

EMERSON ACADEMY

Career Advising and Student Success Plans Policy

This policy governs the School's plan for advising students on career readiness and shall be reviewed at least once every two years. This policy must be made available upon request and placed prominently on the School's website.

I. Definitions

Academic Pathways: A designated and specific plan for secondary and post-secondary coursework, academic programs and/or learning experiences that a student will complete in order to earn a diploma or other related credentials.

Career Advising: An integrated process that helps students understand how personal interests, values and strengths may predict educational and career satisfaction and success and may relate to academic and career goals.

Career Connection Learning Strategies: Grade-level examples linking schoolwork to one or more career fields as defined by the Ohio Department of Education.

Career Fields: Groups of occupations and broad industries based on common characteristics as defined by the Ohio Department of Education.

Career Pathways: An overview of the various career options and the amount of education or training necessary for each option.

Early Warning System: Data indicators that help identify students who are at risk of dropping out of school.

Online Tools: OhioMeansJobs K-12, or another similar tool that provides resources, tools and information for students to determine individual career interests, explore career and education options and develop an individual plan for their future.

Student Success Plan: A formalized process that helps students develop goals and plans for success in their futures. The process is based on strategic activities and reflections in which students discover their interests, explore and evaluate options and make informed decisions.

Successful Transition and Postsecondary Destinations: Acceptance to and enrollment in a postsecondary education or training program at an institution of higher education, without remediation. This includes apprenticeship, cooperative education, certificate, associate, or bachelor's degree; employment in a high-skill, high-wage career field; or, acceptance into the military.

II. Career Advising Plan

The School shall establish a school wide system of career advising. The School shall train staff to advise students on career pathways, including training and advising students to use online tools.

The School's career advising program:

1. will provide career advising to students in grades 6-12 through a combination of formal scheduled meetings with each student, classroom instruction regarding possible career options and career advice provided by teachers;
2. shall provide grade-level examples linking a student's schoolwork to one or more career fields by consulting the Career Connections Learning Strategies and/or any other career advising source the Principal of the School and/or the Board deems appropriate;
3. shall develop multiple academic pathways through high school that will allow a student to earn a high school diploma, including career technical programs and advanced standing programs;
4. will provide the supports necessary for students to transition successfully from high school to their post-secondary destination, including interventions and services necessary for students who need remediation in mathematics and English language arts; and
5. identify and publicize courses that can award students both traditional academic and career technical credit.

III. Documentation of the School's Career Advising Program

The School shall document the career advising provided to each student for review by the student, the student's parent, and future schools that the student may attend. The School shall not otherwise release any documentation of career advising provided to each student absent the written consent of the student's parent or the written consent of the student if the student is at least eighteen years old.

IV. Students At Risk of Dropping Out of High School

The School shall identify students who are at risk of dropping out using one or more local, research-based methods, such as the Ohio Department of Education Early Warning System or any other method deemed appropriate by the School's Principal or his/her designee or by the Board. The School shall consider the input of teachers and guidance counselors in identifying students at risk of dropping out of school.

Any student identified as at risk shall be provided a Student Success Plan. A Student Success Plan shall address the role of career-technical education, competency-based education, and/or experiential learning, and create a pathway to high school graduation. The School shall offer the student's parent an opportunity to assist in developing the plan. If the student's parent does not participate in the development of the plan, the School shall provide the parent (1) a copy of the Student's Success Plan, (2) a statement of the importance of a high school diploma, and (3) a summary of the academic success pathways available to the student to succeed in graduation.

The School shall provide additional interventions and career advising for students who are identified as at risk of dropping out. Career advising shall be aligned with the student's success plan.

R.C. 3313.6020. See Appendices 204.14-A Model Student Success Plan Invitation Letter to Parent and 204.14-B Model Letter to Parent After Development of Student Success Plan.

References:

R.C. 3313.6020

Appendices:

204.14-A Model Student Success Plan Invitation Letter to Parent

204.14-B Model Letter to Parent After Development of Student Success Plan

Effective Date: 11/11/15

Appendix A
Model Student Success Plan Invitation Letter to Parent

Dear Parent:

This is to notify you that [insert child's name] has been identified as at risk of dropping out of school pursuant to Ohio Revised Code Section 3313.6020(C). Consistent with the law and Board Policy, your child will be provided with a Student Success Plan in order to identify your child's academic and career pathway towards the completion of high school and graduation.

You are entitled to assist in developing the Student Success Plan for your child. The School will begin developing your child's Student Success Plan at _____ (time) on _____ (date) at _____ (location). If you choose not to participate, the School shall provide you with a copy of your child's Student Success Plan and a summary of the academic success pathways available to your child to succeed in graduation.

Graduating and earning a high school diploma is important to your child's future. Please know that the School hopes for the success of each of its students throughout the process of earning a diploma. Should you have any additional questions or concerns, please do not hesitate to contact me.

Sincerely,

[insert Principal's name]
Principal of [insert School's name]

PLEASE CHECK ONE:

- I **WILL** attend the meeting to discuss the development of my child's Student Success Plan.
- I **WILL NOT** attend the meeting to discuss the development of my child's Student Success Plan.

If you are unable to attend the meeting due to a scheduling conflict, please contact the School Principal to determine if an alternative date may be available.

Please return the following information to your child's school. Failure to return this information to the School by the stated return date will be deemed intent not to participate.

Appendix B
Model Letter to Parent After Development of Student Success Plan

Dear Parent:

On [insert date] you were notified that the School has identified [insert student's name] as at risk of dropping out of school and invited to assist in the development of a Student Success Plan for your child. The meeting to develop your child's Student Success Plan was held on _____ (date) at _____ (time), and you were not in attendance.

Consistent with Ohio law and Board Policy, attached is:

- (1) the Student Success Plan developed for your child, and
- (2) a summary of your child's academic and career pathway towards the successful completion of high school and graduation.

Graduating and earning a high school diploma is vital to your child's future. [Insert any information pertaining to the importance of earning a high school diploma—required by R.C. 3313.6020]. The School aims to assist each of its students in attaining a high school diploma.

Should you have any additional questions or concerns, please do not hesitate to contact me.

Sincerely,

[insert Principal's name]
Principal of [insert School's name]

**EMERSON ACADEMY
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Emerson Academy at a Board meeting held on August 20, 2019, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:

Donna J. Hill

Date:

August 20, 2019

Emerson Academy
Board Meeting Minutes
Tuesday, August 20, 2019 at 11:00 a.m.

AT EMERSON ACADEMY
501 HICKORY STREET, DAYTON, OH 45410

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Donna Hess President	X		June 30, 2020
Peter Cindric Vice President	X (arrived at 11:23 a.m.)		June 30, 2022
Michael DiFlora Treasurer / Secretary	X		June 30, 2022
Bruce LaForse Director	X (arrived at 11:23 a.m.)		June 30, 2021
Craig Baudendistel Director	X		June 30, 2021

NON-BOARD MEMBERS ATTENDING:

1. Landon Brown – Principal
2. Augie Herman – ESCLEW
3. Greg Dennis – NHA

1. CALL TO ORDER

Donna Hess called the meeting to order at 11:01 a.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

- a. Approval of the June 18, 2019 Board Meeting Minutes
A motion was made by Craig Baudendistel and seconded by Michael DiFlora to approve the June 18, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously. (3-0)

- b. Approval of the 2020 Children's Internet Protection Act (CIPA) Form 479
A motion was made by Craig Baudendistel and seconded by Michael DiFlora to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (3-0)
- c. Approval of the School Improvement Plans
A motion was made by Michael DiFlora and seconded by Craig Baudendistel to approve the School Improvement Plans pending the correction of spelling mistakes and typographical errors. The motion was approved unanimously. (3-0)
- d. Approval of the Career Technical Education Resolution
A motion was made by Craig Baudendistel and seconded by Michael DiFlora to approve the Career Technical Education Resolution as submitted. The motion was approved unanimously. (3-0)
- e. Appointment of the Designee for Suspension Appeals
A motion was made by Craig Baudendistel and seconded by Michael DiFlora to appoint an administrator (dean, principal, or DSQ) not involved in the original suspension determination as the Designee for Suspension Appeals for Emerson Academy. The motion was approved unanimously. (3-0)
- f. Authorization of the Board President to Approve the Charter Renewal Application
A motion was made by Craig Baudendistel and seconded by Michael DiFlora to authorize the Board President to Approve the Charter Renewal Application and bring back to the Board for ratification at a future Board meeting. The motion was approved unanimously. (3-0)

4. MANAGEMENT REPORTS

- a. Principal Report
Landon Brown presented the Principal Report.

NOTE: Peter Cindric and Bruce LaForse arrived at 11:23 a.m.

- i. Enrollment Update
The Enrollment Update was presented. There are 659 students currently enrolled.
- ii. Monthly Enrollment Residency Verification Review
The Board reviewed the school's enrollment residency verification for the months of June, July, and August. The school registrar is collecting the appropriate verification information as students enroll for the new year.

iii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth – results from the spring administration of the NWEA were presented by Landon Brown.
2. Parent Satisfaction Survey – results were presented by Landon Brown

iv. Eagle Awards

The Eagle Awards were discussed. The school received an NHA Eagle Award for Parent Engagement.

b. Board Fund Report

The Board Fund balance of \$46,807.83 was reported.

5. DISCUSSION ITEMS

- a. The 2018-2019 Board Satisfaction Survey Summary was discussed.
- b. The Career Advising and Student Success Plans Policy was discussed. Greg Dennis presented the Career Advising and Student Success Plans Policy which remains unchanged from previous years.
- c. The 2019-2020 Open Meetings and Public Records Training was conducted.

The Board entered Board training/development at 12:09 p.m. The Board watched videos- Public Records 101 and Sunshine Law Overview from the Ohio Attorney General's Office.

The Board exited Board training/development at 12:32 p.m.

- d. The Background Check Update was discussed. All members are up to date on background checks.
- e. The 2019-2020 Parent and Student Handbook Updates were discussed. Greg Dennis presented an update to the student retention and acceleration portion of the Parent and Student Handbook.

6. NEW BUSINESS

National Charter Schools Conference Report

Craig Baudendistel provided a report from his attendance at the National Charter Schools Conference. Mr. Baudendistel expressed a desire to meet more of the staff at Emerson Academy and asked Landon Brown to start inviting a staff member to future Board meetings.

Approval of the Career Advising and Student Success Plans Policy

A motion was made by Craig Baudendistel and seconded by Peter Cindric to approve the Career Advising and Student Success Plans Policy as presented. The motion was approved unanimously. (5-0)

7. SPONSOR UPDATE

Augie Herman provided an update on behalf of ESCLEW. Mr. Herman verified Board member contact information, discussed Opening Assurances, the August 20 site visit, and the successful completion of the monthly financial review.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

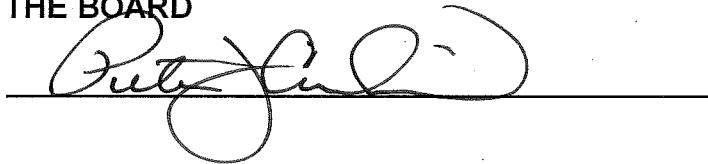
The meeting was adjourned at 12:54 p.m.

NEXT MEETING:

Tuesday, September 17, 2019 at 11:00 a.m.

OFFICER OF THE BOARD

SIGNATURE



AT EMERSON ACADEMY
501 HICKORY STREET, DAYTON, OH 45410

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Donna Hess President	X		June 30, 2020
Peter Cindric Vice President	X		June 30, 2019
Michael DiFlora Treasurer	X		June 30, 2019
Jonathan Mautz Secretary	X		June 30, 2018

NON-BOARD MEMBERS ATTENDING:

1. Alison Foreman – Principal
2. Augie Herman – ESCLEW
3. Greg Dennis – NHA

1. CALL TO ORDER

Donna Hess called the meeting to order at 12:04 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. MANAGEMENT REPORTS

- a. Principal Report
Alison Foreman presented the Principal Report.

i. Enrollment Update
The Enrollment Update was presented. There are 631 students currently enrolled.

ii. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.

1. Proficiency & Growth – Greg Dennis presented results from the spring administration of the NWEA.
2. Parent Satisfaction Survey Results – Greg Dennis presented results from the spring Voice of the Parent Survey.

b. Board Fund Report
The Board Fund balance of \$54,741.83 was reported.

4. DISCUSSION ITEMS

- a. The Board Satisfaction Survey Summary was discussed. Greg Dennis presented information from the 2016-2017 Board Satisfaction Survey.
- b. 2017-2018 Open Meetings and Public Records Training – Tabled.
- c. The Career Advising and Student Success Plans Policy was discussed. Greg Dennis presented the Career Advising and Student Success Plans Policy which is unchanged from 2015.
- d. The 2017 NHA Board Symposium was discussed. Michael DiFlora plans to attend the Symposium on October 12.
- e. Proposed 2017-2018 Board Funds Budget – Removed from the Agenda.

5. ACTION ITEMS

- a. Approval of the June 14, 2017 Board Meeting Minutes
A motion was made by Peter Cindric and seconded by Jonathan Mautz to approve the June 14, 2017 Board Meeting Minutes as submitted. The motion was approved unanimously. (4-0)
- b. Approval of the 2017 Children's Internet Protection Act (CIPA) Form 479 & the 2018 Letter of Agency for E-rate Funding
A motion was made by Jonathan Mautz and seconded by Peter Cindric to approve the 2017 Children's Internet Protection Act (CIPA) Form 479 and the 2018 Letter of Agency for E-rate Funding as submitted. The motion was approved unanimously. (4-0)
- c. Approval of the School Improvement Plan
A motion was made by Peter Cindric and seconded by Jonathan Mautz to approve the School Improvement Plan as submitted. The motion was approved unanimously. (4-0)

d. Approval of the 2017 NHA Board Symposium

A motion was made by Peter Cindric and seconded by Jonathan Mautz to approve the expenditure of Board Funds not to exceed the amount of \$250.00 for the cost of the 2017 NHA Board Symposium. The motion was approved unanimously. (4-0)

e. Approval of Staff Walkie Talkies

Tabled.

6. NEW BUSINESS

Peter Cindric attended a recent Ohio Auditor's training and reported on the meeting.

Michael DiFlora attended the National Charter Schools Conference and reported on the conference and sessions attended.

7. SPONSOR UPDATE

~~Augie Herman provided an update on behalf of ESCLEW including information on opening assurances.~~

Augie Herman presented an update on behalf of the ESCLEW. Augie Herman explained the process of opening assurances and the process by which ESCLEW works with the school's treasurer on a monthly basis to review the financial viability of the school. Augie Herman noted that he has monthly site visits at the school and works with the principal on scheduling these visits.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 2:02 p.m.

NEXT MEETING:

Wednesday, September 13, 2017 at 12:00 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

Donna J. Hess

Meeting held at:

Emerson Academy, 501 Hickory Street, Dayton, OH 45410

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Donna Hess President	X		June 30, 2017
Peter Cindric Vice President	X		June 30, 2016
Katherine Rowell Secretary		X	June 30, 2016
Diane Brogan-Adams Treasurer	X		June 30, 2018
Jonathan Mautz Director		X	June 30, 2017

NON-BOARD MEMBERS ATTENDING:

1. Alison Foreman – Principal
2. Augie Herman – ESCLEW
3. Greg Dennis – NHA

1. CALL TO ORDER

Donna Hess called the meeting to order at 12 p.m.

2. ROLL CALL

Roll call was held.

3. MANAGEMENT REPORTS

a. Principal Report

Alison Foreman presented the Principal Report.

I. Enrollment Update

The Enrollment Update was presented with 713 students currently enrolled.

II. NWEA Proficiency & Growth Update

The NWEA Proficiency & Growth Update was presented.

III. Behavior Management System

Alison Foreman and Greg Dennis provided an overview of the Behavior Management System.

b. Board Fund Report

The Board Fund balance of \$36,435.27 was reported.

4. DISCUSSION ITEMS

- a. Annual Board Development and Evaluation – Greg Dennis presented information regarding a Board Self-Evaluation, NHA Evaluation, and Principal Evaluation. The Board discussed placing these items on separate agendas toward the end of the school year.

The Board discussed new requirements for public records training as a result of the passage of House Bill 2.

- b. First Quarter Financial Statements – Greg Dennis presented the First Quarter Financial Statements.

5. ACTION ITEMS

a. Approval of the October 26, 2015 Board Meeting Minutes

A motion was made by Diane Brogan-Adams and seconded by Peter Cindric to approve the October 26, 2015 Board Meeting Minutes as submitted. The motion was approved unanimously. (3-0)

b. Approval of the Annual Board Development and Evaluation

This item was removed as an Action Item, but was discussed earlier in the meeting.

c. Approval of the 2015-2016 Amended Budget

After due consideration and discussion, a motion was made by Peter Cindric and seconded by Diane Brogan-Adams to approve the 2015-2016 Amended Budget as submitted. The motion was approved unanimously. (3-0)

d. Approval of the Career Advising and Student Success Plans Policy

A motion was made by Diane Brogan-Adams and seconded by Peter Cindric to approve the Career Advising and Student Success Plans Policy as submitted. The motion was approved unanimously. (3-0)

6. NEW BUSINESS

Approval of the Spring Musical

A motion was made by Peter Cindric and seconded by Diane Brogan-Adams to approve the expenditure of Board Funds not to exceed the amount of \$5,000.00 for the cost of the Spring Musical as submitted. The motion was approved unanimously. (3-0)

Approval of the Giving Tree

A motion was made by Peter Cindric and seconded by Diane Brogan-Adams to approve the expenditure of Board Funds not to exceed the amount of \$1,000.00 for the cost of the Giving Tree as submitted. The motion was approved unanimously. (3-0)

The Board discussed and approved the reschedule of the January Board meeting from January 13 to January 6, 2016.

The Board discussed the pending resignation of Kathy Rowell. The Board intends to recruit a new member to be appointed at the January meeting, at which point Kathy Rowell's resignation will become effective.

7. SPONSOR UPDATE

Augie Herman presented an update on school safety on behalf of ESCLEW.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 12:41 p.m.

NEXT MEETING:

Wednesday, January 6, 2016 at 12 p.m.

OFFICER OF THE BOARD

SIGNATURE

Thomas J. Hess