

PINNACLE 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: December 10, 2015

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]

AT PINNACLE ACADEMY
860 E. 222ND STREET, EUCLID, OH 44123

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Faye Jones President	X		June 30, 2019
Davenan Ramnarine Vice President / Secretary	X		June 30, 2019

NON-BOARD MEMBERS ATTENDING:

1. Charlena Hunt – Principal
2. Jeff Jaroscak – ESCLEW
3. Greg Dennis – NHA
4. Minor Female

1. CALL TO ORDER

Faye Jones the meeting to order at 5:46 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

a. Approval of Multiple Agenda Items

A motion was made by Davenan Ramnarine and seconded by Faye Jones to approve the following agenda items:

- The June 8, 2017 Board Meeting Minutes as submitted;
- The 2017 Children's Internet Protection Act (CIPA) Form 479 as submitted;
- The 2018 Letter of Agency for E-rate Funding as submitted;
- The School Safety Plan and School Specific Site Plan as presented;
- The 2017-2018 Five-Year Forecast as prescribed by the Ohio Department of Education;
- The 2017-2018 Annual Budget Form as prescribed by the Ohio Department of Education;
- The rollover of Board Funds into the available balance of the Board Fund Account in the amount of \$9,980.36 previously approved for the items listed on the Board Fund Rollover Request as submitted;
- The 2016-2017 Annual Education Report as presented and authorize NHA to finalize the report to include any outstanding information as necessary;
- The School Improvement Plan as submitted.

The motion was approved unanimously. (2-0)

b. Approval of Board Fund Requests

A motion was made by Davenan Ramnarine and seconded by Faye Jones to approve the expenditure of Board Funds not to exceed the amount of \$35,000.00 for the cost of the following items:

- Athletics \$15,000.00
- Board Professional Development \$10,000.00
- Student & Staff Recognition \$10,000.00

The motion was approved unanimously. (2-0)

4. MANAGEMENT REPORTS

a. Principal Report

Charlena Hunt presented the Principal Report.

i. Enrollment Update

The Enrollment Update was presented. There are 749 students currently enrolled.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency & Growth – Charlena Hunt presented recent NWEA data.
2. Parent Satisfaction Survey Results – Charlena Hunt presented the Parent Satisfaction Survey Results.

b. Board Fund Report

The Board Fund balance of \$14,618.60 was reported.

5. DISCUSSION ITEMS

- a. Ethics Training – Tabled.
- b. The Board Satisfaction Survey Summary was presented by Greg Dennis.
- c. 2017-2018 Open Meetings and Public Records Training – Tabled.
- d. The Career Advising and Student Success Plans Policy was presented by Greg Dennis. The policy was unchanged from 2015.
- e. The Proposed 2017-2018 Board Funds Budget was presented by Charlena Hunt.
- f. The 2015-2016 Audit Report was presented by Greg Dennis. The school received an “unmodified” audit that did not contain any findings.
- g. The 2016-2017 School Year Report Card was presented by Greg Dennis and Charlena Hunt.
- h. The Fourth Quarter Financial Statements were presented by Greg Dennis. The Fourth Quarter Financial Statements included revenue, expenditure, and invoice information through June 30, 2017.

6. NEW BUSINESS

The Board discussed the recruitment of new Board members.

7. PUBLIC COMMENT

None was given.

8. SPONSOR UPDATE


Jeff Jaroscak presented an update on behalf of ESCLEW. Jeff Jaroscak provided information on background checks for staff, the school report card, and when executive sessions are permitted. He explained the process by which ESCLEW works with the school's treasurer on a monthly basis to review the financial viability of the school. It was noted that Jeff Jaroscak has monthly site visits at the school and works with the principal on scheduling these visits.

9. ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

NEXT MEETING:
Thursday, December 14, 2017 at 4:30 p.m.

OFFICER OF THE BOARD


SIGNATURE  _____

**PINNACLE ACADEMY
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Pinnacle Academy at a Board meeting held on August 8, 2019, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:



Date:

8/8/19

AT PINNACLE ACADEMY
 860 E. 222ND STREET, EUCLID, OH 44123

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Jeff Prescott President	X		June 30, 2020
Donna Kolb Vice President		X	June 30, 2021
Ryan Skubic Treasurer / Secretary	X		June 30, 2021
Davenan Ramnarine Director	X		June 30, 2022
Faye Jones Director		X	June 30, 2022

NON-BOARD MEMBERS ATTENDING:

1. Charlena Hunt – Principal
2. Jeff Jaroscak – ESCLEW
3. Greg Dennis – NHA

1. CALL TO ORDER

Jeff Prescott called the meeting to order at 4:32 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

- a. Approval of the June 13, 2019 Board Meeting Minutes
 A motion was made by Ryan Skubic and seconded by Davenan Ramnarine to approve the June 13, 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 Ryan Skubic and seconded by Davenan Ramnarine 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 Career Technical Education Resolution
A motion was made by Davenan Ramnarine and seconded by Ryan Skubic to approve the Career Technical Education Resolution as submitted. The motion was approved unanimously. (3-0)
- d. Approval of the School Improvement Plans
A motion was made by Davenan Ramnarine and seconded by Ryan Skubic to approve the School Improvement Plans as submitted. The motion was approved unanimously. (3-0)
- e. Appointment of the Designee for Suspension Appeals
A motion was made by Ryan Skubic and seconded by Davenan Ramnarine to appoint an administrator (Dean or Principal), not involved in the suspension decision, as the Designee for Suspension Appeals for Pinnacle Academy. Charlena Hunt stated that in nearly every suspension case, the suspension is issued by the Dean. That makes the Principal the person who hears any request for an appeal. The motion was approved unanimously. (3-0)

4. MANAGEMENT REPORTS

- a. Principal Report
Charlena Hunt presented the Principal Report. The school will be open until 7 p.m. on Tuesdays to allow parents to meet with teachers. The school will be fully staffed on opening day. Only one teacher from last year is not returning this year.
 - i. Enrollment Update
The Enrollment Update was presented. 744 students are currently re-enrolled, registered, or accepted.
 - 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 information as students enroll.
 - iii. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
 - 1. Proficiency and Growth were discussed. Charlena Hunt presented NWEA results.
 - 2. The Parent Satisfaction Survey Results were discussed. Charlena Hunt presented results from the spring survey. The Board would like to see parent comments.

- b. Board Fund Report
The Board Fund balance of \$825.58 was reported.

5. DISCUSSION ITEMS

- a. The 2018-2019 Board Satisfaction Survey Summary was presented by Greg Dennis.
- b. The Background Check Update was discussed. All members of the Board are up to date on background checks.
- c. The 2019-2020 Open Meetings and Public Records Training was discussed.

The Board entered Board training/development at 5:01 p.m. The Board reviewed "Public Records 101" and "Ohio's Open Meetings Act Overview" videos from the Ohio Attorney General's website. The Board discussed scenarios in how executive sessions may be used in the future.

The Board exited Board training/development at 5:22 p.m.

- d. The Career Advising and Student Success Plans Policy was presented by Greg Dennis.
- e. The 2019-2020 Parent and Student Handbook Updates were presented by Greg Dennis. The Board expects to see a revised promotion and retention policy presented at a future meeting.

6. NEW BUSINESS

Approval of the Career Advising and Student Success Plans Policy

A motion was made by Davenan Ramnarine and seconded by Ryan Skubic to approve the Career Advising and Student Success Plans Policy as presented. The motion was approved unanimously. (3-0)

7. PUBLIC COMMENT

None was given.

8. SPONSOR UPDATE

Jeff Jaroscak presented an update on behalf of ESCLEW. The school completed its Opening Assurances and its monthly financial review. There will not be an August site visit to the school.

9. ADJOURNMENT

The meeting was adjourned at 5:28 p.m.

**NEXT MEETING:
Thursday, October 10, 2019 at 4:30 p.m.**

OFFICER OF THE BOARD

SIGNATURE

