

# STAMBAUGH CHARTER 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.*

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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: November 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]

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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]

*Stambaugh Charter Academy  
Board Meeting Minutes  
Tuesday, November 10, 2015 at 5:30 p.m.*

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Meeting held at:

Stambaugh Charter Academy, 2420 Donald Avenue, Youngstown, OH 44509

**BOARD OF DIRECTORS:**

|                                    | PRESENT                                   | NOT PRESENT | TERM EXPIRATION |
|------------------------------------|---|-------------|-----------------|
| Tarone Claybrook   President       |   | <b>X</b>    | June 30, 2016   |
| Edward Stefanides   Vice President | <b>X</b>                                  |             | June 30, 2018   |
| John Jemison   Secretary           | <b>X</b><br><b>(Arrived at 5:46 p.m.)</b> |             | June 30, 2017   |
| Rita Fuscoe   Treasurer            | <b>X</b>                                  |             | June 30, 2018   |
| Sue Urmson   Director              | <b>X</b>                                  |             | June 30, 2018   |

**NON-BOARD MEMBERS ATTENDING:**

1. Landon Brown – Principal
2. Joe Calinger – Buckeye Community Hope Foundation
3. Greg Dennis – NHA

**1. CALL TO ORDER**

Edward Stefanides 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 October 27, 2015 Board Meeting Minutes

A motion was made by Rita Fuscoe and seconded by Sue Urmson to approve the October 27, 2015 Board Meeting Minutes as submitted. The motion was approved unanimously.  
(3-0)

Note: John Jemison arrived at 5:46 p.m.

b. Approval of the 2015-2016 Board Funds Budget

A motion was made by John Jemison and seconded by Rita Fuscoe to approve the expenditure of Board Funds not to exceed the amount of \$24,000.00 for the cost of the 2015-2016 Board Funds Budget as allocated below. The motion was approved unanimously. (4-0)

- Recognition- \$1,500.00
- Extra-curricular Activities- \$1,500.00
- Athletic Program- \$12,000.00
- Student Enrichment- \$500.00
- Student/School Events- \$3,000.00
- Washington D.C. Trip- \$5,000.00
- Equipment & Materials- \$500.00

c. Approval of the Annual Board Development and Evaluation

Removed as an Action Item, but discussed later in the meeting.

d. Approval of the 2015-2016 Amended Budget

After due consideration and discussion, a motion was made by Rita Fuscoe and seconded by Sue Urmson to approve the 2015-2016 Amended Budget as submitted. The motion was approved unanimously. (4-0)

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

A motion was made by Rita Fuscoe and seconded by Sue Urmson to approve the Career Advising and Student Success Plans Policy as submitted. The motion was approved unanimously. (4-0)

#### 4. MANAGEMENT REPORTS

a. Principal Report

Landon Brown presented the Principal Report.

I. Enrollment Update

The Enrollment Update was presented.

II. Behavior Management System

Landon Brown provided an overview of the Behavior Management System.

III. NWEA Proficiency & Growth Update

The NWEA Proficiency & Growth Update was presented.

b. Board Fund Report

The Board Fund balance of \$142,228.22 was reported.

5. DISCUSSION ITEMS

- a. Annual Board Development and Evaluation – Greg Dennis presented a best practice proposal for the Board to conduct an annual self-evaluation, evaluation of NHA, and evaluation of the principal. The Board also discussed new training requirements as a result of the passage of House Bill 2. The Board would like to place “Public Records Training” as a discussion item on the January agenda.
- b. The First Quarter Financial Statements were presented by Greg Dennis.

6. NEW BUSINESS

A prospective Board member will be invited to the January Board meeting.

7. SPONSOR UPDATE

Joe Calinger provided an update on behalf of Buckeye Community Hope Foundation.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 6:33 p.m.

**NEXT MEETING:**  
**Tuesday, January 12, 2016 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**





*Stambaugh Charter Academy  
Board Meeting Minutes  
Tuesday, August 29, 2017 at 5:30 p.m.*

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

**BOARD OF DIRECTORS:**

|                                | PRESENT | NOT PRESENT | TERM EXPIRATION |
|--------------------------------|---------|-------------|-----------------|
| Tarone Claybrook   President   | X       |             | June 30, 2019   |
| Ed Stefanides   Vice President |         | X           | June 30, 2018   |
| Rita Fuscoe   Treasurer        | X       |             | June 30, 2018   |
| John Jemison   Secretary       | X       |             | June 30, 2020   |
| Katherine Komara   Director    |         | X           | June 30, 2019   |
| Sue Urmson   Director          | X       |             | June 30, 2018   |

**NON-BOARD MEMBERS ATTENDING:**

1. Landon Brown – Principal
2. Joe Calinger – Buckeye Community Hope Foundation
3. Jennifer Schorr – Buckeye Community Hope Foundation
4. Greg Dennis – NHA
5. Mindy Vrable – Dean
6. Amy Russo – Dean
7. Joni Byus – Dean
8. Wendy Thomas – Dean

1. CALL TO ORDER

Tarone Claybrook called the meeting to order at 5:35 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

- a. Approval of the June 13, 2017 Board Meeting Minutes  
A motion was made by Rita Fuscoe and seconded by Sue Urmson to approve the June 13, 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  
A motion was made by Sue Urmson and seconded by Rita Fuscoe to approve the 2017 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (4-0)
- c. Approval of the 2018 Letter of Agency for E-rate Funding  
A motion was made by John Jemison and seconded by Rita Fuscoe to approve the 2018 Letter of Agency for E-rate Funding as submitted. The motion was approved unanimously. (4-0)
- d. Approval of the 2017-2018 NHA Board Development  
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 \$15,000.00 for the cost of the 2017-2018 Board Development. The motion was approved unanimously. (4-0)
- e. Approval of the Summer Breakfast and Lunch Programs Resolution  
A motion was made by Sue Urmson and seconded by Rita Fuscoe to approve the Summer Breakfast and Lunch Programs Resolution as submitted. The motion was approved unanimously. (4-0)
- f. Approval of the School Improvement Plan  
A motion was made by John Jemison and seconded by Sue Urmson to approve the School Improvement Plan as submitted. The motion was approved unanimously. (4-0)

4. MANAGEMENT REPORTS

- a. Principal Report  
Landon Brown presented the Principal Report. Landon Brown introduced his leadership team.
  - i. Enrollment Update  
The Enrollment Update was presented. Youngstown City Schools does not start classes until after Labor Day. Enrollment traditionally increases after Youngstown City Schools return.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

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

b. Board Fund Report

The Board Fund balance was reported. The balance is \$140,438.80.

5. DISCUSSION ITEMS

- a. Proposed 2017-2018 Board Funds Budget – Tabled.
- b. The Board Satisfaction Survey Summary was discussed. Greg Dennis presented information from the 2016-2017 Board Satisfaction Survey.
- c. The 2016-2017 Open Meetings and Public Records Training was completed. The Board entered into Professional Development at 6:45 p.m. The Board reviewed the Ohio Attorney General's videos entitled "Open Meetings Act Overview" and "Public Records 101."

Persons present during training included: Tarone Claybrook, John Jemison, Rita Fuscoe and Sue Urmson (all Board members), Greg Dennis (NHA Representative), Landon Brown (school Principal), Jennifer Schorr (sponsor) and Joe Calinger (sponsor).

The Board finished its Professional Development session at 7:04 p.m.

- d. The Career Advising and Student Success Plans Policy was discussed. Greg Dennis presented the Career Advising and Student Success Plans Policy which was unchanged from 2015.
- e. The 2017 NHA Board Symposium was discussed. Greg Dennis presented the draft agenda for NHA's 2017 Board Symposium.

6. NEW BUSINESS

a. Approval of the Sealed Records Policy

A motion was made by Rita Fuscoe and seconded by Sue Urmson to approve the Sealed Records Policy as submitted. The motion was approved unanimously. (4-0)

b. Approval of the Board Reimbursement & Compensation Policy

A motion was made by Sue Urmson and seconded by John Jemison to approve the Board Reimbursement & Compensation Policy as submitted. The motion was approved unanimously. (4-0)

*Stambaugh Charter Academy  
Board Meeting Minutes  
Tuesday, August 29, 2017 at 5:30 p.m.*

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c. Approval of the Compulsory and Early Kindergarten Admissions Policy

A motion was made by Rita Fuscoe and seconded by John Jemison to approve the Compulsory and Early Kindergarten Admissions Policy as submitted. The motion was approved unanimously. (4-0)

d. 2018 National Charter Schools Conference

Tarone Claybrook announced that the conference will take place in Austin, Texas from June 17-20, 2018.

7. SPONSOR UPDATE

Joe Calinger and Jennifer Schorr provided an update on behalf of Buckeye Community Hope Foundation including an update on compliance items.

8. PUBLIC COMMENT

None was given.

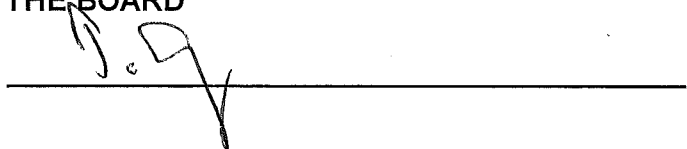
9. ADJOURNMENT

The meeting was adjourned at 7:31 p.m.

**NEXT MEETING:  
Tuesday, September 12, 2017 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_



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

**BOARD OF DIRECTORS:**

|                              | PRESENT                      | NOT PRESENT | TERM EXPIRATION |
|------------------------------|------------------------------|-------------|-----------------|
| Tarone Claybrook   President | X                            |             | June 30, 2022   |
| Sue Urmson   Vice President  | X                            |             | June 30, 2021   |
| Rita Fuscoe   Treasurer      | X<br>(departed at 6:35 p.m.) |             | June 30, 2021   |
| John Jemison   Secretary     | X<br>(arrived at 5:45 p.m.)  |             | June 30, 2020   |
| Edward Stefanides   Director | X<br>(arrived at 5:45 p.m.)  |             | June 30, 2021   |

**NON-BOARD MEMBERS ATTENDING:**

1. Joe Calinger – Buckeye Community Hope Foundation
2. Wendy Thomas – Principal
3. Samantha Claytor – Dean
4. Sally Maldi – Teacher
5. Joni Byus – Dean
6. Greg Dennis – NHA

1. CALL TO ORDER

Tarone Claybrook called the meeting to order at 5:42 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

### 3. ACTION ITEMS

a. Approval of the June 11, 2019 Board Meeting Minutes

A motion was made by Sue Urmson and seconded by Rita Fuscoe to approve the June 11, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously. (3-0)

Note: Edward Stefanides and John Jemison arrived at 5:45 p.m.

b. Approval of the 2020 Children's Internet Protection Act (CIPA) Form 479

A motion was made by Sue Urmson and seconded by Edward Stefanides to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (5-0)

c. Approval of the Career Technical Education Resolution

A motion was made by Rita Fuscoe and seconded by Edward Stefanides to approve the Career Technical Education Resolution as submitted. The motion was approved unanimously. (5-0)

d. Approval of the School Improvement Plan

A motion was made by Rita Fuscoe and seconded by Edward Stefanides to approve the School Improvement Plan as submitted. The motion was approved unanimously. (5-0)

e. Appointment of the Designee for Suspension Appeals

A motion was made by Edward Stefanides and seconded by Sue Urmson to appoint an Administrator (Dean, Principal, or Director of School Quality) not involved in the original suspension determination as the Designee for Suspension Appeals for Stambaugh Charter Academy. The motion was approved unanimously. (5-0)

#### 4. MANAGEMENT REPORTS

a. Principal Report

Wendy Thomas presented the Principal Report. She introduced two new staff members and discussed preliminary state assessment results.

i. Monthly Enrollment Residency Verification Review

The Board reviewed the school's enrollment residency verification for the months of June, July, and August. The registrar is collecting the appropriate verification information as students enroll for the new year.

ii. Enrollment Update

The Enrollment Update was presented. 540 students are currently enrolled.

iii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth - Wendy Thomas presented NWEA results from the spring 2019 administration.
2. Parent Satisfaction Survey Results - Wendy Thomas and Greg Dennis presented the results of the spring 2019 Parent Satisfaction Survey.

b. Board Fund Report

The Board Fund balance of \$99,302.82 was reported.

Note: Rita Fuscoe departed the meeting at 6:35 p.m.

#### 5. DISCUSSION ITEMS

- a. 2018-2019 Board Satisfaction Survey Summary – Greg Dennis presented a summary memo from the spring Board Engagement Survey.
- b. Background Check Update – Sue Urmson is due for an updated background check this year. State law requires community school governing authority members to have an updated background check every five years.
- c. Conflict of Interest Statement – Joe Calinger distributed and collected conflict of interest statements required by Buckeye Community Hope Foundation.
- d. 2019-2020 Open Meetings and Public Records Training – Tabled.
- e. Career Advising and Student Success Plans Policy – Greg Dennis presented the Career Advising and Student Success Plans Policy, which remains unchanged from previous years.
- f. 2019-2020 Parent and Student Handbook Updates – Greg Dennis presented an update to the student retention and acceleration portion of the Parent and Student Handbook.

6. NEW BUSINESS

Approval of the 2019-2020 Board Funds Budget

A motion was made by John Jemison and seconded by Edward Stefanides to approve the expenditure of Board Funds not to exceed the amount of \$29,298.99 for the cost of the 2019-2020 Board Funds Budget as allocated below. The motion was approved unanimously.

- Athletics \$5,250.00
- Music Program \$9,048.99
- 2019-2020 Board Development \$15,000.00

7. SPONSOR UPDATE

Joe Calinger provided an update on behalf of Buckeye Community Hope Foundation. He informed the Board of the completion of Opening Assurances, the Buckeye Community Hope Foundation Leadership Event, and the upcoming all-schools meeting.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 7:17 p.m.

**NEXT MEETING:**  
**Tuesday, September 10, 2019 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_



**STAMBAUGH 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 13, 2019, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:

DARONE CLAYBROOK

Date:

8-13-19