

APEX 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 3, 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]

Apex Academy
Board Meeting Minutes
Thursday, August 3, 2017 at 4:30 p.m.

AT APEX ACADEMY
16005 TERRACE ROAD, E. CLEVELAND, OH 44112

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Norman Henderson President	X		June 30, 2019
Eva Szabo Vice President	X		June 30, 2018
Deborah Howell Treasurer	X		June 30, 2018
Faye Jones Secretary	X		June 30, 2018
Eric Price Director		X	June 30, 2020

NON-BOARD MEMBERS ATTENDING:

1. Jen Littlefield – Principal
2. Greg Dennis – NHA
3. Minor Female

1. CALL TO ORDER

Norman Henderson called the meeting to order at 4:30 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. PUBLIC COMMENT

Action items 4d. 2017 NHA Board Symposium and 4e. 2017-2018 Board Funds Budget were removed from the agenda. Appointment of Pamela Price was added as Action item 4b.

4. ACTION ITEMS

a. Approval of the June 1, 2017 Board Meeting Minutes

A motion was made by Faye Jones and seconded by Eva Szabo to approve the June 1, 2017 Board Meeting Minutes as submitted. The motion was approved unanimously. (4-0)

b. Appointment of Pamela Price

A motion was made by Faye Jones and seconded by Eva Szabo to appoint Pamela Price to Serve a Three-year Term on the Apex Academy Board of Directors to Expire in June of 2020. The motion was approved unanimously. (4-0)

c. Approval of the 2017 Children's Internet Protection Act (CIPA) Form 479

A motion was made by Faye Jones and seconded by Deborah Howell to approve the 2017 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (4-0)

d. Approval of the 2018 Letter of Agency for E-rate Funding

A motion was made by Deborah Howell and seconded by Faye Jones to approve the 2018 Letter of Agency for E-rate Funding as submitted. The motion was approved unanimously. (4-0)

e. Approval of the 2017 NHA Board Symposium

Removed from agenda.

f. Approval of the 2017-2018 Board Funds Budget

Removed from agenda.

g. Approval of the School Improvement Plan

A motion was made by Eva Szabo and seconded by Faye Jones to approve the School Improvement Plan as submitted. The motion was approved unanimously. (4-0)

h. Approval of Board Development Funds - for Board Members

A motion was made by Deborah Howell and seconded by Eva Szabo to approve the expenditure of Board Funds not to exceed the amount of \$10,000.00 for the cost of the Board Development Funds - for Board Members as submitted. The motion was approved unanimously. (4-0)

i. Approval of Apex Appreciation/Incentives Funds for Students and Teachers and Athletic Budget

A motion was made by Eva Szabo and seconded by Faye Jones to approve the expenditure of Board Funds not to exceed the amount of \$5,000.00 for the cost of the Apex Appreciation/Incentives Funds for Students and Teachers and the amount of \$14,000.00 for the cost of the Athletic Budget as submitted. The motion was approved unanimously. (4-0)

5. MANAGEMENT REPORTS

a. Principal Report

Jen Littlefield presented the Principal Report.

i. Enrollment Update

The Enrollment Update was presented. 606 students are currently enrolled.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

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

b. Board Fund Report

The Board Fund balance of \$12,612.41 was reported.

6. DISCUSSION ITEMS

- a. The Board Satisfaction Survey Summary was presented by Greg Dennis. This year marked the highest response rate in the history of the survey.
- b. 2016-2017 Open Meetings and Public Records Training – Greg Dennis presented videos "Open Meeting Act Overview" and "Public Records 101" from the Ohio Attorney General's Office. Eric Price still needs to complete the training by August 31, 2017.
- c. 2017-2018 Open Meetings and Public Records Training – Greg Dennis presented videos "Open Meeting Act Overview" and "Public Records 1010" from the Ohio Attorney General's Office. Members present have completed training for the 2017-2018 school year.
- d. The Career Advising and Student Success Plans Policy was presented by Greg Dennis. This policy is unchanged from 2015.
- e. The 2017 NHA Board Symposium information was presented by Greg Dennis.

7. NEW BUSINESS

Greg Dennis informed the Board that the school is currently in the final year of its current charter contract. NHA will help compile the necessary information for the Charter Renewal Application when that application is made available by ESCLEW.

Apex Academy
Board Meeting Minutes
Thursday, August 3, 2017 at 4:30 p.m.

8. SPONSOR UPDATE

None was presented.

9. ADJOURNMENT

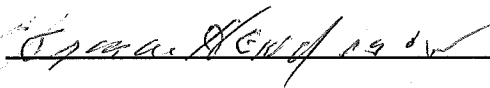
The meeting was adjourned at 6 p.m.

NEXT MEETING:

Thursday, October 5, 2017 at 4:30 p.m.

OFFICER OF THE BOARD

SIGNATURE



**APEX ACADEMY
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Apex Academy at a Board meeting held on August 1, 2019, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:

Deborah Howell

Date:

8/1/19

AT APEX ACADEMY
16005 TERRACE ROAD, E. CLEVELAND, OH 44112

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Deborah Howell President	X		June 30, 2021
Eric Price Vice President	X		June 30, 2020
Faye Jones Treasurer		X	June 30, 2021
Pamela Price Secretary		X	June 30, 2020
Eva Szabo Director	X		June 30, 2021
Norman Henderson Director	X		June 30, 2022

NON-BOARD MEMBERS ATTENDING:

1. Jen Littlefield – Principal
2. Greg Dennis – NHA
3. Jeff Jaroscak – ESCLEW (via phone)

1. CALL TO ORDER

Deborah Howell called the meeting to order at 4:32 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. PUBLIC COMMENT

None was given.

Without objection, the Board moved the Sponsor Update earlier in the agenda to follow Public Comment.

4. SPONSOR UPDATE

Jeff Jaroscak provided an update on behalf of ESCLEW. The school successfully completed Opening Assurances and is clear to open the school year. Jeff Jaroscak stated that Apex's preliminary state data looks strong. The school completed its monthly financial review without red flags.

5. ACTION ITEMS

a. Approval of the June 6, 2019 Board Meeting Minutes

A motion was made by Eva Szabo and seconded by Norman Henderson to approve the June 6, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously. (4-0)

b. Approval of the 2019-2020 Board Funds Budget

A motion was made by Eric Price and seconded by Norman Henderson to approve the expenditure of Board Funds not to exceed the amount of \$34,000.00 for the cost of the 2019-2020 Board Funds Budget as allocated below. The motion was approved unanimously. (4-0)

- | | |
|----------------------------------|-------------|
| • Board Professional Development | \$10,000.00 |
| • Staff and Student Incentives | \$10,000.00 |
| • Extra-Curricular Activities | \$14,500.00 |

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

A motion was made by Eva Szabo and seconded by Eric Price to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (4-0)

d. Approval of the Career Technical Education Resolution

A motion was made by Norman Henderson and seconded by Eric Price to approve the Career Technical Education Resolution as submitted. The motion was approved unanimously. (4-0)

e. Approval of the School Improvement Plans

A motion was made by Eva Szabo and seconded by Eric Price to approve the School Improvement Plans as submitted. The motion was approved unanimously. (4-0)

f. Appointment of the Designee for Suspension Appeals

A motion was made by Norman Henderson and seconded by Eric Price to appoint administrator (Dean or Principal) not involved in the suspension decision as the Designee for Suspension Appeals for Apex Academy. The motion was approved unanimously. (4-0)

- g. Authorization of the Board President to Approve the Charter Renewal Application
A motion was made by Eva Szabo and seconded by Eric Price 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. (4-0)

6. MANAGEMENT REPORTS

- a. Principal Report
Jen Littlefield presented the Principal Report. According to the preliminary state data, the school reduced its number of students scoring in the “limited” category by half. The school is fully staffed heading into the school year and had 100% staff retention.
 - i. Enrollment Update
The Enrollment Update was presented. 495 students are currently re-enrolled, registered, or accepted to start the school year.
 - ii. 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 obtaining the appropriate information through the enrollment process.
 - iii. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
 - 1. Proficiency and Growth were discussed. Jen Littlefield presented NWEA data from the previous year.
 - 2. The Parent Satisfaction Survey Results were discussed. Jen Littlefield presented survey results from the spring survey.
- b. Board Fund Report
The Board Fund balance of \$10,934.52, as of June 30, was reported. This amount carries forward into the new school year and will be added to the annual \$35,000.00 allotment.

7. DISCUSSION ITEMS

- a. The 2018-2019 Board Satisfaction Survey Summary was presented by Greg Dennis.
- b. The Background Check Update was discussed. All Board members are up to date on background checks.
- c. 2019-2020 Open Meetings and Public Records Training – Tabled.
- d. The Career Advising and Student Success Plans Policy was presented by Greg Dennis. The policy remains unchanged from previous years.
- e. The 2019-2020 Parent and Student Handbook Updates were presented by Greg Dennis. The Board expects these changes and an amended Board-adopted policy be presented for vote at a future meeting.

8. NEW BUSINESS

Approval of the Career Advising and Student Success Plans Policy

A motion was made by Norman Henderson and seconded by Eva Szabo to approve the Career Advising and Student Success Plans Policy as presented. The motion was approved unanimously. (4-0)

9. ADJOURNMENT

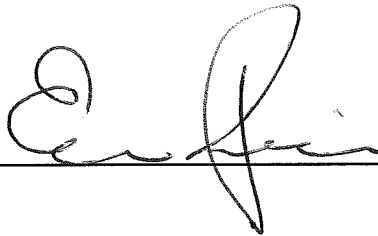
The meeting was adjourned at 5:02 p.m.

NEXT MEETING:

Thursday, October 3, 2019 at 4:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

A handwritten signature in black ink, appearing to be 'E. Szabo', is written over a horizontal line.