

WINTERFIELD VENTURE 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: May 2, 2017

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]

Winterfield Venture Academy
Board Meeting Minutes
Tuesday, May 2, 2017 at 5:30 p.m.

AT WINTERFIELD VENTURE ACADEMY
305 WENZ ROAD, TOLEDO, OH 43615

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Kathy Kirby President	X		June 30, 2018
Maria Nowicki Vice President		X	June 30, 2020
Faith Hairston Treasurer	X		June 30, 2018
Jacqueline Martin Secretary		X	June 30, 2020
Martha Kleinberg Director	X		June 30, 2019
Terry McLeary Director	X		June 30, 2019

NON-BOARD MEMBERS ATTENDING:

1. Kristi Hayward – ESCLEW
2. Nathan Preston – Principal
3. Greg Dennis – NHA
4. Nicole Brock – Buckeye Community Hope Foundation
5. Nicolette Whitson – Bennett Venture Academy Principal

1. CALL TO ORDER

Kathy Kirby called the meeting to order at 5:43 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ANNUAL MEETING ACTION ITEMS

a. Approval of the Election of Officers

A motion was made by Faith Hairston and seconded by Terry McLeary to approve the officers as listed below. The motion was approved unanimously. (4-0)

<u>Name</u>	<u>Position</u>
Kathy Kirby	President
Maria Nowicki	Vice President
Faith Hairston	Treasurer
Jacqueline Martin	Secretary

b. Appointment of Multiple Contacts

A motion was made by Kathy Kirby and seconded by Terry McLeary to appoint the following contact positions:

- NHA Partner Services Representative, Greg Dennis, as the FOIA Officer;
- Amy Borman as the Board Legal Counsel;
- NHA Director of Construction, Joe Sprys, as the AHERA Contact;
- School Principal, Nathan Preston, as the Title VI, Title IX, and Section 504 Contact;
- NHA Business Analyst, Steve Brenner, as the EMIS Coordinator;
- NHA Intervention Services Manager, Ashley Benton, as the OEDS-R Administrator.

The motion was approved unanimously. (4-0)

4. ACTION ITEMS

a. Approval of the April 4, 2017 Board Meeting Minutes

A motion was made by Martha Kleinberg and seconded by Terry McLeary to approve the April 4, 2017 Board Meeting Minutes as submitted. The motion was approved unanimously. (4-0)

b. Authorization of NHA to Complete and Submit the Contract Modification No. 2 Documents

A motion was made by Martha Kleinberg and seconded by Faith Hairston to authorize NHA to complete and submit the Contract Modification No. 2 Documents to ESCLEW on behalf of the Board. The motion was approved unanimously. (4-0)

c. Approval of the Academic Prevention/Intervention Services Policy

A motion was made by Faith Hairston and seconded by Kathy Kirby to approve the Academic Prevention/Intervention Services Policy as submitted. The motion was approved unanimously. (4-0)

- d. Approval of the 2017-2018 Parent Student Handbook
A motion was made by Faith Hairston and seconded by Terry McLeary to approve the 2017-2018 Parent Student Handbook as presented and to authorize the principal to finalize the Handbook with the understanding that any substantial changes shall be presented to the Board for approval. The motion was approved unanimously. (4-0)
- e. Approval of the 2017-2018 School Calendar
A motion was made by Faith Hairston and seconded by Terry McLeary to approve the 2017-2018 School Calendar as submitted. The motion was approved unanimously. (4-0)
- f. Approval of the 2017-2018 Initial Budget Proposal
A motion was made by Terry McLeary and seconded by Faith Hairston to approve the 2017-2018 Initial Budget Proposal as submitted. The motion was approved unanimously. (4-0)
- g. Approval of the Career Advising Policy
A motion was made by Martha Kleinberg and seconded by Terry McLeary to approve the Career Advising Policy as submitted. The motion was approved unanimously. (4-0)

5. MANAGEMENT REPORTS

- a. Principal Report
Nathan Preston presented the Principal Report.
 - i. Enrollment Update
The Enrollment Update was presented. 483 students are currently enrolled.
 - ii. Moral Focus Theme
The Moral Focus Theme was presented. May's theme is Integrity.
- b. Board Fund Report
The Board Fund balance of \$4,859.88 was reported.

6. DISCUSSION ITEMS

- a. Ethics Training – The Board reviewed an Ethics Training video and materials from the Ohio Ethics Commission. The training included information on conflicts of interest and accepting gifts.
- b. Proposed 2017-2018 Board Funds Budget – Tabled.
- c. The 2017-2018 Parent Student Handbook was discussed under Action items.
- d. The Third Quarter Financial Statements, including revenue, expenditure, and invoice information through March 30, 2017 were presented by Greg Dennis.
- e. Conflict of Interest and Disclosure Form – Greg Dennis distributed updated Conflict of Interest and Disclosure Forms from ESCLEW.

7. NEW BUSINESS

Approval of Student Incentives and Staff Incentives

A motion was made by Terry McLeary and seconded by Kathy Kirby to approve the expenditure of Board Funds not to exceed the amount of \$2,000.00 for the cost of the Student Incentives and \$2,000.00 for the cost of the Staff Incentives. The motion was approved unanimously. (4-0)

8. SPONSOR UPDATE

Kristi Hayward provided an update on behalf of the Educational Service Center of Lake Erie West.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

NEXT MEETING:

Tuesday, June 6, 2017 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE



AT WINTERFIELD VENTURE ACADEMY
 305 WENZ ROAD, TOLEDO, OH 43615

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Kathy Kirby President	X (Arrived at 5:38 p.m.)		June 30, 2018
Maria Nowicki Vice President	X		June 30, 2020
Faith Hairston Treasurer	X		June 30, 2018
Jacqueline Martin Secretary		X	June 30, 2020
Martha Kleinberg Director	X		June 30, 2019
Terry McLeary Director	X		June 30, 2019

NON-BOARD MEMBERS ATTENDING:

1. Nathan Preston – Principal
2. Erica Pharis – ESCLEW
3. Greg Dennis – NHA

1. CALL TO ORDER

Maria Nowicki called the meeting to order at 5:34 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

- a. Approval of the August 14, 2017 Board Meeting Minutes
 A motion was made by Terry McLeary and seconded by Faith Hairston to approve the August 14, 2017 Board Meeting Minutes as submitted. The motion was approved unanimously. (3-0, Martha Kleinberg abstained)
- b. Approval of the 2017-2018 Board Funds Budget
 Removed from Agenda

c. Approval of the 2017-2018 Five-Year Forecast

A motion was made by Kathy Kirby and seconded by Terry McLeary to approve the 2017-2018 Five-Year Forecast as prescribed by the Ohio Department of Education. The motion was approved unanimously. (5-0)

d. Approval of the 2017-2018 Annual Budget

Tabled.

4. MANAGEMENT REPORTS

a. Principal Report

Nathan Preston presented the Principal Report.

i. Enrollment Update

The Enrollment Update was presented. 510 students are currently enrolled. Nathan Preston informed the Board that while applications are higher than ever, erosion (students applying but not enrolling) is also the highest it has ever been.

ii. Moral Focus Theme

The Moral Focus Theme was presented. September's theme is Wisdom.

b. Board Fund Report

The Board Fund balance of \$12,866.18 was reported.

5. DISCUSSION ITEMS

a. The Fourth Quarter Financial Statements were discussed. Greg Dennis presented the fourth quarter financial statements including revenue, expenditure, and invoice information through June 30, 2017. The school closed out the year on sound financial footing, with 2.72% of revenue remaining and 2.74% of expenditures remaining.

b. The Career Advising and Student Success Plans Policy was presented by Greg Dennis. This policy is unchanged from 2015.

c. 2017-2018 Open Meetings and Public Records Training – TABLED

6. NEW BUSINESS

Approval of the Supplemental Reading & Tutoring Program

A motion was made by Martha Kleinberg and seconded by Terry McLeary to approve the expenditure of Board Funds not to exceed the amount of \$7,500.00 for the cost of the Supplemental Reading & Tutoring Program as submitted. The motion was approved unanimously. (5-0)

7. SPONSOR UPDATE

Erica Pharis introduced herself to the Board and provided an updated on behalf of ESCLEW, including information on Sunshine Laws.

8. PUBLIC COMMENT

None was given.

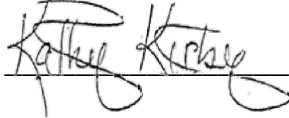
9. ADJOURNMENT

The meeting was adjourned at 7 p.m.

NEXT MEETING:
Tuesday, October 3, 2017 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE

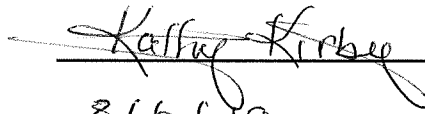


**WINTERFIELD VENTURE ACADEMY
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Winterfield Venture Academy at a Board meeting held on August 6, 2019, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:



Date:

8/6/19

AT BENNETT VENTURE ACADEMY
5130 BENNETT ROAD, TOLEDO, OH 43612

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Kathy Kirby President	X		June 30, 2021
Maria Nowicki Vice President	X		June 30, 2020
Terry McLeary Treasurer / Secretary	X		June 30, 2022
Hannah Grohowski Director	X		June 30, 2022
Martha Kleinberg Director		X	June 30, 2022

NON-BOARD MEMBERS ATTENDING:

1. Desiree Kirton – Winterfield Venture Academy Principal
2. Tammy Whiting – Bennett Venture Academy Principal
3. Jessica Bair – ESCLEW
4. Nicole Brock – Buckeye Community Hope Foundation
5. Greg Dennis – NHA

1. CALL TO ORDER

Kathy Kirby called the meeting to order at 5:34 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. ACTION ITEMS

- a. Approval of the June 4, 2019 Board Meeting Minutes
A motion was made by Hannah Grohowski and seconded by Maria Nowicki to approve the June 4, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously. (4-0)

- b. Approval of the 2020 Children's Internet Protection Act (CIPA) Form 479
A motion was made by Maria Nowicki and seconded by Terry McLeary to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously. (4-0)
- c. Approval of the School Improvement Plans
A motion was made by Terry McLeary and seconded by Maria Nowicki to approve the School Improvement Plans as submitted. The motion was approved unanimously. (4-0)
- d. Approval of the Career Technical Education Resolution
A motion was made by Hannah Grohowski and seconded by Terry McLeary to approve the Career Technical Education Resolution as submitted. The motion was approved unanimously. (4-0)
- e. Appointment of the Designee for Suspension Appeals
A motion was made by Maria Nowicki and seconded by Terry McLeary to appoint an administrator (Principal, Dean, or Director of School Quality) not previously involved in the original suspension action as the Designee for Suspension Appeals for Winterfield Venture Academy. The motion was approved unanimously. (4-0)

4. MANAGEMENT REPORTS

- a. Principal Report
Desiree Kirton presented the Principal Report.
 - i. Enrollment Update
The Enrollment Update was presented.
 - ii. Moral Focus Theme
The Moral Focus Virtue was presented. September's Moral Focus Virtue is Wisdom.
 - iii. Monthly Enrollment Residency Verification Review
The Board reviewed the school's enrollment residency verification for the months of June, July, and August. As students enroll, the school registrar is collecting appropriate residency verification documents.
 - iv. School Performance Report Dashboard Suite
The School Performance Report Dashboard Suite was presented.
 - 1. Proficiency and Growth results were reviewed.
 - 2. The Parent Satisfaction Survey Results were reviewed.
- b. Board Fund Report
The Board Fund balance of \$4,897.13 was reported.

5. DISCUSSION ITEMS

- a. The 2018-2019 Board Satisfaction Survey Summary was discussed.
- b. The Career Advising and Student Success Plans Policy was presented. This remains unchanged from previous years.
- c. 2019-2020 Open Meetings and Public Records Training – Tabled.
- d. The Background Check Update was given. Maria Nowicki is due to update her background check this year. State law requires that Board members obtain an updated background check once every five years.
- e. The 2019-2020 Parent and Student Handbook Updates were presented.

6. NEW BUSINESS

Approval of the Tutoring Stipends

A motion was made by Terry McLeary and seconded by Kathy Kirby to approve the expenditure of Board Funds not to exceed the amount of \$3,200.00 for the cost of the tutoring stipends as presented. The motion was approved unanimously. (4-0)

Approval of the Tuesday, October 1, 2019 Board Meeting

A motion was made by Hannah Grohowski and seconded by Kathy Kirby to schedule a regular meeting of the Board on Tuesday, October 1, 2019 at 5:30 p.m. The meeting will take place at Bennett Venture Academy. The motion was approved unanimously. (4-0)

Approval of the Career Advising and Student Success Plans Policy

A motion was made by Terry McLeary and seconded by Kathy Kirby to approve the Career Advising and Student Success Plans Policy as submitted. The motion was approved unanimously. (4-0)

7. SPONSOR UPDATE

Jessica Bair provided an update on behalf of ESCLEW. The school completed Opening Assurances and the monthly financial review.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

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

NEXT MEETING:
Tuesday, October 1, 2019 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE