



North Valley Occupational Center

Mission Statement

North Valley Occupational Center offers educational and training opportunities that provide a diverse population of students with skills to participate more effectively in the family, at work and in the community.

WEEKLY NEWSLETTER



Principal's Message

Workforce Partnership: West Valley Occupational Center hosted a Workforce Partnership for WVOC, NVOC, and our Workforce Development Partners in the San Fernando Valley Region. We are working closely with our community partners to offer short-term training courses, especially certificate programs which prepare students for employment immediately after training. We are all working together to create the collaborative culture needed to best serve student and community needs in our region.

Educational Pathways Workshop: One of the workshops was held at the Rinaldi Adult School. DACE counseling, AC2T staff and secondary PSA (Pupil Service Program) counselors met to coordinate and collaborate on serving high school students who are in need of credits or complete graduation requirements/obtain a High School Equivalency in adult school. It was a very successful meeting and another great collaboration effort designed to help better serve students.

Ellen Baker, Principal

Calendar of Events/Important Dates

Thursday, April 6, 2017

- WIOA Technology Workshop—Creating “Community” @EVSC, Room 207—1:00pm to 2:30pm

Monday, April 10, 2017—Saturday, April 15, 2017

- Spring Recess—School CLOSED

NVOC Main Line: (818) 256-1400

LAUSD Employee Attendance Policy

While the vast majority of employees have a strong commitment to their work and excellent attendance, it is also clear that unnecessary absenteeism has a negative impact upon student achievement due to interruption of the continuity of instruction, and results in reduced productivity, loss of service, and significant costs to the Los Angeles Unified School District (“LAUSD”). The LAUSD Board of Education expects:

- Employees to maintain regular attendance and avoid absenteeism;
- Employees to work every hour that they are assigned;
- Employees to be at their work stations on time every working day;
- Employees to comply with legal restrictions, LAUSD policy and procedures, and the respective collective bargaining rules regarding reporting of absence and providing appropriate documentation;
- Supervisors to explain and insist upon regular attendance, maintain accurate employee attendance records, monitor employee attendance, provide performance feedback to employees and enforce all employee attendance policies and standards through employee performance evaluations and discipline processes.
- The District will make every attempt to avoid scheduling activities that contribute to staff absenteeism.

LAUSD seeks to assist administrators and supervisors to efficiently manage attendance, improve employee effectiveness through reduced absenteeism, and guide employees in appropriate use of illness and personal necessity time. Illness leaves are provided to ease the financial burden on employees who are unavoidably required to be absent from duty due to legitimate illness, injury, or personal necessity. Personal necessity leaves are provided for only eleven specific causes. Employees who use illness and personal necessity leaves for unauthorized reasons are in violation of District policy and related laws. Failure to comply with this policy can result in appropriate disciplinary action, up to and including termination.

DACE to the Rescue



When American Apparel recently closed its Los Angeles headquarters, throwing more than 3,000 people out of work, it was a test of a new partnership between the Division of Adult Education and city agencies that help and support displaced workers.

Within days, teams of DACE and city staff members launched a “rapid-response” effort, organizing unemployment seminars for hundreds of laid-off workers, hosting a job fair and helping many of them enroll in English-language and other classes to help them attain new positions.

“We so value the partnership with the city of Los Angeles as we all work together to link our adult learners to pathways of opportunity and hope,” said DACE Executive Director Joseph Stark. “It’s inspiring to see this regional collaboration in action.”

DACE is working to make it easier for job-seekers by tapping “navigators” to help guide them through the career services, training and education available through L.A. Unified and the Los Angeles Workforce Development Board.

With federal funding from the Workforce Innovation and Opportunity Act, DACE advisers are assigned to Los Angeles WorkSource Centers, where they help job-seekers assemble an effective training and employment plan.

Please read the full article about our partnerships at work at : <https://lausddaily.net/2017/03/adult-ed-advisers-helping-job-seekers-navigate-new-career-paths/>

STUDENT LEARNING OUTCOMES (SLOs)

- Utilize current technology and/or resources to enhance subject area learning
- Develop effective reading, writing, listening and speaking skills
- Demonstrate problem solving skills through individual and collaborative work
- Set and complete short and long term goals



CASAS/WIOA Updates

CTE Teachers:

- We would like to thank you for your cooperation in the collection of entry/update information from your students. We are currently in compliance with the Adult Education Block Grant (AEBG) guidelines. In order to maintain this status, you will receive entry (blue) forms at the beginning of the term or cohort and update (green) forms at the end.

Academic Teachers:

- Our next round of CASAS testing will take place after May 12th. Both ABE and ASE teachers need to pretest any new students on their first day of class and posttest before issuing a credit slip.

ESL Teachers:

CASAS

- Post testing took place last week. Make ups will be handled by your site ESL adviser. This was a test-only session. Student gains reports will be available after Spring break. Our next update/test will take place the second week of May before promotional testing.

EL Civics

- Thank you for submitting your EL Civics DMV testing materials on time. We are currently grading them and results will be printed out within the next two weeks. Our EL Civics Nutrition preparation lessons have been delivered to all teachers. Testing will begin the week after Spring Break.

Please keep in mind that new state and federal WIOA guidelines, which became effective July 1, 2016, allow students to earn only one payment point when they make a significant gain and complete a level between a pretest and a posttest. The second payment point will not be allocated when students advance a level. As a result, the division will not be receiving a considerable amount of funds. In order to mitigate the financial negative impact, the ESL program will be heavily involved in preparing students to participate in the EL CIVICS program and administer additional assessments to measure learning. These additional assessments could produce enough funds to maintain and even exceed previous funding from the Federal government.

THANK YOU and feel free to call, e-mail, or come by the WIOA/CASAS Office (Room 104) with any questions or needed support.

- Gustavo Cubias: gac84281@lausd.net (NVOC- day) Room 104- (818) 256-1329
Joe Alvarez: jma70461@lausd.net (NVOC/EVSC - day/evening) Room 104 - (818) 256-1381. Main office - 818-256-1321
Javier Flores: jff8560@lausd.net (NVOC- day) Room 7 – (818) 256-1370
Maura Sakhakorn: maura.sakhakorn@lausd.net (Rinaldi and Whipple- day) Rinaldi: (818)366-9171 Whipple: (818)508-3600

Celebrate Dan Hazeltine's Retirement

Mr. Dan Hazeltine, Assistant Principal of Operations at West Valley Occupational Center, will be riding off into the sunset after a long career with the Division of Adult and Career Education. In 2012 to 2014, Mr. Hazeltine worked at North Valley Occupational Center as a Teacher Adviser. He managed the CTE programs and assisted our instructors effectively with full of enthusiasm and optimism. He was always very appreciative of everyone that he worked with and made you feel included. Additionally, Mr. Hazeltine worked on the mid-term WASC Accreditation visit which allowed our school to complete its term.

If want to personally congratulate Mr. Hazeltine on his retirement, you can attend the reception in his honor on Friday, May 12, 2017 from 12:30pm to 2:30pm at West Valley Occupational Center in Room 209. It is \$20.00 per person which includes a light lunch and gift. Please send your RSVP to Ms. Veronica Estrada by Thursday, May 4, 2017 via email at veronica.a.estrada@lausd.net or by calling (818) 346-3540.

We bid Mr. Hazeltine a fond farewell and for those of us who had the pleasure of working with him, we have been given a good example of how to enjoy every day working in the Division of Adult and Career Education. Thank you and we will miss you!!!

WIOA Technology Workshops



North Valley Occupational Center

2017 (March through June)



WIOA TECHNOLOGY WORKSHOPS

NVOC's instructor-taught series of hands-on workshops focusing on one type or aspect of technology each session.

Table with 4 columns: Session, Date, Title, Location. Contains 6 workshop entries from March to June 2017.

Attendees will receive District Sponsored Training Rate or count workshop attendance for Step Advancement Purposes!

ALL teachers are encouraged to attend.

RSVP via Email to barry.bakin@lausd.net

The next WIOA Technology Workshop (#8 in our series) will be this coming Thursday, April 6 from 1 p.m. to 2:30 p.m. in room 207 at East Valley Skills Center. The topic will be "Creating 'community' using appropriate online tools and strategies." I am also working on a guest presenter who will be sharing some highly regarded language learning software with us. As always, everyone is invited, and those who do attend will receive either District Sponsored Training Rate (\$\$) or hours towards their step advancement.

I have attached the new flier with all of the remaining Technology Topics for your convenience! If you plan to attend, please send me an email response, so I can get an estimate of attendance.

At our previous WIOA Technology Workshop, attendees learned about ways to use a 70" Promethean ActivPanel as a classroom instructional tool (for any subject) and were able to actually practice doing so. As a result of a gracious offer from the Promethean rep, we now have TWO ActivPanels on campus for instructors to practice with. If you want to try out this cutting edge technology, please let me know and I will make sure a panel gets delivered to your room for you to try out for a short period of time. You don't have to be located on the NVOC campus to take advantage of this offer. Promethean has also offered to assist in transporting the Panels to other branch locations, but time is of the essence! Don't dawdle if you want to take advantage of this wonderful opportunity to try out new classroom instructional technology (and perhaps be able to actually have an ActivPanel assigned to your room in the near future!!!)

NVOC Workforce Development Partners



The WorkSource Center in Pacoima is operated by the popular non-profit organization Youth Policy Institute (YPI). As part of our efforts to strengthen our partnership with YPI WorkSource, we provided a campus tour to their management team on Monday, March 20 between 9:00am and 11:00am.



YPI WorkSource aims to refer more students to our campuses for all programs and potentially provide training opportunities in our CTE programs. They will also be one of our valued partners providing no-cost career services to our students. Stay tuned!

Food for Thought

Preservation of one's own culture does not require contempt or disrespect for other cultures.

- Cesar Chavez -



2017 NVOC Job Fair

North Valley Occupational Center (NVOC) will host its **Annual Job and Resource Fair** on **Friday, April 28, 2017** from **10:30 a.m. to 1:30 p.m.** The job fair connects NVOC students with employers and resource providers from in and around the North East San Fernando Valley area. In addition, it will give teachers the opportunity to showcase their programs and recruit future students.

Preparation and planning is well under way and we are excited to have our long standing partners join us once again towards what is building up to another successful event. Instructors who wish to participate and have a booth to promote their program, please send Ms. Elizabeth Penuela an email at epenuela@lausd.net on or before April 15th.

Display boards will be available at the NVOC Bookstore. Please be sure to bring your students to the job fair. Refer to the attached Job Fair flier to view the names of the confirmed participants for the event. More participants will soon to follow.

North Valley Occupational Center

JOB FAIR & OPEN HOUSE
Bridging Your Future: Workforce & Higher Education

Keynote Speaker
Assemblyman Raul Bocanegra
Assembly District 39

Friday, April 28, 2017
10:30am—1:30pm

Allied Universal Security Services
Anthem Blue Cross Medi-Cal
Assemblyman Raul Bocanegra, AD 39
Athens Services
Build West Valley Work Source Center
California Army National Guard
California Association of Nurse Practitioners-Pasadena Chapter
California Highway Patrol
Caltrans
Department of Veteran Affairs
Dignity Health Northridge Hospital: Navigator Program
Electro Rent Corporation
El Proyecto Del Barrio WorkSource Center
Express Employment Professionals
Fedex Ground
First Student
Go Meza Inc. Real Estate Services
GRID/Alternatives Greater Los Angeles
IBEW/NECA NYP Electrical Training Institute

Kelly Services Inc.
LAPD Communications Division
LAPD Recruitment Unit
Los Angeles County Department of Human Resources
Los Angeles Public Library
Los Angeles Valley College
MAXIMUS
Northridge Hospital Welcome Baby Program
Partnership Staffing Solutions
Pacific Asian Consortium in Employment
Providence Tattoo Removal
Securitas Security Services
Select Staffing
Snelling
Southern California Laborers Apprenticeship Staffing Network
Student Transportation of America
US Coast Guard Auxiliary
UPS
VA Greater Los Angeles Health Care System

Special Guests
Senator Bob Hertzberg
Eric Garcetti
Supervisor Sheila Kuehl
Mónica Rattliff

Supporters
South Policy Institute
California Credit Union
El Proyecto WorkSource
North Valley Occupational Center
11450 Sharp Avenue • Mission Hills, CA 91345
www.nvoc.org

For more information call (818)759-5843 - epenuela@lausd.net

All education and vocational opportunities are offered without regard to handicap, marital status, race, color, ancestry, nationality, origin, age, religion, sex and sexual orientation.

Teacher Academy

TEACHER ACADEMY
SOFT SKILLS INSTRUCTION

In Partnership with the City of LA Worksource Centers, all DACE schools will be offering a summer soft skills bootcamp (6 weeks, 10hrs/wk). The Teacher Academy is being offered to instructors **credentialed in ESL** who are interested in teaching this course. The Teacher Academy is comprised of four sessions, each one covering different material.

TIME (FOUR SESSIONS)
12:30 p.m.-3:30p.m.

LOCATION
Room 118
Evans Community Adult School
717 N. Figueroa St. | Los Angeles, CA 90012

DATE(S)

APRIL 2017							MAY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

JUNE 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

RSVP BY April 17th!

RSVP AT:
bit.ly/dacesoftskills
(copy link into web browser)

Training Rate or Step Advancement Provided
For More Information contact Sam Powers: spowers@lausd.net

About eleven months ago our city partners asked the Division of Adult and Career Education to participate in the Targeted Local Hire (TLH) program with the City of Los Angeles. One of the primary requests was that DACE provide soft skills training to those applicants who do not have the necessary employability skills (soft skills). To that end, a Soft Skills Course was created by our Curriculum and Instruction Unit. This is an ESL Intermediate High/Advanced program which is divided into two 30 hour courses.

In anticipation of being able to meet the needs of our city partners, DACE would like to open up participation to all instructors credentialed in ESL to teach this new course. Interested teachers will need to complete the Teacher Academy for Soft Skills Instruction, which is comprised of four sessions with each one covering different material. For more information, please contact **Mr. Sam Powers** at spowers@lausd.net. The deadline to apply for this Teacher Academy is on April 17, 2017.

Adult Education Conferences

2017 CCAE STATE CONFERENCE
The Renaissance of Adult Education

Renaissance Long Beach Hotel | May 4-6, 2017
PRESENTED BY SOUTH COAST SECTION

CCAE
California Council for Adult Education

SAVE THE DATE

AEBG Conference
Accelerating The Process for Workforce Entry

May 13th
Conference: 8:00 to 2:00 p.m.
LARAEC Open Meeting: 2:00 to 4:00 p.m.

laraec.net

Sherraton Universal Hotel
333 Universal Hollywood Dr.
Universal City, CA 91608
(818) 580-1212

Burbank USD | Culver City USD | Los Angeles CCD | Los Angeles USD | Montebello USD