

**WINTERFIELD VENTURE ACADEMY
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Winterfield Venture Academy at a Board meeting held on August 5, 2025, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:



Date:

August 5, 2025

**WINTERFIELD VENTURE 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.

Effective Date: August 1, 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]

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 BENNETT VENTURE ACADEMY
5130 BENNETT ROAD, TOLEDO, OH 43612

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Kathy Kirby President	X		June 30, 2024
Helen Cabianca Vice President	X		June 30, 2026
Terry McLeary Treasurer / Secretary	X		June 30, 2025
Martha Kleinberg Director		X	June 30, 2025

NON-BOARD MEMBERS ATTENDING:

1. Patricia Shepard – Board Candidate
2. Kimberly Scribner – Principal
3. Eunice Lopez – Bennett Venture Principal
4. Brittany Beck – ESCLEW
5. Nicole Brock – Buckeye Community Hope Foundation
6. Greg Dennis – NHA

1. CALL TO ORDER

Kathy Kirby called the meeting to order at 5:33 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

a. Approval of the June 6, 2023 Board Meeting Minutes

A motion was made by Kathy Kirby and seconded by Helen Cabianna to approve the June 6, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously. (3-0)

b. Approval of Multiple Action Items

A motion was made by Helen Cabianna and seconded by Terry McLeary to approve the following action items as presented:

- The 2024 Children’s Internet Protection Act (CIPA) Form 479 as submitted;
- The Winterfield Venture Academy One Plan as submitted;
- The expenditure of Board Funds not to exceed the amount of \$500.00 for the cost of the 2023 NHA Board Symposium;
- The Career Technical Education Resolution as submitted;
- Appoint Charlena Hunt as the Designee for the Suspension Appeals for Winterfield Venture Academy;
- The Revised Career Advising and Student Success Plans Policy as submitted.

The motion was approved unanimously. (3-0)

c. Ratification of the 2023-2024 School Calendar

A motion was made by Kathy Kirby and seconded by Helen Cabianna to ratify the 2023-2024 School Calendar as submitted. The motion was approved unanimously. (3-0)

d. Approval of the Additional Board Funds for Teacher Massages

A motion was made by Kathy Kirby and seconded by Helen Cabianna to approve the expenditure of Additional Board Funds not to exceed the amount of \$290.60 for the additional cost of the Teacher Massages as presented. The motion was approved unanimously. (3-0)

4. MANAGEMENT REPORTS

a. Principal Report

Kimberly Scribner presented the Principal Report.

i. Enrollment Update

The Enrollment Update was presented.

ii. Moral Focus Virtue

The Moral Focus Virtue was presented. September’s Moral Focus Virtue is Wisdom.

iii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented. Kimberly Scribner presented the Proficiency and Growth information, the Parent Satisfaction Survey Results, the Early Literacy Report, the K-2 Numeracy Report, and the Bullying Report.

b. Board Fund Report

The Board Fund balance of \$46,802.77 was reported.

c. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

5. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment were discussed. Patricia Stephens joined the Board meeting as a potential Board candidate. She will begin the appointment process.
- b. The Academic Prevention and Intervention Policy was discussed. The Board completed its annual review of the Academic Prevention and Intervention Policy. The policy is unchanged from the previous year.
- c. The Background Check Update was presented. All Board members are up to date with the background check requirements.
- d. The Health and Safety Policies Review was discussed. The Board completed its annual review of the Health and Safety Policies.

6. NEW BUSINESS

The Ohio Biennial Budget was discussed. Greg Dennis provided highlights of the biennial budget which was approved by the General Assembly and signed into law by Governor DeWine.

7. SPONSOR UPDATE

Brittany Beck provided an update on behalf of ESCLEW. The school completed its monthly financial review. She reminded Board members of the Annual Meeting in September and the start of the Charter Contract Renewal process for Winterfield.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

NEXT MEETING:
Tuesday, September 5, 2023 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE  _____