

<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 2018-19 School Year</b></p> <p><b>Operational Plan 2018-19</b></p>	
---	---

<b>Decision Input Unit Name:</b>	<b>Career Development / Occupational Studies</b>
<b>Site:</b>	<b>9-12</b>
<b>DIU Chairperson:</b>	<b>Christine DeFranco / Elizabeth Rollins</b>

<b>Name/Title of Committee Members</b>	<b>Name/Title of Committee Members</b>
Lori Budynas, Community Member	Elizabeth Rollins, Business Education
Christine DeFranco, Business Education	

The DIU/PBAC process is one of continuous improvement. Please developed goals by considering the questions listed in the diagram below. For additional information, see the presentation on *“What is a Strong Goal”* and the *HFL PBAC Guidelines* document.



**Goals for 2018 - 2019**

Select approximately three goals to prioritize for the 2018-2019 budget year. For each goal, describe how you will know if you accomplish each goal. Please detail the budget impacts and resources you will need to accomplish each goal.

1. Mental health has a direct impact on a student's ability to learn and process information. A survey of high school staff shows there is increased concern about student anxiety and depression. 80% of staff report student anxiety as the #1 concern; stress management was #2.

The high school staff believes programming must be designed specifically to address needs of the students struggling with mental health issues like anxiety/depression. A comprehensive program should consider issues of the following:

- staffing: teachers to address academic needs and counselors to address mental health concerns

- location-a safe environment with separate entrance within a school building
- academic options: flexibility-in credit earning and course pacing, with access to computer credit bearing and credit recovery programs, and/or scheduling-later start to the days or Saturday options as well as full or part time placement
- education/counseling: for staff, students and families managing this diagnosis

A program with structured counseling, problem solving and strategy building would benefit students that struggle within a traditional classroom setting. We recognize that with declining enrollment across the District a specific commitment still must be made to address the learning needs of this population with appropriate resource allocation.

2. The Business Education Department will continue to offer a challenging and rigorous program that provides students with knowledge and skills to succeed in their future endeavors. Monitoring enrollment trends will assist the department in making decisions about course offerings and student interest. Increased communication and collaboration with the Middle School Counseling Office and the Family and Consumer Science program is imperative to promoting the opportunities to incoming 9<sup>th</sup> grade students. Expanding the Career Education program to include work experience opportunities for interested seniors and juniors remains a priority. Collaboration with school counselors and the Economics teacher will assist in identifying possible internship candidates.

### **Goals for the current School Year (2017-2018)**

Please list your DIU goals for the current school year. For each goal, please indicate if we are on plan with this goal and what measures you are tracking.

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.
  - Collaboration with Mr. Higgins to announce this opportunity to seniors taking Economics during the 2<sup>nd</sup> semester
  - Students in current business classes will be informed about the career education opportunity
  - Collaboration with the school counselors during course enrollment
  - Establish database to utilize in reporting program information
  - Utilize the OneNote class notebook to facilitate the administration of the Career Education program
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.
  - Announce this opportunity to current students during recommendation day in January and again in April
  - Communicate with the counselors regarding program offerings
  - Planning to collaborate with lower level buildings to gather/share program information and discuss opportunity to implement micro keyboarding sessions at elementary level

### **Goals for the previous School Year (2016-2017)**

Please list your DIU goals for the school year just finished this past June. For each goal, please indicate if we achieved this goal and the measures you tracked.

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 & 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.

- 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!. The 10-week courses were deleted from the current program of studies and will not be offered next year.
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.
- 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 department will be presenting to the second semester Economics classes to announce the internship opportunities. Our plan is to facilitate the placement of 20 seniors in an internship experience. The department has developed an online class notebook in OneNote to help in facilitation of the program in an online environment.