

**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 25, 2025, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:

Donna J. Hesse

Date:

August 25, 2025

## **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 : August 18, 2023

**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]

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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,

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

AT EMERSON ACADEMY  
501 HICKORY STREET, DAYTON, OH 45410

**BOARD OF DIRECTORS:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Donna Hess   President	X		June 30, 2026
Peter Cindric   Vice President		X	June 30, 2025
Julie Thompson   Treasurer / Secretary	X		June 30, 2025
Bruce LaForse   Director	X		June 30, 2024
Keturah Bailey   Director	X		June 30, 2024
Sheri Aldridge   Director	X (arrived at 1:35 p.m.)		June 30, 2025

**NON-BOARD MEMBERS ATTENDING:**

1. Ariane Johnson – Principal
2. Julie Kadri – ESCLEW
3. Greg Dennis – NHA
4. Ericka LaForse – Board Candidate

**1. CALL TO ORDER**

Donna Hess called the meeting to order at 1:32 p.m.

**2. ROLL CALL**

Roll call was held. A quorum was present.

### 3. ACTION ITEMS

a. Approval of the May 22, 2023 Board Meeting Minutes

A motion was made by Julie Thompson and seconded by Bruce LaForse to approve the May 22, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously. (4-0)

b. Ratification of the 2023-2024 School Calendar

A motion was made by Bruce LaForse and seconded by Keturah Bailey to Ratify the 2023-2024 School Calendar as submitted. The motion was approved unanimously. (4-0)

Note: Sheri Aldridge arrived at 1:35 p.m.

c. Adoption of the Model Special Education Policies

A motion was made by Bruce LaForse and seconded by Julie Thompson to adopt the Model Special Education policies as written by the Ohio Department of Education and any updates thereto that may be issued by the Ohio Department of Education for the 2023-2024 school year. The motion was approved unanimously. (5-0)

d. Approval of the Athletic Stipends

A motion was made by Julie Thompson and seconded by Sheri Aldridge to approve the expenditure of Board Funds not to exceed the amount of \$8,000.00 for the cost of the Athletic Stipends as submitted. The motion was approved unanimously. (5-0)

e. Approval of the Extra Curricular Activities Stipends

A motion was made by Bruce LaForse and seconded by Keturah Bailey to approve the expenditure of Board Funds not to exceed the amount of \$7,800.00 for the cost of the Extra Curricular Activities Stipends as submitted. The motion was approved unanimously. (5-0)

f. Approval of the 2024 Children's Internet Protection Act (CIPA) Form 479

A motion was made by Keturah Bailey and seconded by Bruce LaForse to approve the 2024 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (5-0)

g. Approval of the Emerson Academy One Plan

A motion was made by Julie Thompson and seconded by Bruce LaForse to approve the Emerson Academy One Plan as submitted. The motion was approved unanimously. (5-0)

h. Approval of the 2023 NHA Board Symposium

A motion was made by Bruce LaForse and seconded by Julie Thompson to approve the expenditure of Board Funds not to exceed the amount of \$1,750.00 for the cost of the 2023 NHA Board Symposium. The motion was approved unanimously. (5-0)



i. Approval of the Career Technical Education Resolution

A motion was made by Julie Thompson and seconded by Sheri Aldridge to approve the Career Technical Education Resolution as submitted. The motion was approved unanimously. (5-0)

j. Appointment of the Designee for Suspension Appeals

A motion was made by Keturah Bailey and seconded by Bruce LaForse to appoint the Director of School Quality as the Designee for Suspension Appeals for Emerson Academy. The motion was approved unanimously. (5-0)

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

A motion was made by Julie Thompson and seconded by Keturah Bailey to approve the Revised Career Advising and Student Success Plans Policy as submitted. The motion was approved unanimously. (5-0)

#### 4. MANAGEMENT REPORTS

a. Principal Report

Ariane Johnson presented the Principal Report.

i. Enrollment Update

The Enrollment Update was presented. 694 students are currently enrolled.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Spring Employee Engagement Survey Summary was presented.
2. Proficiency and Growth data was presented.
3. The Early Literacy Report was presented.
4. The K-2 Numeracy Report was presented.
5. Parent Satisfaction Survey Results were presented.
6. The Bullying Report was presented.

Ariane Johnson also reported on changes to internal policies.

b. Wellness Goals and Objectives Review

Ariane Johnson presented and discussed the Wellness Policy process, goals and objectives, and feedback gathered.

c. ESSER Funds Planning

The Board reviewed the ESSER Funds Planning report.

d. Retention Update

Ariane Johnson provided a Retention Update to the Board.

- e. Board Fund Report  
The Board Fund balance of \$108,984.99 was reported.
- f. ESSER Funds Report  
The ESSER Funds Report was presented and discussed.

## 5. DISCUSSION ITEMS

- a. The Academic Prevention and Intervention Policy was presented by Greg Dennis. He noted that a revised version may be presented at a later date due to changes in House Bill 33, which becomes effective in October.
- b. The Background Check Update was reviewed. Peter Cindric and Bruce LaForse are in need of updated background checks. Both are currently out of compliance.
- c. 2023-2024 Open Meetings and Public Records Training was discussed. A recent opinion from the Auditor of State now requires Board members to complete Annual Open Meetings and Public Records Training through either the office of the Attorney General or the Auditor of State. Schools with Board members who do not complete the training through one of these two entities will receive audit findings.
- d. The 2023 NHA Board Symposium was discussed. The Symposium will be held in Grand Rapids, MI on October 23-24, 2023.
- e. The Health and Safety Policies Review was presented by Greg Dennis. The document is unchanged from the previous year.
- f. The ESCLEW Annual Compliance Report 2022-23 was presented by Julie Kadri.

## 6. NEW BUSINESS

### National Charter Schools Conference

Keturah Bailey and Julie Thompson attended the National Charter Schools Conference and spoke to the Board about their experience. Both distributed copies of "Governing for Greatness" (a book) on school governance they collected at the conference.

### State Operating Budget

Greg Dennis discussed some of the education-related changes from the recently passed state operating budget (House Bill 33).

## 7. SPONSOR UPDATE

Julie Kadri provided an update on behalf of ESCLEW. The school completed its monthly financial review. She discussed changes to the school governance performance targets and metrics, and the annual compliance verification process. A site visit is scheduled for September 20. Julie Kadri will be hosting a book study for Board members. This year's book will be "To Lead is to Teach" by Jim Mahoney, formerly of Battelle for Kids.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

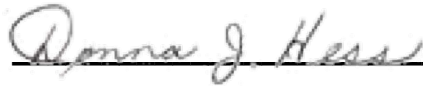
The meeting was adjourned at 3:45 p.m.

**NEXT MEETING:**

**Monday, September 25, 2023 at 1:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

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