



January 23, 2017

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

Congratulations to our Medical Assistant students for successfully completing their program! This short-term training program prepares our students to enter the medical field as medical assistants and offers study materials for the National Certification exam.

As our CTE classes finish teachers need to be sure to have the course competency checklist for all students and to bubble in completers to get their certificates. If students have not enrolled for their next course, remind them to go to counseling to register as soon as possible as many CTE classes fill up fast.

Summer school will be June 19—July 28. The summer offerings will be similar to last year. Teacher applications will be distributed in mid-February. Fall assignments will be distributed mid-March.

Ellen Baker, Principal

Calendar of Events/Important Dates

- Monday, January 23, 2017 — Industrial and Automotive Department Meeting, 11:30am (Room M1), 8:15am (Room 20)
- Tuesday, January 24, 2017 — Job Fair Planning Committee Meeting, 12:15pm (Room 105)
- Wednesday, January 25, 2017 — Business Department Meeting, 11:15am (Room 105)
- Friday, January 27, 2017—End of Fall 2016 Semester
- Monday, January 30, 2017—Spring 2017 Semester begins
- Monday, January 30, 2017— School Safety Committee Meeting, 11:45am/ 8:15pm (Room 102)

Medical Assistant Graduation



On Thursday, January 19, 2017, NVOC hosted its third Medical Assistant graduation ceremony. We are so proud of our sixteen Medical Assistant students for completing the rigorous and demanding 500 hour program. Our M.A. graduates have steadily increased and this group has been the largest one since NVOC started offering the program in Fall of 2015.

The success of our students and program have been due to the our dedicated instructor, Ms. Carol Govier, our hard-working team of CTE Advisers, Mr. John Alvarez, Ms. Debbie Torres, Mr. Harim De Leon and our amazing support staff in the Bookstore under the direction of Ms. Sonia Nava. Furthermore, NVOC is very grateful for the solid partnership it has developed with El Proyecto Del Barrio. Ms. Magdalena Duran, Director of the Sun Valley WorkSource Center, has provided crucial support to our M.A. program and students through arranging access to internship locations and assisting our students to be gainfully employed in the medical field.

We wish our Medical Assistant students well as they prepare for the National Medical Assistant Certification.

Class Availability

North Hollywood Adult Learning Center

I.I. Lab
(M - F) 8:00am to 12:15pm

Rinaldi Adult Center

I.I. Lab
(M - F) 8:00am to 12:15pm
Computer Op.
(M - F) 8:00am to 10:00am
(M - F) 10:15am to 12:15pm

East Valley Skills Center

Several ABE and ASE sections, AIS

NVOC

Adult Independent Study (AIS)
Must score a minimum of 10.0 on TABE reading test.
Tues 9:00am to 12:00pm
5:00pm to 8:00pm
Thurs 2:00pm to 5:00pm

CCAIE State Conference 2017



The 2017 CCAIE State Conference: Focusing on the Renaissance of Adult Education will be held from May 4 to May 6, 2017 at the Renaissance Long Beach Hotel, located at 111 East Ocean Boulevard in Long Beach, California. Actual dates for workshops are Friday, May 5, 2017 and Saturday, May 6, 2017. The conference team is searching for adult educators and leaders to deliver a 60-minute presentation to participants with innovative and effective tools that will enhance and enrich instruction in the field.

This is a great opportunity to share and showcase the excellent job we do at NVOC. We have many outstanding teachers whose effective classroom tricks and stratagems that can change the landscape of Adult Education in California. Please highly consider submitting a workshop proposal via the CCAIE website at <http://www.ccaestate.org/call-for-presenters/>

Open Registration Dates

Academic.....January 26, 2017
CTE.....Continuous
ESL.....Continuous

Spring 2017 Registration will take place in the Counseling Office beginning at 8:00am on the dates listed above.

STUDENT LEARNING OUTCOMES (SLOs)

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

CASAS/WIOA Updates

ABE Reading and Math Teachers:

All testing materials were due back in the WIOA office on Friday, January 20th, 2017. Student gains reports will be printed and delivered as soon as your update/tests are scanned. Please continue to pretest any new students and submit their entry/test forms to our office within 24 hours.

ESL Teachers:

Our next EL Civics objective is Soft Skills. All testing materials were distributed last week, and they should be turned in by Friday, January 27, 2017. Please staple each student’s task sheet on top of their conversation score sheet.

II Lab Teachers:

All testing materials were due back in the WIOA office on Friday, January 20th, 2017. Student gains reports will be printed and delivered as soon as your update/tests are scanned. Please continue to pretest any new students and submit their entry/test forms to our office within 24 hours.

Please direct your concerns and questions to the WIOA/CASAS team.

- **Gustavo Cubias**
gac84281@lausd.net (NVOC- day)
 Room 104- 818-365-9645 Extension 381
- **Joe Alvarez**
jma70461@lausd.net (NVOC/EVSC - day/evening)
 Room 104 and Main Office 818-365-9645
 Extensions 381/401/320.
- **Javier Flores**
[ffj8560@lausd.net](mailto:fjf8560@lausd.net) (NVOC- day)
 Room 7- 818-365-9645 Extension 370.
- **Maura Sakhakorn**
maura.sakhakorn@lausd.net (Rinaldi and Whipple- day)
 Rinaldi- 818-366-9171
 Whipple- 818-508-3600

NVOC’s New Plant Manager



Please give a warm welcome to **Mr. Armando Roman**, NVOC’s new Plant Manager.

Mr. Roman is a seasoned Plant Manager with nine years of experience in the position and three years as a custodian. He is ready and looking forward to work alongside NVOC’s students, faculty, staff, and administrators. Mr. Roman and his staff will do their best to keep our campuses clean and safe environments for learning. Please do not hesitate to leave Mr. Roman a note in his box in the main office or send him an email at axr1827@lausd.net for any maintenance issues that you need addressed.

We are very happy to have Mr. Roman join the NVOC family! (Reprinted due to a misprint from last week’s bulletin.)

Copyright Reminders

The Los Angeles Unified School District and all its employees are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, library media teachers, and other District personnel will take an active role in assuring compliance with the United States copyright law and congressional guidelines.

The District does not sanction illegal use or duplication in any form. Unlawful copies of copyrighted materials may not be produced or used on District-owned equipment, within District-owned facilities, or at District-sponsored functions. Employees who knowingly and/or willingly violate the District’s copyright policies do so at their own risk and may be required to remunerate the District in the event of a loss due to litigation.

Please refer to LAUSD Bulletin 714 regarding copyright compliance and Bulletin 716 regarding computer software copyright.

Food for Thought

A mistake repeated more than once is a decision.

-Paulo Coelho-

Essay Contest

North Valley Occupational Center’s “Love My Adult School”

Essay Writing/Advocacy Contest

- ♥All students, all programs, all campuses are invited to participate.
- ♥ **What should I include in my essay?** ♥
- ♥Write a one page essay telling us what adult education means to you. (final essay submitted must be typed).
- ♥ **Your essay should express** the meaning of adult education as it relates to career, family, and/or community .
- ♥Essay must describe the meaning of adult education as it relates to North Valley Occupational Center’s Student Learning Outcomes (SLOs).
- ♥Essay format should have student name, ASIS #, program name, and course level information only at the top right side of the essay.
- ♥ **What happens to my essay when I enter the contest?** ♥
- ♥Top essays from ESL, ABE, ASE & CTE Programs will be read by the winners and posted on the NVOC website and weekly newsletter.
- ♥All student essays will be included in a notebook to be shared with local and State politicians to advocate for increased adult education funding!

All Essays Due to Mrs. McCarthy at EVSC by: **Wednesday, February 15, 2017**

EVSC Winners Present Essays at EVSC campus on:
 Thursday, February 23, 2017 at 7:30 p.m. &
 Friday, February 24, 2017 at 10:00 a.m.

Dates/times of reading for other campuses TBA

Activity Sponsored by
 NVOC Student Council Members

REVISED DATES

NVOC would like to announce a student essay contest, “Love My Adult School” as a way for our students to express the meaning of adult education and share how it has impacted or improved our students’ lives. Please refer to the announcement and encourage all students to participate. Entries should include the student’s name, SIS number, School Site, and the program (ESL, CTE, ASE, ABE) that they are enrolled in. Essays are due by Friday, February 3, 2017 to **Ms. Melissa McCarthy**, Assistant Principal of Adult Counseling Services.

CCAE State Conference 2017

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

The California Council for Adult Education (CCAE) will be hosting the 2017 State Conference in Long Beach, California at the Renaissance Long Beach Hotel on May 4-6, 2017. The theme of this year’s conference is the Renaissance of Adult Education. It is expected that more than 1,000 educators, administrators, students and other professionals from across the state will come together to share, learn and collaborate for the good of adult education.

This year, the Division of Adult and Career Education (DACE) will be sponsoring TEN employees from NVOC to attend the conference. If you are interested in attending, please contact **Mr. Vladimir Tigno**, Assistant Principal, at the main campus no later than Thursday, January 26, 2017. Selected teachers and staff members will be notified in February.