Color Guard for the presentation of the flags.



June 2010 Graduate

SUMMER CREDIT RECOVERY

Summer credit recovery classes for San Jose Unified School District (SJUSD) students were offered through the adult education program at several MAEP locations as well as select SJUSD high schools.

In 2010, classes were held from July 6 through August 4, Monday through Thursday. Classes were held at Lincoln, Lincoln Plus, Pioneer, Gunderson, and Willow Glen High Schools as well as at the San Jose Adult Education Center, the Erikson Adult Education Center, and Capitol High School which is located on the Hillsdale campus.

Seventeen classes were offered making it possible to help over 500 students earn credits to graduate from high school.

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. Testing was done at the Campbell (DX), Erikson (EKS), and San Jose (SJC) Adult Education centers.

The following chart depicts a high number of adult students taking the tests each year. The percentage of adult students passing the examinations are comparable to students in high school.

| CAHSEE RESULTS | | | |
|----------------|-----|------|-------|
| Year | ELA | Math | Total |
| 2009-10 | 54% | 43% | 244 |
| 2008-09 | 68% | 42% | 295 |
| 2007-08 | 63% | 50% | 236 |

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. ROC/P and Adult Education programs took a 2008-09 mid-year cut of 15.38% with only four months left in the fiscal year. The mid-year cuts were covered from MetroED reserves and expenditure savings.

For 2009-10, the cut to ROC/P and adult revenues increased to approximately 20%, with the remaining funding distributed on a "fixed grant" basis. 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 6/30/13. The cuts to revenue limit funding for the two years totaled \$8.7 million for the two funds:

General Fund (ROC/P) \$5.5 Million
Adult Education: \$3.2 Million

FUND RESERVES

Unlike regular K-12 education, ROC/P and Adult Education programs do not receive state advance apportionment funding at the beginning of the fiscal year. Funds are apportioned ONLY after the state budget is signed into law, resulting in the district having to rely on temporary reserves to cover vendor payments and employee wages. Consequently, the MetroED Governing Board requires both funds retain

a minimum 10% reserve, composed of a 4% General Reserve and a 6% Reserve for Economic Uncertainty, in order to provide sufficient cash for operations.

DEFERRED MAINTENANCE

This fund is used to account separately for state apportionments and the district's match contribution for deferred maintenance purposes. Expenditures in this fund are intended for major repairs or replacements at CCOC under the five-year Deferred Maintenance plan that is approved by the Office of Public School Construction (OPSC).

SPECIAL RESERVE FUND

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

ASSET MANAGEMENT FUND

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

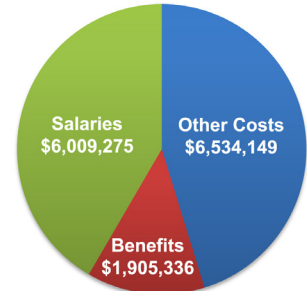
CAPITAL OUTLAY FUND

The fund exists to provide for accumulation of monies for capital outlay purposes.

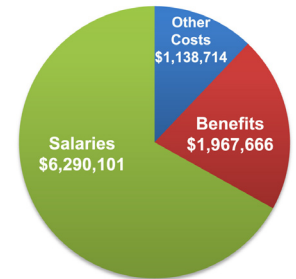
The sources of revenue for this fund are interest earnings, transfers from the General and Adult Education Funds. Fund balance includes the district's match from state-approved Proposition 1D CCOC modernization projects.

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

2009-10 EXPENSES



CCOC/P GENERAL FUND



ADULT EDUCATION FUND

FISCAL YEAR 2009-10 - UNAUDITED ACTUALS AT A GLANCE*

| Description | General Fund | Adult Education Fund | Deferred Maint. Fund | Special Reserve Fund | Asset Mgmt Fund | Co. School Facilities Fund | Capital Outlay Fund | Total Memo Only |
|--|-------------------|----------------------|----------------------|----------------------|------------------|----------------------------|---------------------|--------------------|
| Sources of Funds | | | | | | | | |
| Revenues | 17,717,004 | 11,499,360 | 11,941 | 11,630 | 196,418 | 5,338,437 | 108,352 | 34,883,142 |
| Transfers In | 101,148 | 197,946 | 335,229 | 346,077 | 222,258 | - | 348,727 | 1,551,385 |
| Other Sources | - | - | - | - | - | - | - | - |
| Total Sources of Funds | 17,818,152 | 11,697,306 | 347,170 | 357,707 | 418,676 | 5,338,437 | 457,079 | 36,434,527 |
| Uses of Funds | | | | | | | | |
| Expenses | 14,448,760 | 9,396,481 | 470,028 | - | 38,249 | 1,543,840 | 2,954,939 | 28,852,297 |
| Transfers Out | 1,395,096 | 55,141 | - | 93,946 | 7,202 | - | - | 1,551,385 |
| Other Uses (Debt Service-QZAB) | - | - | - | - | - | - | 19,500 | 19,500 |
| Total Uses of Funds | 15,843,856 | 9,451,622 | 470,028 | 93,946 | 45,451 | 1,543,840 | 2,974,439 | 30,423,182 |
| Net Increase (Decrease) of Funds | 1,974,296 | 2,245,684 | (122,858) | 263,761 | 373,225 | 3,794,597 | (2,517,360) | 6,011,345 |
| Beginning Fund Balances (7/1/09) | 2,691,327 | 1,279,930 | 1,235,768 | 954,566 | 943,675 | 271,611 | 10,279,505 | 17,656,382 |
| Less: Fund Balance Transfer to CUHSD ** | - | (1,164,863) | - | (118,861) | - | - | (152,679) | (1,436,403) |
| Ending Fund Balance (6/30/10) | 4,665,623 | 2,360,751 | 1,112,910 | 1,099,466 | 1,316,900 | 4,066,208 | 7,609,466 | 22,231,324 |
| Components of Ending Fund Balances: | | | | | | | | |
| Reserved: (Revolving Cash, Prepaid) | 30,440 | - | - | - | - | - | - | 30,440 |
| General Reserve (E.C. 42124) (4%) | 633,754 | 378,065 | - | - | 250,000 | - | - | 1,261,819 |
| Legally Restricted Balances | 517,977 | - | - | - | - | - | - | 517,977 |
| Desig: Economic Uncertainties (6%) | 950,631 | 567,097 | - | - | - | - | - | 1,517,728 |
| Desig: Contingency-State Deficits | 1,008,472 | 694,589 | - | - | - | - | - | 1,703,061 |
| Desig: Cash With Fiscal Agent (QZAB) | - | - | - | - | - | - | 790,761 | 790,761 |
| Desig: Capital Projects/Maintenance/Other | - | 100,000 | 1,112,910 | - | 1,066,900 | 4,066,208 | 6,818,705 | 13,164,723 |
| Desig: Other Reserves & Potential Liabilities | 1,524,349 | 621,000 | - | 1,099,466 | - | - | - | 3,244,815 |
| Undesignated Fund Balance | - | - | - | - | - | - | - | - |
| Total Components of Fund Balance | 4,665,623 | 2,360,751 | 1,112,910 | 1,099,466 | 1,316,900 | 4,066,208 | 7,609,466 | 22,231,324 |

*Rounded to nearest dollar

**Transfers to Campbell Union High School District

MetroED Human Resources

MetroED STAFFING

In 2009-2010, the Metropolitan Education District employed approximately 152 full-time and 216 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 | 39 | 21 | 60 |
| Classified | 11 | 1 | 12 |
| Admin. | 4 | 1 | 5 |
| Other | 0 | 0 | 0 |
| Total | 54 | 23 | 77 |

MAEP

| | FT | PT | Total |
|--------------|-----------|------------|------------|
| Certificated | 23 | 158 | 181 |
| Classified | 25 | 28 | 53 |
| Admin. | 6 | 4 | 10 |
| Other | 5 | 1 | 6 |
| Total | 59 | 191 | 250 |

District/Central Office

| | FT | PT | Total |
|--------------|-----------|----------|-----------|
| Classified | 32 | 2 | 34 |
| Admin. | 7 | 0 | 7 |
| Other | 0 | 0 | 0 |
| Total | 39 | 2 | 41 |

| | | | |
|---------------|------------|------------|------------|
| TOTALS | 152 | 216 | 368 |
|---------------|------------|------------|------------|

STUDENT/STAFF SAFETY

MetroED places a high value on safety for students and staff. The Safety Committee has developed a comprehensive safety plan for the agency and conducts monthly meetings and drills.

Employees were trained and/or recertified in First Aid, CPR, and AED emergency care during the summer. The agency has six Automated External Defibrillators (AED) at key locations on the Hillsdale campus as well as the three MAEP administrative centers.

In February, due to a gas leak on the Hillsdale campus, the safety plan was put to the test. There were no incidents or injuries due to the actions of students and staff remaining calm and knowing what to do.

2009-2010 METROED EMPLOYEES OF THE YEAR

TEACHER OF THE YEAR



The Metropolitan Adult Education Program was proud to honor **Leslie Johnson-Tatsuta**, MetroED's Teacher of the Year for 2009-2010. Leslie was honored at the Santa Clara County Office of Education Teacher Recognition Ceremony held in

September 2010.

The English as a Second Language (ESL) Instructor and Curriculum Specialist worked at both the San Jose and Campbell Adult Education centers. Leslie has more than 30 years of experience in ESL at MAEP and with community-based organizations.

Since coming to MAEP in 1991, Leslie has taught every level of ESL from Literacy to Advanced High to Multi-Level classes. She started the ESL Distance Learning Program at the Campbell Adult Education Center and has trained district teachers as a mentor teacher as well as a peer coach.

"MAEP is fortunate to have such an inspiring and engaging teacher," MAEP Director, **Sylvia Karp**, said. "Her support for her fellow ESL teachers and staff is valued because it demonstrates her genuine concern for ESL professional excellence."

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 2009-10, the following MetroSTARS were recognized:

- ★ **Lucy Ataide**, CalWORKs Admin. Assistant, Erikson Adult Ed. Center
- ★ **Bob Beaulieu**, IT Director, Central Office
- ★ **JunJun Candelario**, Computer/Network Technician, Central Office
- ★ **Teri Guida**, Site Registrar, CCOC
- ★ **Sandy Underwood**, Sr. Admin. Assistant, Campbell Adult Ed. Center
- ★ **Miriam Vargas-Padilla**, S.T.E.P.S. Instructor, Erikson Adult Ed. Center

CLASSIFIED EMPLOYEE OF THE YEAR

Throughout the state and county, classified employees are recognized each year for providing excellent service to their organization. The 2009-10 outstanding classified employee for MetroED was **Teri Guida**. Teri provided outstanding service to students as the CCOC Site Registrar.

John Fox, CCOC Director, said, "Teri is an outstanding employee and an asset to our organization. Teri makes all students that she comes into contact with feel welcome at CCOC."

Teri began working as a Registration Technician providing service to the off-site Regional Occupational Program (ROP) instructors in more than 20 local high schools.

Teri acted as a liaison for counselors from more than thirty local high schools and their students who attended CCOC, working together to resolve enrollment, transfer, and attendance issues.

Teri is an exceptional worker, with a pleasant voice and friendly smile. She takes her role as a representative of MetroED very seriously.



Superintendent Paul Hay, Teri Guida and CCOC Director John Fox

THEY RAISED THE BAR

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, 12 individuals and two groups earned the **Superintendent's Award**.

The honorees included: **Collette Betters**, **Kurt Cheetzos**, **Angelo Chiurato**, **Scott Hall**, **Pat Haney**, **Jan Joseph**, **Nancy Joseph**, **Martha Larson**, **Peggy Nutz**, **Dale Poor**, **Alice Rodriguez**, and **Christine Smith**. The groups were the **CalWORKs Site Representatives** and the **CAROCOP Coastal Conference Team**.

MetroED Facility Improvements

Facilities and Equipment

Facilities and equipment play an important role in student learning, particularly in career technical education. MetroED made big strides in these areas this year as we completed modernization of CCOC Building 300 into a Building Arts Center. This is the first of 16 Proposition 1D grants for facilities and equipment. With the District's 50% match, we have \$18.26 million to modernize six of the eight CCOC buildings, and \$1.7 million for new equipment.

New MC Village Opens

The Metropolitan Adult Education Program opened the new Metropolitan Center (MC) Village on the Hillsdale Campus at the end of November. The new center replaced the deteriorating MC center also located on the Hillsdale campus. The district had been planning for years to replace the MC Center by putting aside funds in the District's reserves specifically for this project.



Construction began in May 2009 and was completed in mid-November. The new MC Village includes nine classrooms and a new office. Classes that meet in the center include English-as-a-Second Language (ESL), Community Interest, and 50+ classes. Capitol High School moved from CCOC building 300 to the new portables in MC Village, along with CalWORKs Site Representatives.



New MC Village Campus

Building Arts Center Modernization Completed

The renovation of a new Building Arts Center was completed in the summer of 2010. The \$4.2 million project modernized CCOC Building 300 and houses the Electrical Maintenance, Carpentry, HVAC and Cabinetry programs. It also houses a new Energy Sustainability Lab, provides for simulated and real workplace environments, and provides expansion space for additional building trades programs.

The newly renovated building has state of the industry technology and equipment, utilizes space better, and simulates a real workplace environment. The different programs are able to work efficiently together in an outdoor work lab on both curriculum and projects.



Building 300 Carpentry Classroom

The modernized building is also the home of CCOC's four evening building maintenance classes and the popular Solar Applications & Installation evening class.

Each program now has specific improvements that allow for simulated and real workplace environments such as constructing scale model houses. The outdoor work area is enclosed in fencing so that projects are not disturbed. The solar panel class will meet on the second floor in the sustainable design laboratory.

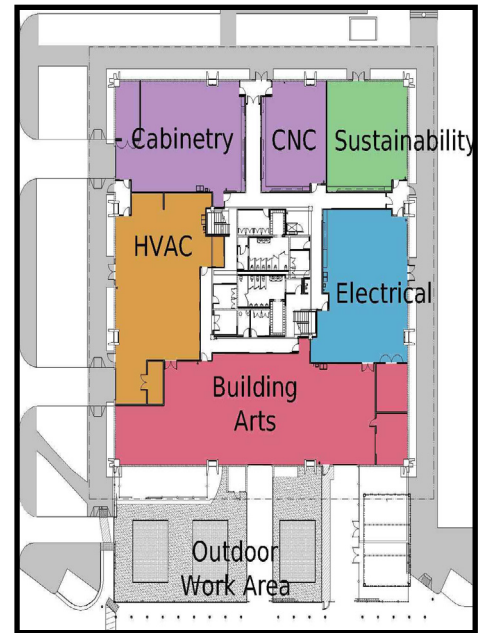
"The construction of MC Village was a dream of MAEP's that was out of reach for many years," MAEP Director, Sylvia Karp, said. "MC Village will be a dynamic, multicultural learning community for both adults and high school students. The facility is a beautiful design and everyone is excited about the new learning environment."

Landscaping at the new MC Village began in the spring. As for the old MC center, the district is looking at options of what to do with the old portable buildings that previously housed the MC center.



Building 300 HVAC Classroom

The project was completed after many years of planning and effort that included working to get legislative support, developing a facilities master plan, applying for Proposition 1D grants and saving for the required financial match.



Building 300 Floor Plan - 1st Floor
Drawing provided by Bartos Architecture.

Energy Sustainability Lab

The Sustainability lab is on the 2nd floor. Notice the Sky Lights in the picture below. Access to the roof was added to allow additional space for the solar curriculum.



The 2nd floor of Building 300 was modernized to an Energy Sustainability Lab.

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 CTE (formally Vocational Education), Special Subjects, or Supervision and Coordination credential.



Joyce Veasley, Coordinator of Credentialing Services, stated MetroED also provides equivalencies for past course work and other relevant professional training. Waivers may

be granted for specific Level 1 and Level

2 modules on a case-by-case basis. A fee for each module equivalency is applied.

Several teacher credential service providers throughout Northern California closed their operations due to a variety of reasons and MetroED offered to continue the services to meet the needs of those pursuing credential services.

MetroED now offers courses that prepare candidates for the Supervision and Coordination Credential. This is a mid-management credential specifically for adult/career technical education.

MetroED's credentialing program will go through an accreditation process. The

process includes biennial reporting and documentation of current and proposed course offerings, in addition to a site visit by representatives of the Commission on Teacher Credentialing.

The credentialing department looks forward to continued growth both in the issuance of credentials and the offering of the requisite courses that candidates are required to take. In addition to individual candidates, the credentialing department has established relationships with organizations such as the California Fire Fighters Joint Apprenticeship Committee, to process credentials for its members and CTE Teach that promotes quality training for new and veteran teachers.



MetroED Governing Board

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

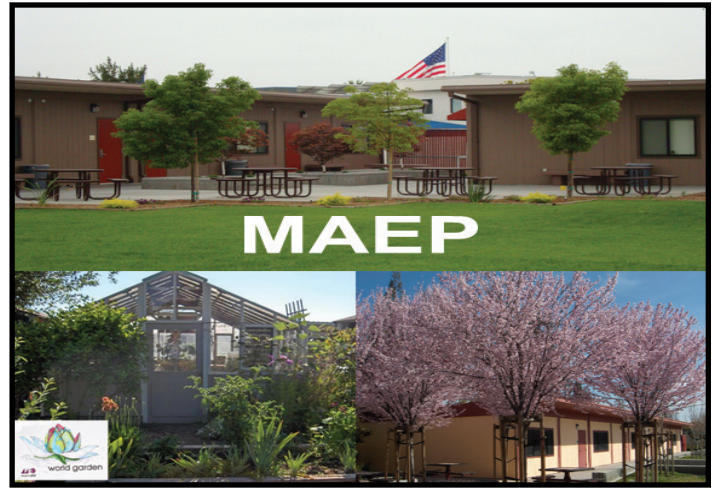
Jim Canova, Governing Board Vice President
Santa Clara Unified School District
1889 Lawrence Rd., Santa Clara, CA 95052

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

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

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



MetroED Contact Information

District Office

- Superintendent (408) 723-6464
- Chief Business Officer (408) 723-6569
- Fiscal Services Department (408) 723-6428
- 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)

- Erikson Adult Education Center (408) 723-6450
- Metro Adult Education Center (408) 723-4212
- San Jose Adult Education Center (408) 947-2311

GED Testing Center

- Metro 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 on the current 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.

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 printing press class in the early years.

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. In 2009-10, MAEP served Campbell Union High School District and San Jose Unified School District.

MAEP is one of the largest adult education programs in the state. In 2009-10, the adult programs served over 10,000 adult students in 31 locations in the Campbell Union High School District and the San Jose Unified School District.



MAEP ESL students in the early years.

WHAT COULD YOU BE?

The possibilities are endless! Let us help you succeed!

MetroED is the largest career-oriented educational organization in Santa Clara County comprised of high school and adult career-technical, academic and community programs.

MetroED annually provides more than 20,000 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