



# Watsonville/Aptos Adult Education News and Views

*To define is to destroy, to suggest is to create.*  
- Stephane Mallarme

*All School Meeting,  
June 8!! 3:30-5:30  
Paid two hours.*

Vol. 6 No. 23

The "Classified Employee Week (cont.)" Issue

May 20, 2007

## **CNA Graduation, Spring 2007: 29 begin program, 28 finish!!**



## **Department Chairs 2007-2009:**

### **Career Technical Educa-**

tion:  
Jack Carroll

### **ESL/Citizenship:**

Edie Trotno

### **Learning Center:**

Sue Colley

### **Lifelong Learning:**

Debbie Lerma/Jane Reyes

### **Parent Education:**

Pam Sexton/Tammy McCroskey

### **Classes in Spanish:**

Elvia Sepulveda

Congratulations to the students of the CNA who were recognized in a beautiful graduation ceremony last week. The teachers Barbara Miyoshi and Bernice Robertson should be congratulated for providing both classroom and clinical experience for the students in such a way that so many successfully completed the program. The school received a note from a relative of a resident in one of the facilities where our students get clinical practice. The note thanked Barbara and the students for the kindness and skills of the students. You know the CNA graduation is one of many ceremonies in which we recognize the accomplishments of our students. Of course the HS/GED graduation is the annual "centerpiece" of our ceremonies. This year we have the honor of hearing Assemblymember Anna Caballero address our graduates at the Mello Center on June 1. We also have a growing tradition of our ESL Awards Ceremony. And there many others: the honoring of pre-schoolers (and their families) at the El Jardin Bilingual Preschool Graduation, the ceremony at the county jail honoring those receiving their GED, the recent party recognizing the internships at the Career Center, John Basor's regular dinner with new citizens. It's that time of year when we recognize the accomplishments of those we serve. For the "end of year" News and Views, send it pictures of our students who have achieved their goals this year. Few things can compensate our teachers and staff, than to see the faces of our students who have achieved.

**Congrats (a week late) to our classified  
staff: Classified Employee Week. You rock!!**

# Watsonville/Aptos Adult Education School Council Minutes

## April 18, 2007

The mission of Watsonville/Aptos Adult Education is to prepare a diverse population of adult students for success in the community – at work and leisure – as citizens, parents and lifelong learners.

**Present:** Bob Harper, Natalie Castillo, Cynthia Stark, Pam Sexton, Eloisa Sanchez, Edie Trotno, José Humberto Camacho, Amy Jewell, Marta Bechhoefer, Teresita Marchisello, Jack Carroll, Charmaine Ryan, Vary Keisler, Lynn Simons, Elvia Sepulveda, Marina Candor, Ann Veronica Coyle

### Welcome:

Elvia Sepulveda, new Spanish language development program chair, was welcomed.

### Expenditures:

A question about how expenditures are approved arose during the addition of agenda items. It was clarified that ordinary expenditures are signed off by department chairs using the requisition form. The School Council is a good place for decisions about unusual expenditures, such as the purchase of Office 2007 software for a number of computers at Green Valley, requested by Jack. This expenditure of approximately \$2000 was approved. Jack added that a model classroom running Windows 2007 (and a Smart Board!) will be set up at Green Valley where we can preview the program.

### Focus on Learning report:

Focus group leaders reported on the strengths and areas for growth that were identified in meetings where participants started gathering content for the 4 reports. Select areas, among many identified, are:

#### **Focus Group Strength and Areas for Growth**

**Organization for Student Learning**•The Mission Statement is available and understood.•WAAE's relationship with the PVUSD Board of Ed is supportive.•Bob attends meetings of trustees regularly.•The School Council is an effective leadership group.

WAAE needs:- to improve electronic communication- to improve the teacher hiring and orientation processes (especially for guest teachers/presenters)- to improve security, including staff training on gang issues.

**Curriculum and Instruction**•WAAE is responsive to the needs of local business and industry.•Students demonstrate improvement in English language skills.•Instructors utilize a variety of instructional modalities.•Instructors use a variety of assessment tools.

WAAE needs:- to revise the ESL Handbook and curriculum- to provide more teacher observation- to utilize a greater variety of assessment, in addition to CASAS- to seek active input from area employers.

**Support for Student Personal and Academic Growth** We have strong connections and contacts with community agencies.•We have a bilingual Selected Community Resources list which we use to help refer students for services.•We bring community resources into the classroom.•We have a strong ESL orientation.•Student Council is active.•We have a strong scholarship/grant program.•We utilize a variety of marketing strategies.•We have lots of evidence supporting our strengths.

WAAE needs:- better student follow-up after a strong initial contact- to reinvigorate Community Education- better student transitions within ESL levels and to ABE and ASE.

**Resource Management and Development**•We made CAP last year and expect to do so this year.•We utilize CASAS testing and scoring.

WAAE needs:- more support for technology- a process for the selection of software and hardware- to employ a grant writer- better student follow-up for successes and non-successes- to formalize a master resource plan- revenue for staff research and other non-ADA generating activities- to have more benchmarks and completers- more productive use of Distance Learning teacher time

**Everyone is encouraged to add additional strengths and growth areas by emailing them to department chairs and cc'ing AV. The 4 tables, with a few corrections made at the meeting, are attached.**

We recognized a need to get more input from Home Groups that did not have representation at the Focus Group meetings where the strengths and areas for growth were identified. The leadership Team needs to assure that each Home Group discusses the strengths and growth areas.

We will start to look more closely at the areas for growth, leading to initial identification of Action Plans by the fall semester.

### Planning for the June 8 All-School meeting:

After much discussion, the following plan was affirmed:

- Traditional beginning, with welcome, recognitions, updates on ILC and anything else needing an update
- Focus on Learning:
  - o BRIEF presentation by the 4 Focus Groups on the Strengths and Growth Areas brainstormed so far
  - o A "gallery walk" when all staff can place green (Yes, I affirm) and red (No, I disagree) dots on the charts
- Closing – raffle and door prize

**Calendar:**

A tentative 2007-08 calendar was presented by Natalie. The draft was approved. Watch for the final version.

**CCAE report:**

Jack presented several points from the CCAE conference:

CBET – This program has been funded to the tune of \$50,000,000 for the last 10 years, and is scheduled to end this year. The California legislature is deciding whether to continue the funding, but the problem is that there is no hard data to demonstrate that it has been effective in strengthening children's academic achievement. Further, if the program is re-funded, the local education agency will have the final word in how the funds are spent. The funds will not go automatically to Adult Ed programs.

Google – The new Google has many amazing capabilities and is adding more every day. Check Google for details.

Marketing – The director of Downey Adult School gave a workshop on Downey's very successful marketing committee, and Jack suggests that we form such a committee. Cynthia and Bob have disks of this presentation.

CALPRO – Has developed training for facilitators of on-site learning committees, with attendance by the facilitator and the director required for the trainings. These have been tremendously successful. Although we have enough on our plate right now, Jack suggested that we consider this for next year, and that including the training as part of a growth area would be good.

Assessing older adults – Having attended a workshop on this topic Jack reports that we're "well ahead of it!"

For a more detailed report on Jack's notes from the 2007 CCAE conference, see the attached.

**Department chair elections update:**

Ballots are due May 17 and results will be announced in News & Views. Voters should NOT sign their ballots.

**ILC Update:**

An Open House/workshop led by electric, plumbing and other contractors was held for PVUSD Maintenance employees on May 8. This training will extend for 60 hours over a period of 2 years. The long process to get the telephones working is taking place, some furniture is arriving, and the computers are on site, but not yet installed.

**Process for selecting new director:**

Bob will do the paper screening of the 25 to 30 applicants. The field will be narrowed to 5 or 6 applicants and a panel comprised of some School Council members and perhaps 2 community partners will interview these applicants and make recommendations of the top 2 candidates to the School Board and superintendent.

**Porter building update:**

The COE has decided that Porter is a good site for an ROP center, and meetings have taken place with the city, district finance officers and the COE. Both the district and the city have been supportive. It's possible that the building may be taken over partially or totally by ROP starting in the fall semester, which will necessitate a quick move by the Learning Center. It would be beneficial for WAAE to keep VESL Health in the building, and to move CNA and open a Health Careers class, a good partnership with ROP.

**Fall assignments:** will be discussed at the June 13 School Council meeting.

**Art for Edie:**

Natalie distributed beautiful flyers and tickets for the art auction to assist with Edie's extraordinary expenses during her treatments and recovery. Thanks to the artists, Bonnie Carver, Marcia Poms and Jane Reyes. The drawing will take place at the All-School meeting, June 8.

**Tech support position:**

Vicente will accept another position in June, which leaves us with another vacancy in this position. It's possible that we might be able to open a full time position, which would make it a more attractive and stable opening.

**Summer School brochure:**

Submissions from department chairs and program heads are due May 21. The request for input for the Fall brochure will be out by the end of June, and due back to Eloisa by July 9.

**Next meetings:**

**Friday, June 8, All-School meeting, 3:30-5:30, ILC**

**Wednesday, June 13 – Final School Council meeting of the year,  
4:00-6:00, Porter**



# WAAE Calendar

Spring Semester Dates:

Jan. 8 - June 15, 2007

Throughout the month of May  
Student Art Show (Bonni Carver and Jane Reyes' classes)  
Aptos Roasting Company, Rancho del Mar Shopping Center  
(Also, "Art for Edie" tickets available from Natalie)

## ***Student Councils***

**Tuesday: Porter morning, Porter evening**

**Wednesdy: Green Valley morning, GreenValley evening**

**These are important**

**student councils, the last of the year.**

**We've had better attendance and more "in depth" conversatons  
at these councils this year than ever before.**

**THIS WEEK, STUDENTS WILL GIVE THEIR  
INPUT ON THE QUESTIONS FOR THE ALL SCHOOL STUDENT SURVEY TO  
BE GIVEN OUT TO ALL STUDENTS NEXT WEEK.**

**THIS IS ONE OF THE KEY COMPONENTS  
OF THE FOCUS ON LEARNING SELF STUDY.**

**Adult Education Graduation!!**

**Friday. June 1, 7-00 p.m.**

**Week of June 4 (tentative) Interviews for the New Director**

**ESL Awards Ceremony**

**Thursday, June 7, Ann Soldo Elementary School**

**ALL SCHOOL MEETING - PAID - AT THE ILC!!**

**Please save the date and make every effort to attend.**

**Friday, June 8, 3:30pm - 5:30pm.**

**Final School Council of the year. (New Director announced?)**

**Wednesday, June 13, 4:00-6:00, Porter**

**GRAND OPENING - COMMUNITY CELEBRATION!!**

**The Institute of Language and Culture**

**Friday, June 29**

**Summer School**

**Thursday, July 5 - Saturday, August 4**

**Back-to-School Meeting**

**Friday, August 17**

**(you must be present to get a full day of paid prep time)**