
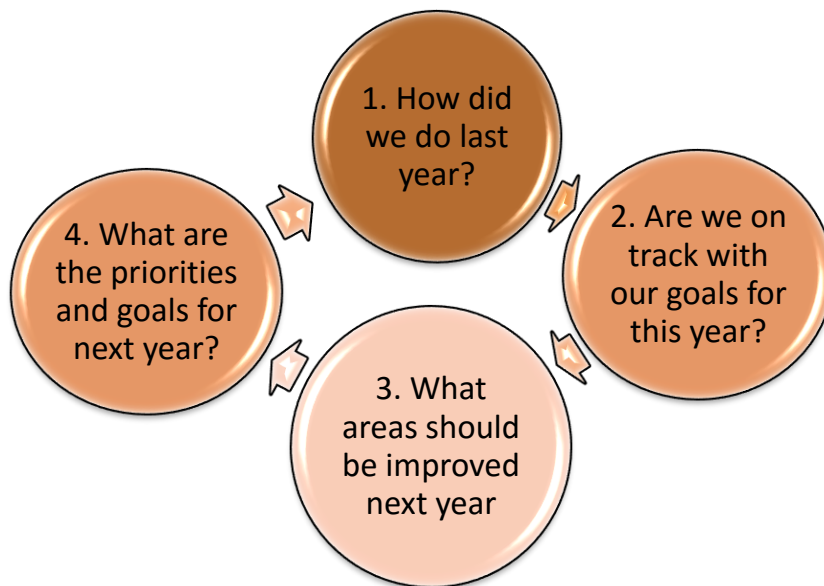


<p><b>HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT</b></p> <p><b>Quality Education Design: A Student-Centered Approach to Program Budget Development for the 2017-18 School Year</b></p> <p><b>Decision Input Unit Operational Plan 2017-18</b></p>	
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(See [Guidance](#) for completing this form at the end of this document)

<b>Decision Input Unit Name:</b>	<b>CAREER DEVELOPMENT / OCCUPATIONAL STUDIES</b>
<b>Site:</b>	<b>High School</b>
<b>DIU Chairperson:</b>	<b>Christine DeFranco / Elizabeth Rollins</b>

Name/Title of Committee Members	Name/Title of Committee Members
Lor Budynas, Community Member	Elizabeth Rollins, Business Education Teacher
Christine DeFranco, Business Education Teacher	



**1. What were the goals in 2015-2016 and what results were achieved?**

<u>2015-16 Goals</u>	<u>2015-16 Results</u>
1. The Business Education Department will resume control of the Internship and Shadowing programs. All senior students will have the opportunity to experience the careers in which they have strong interest. Junior students will be offered placement experiences as interest indicates. This goal is in support of the STEM curriculum, allowing students the opportunity to experience various occupations in science, technology, engineering and math.	This goal was not achieved. The Department continues to consider options incorporate a work experience opportunity in the existing program
2. Research alternative opportunities for graduation requirements to include the CTE Pathways.	The Department has not been informed regarding the status of the CTE pathways that were developed for Business Education. We are waiting feedback on the next step for this goal.

<p>3. Continue to offer a challenging, engaging and rigorous program that allows students the opportunity to succeed in their future endeavors.</p>	<p>The Department is considering new opportunities to be included in the program of studies. These opportunities will be detailed in the goals for 2016-2017.</p>
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**2. What is the status of the current year’s goals and programs, as listed in the 2016-17 operational plan?**

<u>2016-17 Goals</u>	<u>Initial Progress Toward 2016-17 Goals</u>
<p>1. Continue to offer a challenging, engaging and rigorous program that allows students the opportunity to succeed in their future endeavors. The Business Education Department will offer a number of new and updated courses in 2016-2017 to meet the interests of the students, and to better prepare students for life after high school. New regular schedule courses include Forensic &amp; Legal Psychology and Advanced Apps in Office 365, each ½ year, ½ credit. The department will also offer four 10-week courses that will have the option of online learning. These courses include Digital Docs for Communication, Social Media Savvy, Excel...Chart Your Success!, and It’s All in the Presentation!. See Program of Studies for course descriptions.</p>	<p>All new classes proposed by the Business Education Department for the 2016-2017 academic year were included in the program of studies. Student enrollment supported one new ½ year course, Forensics and Legal Psychology. Student enrollment did not support the inclusion of the ½ year course Advanced Apps in Office 365, nor the four 10-week courses Digital Docs for Communication, Social Media Savvy, Excel...Chart Your Success!, and It’s All in the Presentation!.</p>
<p>2. The Business Education Department will resume control of the Internship and Shadowing programs. All senior students will have the opportunity to experience the careers in which they have strong interest. Junior students will be offered placement experiences as interest indicates. This goal is in support of the STEM curriculum, allowing students the opportunity to experience various occupations in science, technology, engineering and math. In addition, the work experience requirement for students pursuing the CTE certification will be satisfied the Business Education Internship program.</p>	<p>The department has resumed facilitation of the Career Education Program in an abridged offering to satisfy the needs of the CTE program. Routine communication with the Technology Education Department and the Counseling Center is imperative in tracking students who may qualify for CTE endorsement. At this time, no students have been enrolled in the CTE program. However, students not pursuing the CTE endorsement have been encouraged to participate in an internship/shadowing experience. The Career and College Prep class is required to job shadow as part of their career portfolio. The Department has developed an online class notebook in OneNote to help in facilitation of the program in an online environment.</p>

**3. Identify any program gaps or areas for improvement that exist in 2016-2017. (This list may include more items than will be selected as DIU goals in for the 2017-2018 school year in section 4, below.)**

<u>2016-17 Program Gaps or Areas for Improvement</u>
<p>1. Support from counseling center in placing students in the courses designed to fit our high school schedule. The 10-week courses did not receive sufficient student enrollment, and therefore were not included in the Business Education program for 2016-17.</p>
<p>2. Adequate research into students who may qualify for CTE endorsement is needed.</p>
<p>3. Expansion of the Career Ed. Program into a senior requirement would serve the college and career readiness initiative.</p>

4. Feedback from K-12 CARE reps indicate a strong need for basic keyboarding skills, especially at the middle and high school levels. The CARE reps were unaware of the recommendation of the elimination of the keyboarding program at the High School. The Business Education Department will be reinstating the College Level Keyboarding class that was eliminated from the program of studies for the 2016-17 school year.

**4. Select approximately three program gaps or areas for improvement to prioritize as goals for the 2017-2018 budget year.**

**Goal # 1:**  
The Business Education Department will consider options to expand the Career Education program to reach more students. All senior students will have the opportunity to experience the careers in which they have strong interest. Junior students will be offered placement experiences as interest indicates. This goal is in support of the STEM curriculum, allowing students the opportunity to experience various occupations in science, technology, engineering and math. In addition, the work experience requirement for students pursuing the CTE certification will be satisfied the Business Education Internship program.

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**What strategies and major activities are needed to accomplish Goal # 1?**

- Announce this opportunity to current juniors at the end of this year
- Establish database to utilize in reporting program information
- Work collaboratively with teachers to roll out program to seniors
- Utilize the OneNote class notebook to facilitate the administration of the Career Education program

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**What innovation and technology is needed to support Goal 1?**

- Incorporate technology/ on-line capabilities similar to college campuses for students to receive Career Education Services
- Utilize the OneNote class notebook to facilitate the administration of the Career Education program

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**What resources, including professional development and team time, are needed to implement Goal 1?**

- Two teacher sections and two supervisory sections dedicated to facilitate the Internship/shadowing program

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**What method and timeline will be used to assess the effectiveness of this initiative?**

- Enrollment figures will be maintained in a database to assist in assessing the facilitation and success of this initiative.
- Student achievement will be assessed throughout the placement process and the work experience setting

**Goal # 2:**  
Based on dialogue and feedback from colleagues, students and parents, the Business Education department will be reinstating the MCC dual credit Keyboarding class in the program of studies for the 2017-2018 academic year. Also, the department will research opportunities to offer an elementary keyboarding skills class at the 2-5 grade level building.

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**What strategies and major activities are needed to accomplish Goal # 2?**

- Announce this opportunity to current students during recommendation day in January and again in April
- Communicate with the counselors regarding program offerings
- Collaborate with lower level buildings to gather/share program information

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**What innovation and technology is needed to support Goal 2?**

- No new hardware will be needed; software updates to match desired workplace and post-secondary essential skills

<p><b>What resources, including professional development and team time, are needed to implement Goal 2?</b></p> <ul style="list-style-type: none"> <li>• Curriculum map revision needed</li> </ul>
<p><b>What method and timeline will be used to assess the effectiveness of this initiative?</b></p> <ul style="list-style-type: none"> <li>• Student enrollment in the course</li> <li>• Student success in the course</li> <li>• Student interest in dual credit option</li> </ul>

**Guidance for Completing the Operational Plan**

**1. Program Evaluation**

Last year’s operational plan stated how you would know if the DIU met its Goals, list these goals and describe the results.

**2. Strategic Plan and School Improvement Team Priorities**

Please list the areas of the District Strategic Plan and your site’s School Improvement Team that are priorities for this Decision Input Unit. The DIU may list the Strategic Intentions that are the focus of the goals listed below. The DIU may also list the Program and/or Foundation Commitments addressed through this Operational Plan.

**3. Goals and Strategies**

**Innovation:**

Describe any innovative strategy or practice the Decision Input Unit has discussed as a means of accomplishing **Goal # ( ):**

**Resources Needed to Improve the Program Quality**

Please describe the resources recommended for **Goal # ( )** to improve the quality of the program. These are resources that will lead to improved student performance, program efficiency and service. Please describe the resources that may be available through reallocation within the DIU or through collaboration with other DIUs

**Assessment of Effectiveness of Program**

Describe in detail how you will know whether the DIU has achieved its **Goal # ( )**.