

Our Mission:
The Los Angeles County Regional Occupational Program is a collaborative of the Los Angeles County Office of Education and member districts to deliver quality career preparation.



Focus on Learning

A Curriculum Hotsheet

Six Grants Awarded to LACOROP

We got it! LACOROP submitted six applications for the Industry Based Certification Program Incentive Grant (AB-1018) and all six will be funded. Of special note was that one of the grants submitted by **Rebecca Seher** received the

highest score. Congratulations to Subject Area Consultants **Grace Hibma**, **Linda Matzek**, and **Rebecca Seher**; Administrative Analyst **Beth Elchico** and CWD/ROP Director **Nancy Wagner** for their hard work and leadership in

developing the six applications.



To learn more about these grants, please contact your subject area consultants.

Welcome Back to a Brand New School Year!

The consultant staff welcomes all LACOROP staff to the start of the 2002-2003 school year! Kicking off the year is the Fourth Annual Staff Development Day held at the Culver City Radisson Hotel. The day's activities are highlighted by "Best Practices" sessions for teachers and support staff. Other featured workshops included customer service, how to work with special needs students, and how to build partnerships with industry. Over 20 teachers will be sharing their strategies on how to make programs more successful.

The importance of data and accountability still reign supreme as schools are being required to publish evidence of student success. The School Accountability Report Card will now include information on Career Technical Education. At the LACOROP, accountability has always been the practice - tracking student completion

and placement rates through the course review process. Individual Training Plans reflect student progress in classroom and on-the-job skills acquisition. A rubric for teachers and students to examine their achievement of the ESLRs is in place. Proficiencies are listed on the back of ROP Student Certificates! ROP has a lot to show and successes to be proud of.

Consultant staff are here for the teachers of the LA County ROP. Whether you are new or a veteran teacher, consultants can provide support and resources to improve your teaching skills. New teachers get to attend the New Teacher Inservice to learn the latest strategies and theories on successful teaching and classroom management techniques. Also included are attendance and

record keeping process and documentations related to on-the-job industry partnerships. Veteran teachers can sharpen skills and explore leadership roles through the Staff Development Calendar offerings, Lead Teacher Program, Model Practices application, or committee membership. Goals for this year include a review of the LA County ROP ESLRs, and how to use and how to assess student achievement of the ESLRs in your class. Consultants will also be completing a major revision of all course outlines and disseminating them to teachers. Look for the Staff Development Calendar (insert in this issue) for your subject area workshop and plan to attend to get the latest in teaching for your industry! Call or e-mail your consultant with questions or requests on your subject area on teaching technique. Keep reading the *Focus On Learning* newsletter for updates on what's new in ROP!!

Meet Your Subject Area Consultants

For information on how to get in touch with your consultants, see page 2.



Karin Reynoso
Health



Grace Hibma
Agriculture/Home Economics



DeAnne McLemore
Marketing



Linda Matzek
Trade & Industry



Rebecca Seher
Business

Hail To The New Chef! By Grace Hibma

Jorge Vasquez, a senior from Mt. View High in El Monte, has a strong drive to succeed. On March 23, 2002, he was selected to participate in a Cook Off at the Santa Ana campus of the Art Institute of California. To be selected to compete in this event, he had to pass the preliminary application process. This meant the submission of a packet comprising of his resume, letter of intent, transcripts and letters of recommendation. He

also submitted his menu, and produced it with photos and costing. Jorge's menu was Pineapple Focassia, appetizer, Julianne vegetable soup, a stuffed pork chop, sauté broccoli with cheese sauce and rice.

Two weeks before the competition, he visited the Santa Ana campus to get his preliminary instructions. He was given his recipes, which were: sauté Chicken Chasseur, Classic Rice Pilaf, sauté broccoli, and a shrimp cocktail. The

contestants were graded on organizational skills, working practices, taste, presentation and neatness of the worktable after they were finished. **Jorge** did his homework. He practiced and memorized his recipes. His knife skills and timing were great. The judging took two hours. **Jorge** was calm and in control.

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The Pulse of Health By Karin Reynoso

The Ten Commandments of Teaching

1. Be the best teacher you can be, and then relax a little.
2. Treat children as unique and special.
3. Resist the temptation to yell when stressed; instead count to ten.
4. Give genuine praise to students, from the heart.
5. Listen to your co-workers, and try some of their methods.
6. Try a little humor in the classroom.
7. Read something you enjoy for a few minutes each day.
8. Reach out to those difficult students because they are worth it.
9. Say "No" to other teachers, other school staff, or the principal when you need to.
10. Be the best teacher you can be, and the rest will come naturally.

Handle Hostile People Effectively

- When someone is needlessly hostile--be it a colleague, a parent, or a student--you

have a choice: stay positive, or get upset and become hostile yourself. Remember, it's always best to keep your cool and handle the situation as calmly as possible. These tips may help:

- Don't respond in kind. The conflict will only escalate if you, too, become antagonistic, and ultimately, nothing will be resolved. Take a deep breath, do your best to stay calm, and approach the situation logically.
- Be courteous. Sure, it's tough to smile and grit your teeth, but many times, a calm demeanor will defuse an attack. Being nice should allow you to get through a bad situation with the fewest emotional casualties.
- Don't take it personally. Hostile people will aim their rage at anyone within earshot. Simply accept this and move on to try to reach an agreeable, peaceful solution to the situation at hand.



- Don't expect to change the person you're dealing with. Just because you're doing your best to be nice and helpful doesn't mean the hostile person will back off. Some people are just plain nasty. But it doesn't mean you, too, have to buy into aggressive behavior.
- Think positive. Focus on the people and things that bring happiness to your day. Take the hostility as it comes; then put it behind you and forget it.

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Contact your consultants!

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Trade and Industry Tidbits By Linda Matzek

I am very pleased to announce that LACOROP has been awarded 5-grants in the Trade and Industry area. The grants were awarded for Career-Technical Education Professional Development, Industry Sector Leadership Development, and Industry-based Certification. Trade and Industry received a total of \$336,956 in grant funding.

Jim Horton, AYES Instructor, Mark Keppel High School received the Career-Technical Education Professional Development grant. The grant paid all expenses for **Jim** to attend the AYES Training Conference in Detroit, Michigan, July 22-26, 2002. Attending the national conference provided **Jim** with new and updated materials and information to use in his AYES program.

The Industry Sector Leadership Development grant was awarded to 4 Regional Occupational Centers and Programs in Central, Coastal, Northern, and Southern California. The State Department of Education selected LACOROP to represent the Southern region. The grant provides **dollars** to organize, promote, and conduct professional development activities in Southern California. In-service activities will focus on curriculum, curriculum standards, assessment, and

accountability issues relating to the 5-Trade & Industry sectors: Construction & Building Trades; Energy & Utilities; Engineering & Design; Manufacturing & Product Development; and Transportation. Additional in-service topics will include classroom management, teaching strategies, AutoCAD, Auto Desk, Teach 3D. This project is designed to provide leadership development for Exploring Technology, Industrial & Technology Education, and Trade & Industry instructors. Below are tentative dates and locations for the upcoming conferences: CSULA – Saturday, October 26, 2002
Palm Springs – Friday and Saturday, December 6 & 7, 2002
San Diego – Friday and Saturday, May 16 & 17, 2003

Please save these dates - more information will follow.

LACOROP received 3 industry-based certification grants in Trade and Industry (NATEF, Cisco, and A+). These industry-based certification grants will provide **dollars** to certify our teachers, programs, and students. Instructors will receive their certification during the 1st year and implement industry-based certification into their programs during the 2nd year. What a great opportunity for our instructors to demonstrate that their programs are

driven by academic and technical skills based on industry standards. Students will receive internships, mentoring, paid/unpaid on-the-job training, and industry-based certification. Furthermore, our instructors will be able to provide industry with the next generation of highly qualified technicians. **Congratulations to the following grant recipients:**

A+ Certification

John Allen, Alhambra H. S., Alhambra USD
Bill Chapman, Arcadia H. S., Arcadia USD
Chris Collins, Mayfair H. S., Bellflower USD
Phil Dominguez, Lynwood H. S., Lynwood USD
Julio Guzman, Bellflower H. S., Bellflower USD
Emanuel Kennedy, Duarte H. S., Duarte USD
Jimmy Sadler, Bell Gardens Intermediate, Montebello USD
Michael Winters, Gabrielino H. S., San Gabriel USD

Cisco

John Allen, Alhambra H. S., Alhambra USD
Eric Ban, Bell Gardens H. S., Montebello USD
Bill Chapman, Arcadia H. S., Arcadia USD
Chris Collins, Mayfair H. S., Bellflower USD
Julio Guzman, Bellflower H. S., Bellflower USD
Michael Winters, Gabrielino H. S., San Gabriel USD

NATEF/AYES Certification

Phil Jelinek, Monrovia H. S., Monrovia USD

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Business Corner By Rebecca Seher

Welcome back to a new year promised to be filled with rewards, rejuvenated energy, ideas and opportunities. We have a great deal to accomplish this year with our new and returning students. It's time again to prepare students for the world of work ahead of them. To achieve our goals for the year, we need to look at the first day of the new school year. This is the time to set the tone for the student, parents, and yourself. Here are some key elements that will help to set the stage for your classroom.

- 1) Maintain a student-centered learning environment.
- 2) Manage the classroom as a place of business and lead students so they are able to successfully perform tasks.
- 3) Develop a positive relationship with students. Students are more cooperative and perform at a higher level when mutual respect is practiced on a daily basis.
- 4) We must be the career technical expert in the classroom, as well as an

academic leader.

- 5) Our passion for teaching and the desire to help students drive us to perfect our communication skills, character, and the ability to work with students, colleagues, administrators, and parents.
- 6) Provide the answer to the ever present question students continually ask, "What's In It For Me?" When we provide the answer continuously, comprehensively and conventionally we acquire and maintain a great deal of credibility as a teacher. We may consider answering the question before it is even asked.

On the first day of school it is important to create a positive environment. Present your classroom rules as values, benefits and positives. Treat each student with respect and fairness and in return expect the same from your students.

Be sure to get enough sleep and eat right so you are physically and mentally prepared for the first days of school. We

must take care of ourselves in order to take care of others. If you need information to assist you in the classroom, don't hesitate to call or e-mail me. Take care!

Goals for the Year

- 1) Update/ Rewrite course outlines
- 2) Advisory Meetings for each subject area
- 3) Professional Development:
 - Curriculum Writing Workshop - 8/15 and 8/16
 - Staff Development Day - 8/23
 - Business Education Assoc State Conference - Irvine 11/8 - 10
 - CAROCP Conference - Palm Springs - 11/20 - 22
 - Subject Specific Workshop - 3/14/03
- 4) Planning year for MOUS Certification Grant
- 5) Continue to seek out grants
- 6) Research possible certification for staff and students
- 7) Continue to seek out and provide financial literacy recourses for the classroom

E-Marketing—The Next Generation by DeAnne McLemore

If you don't operate your business nationwide or have hundreds of employees to monitor...don't worry, nobody needs to know! This summer, **Susan Stallings**, Arcadia Unified School District; **Catherine Bobbitt**, Downey Unified School District; **Susan Jones-Morrison**, Las Virgenes Unified School District; and, **Mike Slominski**, Glendale and Las Virgenes Unified School Districts, found out that with the right technology, millions of businesses around the world operate successful ventures on the World Wide Web through savvy website presentations, e-mail marketing campaigns, e-newsletters and promotions and a host of other strategies to attract and hone in on customer buying habits.

This fall, these Marketing instructors are in preparation for offering the newly Board approved **E-Marketing** course that will introduce students to the buying and selling of goods, services, and ideas in the electronic commerce environment. They attended an all-day **E-Marketing Training Workshop** held July 19th at LACOROP's Computer Lab, presented by Denise McGregor, ROP Marketing Instructor from Tustin High School in North Orange County. Instructors were provided with "hands-on" instruction for implementing instructional modules, developing appropriate lesson plans, reviewing

Internet resources and learning the basics of website development.

In addition, on July 21-24, instructors attended a Web Design World, 3-day conference in Seattle, Washington. Their attendance was sponsored by **the 2001-02 Career Technical Education (CTE) Professional Development Grant**. Conference highlights included web usability, navigation, architecture, and design issues. According to **Susan Stallings**, "The conference had a wealth of information and industry trends which could be integrated in our teaching. Also, it was interesting to meet industry professionals and share ideas for classroom instruction."

E-Marketing is the "next generation" of marketing education and has the potential to generate a high interest level, and most importantly to deliver students with a unique and saleable set of skills to meet today's changing industry. We applaud those teachers who are venturing into a new realm of marketing and wish them the best for a challenging, yet exciting school year!

If you would like to know more about the E-Marketing course curriculum, please contact **DeAnne McLemore**, Marketing Consultant at (562) 922-6737.

Need to Stretch? By Karen Nelson

Many teachers have taken the opportunity to stretch and participate in ROP activities outside their district and/or subject areas. By doing this, teachers learn more about the operation of the ROP and represent their subject areas on various committees that form the direction that ROP takes.

WASC Leadership Team: In its fourth year of operation (and third year since our WASC!), teachers are playing more important roles in fulfilling the action plan resulting from the WASC of 2000. Besides overseeing the implementation of the Action Plan, this year's team will review and revise (if necessary) the Expected Schoolwide Learning Results of the LACOROP. Representative teachers are: **Debra Cruz**, Home Economics & Agriculture; **Barbara St. Clair**, Business Occupations; **Ginger Fallesen**, Health; **David Loy**, Marketing & Creative Arts, and **Bill Gray**, Trade & Industry. Students, parents, and industry members participate along with district and county administrators.

Curriculum & Instruction Committee: One of four major committees of the LACOROP, the C&I Committee implements the goals and objectives of the Strategic Action Plan, discusses Staff Development offerings, and supports teachers in classroom excellence and achievement for all students. Representative teachers are: **Freda Vadgama**, Home

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Dennis McCarthy, Burbank H. S., Burbank USD
Daniel Cox, Santa Monica H. S., Santa Monica and Malibu USD
Sal Mendoza, El Monte H. S., El Monte USD
Mario Miranda, Bellflower H. S., Bellflower USD
Bernie Rodriguez, Lynwood H. S., Lynwood USD
Tony Simonian, San Gabriel H. S., Alhambra USD
Danny Wallace, Muir H. S., Pasadena USD

Hail to the New Chef! Continued from page 1

He even sang while working. The judges who were staff from the Culinary Arts Department of the Art Institute of California, industry chefs, and food magazine critics, scrutinized his movements. When he was awarded the bronze medal, **Jorge** felt that the preparation and wait was well worth it. His family and teachers were so happy and proud. For **Jorge**, however, this is just the beginning. Who knows? He may be the next Chef Wolfgang Puck!

Congratulations, **Jorge**!

Economics & Agriculture; **Kelly Holt**, Business Occupations; **Audrey Gallant**, Health; **Mardi Arnold**, Marketing & Creative Arts, and; **Phil Jelinek**, Trade & Industry. TESA Training of Trainers: A specialized training in the implementation of "teaching behaviors" resulting in proven improvement of student achievement. Watch for activities to be announced during the year! Your experts will be:

Sharon Harper, Home Economics & Agriculture; **Kelly Holt**, Business Occupations; **Lana Sremba**, Health; **Catherine Bobbitt**, Marketing & Creative Arts, and **Phil Jelinek**, Trade and Industry. Annual ROP Retreat: Each July, the district representatives, ROP administrators, business & industry partners, parents, teachers, and students meet to review the Strategic Action Plan, note progress and plan the goals and objectives for the ROP in the next year. This retreat sets the direction of the LACOROP and was represented by: **Debra Greenwood**, Home Economics & Agriculture; **Kelly Holt**, Business Occupations; **Ginger Fallesen**, Health; **Mardi Arnold**, Marketing & Creative Arts, and; **Phil Jelinek**, Trade & Industry. Course Survey Ad Hoc Committee: This

committee is reviewing the classroom survey and process currently used. Look for new questions coming out in this year's survey! Your representatives are: **Karin Bellows**, Home Economics; **Kelly Holt**, Business Occupations; **Audrey Gallant**, Health; **Teri Jones**, Marketing, and **Bill Gray**, Trade & Industry. Other activities with teacher leaders are the:

- Special Needs Ad Hoc Committee
- curriculum writing teams
- advisory committee coordinators
- Staff Development Day planning committee
- Student Ambassador Day planning committee
- workshop presenters
- Lead Teacher Program

Teachers are compensated for their participation or provided substitute costs. If you would like to find out more about increasing your involvement with the LACOROP, contact your coordinator-in-charge or subject consultant.

Visit our website: www.lacorop.org

ACE — What Is It? By Rebecca Seher

Have you had to demonstrate what you know and what you are able to do? Of course we must demonstrate what we know and are able to do each and every day at work. Therefore, it is important students are able to demonstrate their skills and knowledge within the learning environment.

Assessment in Career Education (ACE) is the only assessment tool recognized by the California Department of Education for high school career technical students

Background:

The first ACE examinations were given in 1997. In 2002 the following five content areas are covered:

- Agricultural Core
- Computer Service and Information Systems
- Food Service and Hospitality
- Health Care, Level I
- Technology Core

Teachers, experts, industry representatives, colleges and university professors and other related specialist develop questions for the ACE examinations. Test items are reviewed and field-tested to ensure that the test content reflects the industry-accepted model curriculum standards for each career area. The test questions also undergo thorough content, community, and technical reviews to ensure that the examinations provide reliable, valid, and fair results.

ACE is voluntary. It is offered at no cost to public school students.

Student Eligibility and Preparation:

- Students must complete a career-technical course or sequence of courses that provide instruction related to all aspects of the subject area standards covered by the examination.
- Students may take the ACE examination only one time. It is imperative that students are well prepared.

To prepare for ACE, students should:

- Practice responding in writing to questions and problem solving tasks in their classes
- Review sample test questions and student work that are in the "ACE Guides for Teachers" posted on the internet www.cde.ca.gov/statetests/ace

Benefits for students:

- Students have the valuable opportunity to demonstrate both career technical and academics skills on a statewide examination
- Students receive three types of formal recognition from the State of California for their achievement in a career technical area
 - State award for ACE Academic Excellence
 - Honor roll banner for display at school
 - Letter to state legislators announcing individual students success
- Students are better prepared for successful transition to work or higher education in their career field
- Students establish a record of accomplishment that is valued by potential employers and post-secondary schools though the following:

- Official notation on school transcript
- ACE insignia on high school diploma for recipients of honors and high honors recognition

Benefits for teachers:

- Evaluate the alignment of curriculum, instruction and course assessment to career technical and related academic standards
- Gather valuable information about student achievement
- Participate in the assessment process by providing students the opportunity to assess their knowledge
- Volunteer to score written responses during the summer
- Volunteer to field test new test questions
- Attend a workshop to find out more about the examinations and how you can prepare students for success

To find out about any of these activities call **Rebecca Seher** at 562.922.6714 or email at Seher_Rebecca@lacoedu

Students need as many opportunities as possible to participate in assessment activities to prepare for the world of work.



WASC Update

Taking Action

It's hard to believe that the LA County ROP is approaching the half-way point of its six year WASC accreditation! Most of the membership that started with the Self Study in November 1998 is still attending meetings! Everyone has worked hard to meet the objectives set forth in the Action Plan and remain committed to achievement for all students.

This year has two major tasks aside from the official oversight group of the Action Plan. The first will be revisiting our Expected Schoolwide Learning Results (ESLRs) developed in 1999. These represent what every one of our students needs to know, understand, and be able to do upon leaving our programs. It is the standard we hold ourselves to. The Leadership Team will be developing a systematic process of review to confirm that these standards are still viable and meaningful. The Team will also solicit input for new standards that may be more reflective of this ROP. When the ESLRs are confirmed, they will be published in posters, wallet sized cards, and – new this year – book covers!! Currently, teachers have received a scoring guide for the ESLRs and will be focusing more on the assessment and evidence of achievement of the ESLRs.

The second major task will be the development and submission of a three-year interim report to the Western Association of Schools and Colleges office. This report will outline the progress that has been made in each area of the Action Plan and will be due at the end of March 2003. The report will be posted on the ROP website for review.

Teacher representatives on the Leadership Team for 2002-2003 will be:

Debra Cruz representing Home Economics and Agriculture

Barbara St. Clair representing Business Occupations.

Ginger Fallesen representing Health Occupations.

David Loy representing Marketing and Creative Arts.

Bill Gray representing Trade and Industry

All 2002-2003 meetings will be held at the Bellflower Unified School District Office from 10:00-12:00 on the following dates. Meetings are open to anyone interested in attending.

September 19, 2002

December 5, 2002

March 13, 2003

June 5, 2003

All meetings will be held from 10-12 at the Bellflower USD, East Conference Room.

***change of date from June meeting!**

LEADERSHIP TEAM BACKGROUND INFORMATION

The Leadership Team was originally formed in November of 1998 as the LA County ROP began an eighteen-month self study process as part of accreditation through the Western Association of Schools and Colleges (WASC). The first full term six-year accreditation was awarded to LA County ROP in 1994. Though accreditation is voluntary for regional occupational programs, the LA County ROP wanted the continued recognition as a quality institution of education for students.

This self-study process was called, "Focus On Learning" and required representative participation by all stakeholders. Due to the size and geography of LA County ROP forty committees called "Focus" and "Home Groups" were established throughout Los Angeles County in our 22-partnering school districts. Committees were made up of teachers, parents, students, industry, counselors, support staff, and administrators. Monthly meetings were held to discuss indicators of instructional excellence and evidence gathered to support the conclusions reached. "Growth Areas" were listed when improvement was noted. The committees also established the Expected Schoolwide Learning Results (ESLRs). The ESLRs are standards for what ALL LA County ROP students should know, understand, and be able to do upon leaving the program.

Overseeing the activities of the Self-Study process is the Leadership Team. The Leadership Team is also composed of students, teachers, parents, counselors, support staff, industry members, and administrators who are committed to the continual improvement of the program and high achievement for ALL students of the Los Angeles County Regional Occupational Program. During the Self-Study, this committee was kept informed of the progress being made. More importantly, members synthesized the information received from all the committees in developing the ESLRs and Action Plan for the final report. The results of the accreditation were successful and, once again, the LA County ROP was granted a second full six-year term of accreditation in the spring of 2000.

The Action Plan now must be implemented, changes made and improvement achieved. The Leadership Team has the critical role of coordinating the established follow up process to monitor the implementation and the accomplishments of the ROP Action Plan that resulted from the accreditation. The Action Plan contains five major areas of improvement resulting in high achievement for ALL students. These areas consist of several specific steps and the necessary resources to attain the established goals within a set timeline. It is a very exciting time for students, education, career training, and those of us that are committed to seeing the best for all of these areas!

Get on board – Get active!!!

View the Strategic Action Plan on our website

Lacorop.org