



ADVANCED ESL GRADUATION, BILL KYLE'S CLASS

Santa Clara Adult Education Newsletter

JANUARY ISSUE

Director's Message

by Brenda Carrillo, Ed.D.

Dear Adult Education Team,

I'd like to start off the new year by expressing my gratitude and respect for all that you do to support our Adult Education students and community. On a daily basis I see examples of how each and every one of you inspires our students to learn and grow. Several weeks ago I attended an English as a Second Language classroom graduation and heard powerful student stories about how the teacher made a difference in their learning and in their lives. I have also had students approach me to share how much they appreciate their instructors, our wide range of classes, and our

welcoming front office staff. Thank you for making our Adult Education Program the best and I look forward to more positive accomplishments in 2018.

This year we are launching a quarterly newsletter as a means of increasing communication among our Adult Education program. The newsletter will offer updates, important information and dates as well as reminders. We hope that you will find the newsletter to be a valuable communication tool.



CUSTODIAL TEAM

A special thank you to the custodial team for deep cleaning the campus during the holiday season. They did an extraordinary job and are appreciated all year long.

Calendar of Events

by Becky Pestarino and Christine Berdiansky

Important Holidays

- ❖ The campus will be closed on
- ❖ **February 19** for President's Day holiday. The campus will also observe a district holiday on Friday, **February 23**, 2018.

Payroll Updates

- ❖ Please turn in timesheets to your supervisors. According to the following due dates for this quarter: January 22, February 20 and March 20.
- ❖ Please make sure that your teaching credentials are current. You may check the status of your credentials online via the California Commission on Teaching Credentials at www.ctc.ca.gov

Trainings

- ❖ Registration for the spring term began on January 16, 2018.



FRONT OFFICE STAFF

Our Adult Education team looks forward to serving you in 2018! Our friendly and knowledgeable staff speaks Spanish and Vietnamese to better assist all students.

FRONT OFFICE CONTACT INFORMATION
Phone: (408) 423-3500

Family Resource Center (FRC)

by Carrie Casto

The Family Resource Center (FRC) continues to offer our students and families a range of supports, including food, clothing, and referrals to community resources. The FRC will also be offering parent education opportunities as well as various workshops in the future.

The FRC hours of operation are: Monday 9-4, Wednesday 9-4, and Friday's 9-12.

We welcome you to visit the FRC at any time to learn more about the resources offered!



Accreditation Western Association of Schools and Colleges (WASC)

by Christine Berdiansky

Santa Clara Adult Education (SCAE) is accredited by the Western Association of Schools and Colleges. Accreditation indicates that SCAE provides high-quality learning and demonstrates continual self-improvement on behalf of students. SCAE was granted a six year status of accreditation, with a mid-cycle visit planned. This mid cycle visit will take place on **March 7, 2018**. The purpose of this visit is to monitor our progress as a school in maintaining the high quality standards indicated in the initial report. A teacher survey was sent out in Dec. 2017 to gather data to inform the WASC Mid Cycle Review report. If you are interested in more information about WASC, please contact Christine Berdinansky at cberdinansky@scusd.net.

Important Reminders

CPR, First Aid and Periodic Safety Evacuation

by Becky Pestarino

In order to maintain a safe teaching and learning environment, please make note of the following important notices:

- ❖ Alarms are set every night at 10pm and deactivated every morning at 6am. Therefore, all staff must exit the building by 9:45pm and enter no earlier than 6:45 am in order to avoid setting off the alarm. Every time the alarm is set off, the school incurs various costs; therefore, adherence to this schedule is imperative.
- ❖ Only registered students are allowed in the class. Children (under 18) are not considered students in the Adult Education Program and therefore may not sit in classes. Please consult with a supervisor if you have individuals that want to observe a class or children being brought to the classroom during class sessions.
- ❖ Teachers are responsible for the safety of their students and classroom, therefore teachers are expected to be present in the classroom when class is in session. Please review the evacuation route for your classroom with your students each term.
- ❖ Teachers are expected to keep their CPR and First Aid documents up to date. If you need training, First Aid and CPR classes are available check the catalog for dates and times.

New hired support staff

by Brenda Carrillo, Ed.D.

SCAE is very lucky to have three new part time staff who have joined our organization. Ms. Elizabeth Velando is the new Account Assistant who is supporting the office with a variety of accounting functions. Ms. Velando is a previous student of the Adult Education Program and has a wealth of experience in the accounting field. Ms. Velando shared that she is, "A persevering and dreamer woman who got her fairytale come true after enduring many hardships that built her up as a better citizen, mother and wife". Ms. Velando, who is bilingual in Spanish, came from Peru in 2003 and was determined to "prove myself and show my children that being a mother will not stop my academic growing". Ms. Velando thanks her many teachers for "opening the doors to a better life" and states that, "Educational Options was my beginning and my ending where I will keep learning".

Ms. Sara Gat is the new account assistant for Parent Education. Ms. Gat is, "a big fan of adult education opportunities". She was enrolled in Parent Education (Wilson Preschool) for several years and more recently utilized multiple classes available through the Career and Technical Training programs. Ms. Gat is, "glad

now to support Santa Clara Adult Education as part of the staff at Parent Education".

We are also very lucky to have Ms. Amavely Alvarez join us as our Family Resource Center Clerical Assistant. Ms. Alvarez was also previously a student of our Adult Education Program and she brings strong customer service skills to her new role. Ms. Alvarez, bilingual in Spanish, was born and raised in Watsonville, California and has been living in Santa Clara since she was married in 2001. She has two children who attend Santa Clara Unified School District. "My daughter is enrolled in Santa Clara High school, she's currently in the 11th grade and my son is enrolled in Buchser Middle School, and is in 6th grade. I'm very excited to be a part of Santa Clara Adult Education, being part of the community and coming from a Hispanic background. I hope I can relate and help in any way I can. I'm also very proud to share that I'm also a former student of the Hi-Set/High-school program."

We are very, very fortunate to have three highly qualified staff-who started with us as students- join our team!

NEW CLERICAL SUPPORT STAFF



Elizabeth Velando



Sara Gat



Amavely Alvarez



Santa Clara Adult Education

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