DISTRICT FOCUS AREA: Learning and Achievement (Business Department)

GOAL # Increase the number of articulation agreements with area colleges
Passing rate on PC Skills will be 90 percent or higher
Increase the number of students taking MOS exams for college credit

OBJECTIVES/ OUTCOMES	ACTION PLANS/STRATEGIES	TIME/PERSON RESPONSIBLE	HOW ACTIONS WILL BE MONITORED, EVALUATED	PROFESSIONAL DEVELOPMENT
1a. Critical thinking: provide students with higher level problem solving & thinking skills	Increase the number articulation agreements with area colleges for business courses which will incorporate daily course work based on higher levels of problem solving and texts with work based activities		signed agreements by superintendent	time to visit colleges and coordinate curriculums
	Barb Sattelberg continues to work with NU for an articulation agreement with sports and hospitality.	Barb Sattelberg		
	At a WNY consortium of AOF teachers on October 10 a grid was constructed to incorporate 14 colleges to make universal articulation agreements for all six WNY AOF's. This will probably take all year for approval.	All of 2008-9 L. Sorto	Continued consortium meetings	time for meetings & subs
	Loray has contacted ECC for credit for the BEEP portfolio. NCCC was not interested in articulation.	LSorto	Articulation agreement	

bWriting: provide students with opportunties to create original documents	Increase the number of students taking MOS exam. M. Iodice will construct letter to parents encouraging students to take advanced PC courses. This letter will be mailed by individual teachers in week 12 of the PC Skills course to students who are doing well.	M. Iodice/PC skills teachers	scheduling by guidance	
1c Reading: provide students with opportunities to gain knowledge through increased vocabulary and exposure to work based documents	Inclusion teacher and aid for students with special needs for all sections Continue to provide chart to M. Dougherty and he will submit for aid	L. Sorto/ Sept. & Jan	90 percent passing rate for PC Skills monitored by special ed. Department as well as Business 85% overall passing rate	inclusion training provided by administration and special ed. Department Chart with names to Sp. Ed. Chair
	Student to Student Peer tutoring through reading lab was very successful. Community service credit is available updated texts and software to MO 2007 and DDC Deluxe version	L Sorto/J. Agugliaro L. Sorto/J.Divirgilio	Receipt of books for September	Teacher training on 2007

Adding an electronic workbook in place of paperbound books for Accounting I (College Accounting is not available at this time)	L Widman/ J DiVirgilio	course alignment with college curriculums and work sites; purchase orders	Training for L Widman
AOF students will continue taking the course and tests on line for the Vita CTE tax program because it has been very successful. All juniors and seniors are certified and are performing a voluntary tax service at the credit union Thursdays after	L Widman/B Sattelberg/L Sorto	students are certified	workshop for teachers in November and in class time for students
school and Saturday mornings. Continue using QuickBook training for accounting students to increase internship opportunities	L Widman	Interns placed	
Multi Media class will add more software for game design and cartoon animation (2 licenses for room 124 to test feasibility)	B Sattelberg/J Divirgilio	Inclusion in Multi Media class	Training for B Sattelberg
		June exams	
		teaching in PC Skills classes Sept. 2009	training time; J. DiVirgilio to install
			spring/summer training

DISTRICT FOCUS AREA: Culture and Climate (Business Department)

GOAL # To prepare students for continued success in work and school To keep the curriculum and equipment up to date

OBJECTIVES/ OUTCOMES	ACTION PLANS/STRATEGIES	TIME/PERSON RESPONSIBLE	HOW ACTIONS WILL BE MONITORED, EVALUATED	PROFESSIONAL DEVELOPMENT
2a. Course Offerings: To continue to prepare students for success in school and work.	Increase PC Skills sections to allow approximately 50 percent of ninth graders to take the course.	J. Fisher	Ninth graders scheduled for class	
	ScoresUp software ordered for Web Design Class and will be linked to school website.	M Iodice/J DiVirgilio	Web Site operated by Web Design class	
Academic support: to continue to match student needs with appropriate offerings and services	Business First subscription to offer current insight into the area job market and needs of the community	L Sorto	Used in various classes	
	Subscription continues to be provided by Aurora Publishing Group at no charge to NT Academy of Hospitality continues to coordinate with NU course.			
	Meet & Greet scheduled in December was poorly attended. Needs to scheduled for January and reorganized into a "fun" night to attract students & parents.	L Sorto & Bs. teachers	Better attendance	Summer summit will provide ideas
			Successful evening	

	Graduation has been planned for June 2. Juniors will be assisting with set up, invitations and decorations.	AOF juniors		Director guidance
2c. Technology literacy: instructional technology to improve student achievement and communication	Introduce pivot tables into PC Skills as requested by AOF internship mentors.	All PC teachers		
	Department/building server to enable students to work on projects throughout the building	J DiVirgilio	Installation of server	
	Will purchase flash drives (400 needed) with extra supply money	L Sorto		
	Continue to add resources to Banking Course	M. Iodice		

DISTRICT FOCUS AREA: Culture and Climate (Business Department)

GOAL # Increase parent and community partnerships

Maintain safe and well maintained classrooms to promote student well being and increased learning environments Create an atmosphere of support and encouragement for new programs to promote student success.

OBJECTIVES/ OUTCOMES	ACTION PLANS/STRATEGIES	TIME/PERSON RESPONSIBLE	HOW ACTIONS WILL BE MONITORED, EVALUATED	PROFESSIONAL DEVELOPMENT
3a Learning Community: Support and encourage students district wide by attending and	representation and financial support from administration to attend advisory board meetings, dinners and competitions	administration/advisors	attendance at various functions; funding for fees, supplies, competition materials, transportation, and various expenses	time and funds made easily available
recognizing accomplishments	We have sent a proposal to Career Pathways which is in charge of the previous Tech Prep funds. Randy Bowen from NCCC is our contact to ECC from All will be invited to DECA, AOF graduation and hospitality open house.	LSorto/Randy Bowen	continue to call R Bowen	none
3b Home and community	increase the number of active members on the Advisory Boards for the academies Additional Key Bank member joined advisory board. Invited M & T but did not show at last meeting. One KeyBank grant still pending and paperwork for Citi grant being	directors	increased members and their level of support for internships, scholarships,	NAF workshops for advisory board members

partnership: continuous relationship building activities to foster a seamless student experience between community and school	submitted. To date there are only 4 paid internship commitments and 18 are needed by the summer. Regional meeting at Bryant & Stratton-Orchard Park campus October 10 for all advisory board members in the WNY region to discuss collaboration between branches of the same company and what they can do to help students Citi grant approved for \$3000 KeyBank pending for \$500 and another will following in January 8 paid internships completed; 2 in CU bank and 3 for accountants are pending; still need 3		and curriculum material	
	increased mentors for CEIP- Erin Hagner and Steve Blask are attending Buffalo State College for CTE Certification. Both received certification; Erin took			
	a full time position in Sweet Home; Steve will be responsible for AOE&A internships Added eleven new placements this year.	contact area businesses	L. Sorto	CTE 550/555 training for career internship certification; regional meetings, tech prep meetings, NFIEC courses, community activities such as TNT week

DISTRICT FOCUS AREA: Transitions (Business Department)

GOAL # Add middle school courses to help students transition to high school courses

Add articulation agreements for transition to college

Increase teacher training for community needs and events

Increase community involvement for students

OBJECTIVES/ OUTCOMES	ACTION PLANS/STRATEGIES	TIME/PERSON RESPONSIBLE	HOW ACTIONS WILL MONITORED, EVALUA	
4a. Student Support: Increase courses and activities that will lead to a seamless transition to college or the workplace	Add a keyboarding class to the middle school schedule which will introduce the skills needed to successfully complete PC Skills J. Fisher will confer with MS principal as to scheduling availability. several people commented about the necessity of keyboarding skills at open house, to date nothing has been done	guidance		
	Mandatory Career and Financial class for freshmen to incorporate life skills State standards require financial literacy education for all students.	administration/guidance		
	not accomplished Added curriculum material to Human Relations to include Strategies for Success (study	L. Widman	Increased enrollment in course for September	

skills, organization, time management, etc.) geared for ninth graders		
Inclusion in skill based courses and aids for final exams	special ed coordinator	
An aid was provided in January for exam week.		
An aid was provided for June exams as well.		
Articulation agreements with colleges to encourage students to continue their education when they know they can be successful	coordinator/college liasons/administration	
58 percent of Sports Marketing students received college credit		
Increase to 85%	B. Sattelberg	
More community activities for Academy students such as VitaE, school bank, and Chamber of Commerce activitites	NAF director/ administration	
Lori Widman and Loray Sorto attended Vita CTE training and will go to Lancaster Feb. 9 to observe Free Tax Program. N. Tonawanda is scheduled for two days—March 1 and March 29.		
A very successful two-day program due to the aid of Kristina Kern from the CU. This year we will advertise more and offer four days (two days in February and 2 days in		

	March). Hopefully we will get the help of retired CPAs by presenting at the Rotary Club		
4b. Staff Support: Opportunities for staff to become part of the school	Increased field trips to colleges and workplaces	administration/teachers	
community and continuously update curriculum and equipment	AOF students have attended field trips to Ivoclar, FBI, Gullo's, UB, M & T Bank		
	The Senior field trip for the Chicago Board of Trade has been approved. Out of the 12 originally signed, 6 have dropped out because of the possibility of making playoffs in hockey, football and volleyball. Therefore, they have forfeited the 150 deposit. This date cannot be changed as this is the last weekend for the boat tour and we are piggybacking with Lancaster to decrease the cost because we have so few students		
	Additional field trips include NCCC (leads), UB, Citi, Salvatore's and the NFIEC breakfast forums		
4c. Leadership: To encourage and support	Maximum number of internships for all students who want them.	CEIP coordinator/administration/guidance-	
staff to experiment with new programs and material with funds and equipment	28 students provided internships this year		
equipment	To date the projected number is 22		
	More teachers to attend NFIEC	teachers	

courses		
Loray Sorto attended non-profit class in fall and small business in spring		
Classes are repeats		
More teachers to attend workshops for NAF and professional organizations	teachers	
Barb Sattelberg attends LCTV workshops for video production		
A. Follendorf is attending a Microcomputer class for 2007 software; L. Widman is attending teacher workshops in Smart Board, Movie Maker, CPA clickers, the BTA conference, the NAF conference, and a tax school		
Fund more field trips, teacher activities and community events such as dinners and lighter refreshments	administration	
continue to send invitations to all events to district administration	teachers/advisors/directors	