



**Director's Message**

*Jerry Green, Director*

**Budget Update:** To comply with Governor Schwarzenegger's recent budget proposal crisis, CVUSD must cut a minimum of \$5.1 million from the 2010-2011 school district budget. This week the district announced proposed cuts to programs from kindergarten through adult school, including district office and support staff. The District will absorb \$200,000 from the adult school's reserve and \$21,000 from Community Based English Tutoring program as part of addressing the financial challenges. I agree with this proposal as every site needs to be part of resolving the budget shortfall, and this solution stops short of touching our operating budget. It will affect our ability to grow strategic programs and to keep up with school-wide maintenance, but our core instructional programs can continue to operate.

Being realistic, there are several scenarios that may make the financial situation even worse. The most significant of which is that not all of the Governor's recommended solutions to the budget crisis will be agreed upon by legislators, which means that education will likely take an even larger hit than our district is currently addressing. It is also possible that legislators will cut categorical programs directly (adult schools, ROP, etc.). The Legislature already cut categorical funding 20% and this could go higher. Since we will probably not have a state budget agreement for several months, I will need to move ahead with contingency plans that will allow me to reduce our program if and when necessary.

**SUPERINTENDENT'S NEWSLETTER**

If you are not currently receiving email copies of Jim Negri's newsletters, I encourage you to sign up by going to our website, [www.cvadult.org](http://www.cvadult.org), clicking on "read more" after the Superintendent's welcome on the home page, going to the end of his message and clicking on the sign up box for his newsletter. Jim believes in providing as much information as possible and sends out regular updates on Board actions, the budget process, as well as celebrates successes of various programs.

**MORE GRANT FUNDING**

On a happier financial note, efforts to pursue additional grant funding for our literacy and career training programs are paying off. **Assistant Principal Judy Gestrung** has secured \$17,000 in funding for CAHSEE Boot Camps. These are intensive review sessions for adult high school diploma students just prior to administration of the exit exam. In addition, our collaboration with Chabot College on developing career pathways from middle school through community college has resulted in over \$50,000 in funding for to help our Castro Valley K-Adult career programs. This includes the financial resources to help develop a Medical Back Office training program at CVACE. Thanks to **Paula Evans** for spearheading this effort.

**STAFF DEVELOPMENT**

We have staff development funds set aside in our federal grants for literacy and career training. I encourage you to utilize this funding while it is still available. Following are specific opportunities:

**CCAIE Regional Conference:** Saturday, March 6, Santa Clara Adult School. Complete the attached registration form and mail in with your check. After the conference, complete a **Conference Reimbursement Form** (from Judy Wilson) and attach your conference attendance receipt. CVACE will reimburse you up to \$40 for your registration fee plus mileage. Note – the \$40 will cover the entire Early Bird registration price (before 2/26/10) but only \$40 of the \$70 late registration.

**CALPRO, OTAN, and CASAS:** These online workshops are free. If you enroll and participate in a workshop that is relevant to your instructional assignment at CVACE, then you can **put one hour on your time card** (label it CALPRO, OTAN or CASAS Workshop) and attach a copy of your workshop completion certificate to the timecard. This is partial compensation for time spent outside your regular teaching hours.

For a complete listing of CALPRO, OTAN, and CASAS workshops go to [www.caadultedtraining.org](http://www.caadultedtraining.org). Following are examples of upcoming workshops in **January** and **February**:

- Jan. 27** Curriculum and Instruction to Support College Transitions
- Jan 27** Using Questioning Strategies to Improve Instruction
- Feb. 1** Beginning PowerPoint 2003
- Feb. 1** Using Questioning Strategies to Improve Instruction
- Feb. 4** 5.5 Citizenship Interview Test
- Feb. 5** Create Free Online Quizzes
- Feb. 12** Getting Started with Your Own Wiki Web Site
- Feb. 17** CASAS Handbook for ABE/ESL Teachers
- Feb. 17** CASAS Reading Content Standards for Teachers
- Feb. 18** Quizzes and Assessments in Moodle
- Feb. 19** Using Moodle to Create a Course Web Site
- Feb. 23** Managing the ESL Multilevel Class
- Feb. 25** Advanced PowerPoint 2003 for Adult Education
- Feb. 25** Using a Cell Phone to Enhance Learning
- Feb. 26** Easy Excel Activities for the Classroom: Create a Personal Budget

**GREEN SAVINGS**

To reduce energy consumption and bring down our \$40,000 per year PGE bill, new thermostat controls have been installed in most classrooms and offices on the Alma Campus. We are now able to program day, evening and weekend heating and cooling scheduled by classroom thus helping to insure the system only operates when needed. The digital thermostats allow teachers to control temperatures in their rooms within a range of 4 degrees, generally between 68 and 72 degrees. Please inform Ella if you have difficulties adjusting the temperature to the needs of your students.

**IDENTIFICATION BADGES**

Whenever possible, please wear your CVACE staff identification badge. The IDs help students and visitors understand with whom they are speaking. Since we have over 60 teachers amongst several sites, it also helps us to identify each other. If you need a new ID, lanyard or clip, let Leticia or Ella know. *Thanks!*

**Technology Corner**

*Welcome back to the Tech Corner! Here are a few tips for this edition.*

**You can quickly find synonyms in Word** by right-clicking anywhere in a word. Scroll down to Synonyms to see a list and click on the word you want. Your choice will replace the original word. *(To right click on a Mac, hit Control, then click.)*

**Did you ever google something** and then not find what you wanted on the web page that came up? Try clicking on the word "Cached" after the web address. You will see all the words of your search term at the top of the web page, each highlighted in a different color. Wherever each of those words appears on the page, the word will be highlighted with that color.

**To introduce a topic to your class, you might look for a short video** about it on one of these sites: [www.monkeysee.com](http://www.monkeysee.com), or [www.videojug.com](http://www.videojug.com). Both sites have hundreds of videos in useful categories, ranging from Food and Drink to Safety, from Family and Education to Technology and Cars.

In October we had a **teacher workshop, highlighting the OTAN and CASAS websites**. Teachers also shared some of their favorite websites. To see a list of these sites, and the worksheet we used to walk us through the OTAN site, go to [cvasworkshop.wikispaces.com](http://cvasworkshop.wikispaces.com).

To submit your technology tips for the next **Tech Corner**, please e-mail your suggestions to **Rebecca D'Harlingue** at [rebdhar@gmail.com](mailto:rebdhar@gmail.com).

*We'd love to hear from you!*