

**STAMBNAUGH CHARTER ACADEMY  
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Stambaugh Charter Academy at a Board meeting held on August 12, 2025, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:

THORNE CLAYBROOK

Date:

8/12/2025

**Stambaugh Charter Academy**  
**CAREER ADVISING AND STUDENT SUCCESS PLANS POLICY**

**204.14 Career Advising and Student Success Plans**

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;
5. identify and publicize courses that can award students both traditional academic and career technical credit;
6. provide students with information regarding examples of career fields that require an industry-recognized credential, certificate, associate's or bachelor's degree, and graduate or professional degrees; and
7. provide students with information about ways students may offset post-secondary education costs through programs such as the reserve officer training corps (ROTC), college credit plus, the Ohio guaranteed transfer pathway initiative, and joint academic programming or dual enrollment opportunities. Provided information may include materials developed by the Chancellor of Higher Education.

## **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 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 Appendix 204.14-A Model Student Success Plan Invitation Letter to Parent and Appendix 204.14-B Model Letter to Parent After Development of Student Success Plan.

**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,

Bobbie Wilson  
Principal of Stambaugh Charter Academy

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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,

Bobbie Wilson  
Principal of Stambaugh Charter Academy

AT STAMBAUGH CHARTER ACADEMY  
2420 DONALD AVENUE, YOUNGSTOWN, OH 44509

**BOARD OF DIRECTORS:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Tarone Claybrook   President	X		June 30, 2025
Sue Urmson   Vice President	X		June 30, 2024
Rita Fuscoe   Treasurer	X		June 30, 2024
Edward Stefanides   Secretary		X	June 30, 2024
Claudia Charity   Director		X	June 30, 2027
Cassondra Davis   Director	X		June 30, 2027

**NON-BOARD MEMBERS ATTENDING:**

1. Bobbie Wilson – Principal
2. Joe Calinger – Buckeye Community Hope Foundation
3. Greg Dennis – NHA

**1. CALL TO ORDER**

Tarone Claybrook called the meeting to order at 5:43 p.m.

**2. ROLL CALL**

Roll call was held. A quorum was present.

**3. ACTION ITEMS**

- a. Approval of the June 13, 2023 Board Meeting Minutes  
A motion was made by Sue Urmson and seconded by Cassondra Davis to approve the June 13, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Revised Career Advising and Student Success Plans Policy

A motion was made by Rita Fuscoe and seconded by Sue Urmson to approve the following Action Items as presented:

- Revised Career Advising and Student Success Plan Policy;
- Stambaugh Charter Academy One Plan;
- Career Technical Education Resolution;
- 2024 Children's Internet Protection Act (CIPA) Form 479;
- Appointment of Director of School Quality, Charlena Hunt as the Designee for Suspension Appeals

The motion was approved unanimously. (4-0)

c. Approval of the 2023 NHA Board Symposium

No action taken.

4. MANAGEMENT REPORTS

a. Principal Report

Bobbie Wilson presented the Principal Report.

i. Enrollment Update

The Enrollment Update was presented. 350 students are currently enrolled. Youngstown City Schools are currently on strike, which is having a negative impact on enrollment. 8 more students applied today.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented and included data reports from Spring NWEA Proficiency and Growth, Early Literacy Report, Bullying Report, K-2 Numeracy Report and the Parent Satisfaction Survey Results.

iii. Eagle Awards

The Eagle Awards were discussed. The school won an Eagle Award for Employee Engagement, with a 14% increase in employee satisfaction.

b. Board Fund Report

The Board Fund balance was reported.

c. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

5. DISCUSSION ITEMS

- a. Academic Prevention and Intervention Policy- Greg Dennis presented the Academic Prevention and Intervention Policy, which is unchanged from the previous year.



- b. The 2023 NHA Board Symposium was presented by Greg Dennis.
- c. The Background Check Update was presented by Greg Dennis. Greg Dennis will distribute information on the protocols for updating background checks.
- d. The Health and Safety Policies Review was presented by Greg Dennis.
- e. The Conflict of Interest Statement was distributed by Joe Calinger.
- f. The New Board Member completion was approved by Buckeye Community Hope Foundation.
- g. The 2023 NCSC emails were discussed. Tarone Claybrook distributed several informational emails about the 2023 National Charter School Conference.
- h. The 2024 NCSC Boston June 30-July 3 was discussed. This year's National Charter Schools Conference will take place from June 30 to July 3, 2024, in Boston, Massachusetts.
- i. The Sponsorship at Stambaugh Auditorium, Men's Rally, Saturday, April 24, 2024, was discussed. Tarone Claybrook spoke to the Board about the 2024 Men's Rally community event.
- j. The Sponsorship at Covelli Center, Men's Rally, Saturday, May 10, 2025, was discussed. Tarone Claybrook spoke to the Board about the 2025 Men's Rally and the possible participation of Stambaugh to meet members of the public as a possible recruitment event.

## 6. NEW BUSINESS

### Approval for the 2023-2024 Board Development

A motion was made by Rita Fuscoe and seconded by Sure Urmson to approve an expenditure of Board Funds not to exceed \$15,000.00 for the purpose of Board Development. (4-0)

### Approval of 2023-2024 Board Funds Budget

A motion was made by Sue Urmson and seconded by Rita Fuscoe to approve the expenditure of Board Funds not to exceed the amount of \$18,000.00 for the cost of the 2023-2024 Board Funds Budget as allocated below. The motion was approved unanimously.

- Back-to-School Staff Lunches: \$1,500.00
- Electronic E-hall Pass Tracking System: \$1,500.00
- Student Attendance Incentives: \$1,500.00
- Trunk-or-Treat: \$700.00
- Red Ribbon Week: \$700.00
- Homeless Subsidiary: \$1,000.00
- Clothing Subsidiary: \$500.00
- Adopt-a-Family(ies) for Holidays: \$700.00
- Staff Celebrations: \$2,400.00
- Field Trips: \$2,000.00
- Extra-curricular Activities: \$4,000.00
- Assessment Incentives: \$1,500.00

The motion was approved unanimously. (4-0)

September Board Meeting

The Board will not meet on Tuesday, September 12, 2023. The next meeting will take place on Tuesday, October 10 2023.

7. SPONSOR UPDATE

Joe Calinger provided an update on behalf of Buckeye Community Hope Foundation. The school completed its monthly finance review. A site visit will take place on October 25, 2023. The All-Schools meeting will take place on September 20, 2023, in Columbus, OH. The bi-annual site visit review will take place on September 24, 2023.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 7:33 p.m.

**NEXT MEETING:  
Tuesday, October 10, 2023 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** THANE CLAYBROOK