**Ohio Department of Education**

**Office of Career-Technical Education**

**Youth Corrections**

**Career-Technical Program Performance Review**

**FY 2016**

**Buckeye United School District**

**Career-Technical Planning District #600**

Harvey E. Reed, Director, Ohio Department of Youth Services

 Jennifer Sanders, Superintendent



Reviewer: R. Linn Davey, Contract Corrections Education Specialist, Office of Career-Technical Education

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**Ohio Department of Education**

**Office of Career-Technical Education**

**Institutional Program Performance Review- FY2016**

**Buckeye United School District (BUSD)**

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**I. Acknowledgements**

Critical input from institutional teachers and administrators is invaluable in making positive change possible. Well-deserved thanks goes out to all the dedicated career-technical teachers and administrators who took valuable time and effort to assemble the data and supporting documentation that made this annual performance review possible. Special thanks for ongoing support go to Jennifer Sanders, Superintendent of the Buckeye United School District; Christine Kohler, Career-Technical Director; Bob Depinet, Data Administrator Manager and Steve Gratz, Senior Executive Director, Center for Student Support and Education Options. Finally, appreciation is extended to Ohio Department of Youth Services Director Harvey Reed for his re-entry based vision and ongoing support of educational programming with Ohio’s youth facilities.

**“If you don’t know where you are going, you will end up somewhere else.”**

 **Yogi Berra**

**Ohio Department of Education**

**Office of Career-Technical Education**

**Buckeye United School District**

**FY2016 *Career-Technical Program Performance Review***

**II. Project Description/Summary**

**The District**

The Buckeye United School District provides academic and technical programming for Ohio youth who are incarcerated in the state’s corrections system. Buckeye United is one of two Ohio Career-Technical Planning Districts (CTPDs) that serve individuals incarcerated in the state’s correctional systems. The other district, the school district of the Ohio Department of Rehabilitation and Correction, serves adults.

The adult and youth corrections districts are among 93 Ohio Career-Technical Planning Districts (CTPDs), a configuration that meets the legal and standards requirements to offer state-sanctioned, career-technical programming. Programs include both academic and career-technical courses, Special Education, Title I and guidance counseling, among other services analogous to those found in traditional public schools.

**The Process**

During the summer of 2016, the Office of Career-Technical Education at the Ohio Department of Education (ODE) conducted a comprehensive program performance review of all career-technical education programs offered within Ohio Department of Youth Services (ODYS) institutions. The unique nature of career-technical education delivery within a correctional setting was considered throughout the process. A customized review process was based on a variety of relevant performance indicators, including selected State Board of Education-approved core standards and performance measures for Ohio’s secondary career-technical programs. The purpose of the review is to determine the ODYS career-technical programs’ level of performance on 10 critical performance measures. The goal of the review process is to continuously improve the programs and services provided by career-technical education to Ohio’s incarcerated youth through regular performance-based program evaluation and data-driven strategic planning.

**The Procedure**

This annual review was conducted using a four-step audit procedure with follow-up. A customized ODE self-review survey document was distributed to all career-technical teachers and administrators. The completed surveys were returned to ODE for review

and data analysis in a desk audit performed by the ODE Corrections Liaison. Any questions generated were resolved by telephone inquiries from the liaison. On-site reviews of each program operational for at least one full year were conducted by the liaison. (Partial reviews were done for some programs operational for less than a full year.) A follow-up site visit was conducted by the liaison at each site to describe the results to teachers and administrators.

The documents, data, and on-site review observations were analyzed to identify individual program strengths and develop opportunities for improvement. District level recommendations were developed, based on the overall review’s findings. They will be used to facilitate continuous improvement and strategic planning in accordance with Carl D. Perkins federal legislation.

**III. Key to Institutional Acronyms**

**Buckeye United School District**

**FY2016**

* **CJCF-** Circleville Juvenile Correctional Facility

The school at Circleville is called Ralph C. Starkey High School.

* **CHJCF-** Cuyahoga Hills Juvenile Correctional Facility

The school at Cuyahoga Hills is called Luther E. Ball High School.

* **IRJCF-** Indian River Juvenile Correctional Facility

The school at Indian River is called Indian River High School.

**Office of Career-Technical Education**



**IV. Performance Measure Definitions**

**Buckeye United School District- FY2016**

The performance criteria defined below were used to determine the performance levels of Ohio Department of Education approved career-technical education programs during FY2016. They include state, federal and locally developed measures customized to the unique nature of career-technical programs delivered in youth correctional facilities.

1. **Average Enrollment Per Class**- Refers to the number of students enrolled in each section of a career-technical program on each of 6 snapshot dates during the fiscal year.
2. **Career-Technical Education Participation Rate**- Refers to the percentage of an institution’s students (academic and career-technical) enrolled in career-technical programs on six randomly selected “snapshot” dates during the fiscal year.
3. **Career-Technical Student Attendance**- Refers to an average of each career-technical class student attendance rate collected on six randomly selected “snapshot” dates during the fiscal year. A class is considered at 100 percent attendance if all students enrolled on a given date are actually present in class.
4. **Career-Technical Staff Attendance**- Refers to each career-technical teacher’s attendance rate on district calendar instructional days. The percentage is calculated by dividing the number of days present for each teacher by the number of instructional days available during the year.

1. **Career-Technical Students with IEPs-** Refers to the percentage of career-technical students served under Individualized Education Programs.
2. **Career Passport Usage**- Refers to the percentage of eligible career-technical students who received a Career Passport.
3. **Current Textbooks**- Refers to the percentage of career-technical programs using a primary textbook with a copyright date less than five years old.
4. **Active Advisory Committee**- Refers to the percentage of career-technical teachers who had suitable documentation of proper program advisory committee membership with at least one advisory committee meeting during FY2016.
5. **Number of Students Served**- Refers to the actual number of career-technical students reported served during the fiscal year.
6. **Supply/Equipment Adequacy**- Refers to the teachers’ perception, or satisfaction, with the amount and quality of supply and equipment items obtained for their program. This somewhat subjective item is taken from responses to survey questions regarding items requested in writing during the fiscal year.

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**OFFICE OF CAREER TECHNICAL EDUCATION**

**DOCUMENTATION REQUIREMENTS**

**BUCKEYE UNITED SCHOOL DISTRICT- FY 2016**

**Note: At the interview with the ODE consultant, folders containing documentation of review items shall be available. PLEASE PREPARE ONE FOLDER FOR EACH APPLICABLE TOPIC.**

1. **Enrollment and Attendance Records** (These will be provided by Central Office.)

2. **Marketing** (Current copy of waiting list, brochures, presentations, visits, etc.)

3. **Career Passports** (Including certificates for competencies learned and for overall program completion.)

4. **Course of Study** (Should include signatures of the program advisory committee.)

5. **Advisory Committee** (Meeting minutes, attendance record and membership list for the fiscal year.)

6. **Student Achievement and Evaluation Documentation** (Grade books, lesson plans and completed tests, observation rubrics or other evaluation instrument, student files.)

7. **Tools and Equipment** (Current inventory lists- must be dated.)

8. **Professional Development** (Include copy of teaching license/certificate, IPDP, CEUs, activity documentation vouchers, transcripts and certificates of completion.)

9. **Career-Technical Education/Special Education** (Include several examples of IEPs or IEP-at-a-glance for students served during FY2016.)

10. **Appropriate Industry Credential Documentation** (Automotive Service Excellence- ASE, Microsoft Office Specialist- MOS, PrintEd -evidence of program certification or preparation for upcoming evaluation, others.)

In addition to the above listed folders, please have copies of textbooks, workbooks, software list and all relevant instructional materials available.

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**OHIO DEPARTMENT OF EDUCATION**



**OFFICE OF CAREER-TECHNICAL EDUCATION**

**V. Critical Performance Data Elements**

25 South Front Street, Columbus, Ohio 43215-4183

www.education.ohio.gov

**Buckeye United School District- FY 2016**

* Student Enrollment/Attendance
* Market Share/Marketing
* Career Passports
* Staff Attendance
* Textbook Copyrighted within Five Years
* Current Course of Study (revised within five years)
* Active Advisory Committee
* Student Achievement Evaluation Documentation
* Supplies and Equipment Adequacy
* Current Inventory of Tools and Equipment
* Facility Adequacy (legal and safety requirements)
* IPDP on File and Documentation of Professional Development
* IEP Revisions to Reflect Vocational Education Placement
* Special Education Student Participation Rate
* Industry Credentials

|  |
| --- |
| Ohio Department of EducationOffice of Career-Technical and Adult EducationBUSD Institutional Program Performance Review- FY2016Indian River High School |

|  |  |  |
| --- | --- | --- |
| Performance Measure | Percentage | Sample Average |
| Average Enrollment Per Class (4) | 18.2 | 14.8 |
| Career-Technical Educational Participation Rate | 82.3% | 60.3% |
| Career-Technical Student Attendance | 86.3% | 88.3% |
| Program Using Current Course of Study | 100% | 100% |
| Career-Technical Staff Attendance | 69.5% | 88.9% |
| Programs Using Current Textbooks (<5 yr. old) | 100% | 81.8% |
| Staff Satisfaction | 62.5% | 72.7% |
|  |  |  |
| Career-Technical Students w/IEP’s | 63.3% | 53.8% |
| Career Passport Rate | 100% | 100% |
| Active Advisory Committee  | 100% | 81.8% |
| Number of Students Served | 379 | 915 |

 (#) Denotes number of programs reviewed.

FY16 Career-Technical Program Performance Review

Indian River Juvenile Correctional Facility

Indian River High School

**Program: Transitions Instructor: Patrice Miller # Served: 96**

|  |  |
| --- | --- |
| Average Enrollment | 19.2 |
| Student Attendance Rate | 72.9% |
| IEP Student ParticipationRate | 65.6%  |
| Total Students Served | 96 |

|  |  |
| --- | --- |
| Text Currency | Yes 2012 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes\* |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Ms. Miller served 96 students during the year.
* The program served 63 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* No members attended the June 17 Advisory Committee Meeting.
* Teacher attendance was 65.2%

**Overall, the program seemed very well-delivered. Thanks to Patrice Miller for her dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Indian River Juvenile Correctional Facility

Indian River High School

**Program: Carpentry Instructor: Larry Pickard # Served: 106**

|  |  |
| --- | --- |
| Average Enrollment | 17.7 |
| Student Attendance Rate | 86.5% |
| IEP Student ParticipationRate | 75.5%  |
| Total Students Served |  106  |

|  |  |
| --- | --- |
| Text Currency | Yes 2013 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes\* |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Mr. Pickard served 106 students during the year.
* The program served 80 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* No members attended the June 17 Advisory Committee Meeting.
* Teacher attendance was 90.9%.

**Overall, the program seemed very well-delivered. Thanks to Larry Picard for his dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Indian River Juvenile Correctional Facility

Indian River High School

**Program: Administrative Office Technology Instructor: Misty Brackett # Served: 74**

|  |  |
| --- | --- |
| Average Enrollment | 18.5 |
| Student Attendance Rate | 94.6% |
| IEP Student ParticipationRate |  51.4%  |
| Total Students Served |  74  |

|  |  |
| --- | --- |
| Text Currency | Yes 2011 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes\* |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Ms. Brackett served 74 students during the year.
* The program served 38 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* No members attended the June 17 Advisory Committee Meeting
* Teacher attendance rate was 44.5%

**Overall, the program seemed very well-delivered. Thanks to Misty Brackett for her dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Indian River Juvenile Correctional Facility

Indian River High School

**Program: Automotive Tech Instructor: Scott Skaggs # Served: 103**

|  |  |
| --- | --- |
| Average Enrollment | 17.2 |
| Student Attendance Rate | 84.8% |
| IEP Student ParticipationRate | 57.3% |
| Total Students Served | 103 |

|  |  |
| --- | --- |
| Text Currency | Yes 2014 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Mr. Skaggs served 103 students during the year.
* The program served 59 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* Teacher attendance was 77.4%.

**Overall, the program seemed very well-delivered. Thanks to Scott Skaggs for his dedication to the program and its students.**

|  |
| --- |
| Ohio Department of EducationOffice of Career-Technical and Adult EducationBUSD Institutional Program Performance Review- FY2016Luther E. Ball High School |

|  |  |  |
| --- | --- | --- |
| Performance Measure | Percentage | Sample Average |
| Average Enrollment Per Class (4) | 11.1 | 14.8 |
| Career-Technical Educational Participation Rate | 73.6% | 60.3% |
| Career-Technical Student Attendance | 92.5% | 88.3% |
| Program Using Current Course of Study | 100% | 100% |
| Career-Technical Staff Attendance | 88.7% | 88.9% |
| Programs Using Current Textbooks (<5 yr. old) | 50% | 81.8% |
| Staff Satisfaction | 81.3% | 72.7% |
|  |  |  |
| Career-Technical Students w/IEP’s | 43.8% | 53.8% |
| Career Passport Rate | 100% | 100% |
| Active Advisory Committee  | 100% | 81.8% |
| Number of Students Served | 285 | 915 |

 (#) Denotes number of programs reviewed.

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Luther E. Ball High School

**Program: Administrative Office Technology Instructor: Angelo Brown # Served: 46**

|  |  |
| --- | --- |
| Average Enrollment | 7.7 |
| Student Attendance Rate | 97.4% |
| IEP Student ParticipationRate | 67.4% |
| Total Students Served | 46 |

|  |  |
| --- | --- |
| Text Currency | No 2010 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Mr. Brown served 46 students during the year.
* The program served 31 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* The AOT primary textbook has a copyright date of 2010, which is above the five-year limit.
* Teacher attendance was 90.5%.

**Overall, the program seemed very well-delivered. Thanks to Angelo Brown for his dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Luther E. Ball High School

**Program: Career Based Intervention Instructor: Brian Csejtey # Served: 67**

|  |  |
| --- | --- |
| Average Enrollment | 11.2 |
| Student Attendance Rate | 95.6% |
| IEP Student ParticipationRate | 29.9% |
| Total Students Served | 67 |

|  |  |
| --- | --- |
| Text Currency | No 2009 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Mr. Csejtey served 67 students during the year.
* The program served 20 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* The Career Based Intervention primary textbook has a copyright date of 2009, which is above the five-year limit.
* Teacher attendance was 91.9%.

**Overall, the program seemed very well-delivered. Thanks to Brian Csejtey for his dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Luther E. Ball High School

**Program: Horticulture Instructor: Janay Thompson-Davis # Served: 97**

|  |  |
| --- | --- |
| Average Enrollment | 16.2 |
| Student Attendance Rate | 89.5% |
| IEP Student ParticipationRate | 60.8% |
| Total Students Served | 97 |

|  |  |
| --- | --- |
| Text Currency | Yes 2016 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Ms. Thompson-Davis served 97 students during the year.
* The program served 59 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* Teacher attendance was 65.3%.

**Overall, the program seemed very well-delivered. Thanks to Janay Thompson-Davis for her dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Luther E. Ball High School

**Program: Transitions Instructor: Maria Zivkovich # Served: 55**

|  |  |
| --- | --- |
| Average Enrollment | 9.2 |
| Student Attendance Rate | 84.9% |
| IEP Student ParticipationRate | 30.9% |
| Total Students Served | 55 |

|  |  |
| --- | --- |
| Text Currency | Yes 2016 |
| Current Course of Study | Yes |
| Advisory Committee Activity | Yes |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Ms. Zivkovich served 55 students during the year.
* The program served 17 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* Teacher attendance was 99.0%.

**Overall, the program seemed very well-delivered. Thanks to Maria Zivkovich for her dedication to the program and its students.**

|  |
| --- |
| Ohio Department of EducationOffice of Career-Technical and Adult EducationBUSD Institutional Program Performance Review- FY2016Ralph C. Starkey High School |

|  |  |  |
| --- | --- | --- |
| Performance Measure | Percentage | Sample Average |
| Average Enrollment Per Class (3) | 15.1 | 14.8 |
| Career-Technical Educational Participation Rate | 28.9% | 60.3% |
| Career-Technical Student Attendance | 88.5% | 88.3% |
| Program Using Current Course of Study | 100% | 100% |
| Career-Technical Staff Attendance | 90.4% | 88.9% |
| Programs Using Current Textbooks (<5 yr. old) | 100% | 81.8% |
| Staff Satisfaction | 75% | 72.7% |
|  |  |  |
| Career-Technical Students w/IEP’s | 46.5% | 53.8% |
| Career Passport Rate | 100% | 100% |
| Active Advisory Committee  | 33% | 81.8% |
| Number of Students Served | 271 | 915 |

 (#) Denotes number of programs reviewed.

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Ralph C. Starkey High School

**Program: Visual Design/Imaging Instructor: Doug Stage # Served: 73**

|  |  |
| --- | --- |
| Average Enrollment | 12.2 |
| Student Attendance Rate | 89.0% |
| IEP Student ParticipationRate | 45.2% |
| Total Students Served | 73 |

|  |  |
| --- | --- |
| Text Currency | Yes 2013 |
| Current Course of Study | Yes |
| Advisory Committee Activity | No |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Mr. Stage served 73 students during the year.
* The program served 33 Students with Disabilities

**Comments & Opportunities for Improvement:**

* There was no Program Advisory Committee meeting during the year. This is a required meeting for all Career Technical programs.
* Teacher attendance was 90.3%.

**Overall, the program seemed very well-delivered. Thanks to Doug Stage for his dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Ralph C. Starkey High School

**Program: Transitions Instructor: Lisa Hannah # Served: 98**

|  |  |
| --- | --- |
| Average Enrollment | 16.3 |
| Student Attendance Rate | 80.8% |
| IEP Student ParticipationRate | 55.1% |
| Total Students Served | 98 |

|  |  |
| --- | --- |
| Text Currency | Yes 2016 |
| Current Course of Study | Yes |
| Advisory Committee Activity | No |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Ms. Hannah served 98 students during the year.
* The program served 54 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* Teacher attendance was 92.6%.

**Overall, the program seemed very well-delivered. Thanks to Lisa Hannah for her dedication to the program and its students.**

FY16 Career-Technical Program Performance Review

Juvenile Correctional Facility

Ralph C. Starkey High School

**Program: Career Based Intervention Instructor: Michelle George # Served: 100**

|  |  |
| --- | --- |
| Average Enrollment | 16.7 |
| Student Attendance Rate | 95.0% |
| IEP Student ParticipationRate | 79.0% |
| Total Students Served | 100 |

|  |  |
| --- | --- |
| Text Currency | Yes 2014 |
| Current Course of Study | Yes |
| Advisory Committee Activity | No |
| Current Tool/EquipmentInventory | Yes |

**Strengths:**

* Ms. George served 100 students during the year.
* The program served 79 Students with Disabilities.

**Comments & Opportunities for Improvement:**

* Teacher attendance was 88.3%.

**Overall, the program seemed very well-delivered. Thanks to Michelle George for her dedication to the program and its students.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | FY2013-2016 |  |  |  |  |  |  |
|  |  |  |  |  | Buckeye United School District |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **FY2016** |  | **FY2015** |  | **FY2014** |  | **FY2013** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Participation Rate** |  | 60.3% |  | 63.2% |  | 46.6% |  | 67.6% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Student Attendance** |  | 88.3% |  | 89.0% |  | 88.9% |  | 87.3% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **IEP Rate** |  |  | 58.3% |  | 51.0% |  | 60.1% |  | 50.3% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Number Served** |  | 915 |  | 1152 |  | 930 |  | 1101 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Career Passport Usage** | 100% |  | 100% |  | 100% |  | 100% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Textbooks** |  | 81.8% |  | 71.40% |  | 67% |  | 64.3% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Teacher Satisfaction** |  |  72.7%  | 77.1% |  | 71% |  | 71.0% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Active Advisory Committee** | 81.8% |  | 100% |  | 58.3% |  | 77.0% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Program Delivery Rate** | 88.9% |  | 94.4% |  | 89.8% |  | 93.1% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Ave. Enrollment Per Class** | 14.8 |  | 13.9 |  | 6.8 |  | 12.6 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
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| *Ohio Department of Education* |  |  |  |  |  |  |  |  |
| **Office of Career-Technical Education** |  |  |  |  |  |  |  |
| **ODYS Institutional Program Performance Review - FY2016** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **% Of Programs Using Current Textbooks (<5 years old)** |  | **Supply/Equipment Adequacy Survey** |  |  |
|  | *Institution* | FY2016 |  |  |  | *Institution* | FY2016 |  |  |  |
|  | **CJCF (3)** | 100% |  |  |  | **CJCF (3)** | 100% |  |  |  |
|  | **CHJCF (4)** | 50% |  |  |  | **CHJCF (4)** | 100% |  |  |  |
|  | **IRJCF (4)** | 100% |  |  |  | **IRJCF (4)** | 100% |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **District Avg.** | **81.8%** |  |  |  | **District Avg.** | **100%** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  **Active Advisory Committees** |  |  | **Number of students served** |  |  |  |
|  | *Institution* | FY2016 |  |  |  | *Institution* | FY2016 |  |  |  |
|  | **CJCF (3)** | 33% |  |  |  | **CJCF (3)** | 271 |  |  |  |
|  | **CHJCF (4)** | 100% |  |  |  | **CHJCF (4)** | 265 |  |  |  |
|  | **IRJCF (4)** | 100% |  |  |  | **IRJCF (4)** | 379 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **District Avg.** | **81.8%** |  |  |  | **District Total** | **915** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Office of Career-Technical Education** |  |  |  |  |  |
| **ODYS Institutional Program Performance Review - FY2016** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Career-Technical Students on IEPs** |  |  |  |  |
|  |  | *Institution* | FY2016 |  |  |  |  |  |
|  |  | **CJCF (3)** | 166 |  |  |  |  |  |
|  |  | **CHJCF (4)** | 127 |  |  |  |  |  |
|  |  | **IRJCF (4)** | 240 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **District Total.**  | **533** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Career Passport Usage** |  |  |  |  |  |
|  | *Institution* | FY2016 |  |  |  |  |  |  |
|  | **CJCF (3)** | 100% |  |  |  |  |  |  |
|  | **CHJCF (4)** | 100% |  |  |  |  |  |  |
|  | **IRJCF (4)** | 100% |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **District Avg.**  | **100%** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ohio Department of Education** |  |  |  |  |  |  |
| **Office of Career-Technical Education** |  |  |  |  |  |
| **ODYS Institutional Program Performance Review - FY2016** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Career-Technical Average Enrollment**  |  | **Career-Technical Education Participation** **Rate** |
|  | *Institution* | FY2016 |  |  |  | *Institution* | FY2016 |  |
|  | **CJCF (3)** | 15.1 |  |  |  | **CJCF (3)** | 28.9% |  |
|  | **CHJCF (4)** | 11.1 |  |  |  | **CHJCF (4)** | 73.6% |  |
|  | **IRJCF (4)** | 18.2 |  |  |  | **IRJCF (4)** | 82.3% |  |
|  |  |  |  |  |  |  |  |  |
|  | **District Avg.** | **14.8** |  |  |  | **District Avg.** | **60.3%** |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Career-Technical Student Attendance** |  | **Career-Technical Staff Attendance** |  |
|  | *Institution* | FY2016 |  |  |  | *Institution* | FY2016 |  |
|  | **CJCF (3)** | 88.5% |  |  |  | **CJCF (3)** | 90.4% |  |
|  | **CHJCF (4)** | 92.5% |  |  |  | **CHJCF (4)** | 88.7% |  |
|  | **IRJCF (4)** | 86.3% |  |  |  | **IRJCF (4)** | 69.5% |  |
|  |  |  |  |  |  |  |  |  |
|  | **District Avg.** | **88.7%** |  |  |  | **District Avg.** | **88.9%** |  |

IX. District-Level Opportunities for Improvement and Recommendations/Conclusions

Ohio Department of Education

Office of Career-Technical Education

Institutional Program Performance Review

Buckeye United School District

# Leadership

**Recommendations:**

* **Continue** the current level of support for a systematic summative evaluation of career-technical programs on an annual basis. This practice will identify opportunities for improvement and promote appropriate planning.
* **Continue** to provide monthly institutional on-site visitations by the ODYS central office career-technical program coordinator in order to reinforce expectations and improve communication to instructors and educational leadership at the institutional level.
* **Increase** the level of involvement by the central office career-technical coordinator in the career-technical teacher interviewing/hiring process at local facilities to facilitate the effectiveness of that process and reduce turnover.
* **Continue** to expand the BUSD leadership’s collaboration with Ohio Central School System (ODR&C) for the improvement of and planning for career-technical programs. Evidence of cooperation has been seen in the past with hiring of former BUSD education staff by OCSS and of former OCSS staff by BUSD.

**Strategic Planning**

**Recommendations:**

* **Use** the FY2016 Performance Review results to update and revise (when appropriate) the career-technical strategic (Perkins) plan in cooperation with the ODE Corrections Consultant during FY2017 and beyond.
* **Continue** to use current Ohio labor market information to plan program expansions to ensure a job market for the occupational areas for which students are being prepared.

**Student and Stakeholder Focus**

**Recommendations:**

* **Consider** providing one or more additional **adult** career-technical program. **This has already been planned and at least partially implemented, through partnerships with area career centers.**
* **Continue** to provide a thorough accounting and recognition of career-technical student completers. Such recognition should include such students’ inclusion in graduation ceremonies at each facility.
* **Increase** the number of program advisory committee members from business and industry (non-institutional members) in order to gain the most appropriate and current insight related to program improvement. Teachers have been advised to conduct industrial visits to nearby career centers or other public schools in order to meet with teachers of similar programs, who may agree to serve on their advisory committees.
* **Continue** the positive practice of using at least one experienced student on each program’s advisory committee membership to provide customer input and leadership roles for deserving students.
* **Continue** to perform a unit-by-unit review of each program's course of study during program advisory committee meetings. **Such course of study reviews should be well-documented in each program’s advisory committee minutes.**
* **Continue** the positive practice of integrating employability instruction throughout the curriculum in order to reinforce these critical skills.
* **Continue** to implementcurriculum content across all career-technical programs designed to prepare students for the Ohio Graduation Tests (OGT.)
* **Invite** advisory committee members to give mock interviews and to serve as guest speakers to enhance the importance and relevance of employability competencies. **This practice or similar practices have been done in at least some CBI/ Transitions classes. Interviews have been recorded and then critiqued by the teachers and peer students.**
* **Continually** update a customized multimedia presentation at each ODYS institution showcasing career-technical programs to enhance public awareness. This presentation can be used at joint advisory committee meetings, institutional advisory committee meetings, for student recruitment and orientation purposes and at conferences and seminars. A presentation, in conjunction with Ohio Central School System, has been shown at a recent Ohio Correctional Education Association conference.
* **Continue** to provide secure Internet access to students using appropriate firewalls. In addition, the ability of teachers to show appropriate on-line items within their classes has proved to be good for both the content of instruction and for engagement of students.
* **Investigate** the potential to provide increased distance learning opportunities to all current students and graduates.
* **Continue** to use the Ohio Nursery and Landscape Association (ONLA) based curriculum in all horticulture programs to fully align the curriculum with nationally recognized standards for the industry and prepare students for the credentialing exams.
* **Increase** the number of industry-based credentialing tests administered, such as Microsoft Office Specialist (MOS), National Center for Construction Education and Research (NCCER), Occupational Safety and Health Administration (OSHA) and Ohio Certified Nursery Technician (OCNT). Industry credentials are a critical part of Career Technical education and should be emphasized in all possible programs.

## Information and Analysis

**Recommendations:**

* **Use** the program level “strengths” and “opportunities for improvement” identified in the FY2016 program review as a discussion guide at each program’s advisory committee meeting. **These discussions should be well-documented in the advisory committee meeting minutes.**
* **Continue** to collect appropriate data for the annual program performance review throughout FY2017.
* **Provide** constructive feedback to instructors and administrators regarding the FY2016 review findings in order to reinforce identified strengths and opportunities for improvement.
* **Utilize** the staff survey of supply/equipment adequacy results to influence equipment purchase approval and supply budget decisions at the program level. Steps should be taken to ensure that Career Technical funding is completely spent during the year, rather than having unspent money left at the end of the year. **This appears to be occurring already.**
* **Continue** to meet regularly with the ODE Corrections Consultant to assess progress in meeting goals and objectives identified through the annual program review process.
* **Use** the FY2016 Performance Review results to prioritize planning and improvement initiatives at the institutional and district-wide levels.

**Faculty and Staff Focus**

**Recommendations:**

* **Continue** the excellent Local Professional Development Committee (LPDC) effort. The importance of ongoing professional development is reinforced by this initiative.
* **Explore additional** ways to recognize and honor education staff for their hard work during the school year.
* **Participate** in the Ohio Correctional Education Association’s “Teacher of the Year” nomination process during FY2017. BUSD has participated successfully in this competition in the past, including some years in which Buckeye United School District teachers won the honor.
* **Continue** the mentoring program for alternative resident educator teachers. Such training is crucial to teacher licensure and retention.
* **Maintain** the current level of service relative to career-technical teacher education services provided through the university system in Ohio. This support is critical to the effectiveness of new instructors.
* **Provide** all new career-technical instructors with thorough in-service regarding the state procurement processes.
* **Provide** an annual update of any changes in the state procurement processes to all career-technical instructors.
* **Enable** selected career-technical teachers to attend the SkillsUSA-Ohio, BPA or DECA state contest each year, if possible, to facilitate curriculum delivery and laboratory improvement. These contests can serve to show BUSD teachers similarities and differences between programming in public schools and in the correctional setting. Attendance would also allow multiple contacts for advisory committee membership. The events can serve as an “industrial visit” by the teachers. **Consider allowing participation as judges or in other active roles.**
* **Encourage** horticulture instructors to become ONLA-certified in at least one area in order to provide the most knowledgeable staff. Encourage Administrative Office Technology teachers to become Microsoft Office Specialist (MOS)-certified. Industry credentialing for other Career Technical programs should likewise be encouraged. Provide professional development opportunities that facilitate these efforts.
* **Continue** to provide annual in-service to all principals and assistant principals relative to the career-technical teacher licensure process in order to improve the recruitment and hiring of career-technical instructors. Include an overview of the Ohio universities’ teacher education program requirements for alternative resident educator licensure through the industry route.
* **Continue** to provide specialized in-service training for career-technical instructors in an ongoing effort to maintain currency of knowledge and practice in their respective areas of technical expertise. Devote Perkins dollars and/or state dollars (FY2017 and beyond) to fund this effort.

## Process Management

**Recommendations:**

* **Continue to maintain** an inventory of all equipment purchased with federal Perkins dollars and state funds. Use established procedures for the disposal of outdated equipment. Maintain equipment disposition records.
* **Continue** to hold semi-annual or annual curriculum development meetings facilitated by the career-technical coordinator to improve uniform curriculum delivery and disseminate best practices.
* **Continue** the practice of electronic submission of EMIS data pertaining to career-technical programs.
* **Revise** any program course of study that is more than five years old during FY2017 and each fiscal year. Most courses of study were most recently revised in FY2009 and will be due for revision during the current school year.
* **Improve processes for expending Perkins dollars in a timely manner. The process for ordering items at each facility has been explained to teachers and principals at all facilities.**
* **Maintain** a five-year replacement schedule for all core textbooks. On-line texts are permissible. **Those texts for which newer revisions are unavailable are, of course, excused until those revisions become available.**
* **Continue** to provide for the systematic update of career-technical program instructional technology, including hardware and software.
* **Continue** to utilize an “open house” program advisory committee structure/process at each applicable institution, whereby all program committees meet at the same time, enabling all committee members to visit all program areas. **It should be noted that at one facility, program advisory committee meetings were conducted, but with no participation by actual committee members from the outside. This is not acceptable. Principals and other administrators should continue to monitor this activity in the future.**
* **Continue** to use a district-wide computerized record-keeping process for attendance, student evaluation and related information.
* **Continue** to enable Microsoft Office Specialist (MOS) testing/certification of eligible Administrative Office Technology (AOT) students during FY2017 and beyond. Students that earn this certification are more employable and can command higher wages. **Only the AOT teacher at Luther E. Ball High administered such tests during FY2016. As previously stated, other industry-recognized credential tests should be made available in most other Career Technical programs.**
* **Continue** to develop a Career Passport for each career-technical job training student. The contents of Career Passports for similar programs should be standardized.
* **Continue** to provide the ODE annual program review survey documents and an orientation to the performance review procedure to instructors during the intersession immediately following the end of the fiscal year. This process will clarify expectations and give instructors adequate time to prepare for the on-site review.
* **Maintain** the maximum feasible enrollments in all programs (keeping safety and security issues in the forefront) to the degree possible to ensure program approval and full funding.
* **Continue** to concentrate on reentry efforts to facilitate positive transition to reduce recidivism. Education is an active partner in any effective reentry strategy. The Buckeye United School District has made very significant strides with its efforts through the Career-Based Intervention/Transitions programs. Further efforts are being made to expand these initiatives. These efforts should continue, keeping in mind the principles of the Second Chance Act of 2007, the Ohio Ex-Offender Reentry Coalition, and The DYS Reentry Roadmap: A 25-Point Strategy Toward Restoration.
* **Further** expand efforts to collaborate, develop and implement effective strategies to best serve mental health caseload youth in Career Technical programming at all Ohio Department of Youth Services facilities, as needed.
* **Continue** to provide options for serving high school and GED graduates at all facilities. Options include apprenticeships, post-secondary career technical programs, as well other college programming, including on-line classes. Good efforts for such services have already been instituted and should be continued

**Organizational Performance Results**

**Recommendations:**

* **Maintain** the excellent district student attendance rate during FY2017 and beyond. The attendance rate has been fairly stable in recent years.
* **Maintain** the good career-technical program participation rate during FY2017 and beyond by making all existing programs operational. New career-technical programming is under development at Indian River High School and is being considered at Ralph C. Starkey High School.
* **Improve** the program of textbook replacement, as needed. The percentage of up-to-date textbooks has decreased dramatically during the past several years. This is a matter that should be monitored by the schools’ principals or assistant principals and by Buckeye United School District administrators.

**Conclusions**

 The FY2016 Career-Technical Program Performance Review was performed to promote accountability and provide data-driven guidance to the Ohio Department of Youth Services (ODYS) as the district strives to continuously improve the customized career-technical programs it provides to youthful offenders in four facilities located statewide.

Career-technical programs served 915 students in the programs reviewed for FY2015 performance, a 20 percent decrease from FY2015.

 Several significant items measured by this review are worthy of mention here. Compared to FY2015, the district **decreased** Participation Rate (that is, the percentage of total school students who are enrolled in career technical programs) by a small percentage. The Student Attendance Rate was virtually the same, at 88.3%, asthe FY2015 attendance rate. The percentage of special education IEP students served in career-technical programs **increased** considerably from 51.0 percent to 58.3 percent. Teacher satisfaction actually **decreased.** (This was measured by the admittedly unscientific method of asking each teacher to rate their overall satisfaction with their role in teaching their program at their facility on a scale of “Excellent”, “Good”, “Fair” or “Poor”. The answers were assigned arbitrary values of 100%, 75%, 50% and 25%, respectively.) Career Passport Usage **remained the same**, at 100% in FY2015.

Several other measures should also be mentioned. As previously mentioned, the number of students served in Career Technical programs decreased drastically. The reported textbook currency (copyright date of five years old or less) was 81.8%, an improvement of 10 percentage points. Programs having active advisory committees **dropped** from 100% in FY2015 to 81.8% in FY2016. The Program Delivery Rate (a measure of teacher attendance) **decreased** from 94.4% to 88.9%.

Professional development for teachers is ongoing*.* The productive relationship with Susan Nell and The Ohio State University will be changed to involve all of Ohio’s teacher education universities. This will give teachers in northeast Ohio the option of attending classes at a location much nearer to their homes and facilities. The district provided targeted professional development for career-technical teachers using Perkins dollars. All ODYS career-technical teachers have developed an Individual Professional Development Plan (IPDP), reflecting the district’s commitment to ongoing professional development.

It is believed BUSD is on track to spend all or most of its allocated Perkins money. The filling of the vacant Career Technical Director position has greatly facilitated efforts to spend the funding and, more importantly, ensure that each program receives the equipment and supplies needed to continue the high level of quality of all programs. Every effort should continue to be made to expend the annual Perkins allocation in the year it is awarded. Spending the money each year minimizes the possibility of a decrease in funding in future years. Submitting purchase orders as early as possible in the fiscal year is a first step in accomplishing this goal.

Program development was evident during FY2015 into FY2016. New vacancies have occurred at some facilities, several of which have been filled. Efforts continue to fill the remaining teaching positions and to increase career-technical programming in some facilities.

Overall, ODYS continues to make progress in its efforts to improve and modernize its career-technical programs. DYS has made great strides in meeting requirements of the consent decree regarding career technical and academic education. ODE will encourage such efforts with considerable flexibility.

 Prepared by: R. Linn Davey, Corrections Education Specialist – Ohio Department of Education, Office of Career-Technical Education