

Download  
this  
publication

[www.wvoc.net/onewvoc/](http://www.wvoc.net/onewvoc/)

West Valley  
Occupational  
Center

(818) 346-3540

Reseda  
Community  
Adult School

(818) 758-3700

Van Nuys  
Community  
Adult School

(818) 778-6000



Division of Instruction  
Los Angeles Unified School District

### SKILLSUSA

WVOC is very excited and thankful for our students' and instructors' participation in the Regional SkillsUSA Conference. The event will take place on January 25, 2020, 7:30 am - 4:00 pm at Pasadena City College. The following students will be participating in the upcoming event:

Video Production students: Sergio Rivas, Kai Selmsler, Ali Torkzadeh, Justin Valle, and Instructor Peter Shushtari

Graphic Communications student: Tiffany Hutchinson and Instructor Karen Robbins

Cosmetology students: Michelle Gonzalez, Samira Hasanzadeh, Laleh Mohebbi, Lydia Ponce, Jade Rodriguez, and Instructor May Lahham

Culinary Arts students: Hersel Aframian, Nina Hovanesian, Teresa Velazquez, and Instructor Darbee Prieto

### JOB CLUB MEETS WORKSOURCE

JOB CLUB hosted the first of many collaboration meetings with partners from different WorkSource Centers who will come to WVOC to provide opportunities for our students.

Mr. Raul Valiente and Ms. Shakeh Manookian from El Proyecto Del Barrio WorkSource Centers explained how WorkSource Centers could aid adults in navigating through the job search process and helping them connect to potential job opportunities.

Thank you to the students who participated in the Job Club and also our partners at El Proyecto Del Barrio WorkSource Center. Please join us at our next meeting on Wednesday, 12/18/19, at 12:45-2:45 pm, in Room 205.



### GRACE MANALO IS RETIRING



Grace Manalo, our much-loved and appreciated SAA, is retiring. For so many at WVOC, Grace Manalo has been much more than an amazing SAA; she's been a consistent source of kindness, a pillar of calm, a provider of smiles and chocolate, and a trusted friend. You may be surprised by the series of interesting twists and turns that ultimately gifted us with her presence at West Valley.

Grace began her career of service with LAUSD, quite unexpectedly, 35 years ago. Having earned her degree in Economics in the Philippines, she worked for a time as a statistician as well as a budget analyst for the National Economic Development Authority in Manila until she moved to Los Angeles with her family in the 80's. At the invitation of her aunt, Grace started helping out with registration as a student body worker at University Palisades Community Adult School. It was only to be a "temporary thing."

*Continued on page 2*



## Making It Happen

### GRACE MANALO IS RETIRING

However, University quickly noticed how skillful Grace was with people and how well she accomplished the work she did. They continually called her to work with them. Then came the day they asked her to consider making it “official.” She took the test and started working as an office tech, a position she held for three years before becoming a school secretary.

When a job opened up much closer to home at Kennedy San Fernando Community Adult School, Grace began what would become 24 years of service. She absolutely loved the school and the people she worked with. 2012 saw the closing of many of our adult schools and Kennedy San Fernando was one of them. Grace was offered a position at Rosa Parks Elementary, where she worked for one year before receiving a call from Ms. Javaheri inviting her here to WVOC for the SAA position. Eager to return to adult education, Grace accepted, and thus began our great fortune of having six years with her leadership, guidance and friendship.

Grace has 31 years of experience as SAA. She has received the CCAE award twice and was president of the SAA organization for several years when adult education was robust, and outreach (along with

school sites) was widespread. It was during her tenure as SAA President that she experienced what she feels is one of the highlights of her service.

During the BTS Rollout in 2007, major system problems surfaced resulting in employees being underpaid, overpaid, or not being paid at all. It was a nightmare for SAAs throughout LAUSD because they were unable to override erroneous calculations “auto-generated” by the system. Grace’s ability to troubleshoot the source of the problems and calmly, clearly convey solutions to Central Office on behalf of all the SSAs, ultimately directed the resolution of the critical issues. At the end of that school year, Grace collaborated with her principal, who was also the president of the Principals’ organization, to surprise the SAAs with a special end-of-year gift. The hard work to resolve the payroll debacle and coordinate between organizations, which served to lift spirits and solidify the relationships between all involved, ranks in the top tier of Grace’s proudest career moments.

Grace still values and maintains friendships with those she has met along her long career and has thoroughly enjoyed being a big part of WVOC. As she moves forward in retirement, Grace is excited about

a trip home to the Philippines that she has planned with her mother, as well as finally having time to reconnect with the artistic activities she has always enjoyed. She anticipates fun traveling with her sister and shopping at a leisurely pace at all of her favorite stores.

For 35 years, Grace has been a trusted advisor and abiding friend to all. When asked about the secret to her success, she smiles and says that treating people with understanding and empathy is one of her core values. She simply tries to express that with everyone she encounters.

Grace’s kindness and competence will be deeply missed at West Valley Occupational Center. We wish her good health and every happiness in the years to come. Happy Retirement, Grace!



#### WVOC School-Wide Learner Outcomes

West Valley Occupational Center provides opportunities for all students to become:

Effective Communicators who...

- Use spoken and written communication in their field of study
- Follow verbal and written directions
- Work independently and collaboratively

Productive Individuals who...

- Demonstrate technological skills that support their goals
- Learn skills necessary to enter the workforce or continue their education



# Making It Happen

## CTE 2ND SEMESTER / 3RD QUARTER PRIORITY ENROLLMENT SCHEDULE FOR CURRENT STUDENTS JANUARY 13-17, 2020 ROOM 102

	Monday 1/13/20	Tuesday 1/14/20	Wednesday 1/15/20	Thursday 1/16/20	Friday 1/17/20
Day	<b>ENTIRE CLASS REPORTS TO ROOM 102</b> 8:30 AM Dorsey HIT 3 9:15 AM Kinne HIT 4 10:00 AM Torres Comp Op 1 10:45 AM Dorsey HIT 1 11:30 AM Alvarez HIT 2 12:15 PM Plat Acct'g 1	<b>ENTIRE CLASS REPORTS TO ROOM 102</b> 8:30 AM Plat Acct'g 2 9:15 AM Sifuentes Acct'g 1 10:00 AM Shushtari Vid.Prod. 1,2,3 10:45 AM Sifuentes Quickbooks 11:30 AM Torres Comp Op 3,4 12:15 PM Prieto Baking 2	<b>ENTIRE CLASS REPORTS TO ROOM 102</b> 8:30 AM Eredia Nursing Asst 9:15 AM Mubiru Phys. Therapy 10:00 AM George/Diment Pharm Tech 10:45 AM Robbins Gr.Dsgn 1,,2,3 11:30 AM Hernandez Electrician 2 12:15 PM Prieto Catering	<b>ENROLL IN ROOM 102</b> 8:30 AM Chang Fashion 2 9:15 AM Cao Manicuring 2 10:00 AM Yermilova Esthetician 1,2,3 10:45 AM Sumera Cosmo 1, Spclst 11:30 AM Zelyan/Lahham Cosmo 2,3 12:15 PM Bertran B&G Maint. 1:00 PM Figueroa HVAC 3 1:45 PM Sifuentes/Harris Pre-Acct'g (IET)	<b>ENROLL IN ROOM 102</b>  <b>8:30 AM – 1:00 PM</b> All Eligible Students
	Evening	<b>ENTIRE CLASS REPORTS TO ROOM 102</b> 5:15 PM Martinez Landscaping 2 6:00 PM Shirley Early Ch. Ed. 2 6:45 PM Alvarez HIT 3 7:30 PM Dorfman Plumbing 1	<b>ENTIRE CLASS REPORTS TO ROOM 102</b> 6:00 PM Shirley Child Dev. 3 6:45 PM Mubiru Sports Ther. 7:30 PM Sifuentes Acct'g 1	<b>ENTIRE CLASS REPORTS TO ROOM 102</b> 5:15 PM Torres R.E. Principles 6:00 PM Belgarde Comp Op 2 6:45 PM Figueroa/Tada HVAC 2 7:30 PM Joo GrDsgn 1,2,3  <b>7:15 PM – 8:00 PM</b> All Eligible Students	<b>ENROLL IN ROOM 102</b> 5:15 PM Torres R.E. Practice/Ethics  <b>6:00 PM – 8:00 PM</b> All Eligible Students

### TECHNICALLY SPEAKING

Students now have a page on the WVOC website to help them connect with the “e-Learning” and blended learning sites used at school. This is part of an effort to make all WVOC technology resources supporting teachers and learners available in one, easy-to-find place: WVOC.net.

Students can now find SSO and e-Learning resources under the “Getting Started” tab on the WVOC homepage. Teachers can find many quick links and supportive resources under the “Faculty” tab.



All are encouraged to explore this information hub. If you have questions or suggestions about the pages, please contact your ITTA, Carolyn.Quetzal@lausd.net.

### NEW CITIZEN



WVOC student Farzaneh Zamani just passed the court test and has become a naturalized U.S. citizen. She wrote: “ My name is Farzaneh Zamani and I am from Iran. I was a dentist in my country and hope to work in the dental field here. I am so happy now because I love living here. Thank you WVOC for helping me achieve my goal to become an American citizen.”Congratulations Ms. Zamani!

### WVOC School-Wide Learner Outcomes

West Valley Occupational Center provides opportunities for all students to become:

- Effective Communicators who...
  - Use spoken and written communication in their field of study
  - Follow verbal and written directions
  - Work independently and collaboratively
- Productive Individuals who...
  - Demonstrate technological skills that support their goals
  - Learn skills necessary to enter the workforce or continue their education



# Making It Happen

## UPCOMING EVENT



# CASH FOR COLLEGE WORKSHOP

## ATTENTION ANYONE INTERESTED IN COLLEGE!

Financial aid experts and volunteers will help students learn about and complete the Free Application for Federal Student Aid (FAFSA), CA Dream Act Application (CADAA), and Chafee Grant for foster youth applications.

### Where and when

**Location:** WVOC, Main Building, Room 209  
6200 Winnetka Ave. Woodland Hills 91367

**Date:** Tuesday, January 28th

**Time:** 6:30-9:00 PM **FREE OF CHARGE!**

### For more information

Contact Launa Prince or Maria Gaytan  
818-346-3858 ext. 275 or ext. 223

### Reservations encouraged but not necessary

Online registration available at:

<https://cash4college.csac.ca.gov/Home/showWorkshopDetail?id=8253>



California  
Student Aid Commission

## HIGH SCHOOL & ADULT STUDENTS

**FAFSA DEADLINE:  
MARCH 2ND**

## WHAT TO BRING

- FSA ID (For FAFSA applicants, please create one before the workshop at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov))
- Your own or your parents' 2018 Tax Returns
- Your own or your parents' 2018 W2's or income information
- Social Security number, if you have one
- Alien registration number, if you have one
- Individual Taxpayer Identification Number (ITIN) – yours and/or your parents'
- List of colleges you are interested in attending
- Your own or parent's most current 2019 bank statements
- Any records of untaxed income such as welfare benefits, Social Security benefits, or child support payments
- Driver's license, if you have one

**CASH FOR COLLEGE IS HERE FOR YOU.**

### WVOC School-Wide Learner Outcomes

West Valley Occupational Center provides opportunities for all students to become:

Effective Communicators who...

- Use spoken and written communication in their field of study
- Follow verbal and written directions
- Work independently and collaboratively

Productive Individuals who...

- Demonstrate technological skills that support their goals
- Learn skills necessary to enter the workforce or continue their education