

Back to School

August 2003

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

A new school year begins with the challenges of a continued state budget problem and unknown impact for districts.

Consultants are continually inspired by the many teachers that continue to maintain high student standards, go beyond expectations to advance their own knowledge, participate in

a grant or secure industry certifications. Doing more with less has significance in these years of teacher accountability and achievement for all students.

Curriculum goals for the 2003-2004 year are developed based upon input from teachers, the 22-district Steering Committee Representatives,

LA County ROP staff, Strategic Action Plan (combination of the WASC/Focus On Learning Action Plan and LACOROP Strategic Plan) and the legal requirements of Title 5 Administrative Code. Additional input is provided through the Student Focus Groups and business and industry members through annual advisory meetings.

Curriculum Goals for 2003—2004

ESLRs

This year marks the halfway point of our six-year WASC/Focus On Learning term of accreditation. A mid-term report of progress made on the nine major WASC recommendations can be read on our lacorop.org website. The entire self-study and resulting action plan can also be viewed on the website. At the heart of the Focus On Learning process are the Expected School-wide Learning Results (ESLRs). It is not only important to know what they are and teach them but for students to understand and explain what is done in class to reinforce them. The next three years will focus on the student assessment of the ESLRs.

Year of the Resume

Remember that students need to create a personal resume before they leave

class. Student Course Surveys reflect that many students are leaving ROP classes without personal resumes. Specific information can be found in the Career Essentials binder (lesson plan) and the Job Finder's Guide (examples). Formal trainings occur two times each school year and customized trainings can be arranged with advanced notice. Supporting articles can be found in magazines and newspapers throughout the year and a guest speaker from a Human Resource department can be invited to share their special ideas.

Certificate Proficiency Update

Last year certificate proficiencies were improved and standardized across districts. A process was also developed to assist teachers in

student assessment of proficiencies and the submission of certificates for efficient processing. Consultants will continue to solicit additional input from teachers and industry representatives on proficiencies.

Dates of meetings

An important meeting to attend is the annual subject specific workshop for each subject area. This is the only opportunity for networking with other teachers and hearing the latest information on labor market trends and innovative teaching strategies. Other meetings include the New Teacher Inservice (required of first year LACOROP teachers), annual business advisory meeting, and workshops on CC/CVE paperwork and process, Career Essentials, and Employability Skills

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Trade and Industry Tid Bits By Linda Matzek

I am very pleased to announce that LACOROP has been awarded three Career-Technical Education Professional Development grants in the Trade and Industry area.

The Automotive Youth Education Systems (AYES) grant paid all expenses for **John Andersen**, Las Virgenes; **Phil Jelinek**, Monrovia; and **Victor Quiroz**, Alhambra to attend the AYES Training Conference in Detroit, Michigan, July 21-25, 2003. The national conference provided these instructors with new and updated materials and information to use in their AYES program.

The A+ Certification grant provided funds for six instructors to receive 2-days of comprehensive Aries A+ training, course materials, one set of textbooks, lab journals, and online access to Aries A+ curricula, resources, and testing functions. The following are the A+ Certification grant recipients: **John Allen**, Alhambra; **Bill Chapman**,

Arcadia; **Phil Dominquez**, Lynwood; **Julio Guzman**, Bellflower; **Emanuel Kennedy**, Duarte; and; **Michael Winters**, San Gabriel.

The CISCO grant paid all expenses for **Julio Guzman**, Bellflower to attend the CISCO Networking Academy Conference in Orlando, Florida, on June 22-26, 2003. The conference provided **Julio** with new and updated instructional materials and an insight about future trends worldwide.

Industry Sector Leadership Development Project

LACOROP received a \$41,000 project from the State Department of Education for the 2002-2003 school year. The objectives of this project were to organize, promote, and conduct professional development activities in Southern California. LACOROP accomplishments surpassed those of the other ROCs that had also received the project for their region. The State Department

of Education awarded the entire project for the 2003-2004 school year in the amount of \$500,000 to LACOROP.

One of the objectives of the new project is to establish the California Industrial and Technology Educational Consortium (CITEC) office. The CITEC office will provide statewide professional development activities, develop industrial and technology education (ITE) integrated performance activities, and a resource center for K through University ITE instructors.

I am very pleased to announce that **Bill Gray** and **Sheila Lefor** will join our staff at LACOROP. **Bill** and **Sheila** have an extensive back ground in the ITE field and I am looking forward to working with them on this project. The CITEC office will be up and running by October 2003.

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HIPAA! HIPAA! HIPAA!

Although that might sound like the latest cheer, in health care it is more like the latest scramble to beat the clock. The 1996 HIPAA – Health Insurance Portability and Accountability Act has health care providers, health care service plans, pharmacists, physical therapists, physicians, and others running to meet the federal and state security and privacy mandates.

For the latest in HIPAA information, the following are sites that are definite “surfs”:
www.hhs.gov/ocr/hipaa/ U.S. Department of Health and Human Services, Office of Civil Rights – HIPAA

www.calohi.ca.gov/state/calohi/ohiHome.jsp

California Office of HIPAA Implementation

www.dhs.ca.gov/hipaa/ California HIPAA Resource Center

www.healthprivacy.org Health Privacy Project—Myths and facts

www.chcf.org/ California Health Care Foundation

Implementing HIPAA in California

Do you know somebody who has 5 years experience in the health care field and want to teach? LACOROP has openings in the following area:

Health Occupations, Emergency Medical Technician – 1, First Responder + (a.k.a. Emergency Medical Responder), Certified Nursing Assistant.

Getting a great start in the new school year begins with how you approach your

responsibilities as an instructor: what you teach, how you teach and most of all how you approach the students. As a teacher, your hopes and joys regarding your class and the subject you teach will be reflected in your student’s actions and statements. They look to you for inspiration and guidance. If you are disorganized and has a low expectation of the class and students, you will get what you give. The *Master Teacher* (volume 35, edition 1, number 1) has some interesting “Points to Ponder” as we venture into this new school year.

1. In what ways do you convey your excitement about the first day of class to students? (What keeps the excitement going throughout the year?)
2. List learning experiences and opportunities that you especially want to include when you tell students what they have to look forward to in your classroom this year. (Keep it positive—we all like to work towards or goals knowing that we will be rewarded. Keep your word.)
3. What do you do to show every student that you expect him or her to succeed?
4. How will you keep your enthusiasm and focus that keeps the students motivated and excited about your class? (What are the things that keep you going when you want to give up? Teach

these things to your students.)

As the 2003-2004 school year becomes our reality, keep in mind the impact that you have with your words and actions. Students will remember how you made them feel when they took your class; long after they have forgotten that skill, you work so hard to help them get it right.

Continuing education (CE) and professional growth experiences are a necessary component of every health care professional’s life in maintaining one’s expertise, licenses and credentials. LACOROP is increasing our CE offerings this school year for BRN, CNA, and DSP renewal, as well as EMT refresher courses. Special attention is being made to provide needed CEU hours to our teachers and to former students.

Topics will include:

- HIPAA regulations: what it means to you the teacher and to our students
- Special geriatric education
- CPR
- DOT curriculum training for EMT instructors
- Preparing students to take certifying exams, and more

If you have requests or suggestions for program offerings, contact: **Ginger Fallesen** at 562-922-6728 or fallesen_ginger@lacoropmail.org

Have a great 2003-2004 school year!

Film & Video Production— UC Approved! By DeAnne McLemore

LACOROP is pleased to announce that **Film and Video Production** has been approved as an **LACOROP UC Approved Course**.

Initially, Arcadia Unified School District submitted Intermediate Video Production and Advanced Video Production and was subsequently accepted by UC for credit. Over the past few months, these same courses were submitted for review in order to qualify for an LACOROP UC approval.

After reviewing both UC applications, it was determined the *Intermediate Video Production* instructional content aligned with our LACOROP Film & Video Production course outline. It was also evident that “Television Broadcast and Production” and “Journalistic Techniques” for communicating ideas in a television medium, needed to be integrated into the course outline. Since many district programs produce weekly television shows, the inclusion of this instructional content would support ongoing class production activities and projects.

The course outline hours include “Beginning



(B), Intermediate (I) and Advanced (A)” levels of instruction for both theory representing only classroom hours and TBA hours representing the ROP on-the-job requirement. District responsibilities for offering a LACOROP UC approved course

include providing consistent instructional delivery with a high quality of instructional standard.

LACOROP would like to extend a special thank you to **Debbie Young**, Steering Committee Representative and **Bill Citrin**, Video Production Instructor at Arcadia High School for assisting us with this process. The outcome of their efforts will greatly impact aspiring student filmmakers throughout our 22 ROP participating districts!

For more information, please contact **DeAnne McLemore**, Creative Arts Consultant, at (562) 922-6733.

ROP Students—Going Places By Grace Hibma

The Culinary Arts class of El Monte High School visited the Five Crowns Restaurant in Newport Beach. The teacher, **Valerie Wozney**, arranged the field trip with the assistance of ROP Counselor **Brad Hawkins**. **Brad** used to work at this restaurant when he was a student.

When the group arrived at the restaurant, they were immediately escorted to a beautifully decorated dining area. The students thought that this was the beginning of the tour. To their surprise, the restaurant manager invited them to sit down and be his guests for lunch. After a delicious lunch, the students toured the restaurant and observed the kitchen staff preparing lunch for the others guests. It was a memorable day for everyone.

Frida Vadgama, Downey Child Care Instructor, reports that eighteen of her students were accepted at the Cerritos College Teacher Track 2+2 program. Three have also been accepted to the Cal State Fullerton and one will take up Elementary Education at the University of San Diego. Our students are going places!

Business Education By Rebecca Seher

It's great to join each of you in a new school year. We look forward to a year of new challenges and also new opportunities. Last year was a very productive year. I congratulate everyone for providing outstanding classroom instruction, supporting and participating in advisory meetings, and attending subject specific workshops and conferences. I truly enjoyed visiting your classrooms and observing students engaged in their workplace learning, working in cooperative groups, and assisting their peers.

I am pleased to announce that **Legal Occupation: Civil Law** has been approved as an **LACOROP UC Approved Course**. Thank you to **Debbie Young and Shanna Soltis**, Steering Committee Representatives, and **Sydney Harrington**, Legal Occupation Instructor at Arcadia and San Marino High Schools for assisting us with this process.

LACOROP was able to attain the following grants to support teachers in the classroom: **Industry-Based Certification Program Incentive Grant**— Teachers have the opportunity to participate in the first year of a two-year Microsoft Office Systems Certification.

Career-Technical Education Improvement/Industry-Based Certification Grant: Professional Development— The following teachers will attend the Digital Media Academy at Stanford University: **John Robb**, Alhambra; **Juan Cerda**, Montebello; **Linda Coleman**,

Alhambra; **Lucia Leon**, Paramount; **Robert Saucedo**, Duarte; and **Teresa Williamson**, El Monte.

Career-Technical Education Improvement/Industry-Based Certification Grant— Six CTE instructors produced curriculum modules and classroom resource materials for IC³ Certification and Microsoft Office Specialist (MOS) Certification. The instructors are: **Kelly Holt**, Downey; **Teresa Williamson**, El Monte; **Linda Coleman**, Alhambra; **Lucia Leon**, Paramount; and **Marcela Molina**, Monrovia. **The Jordan Fundamentals Grant Program**— Teachers had the opportunity to submit their unique lesson plans.

The Richard Myles Johnson Foundation Grant— The following Banking teachers developed the standards' crosswalk to match California State Standards to the National Endowment for Financial Education instructional materials: **Coty Alvarez**, Montebello; and Pat Deike from Riverside County ROP.

Upcoming Workshops and Conferences
California Business Education Association State Conference, Sacramento, CA
April 1 – 4, 2004
Western Business Information Technology Educators 2004 Conference, Portland, OR
February 13 – 16, 2004
Tenth Annual CA Career Pathways Consortia Statewide Conference, Anaheim, CA
February 29 – March 2, 2004
Future Business Leadership Conference, Irvine, CA

April 22 – 25, 2004
Computer Using Educators Conference, Palm Springs, CA
March 18 – 20, 2004

Advisory Meetings Request

The State requires us to hold an advisory committee meeting annually for all courses. We need our business and industry partners to ensure the success of these meetings. Please send the following information about your business and industry partners: contact person, position/title, address, phone number and e-mail address. You can email the information to seher_rebecca@lacoedu.edu. Be sure to let the businessperson know I will be contacting them regarding the advisory meeting.

Course Outlines:

All the courses have been revised and will be available this year. The teachers who assisted with this task are: **Teresa Williamson**, El Monte; **Kelly Holt**, Downey; **Barbara St. Clair**, Bellflower; **Brent Reiske**, Arcadia; **Joe Curiel**, Downey; and **Teal Rocco**, Calabasas.

Thank you to the following teachers for their help during the summer: **Susann Houston**, Downey, for putting together a job shadowing handbook that will be ready for distribution in the fall; **Lucia Leon**, Paramount; **Margaret Furman** and **Kelly Holt**, Downey; **Teresa Williamson**, El Monte; and **Marcela Molina**, Monrovia for assisting in the 1st Annual Business Occupation Teachers' Back-to-School Subject Specific Workshop on August 23, 2003.

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Gender Equity By Grace Hibma

Here are some interesting facts about gender equity:

Today, girls have a 90% chance of becoming sole support for themselves and/or their children at sometime during their lives.

90% of all women bear or adopt children.

More than 25% of households with children under the age of 18 are headed by females (1 in 4 households)

75% of divorced women are in the work force.

Women make up 46% of the total work force.

Women work an average of 34 years outside the home

56% of married women with a spouse present are working.

Women are still earning only 76 cents on



the dollar compared to men.

Women are two-thirds of minimum wage workers.

73% of women in the workforce are in nonprofessional occupations.

Women are:
96.8% of early childhood teacher assistants
97.4% of child-care workers
87.7% hairdressers and cosmetologists
76.1% household servants
71.9% of restaurant servers
98.7% secretaries
77.1% of cashiers
45.75% of all sales representatives
84.7% of legal assistants

In political offices, women hold 21.6% of the 1998 US statewide elective offices:

3 Governors
18 Lieutenant Governors
8 Attorney Generals
12 Secretaries of State
19 Treasurers
20% of Mayors are women
9% of US Senators are women

12.2% of US Representatives are women
In the 209 years of the US Cabinet, only 4.5% of members have been women.
50% of all government workers are women

In science and technology, women are:

9% of all engineers
3.8% of aerospace engineers
6.2% of mechanical engineers
9.2% of aviation maintenance technicians
4% of computer scientists
17.6% astronauts.

Women leave science and engineering careers twice as frequently as men.

Sources:
Department of Labor, Bureau of Statistics
Women's Bureau
US Department of Commerce
Wider Opportunities for Women
US Department of Education
Center for American Women and Politics

We will have a Gender Equity Conference in March 2004. Watch out for more information.

Training.

Placement and Completion Rates

Remember to use an exit code when a student discontinues or leaves the class. You are also strongly encouraged to maintain a placement log on each class. Every ROP course must demonstrate success by a documented labor market need, evidence of student course completion and employment (further education, military service are considered positives for placement) after the 12th grade.

Consultant Services

Your subject area consultant can assist teachers in any aspect of classroom organization, management and instruction. Consultants are available for one-on-one consultations, telephone, and e-mail dialogue to assist in enhancing classroom skills. Every four months consultants publish the "Focus On Learning" Newsletter with up-to-date activities and resources in specific subject areas and supporting the overall curriculum goals of the LACOROP.



E-Marketing Means E-Business By DeAnne McLemore

If a business isn't growing as quickly as a company would like it to, here's one possible reason: They're limiting their market to the offline world. A physical presence can attract customers who are local. However, if you put your business on the Web, the whole world could be beating a virtual path to your door.



Mr. Irving Sarreal,
President of CIS-One

Irving Sarreal, President of CIS-One in Pasadena, knows this practice all too well. At the **Annual Marketing Meeting** held last July 25, 2003 he shared with marketing instructors that a strong Web presence qualifies you as a company that's worth doing business

with. It opens doors. CIS-One attributes its success to the ability to utilize today's Internet e-Marketing strategies, such as Opt-In emailing, search engine positioning, e-commerce and online database to increase and efficiently leverage the Internet's technology. They provide a wide variety of technology consulting services to major corporations including *Sony Pictures Entertainment, Apple One Employment Agency, Warner Bros, ACT1 Employment Services, The Beverly Hills Hotel, Jacob*

General Information

Phil Jelinek, AYES Instructor, Monrovia was awarded teacher of the year by the California Automotive Teachers Association – Congratulations Phil!

The Alhambra School District had their thirty-sixth annual automotive technicians' award banquet on May 7, 2003. The banquet's guest speakers included Sam Maloof, Racing Engines, Stuntman, and graduate of San Gabriel High School; Gary Densham, Professional Drag Racer and Teacher; and Mike Spagnola, CEO and President of Street Scene Manufacturing, Inc. Sixty students received the 2003 Automotive Award and four students received the Outstand Student Award. Students also received awards from Bewley Allen Cadillac, Bank of America, Alhambra San Gabriel Motor Car Dealers Association, Pasadena City College, Street Scene Manufacturing, and Universal Technical Institute.

Kendra White's ROP Culinary Arts students catered the event. The banquet was a huge success due to the hard work and dedication of the following instructors: **Jim Horton**, Mark Keppel High School; **Victor Quiroz**, Alhambra

High School, and **Tony Simonian**, San Gabriel High School; and **Kendra White**, Alhambra High School. Congratulations Alhambra School District!

Trade and Industry Upcoming Events

Industrial and Technology Conference, Palm Springs, December 5-6, 2003
Diversified Occupations Workshop, Downey, January 22, 2004
California Industrial and Technology Education Conference, Riverside, March 4-6, 2004

Please save these dates - More information will follow.

BASIC SKILLS TESTING FOR NEW ROP TEACHERS!

All teachers new to LA County ROP must take the Basic Skills Test or CBEST within the first two months of their first day of teaching and pass within the first year of employment! Passing scores are established by the district of employment. See your Steering Committee Representative for testing dates and procedures.

Maarse Florists and FTC (Federal Trade Commission). According to Mr. Sarreal, "E-Marketing" is much different from "Web Design" in skill sets and the two should not be confused. E-Marketing focuses on the message—an online strategy for sales and marketing efforts as opposed to Web Design that concentrates on the visual presentation of the web page." He further explained there's a great demand for E-Marketing applicants in the field as this is an emerging industry and employers are seeking trained individuals with a strong background in the principles and practices of marketing their e-commerce customer base.

This is where the Los Angeles County Regional Occupational Program can make a difference. Last spring, CIS-One hosted the annual E-Marketing Advisory and has expressed a strong interest in partnering with E-Marketing classes to have students analyze and critique marketing strategies of their developed web sites for clients. Currently, **Mike Slominski**, E-Marketing Instructor at Glendale and Las Virgenes School Districts, is engaging in a pilot of this activity. CIS-One is also offering internships and potential employment opportunities with its affiliates, such as Apple One Employment Agency. According to a recent report from Yahoo!,

teenagers and young people in the US spend the greatest amount of time, on average, each week with the Internet (16.7 hours) compared to other forms of media. Last year Arcadia, Glendale and Las Virgenes School Districts offered **E-Marketing** classes on their campuses. Instructors agreed that the course has generated a high level of interest, and most importantly, has brought a new and innovative strategy for teaching marketing concepts students as well as delivered them with a unique and very highly saleable set of skills.

If you're interested in offering E-Marketing at your district, please contact **DeAnne McLemore**, Marketing Consultant at (562) 922-6733.

Business Education...continued from page 3

I know you are ready and eager to begin a new year! According to John C. Maxwell the author of Leadership 101 – What Every Leader Needs to Know, "Each of us influences at least ten thousand other people during our lifetime! Knowledge is not only power but it is also powerful."

Have a great year and let me know if I can be of any assistance.



Taking Action

WASC Update

We're half way through our accreditation!

It's amazing to consider that three years have gone by. A Three-Year Progress Report was developed and submitted to WASC. You can view the entire report on our website.

The report summarizes the progress made on the nine major recommendations made by the visiting team in spring of 2000. Also addressed are the significant developments since the visit, how the action plan is being implemented and monitored and the process used to develop the progress report.

Major developments that resulted from the WASC included replacing the Operations and Procedures Committee with the WASC Leadership Team. The LACOROP Steering Committee is supported by four main standing Committees; Budget, Support Services, Curriculum and Instruction and what was the Operations and Procedure Committee. With this new change all Steering Committee Representatives and ROP administrators will have the opportunity to participate in the implementation of the WASC Action Plan.

The Student Ambassador Day evolved from the WASC to increase student involvement and solicit feedback about our programs. This program has continued to expand and now offers leadership training as part of the Ambassador experience.

The "Focus On Learning" newsletter is disseminated three times each year and targets best practices in the classroom, ESLR ideas and action plan progress. All educational staff is kept informed of workshops, grants and resources that improve student achievement.

Staff Development Day was also a result of the WASC Self-Study process. This one-day in-service has brought over 400 people together to network, learn new ideas and strategies for the year. Due to the budget, this day was deferred for 2003. Look for the next Staff Development Day in August 2004.

Progress on the nine major recommendations can be viewed under "What's New" on the ROP website <lacorop.org>.

The Leadership Team meets quarterly and consists of members from the stakeholder groups defined by the 2000 WASC Self-Study. The group is currently seeking parents, students, teachers and industry members to volunteer for a two-year term. No experience is required to serve on this committee. Call (562) 922-6601 to sign up!

All meetings will be held from 10-12 at the LACOE.

September 11

December 18

March 11

June 10

