

ALLIANCE ACADEMY OF CINCINNATI

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 17, 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]

Alliance Academy of Cincinnati
Board Meeting Minutes
Thursday, December 17, 2015 at 8:30 a.m.

Meeting held at:

Alliance Academy of Cincinnati, 1712 Duck Creek Road, Cincinnati, OH 45207

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Tina Williams President	X		June 30, 2017
Tekeia Howard Vice President		X	June 30, 2018
Neville Pancham Secretary	X		June 30, 2016
Rylan Norris Treasurer	X		June 30, 2017

NON-BOARD MEMBERS ATTENDING:

1. Elizabeth King – Interim Principal
2. Augie Herman – ESCLEW
3. Greg Dennis – NHA

1. CALL TO ORDER

Tina Williams called the meeting to order at 8:41 a.m.

2. ROLL CALL

Roll call was held.

3. TOP PRIORITIES FOR THE MONTH - ACCOMPLISHING THE MISSION

a. Principal Report

Elizabeth King presented the Principal Report. The fall employee satisfaction survey showed that 74% of staff were highly satisfied. This is the best result in the history of the school.

I. Enrollment Update

Elizabeth King presented the Enrollment Update. 460 students are currently enrolled.

II. Behavior Management System

Greg Dennis provided an overview of the Behavior Management System.

III. NWEA Proficiency & Growth Update

The NWEA Proficiency & Growth Update was presented.

IV. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency & Growth – Greg Dennis and Elizabeth King presented the results of the fall administration of NWEA.

4. ACTION ITEMS

a. Approval of the October 9, 2015 Board Meeting Minutes

A motion was made by Rylan Norris and seconded by Neville Pancham to approve the October 9, 2015 Board Meeting Minutes as submitted. The motion was approved unanimously. (3-0)

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

A motion was made by Rylan Norris and seconded by Neville Pancham to approve the Career Advising and Student Success Plans Policy as submitted. The motion was approved unanimously. (3-0)

c. Approval of the 2015-2016 Amended Budget

After due consideration and discussion, a motion was made by Rylan Norris and seconded by Neville Pancham to approve the 2015-2016 Amended Budget as submitted. The motion was approved unanimously. (3-0)

d. Approval of the Annual Board Development and Evaluation

Tabled.

5. MISSION DISCUSSION

- a. The First Quarter Financial Statements, which include revenue, expenditure, and invoice information through September 30, 2015, were presented by Greg Dennis.
- b. Annual Board Development and Evaluation – Greg Dennis presented a proposal for Board development and evaluations. The Board will discuss public records and open meetings law at its January Board meeting and will determine when it plans to conduct a self-evaluation as well as an evaluation of NHA.

6. PACKET REVIEW ITEMS

a. Board Fund Report

The Board Fund balance of \$8,666.34 was reported.

7. NEW BUSINESS

- Greg Dennis informed the Board that Ryan Gresham's paperwork should be completed in time for him to be appointed to the Board of Directors at the January meeting.
- Greg Dennis explained the process for leadership transition and will keep the Board informed on any new developments.

8. SPONSOR UPDATE

Augie Herman provided an update on behalf of the Educational Service Center of Lake Erie West including information on House Bill 2.

9. PUBLIC COMMENT

None was given.

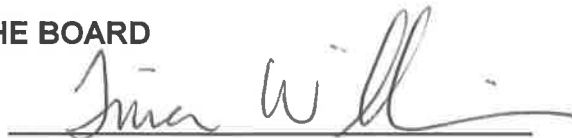
10. ADJOURNMENT

The meeting was adjourned at 9:43 a.m.

**NEXT MEETING:
Friday, January 8, 2016 at 8:30 a.m.**

OFFICER OF THE BOARD

SIGNATURE



A handwritten signature in dark ink, appearing to read "Tina Will", is written over a horizontal line.

Alliance Academy of Cincinnati
Board Meeting Minutes
Wednesday, August 9, 2017 at 6:30 p.m.

AT ALLIANCE ACADEMY OF CINCINNATI
1712 DUCK CREEK ROAD, CINCINNATI, OH 45207

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Tina Williams President	X		June 30, 2020
Tekeia Howard Vice President	X		June 30, 2018
Rylan Norris Treasurer	X (Arrived at 7:03 p.m.)		June 30, 2020
Neville Pancham Secretary		X	June 30, 2019
Jacqueline Johnson-Wilkinson Director	X		June 30, 2019
Marvin Masterson Director		X	June 30, 2019
Warren Williams Director	X		June 30, 2019

NON-BOARD MEMBERS ATTENDING:

1. Elizabeth King – Principal
2. Kendell Dorsey – Orion Academy Principal
3. Augie Herman – ESCLEW
4. Minor Female
5. Greg Dennis – NHA

1. CALL TO ORDER

Tina Williams called the meeting to order at 6:43 p.m.

2. ROLL CALL

Roll call was held. A quorum was present.

3. MANAGEMENT REPORTS

- a. Principal Report
Elizabeth King presented the Principal Report.

Alliance Academy of Cincinnati
Board Meeting Minutes
Wednesday, August 9, 2017 at 6:30 p.m.

i. Enrollment Update

The Enrollment Update was presented. 559 students are currently enrolled.

Note: Rylan Norris arrived at 7:03 p.m.

ii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

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

b. Board Fund Report

The Board Fund balance was reported.

4. DISCUSSION ITEMS

- a. The Proposed 2017-2018 Board Funds Budget was presented by Elizabeth King.
- b. The spring Board Satisfaction Survey Summary was presented by Greg Dennis.
- c. 2016-2017 Open Meetings and Public Records Training was removed from the agenda.
- d. 2017-2018 Open Meetings and Public Records Training (7:35-7:55 p.m.) – The Board reviewed “Public Records 101” and “Overview of Open Meetings” videos from the Ohio Attorney General’s Office.
- e. The Career Advising and Student Success Plans Policy was reviewed by the Board. The policy is unchanged from 2015.
- f. The 2017 NHA Board Symposium draft agenda was reviewed by the Board.

5. ACTION ITEMS

a. Approval of the June 14, 2017 Board Meeting Minutes

A motion was made by Rylan Norris and seconded by Jacqueline Johnson-Wilkinson to approve the June 14, 2017 Board Meeting Minutes as submitted. The motion was approved unanimously. (5-0)

b. Approval of the 2017 Children's Internet Protection Act (CIPA) Form 479 & 2018 Letter of Agency for E-rate Funding

A motion was made by Rylan Norris and seconded by Tekeia Howard to approve the 2017 Children’s Internet Protection Act (CIPA) Form 479 and the 2018 Letter of Agency for E-rate Funding as submitted. The motion was approved unanimously. (5-0)

c. Approval of the 2017 NHA Board Symposium

Removed from the agenda.

d. Approval of the School Improvement Plan

A motion was made by Tekeia Howard and seconded by Rylan Norris to approve the School Improvement Plan as submitted. The motion was approved unanimously. (5-0)

*Alliance Academy of Cincinnati
Board Meeting Minutes
Wednesday, August 9, 2017 at 6:30 p.m.*

6. NEW BUSINESS

Approval of the 2017-2018 Board Funds Budget

A motion was made by Rylan Norris and seconded by Warren Williams to approve the expenditure of Board Funds not to exceed the amount of \$35,000.00 for the cost of the 2017-2018 Board Funds Budget as allocated below.

• Board Development	\$2,500.00
• Nadherny Scholarship	\$1,000.00
• Staff Recognition	\$4,000.00
• Athletics Program	\$7,000.00
• Extracurricular Activities	\$5,000.00
• Student/School Events	\$13,000.00
• Staff Professional Development	\$2,500.00

The motion was approved unanimously. (5-0)

7. SPONSOR UPDATE

Augie Herman provided an update on behalf of the Educational Service Center of Lake Erie West, including information on opening assurances.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT


The meeting was adjourned at 8:06 p.m.

NEXT MEETING:

Wednesday, October 11, 2017 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____



AT ALLIANCE ACADEMY OF CINCINNATI
1712 DUCK CREEK ROAD, CINCINNATI, OH 45207

BOARD OF DIRECTORS:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Tina Williams President	X		June 30, 2020
Jacqueline Johnson-Wilkinson Vice President	X		June 30, 2022
Rylan Norris Treasurer / Secretary	X (arrived at 6:57 p.m.)		June 30, 2020
Warren Williams Director		X	June 30, 2022
Charlene Agyemang Director	X		June 30, 2022

NON-BOARD MEMBERS ATTENDING:

1. Elizabeth King – Principal
2. Taneka Smith – Orion Academy Principal
3. Augie Herman – ESCLEW
4. Greg Dennis – NHA (via phone)

1. CALL TO ORDER

Tina Williams called the meeting to order at 6:49 p.m.

2. ROLL CALL

Roll call was held. A quorum was not present. The meeting opened with non-voting items.

3. MANAGEMENT REPORTS

a. Principal Report

Elizabeth King presented the Principal Report. Elizabeth King presented the preliminary state report card data.

i. Monthly Enrollment Residency Verification Review

The Board reviewed the school's enrollment residency verification for the months of June, July, August, and September. As students registered for the new year, the registrar collected appropriate residency verification information.

ii. Enrollment Update

The Enrollment Update was presented. 568 students are currently enrolled.

Note: Rylan Norris arrived at 6:57 p.m. a quorum was established, and the meeting continued with a quorum.

iii. Eagle Awards

The Eagle Awards were discussed. Alliance Academy of Cincinnati received an Eagle Award for parent Satisfaction.

iv. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth – Elizabeth King and Greg Dennis presented the spring NWEA results.
2. Parent Satisfaction Survey Results – Elizabeth King and Greg Dennis presented spring parent survey results.

b. Board Fund Report

The Board Fund balance of \$38,506.40 was reported.

c. Transportation Update

Elizabeth King presented the Transportation Update.

4. NEW BUSINESS

Appointment of Charlene Agyemang

A motion was made by Rylan Norris and seconded by Jacqueline Johnson-Wilkinson to Appoint Charlene Agyemang to Serve a Three-year Term on the Alliance Academy of Cincinnati Board of Directors to Expire in June or 2022. The motion was approved unanimously. (3-0)

5. ACTION ITEMS

a. Approval of Multiple Agenda Items

A motion was made by Jacqueline Johnson-Wilkinson and seconded by Rylan Norris to approve the following:

- Approval of the June 12, 2019 Board Meeting Minutes as submitted;
- Approval of the 2020 Children's Internet Protection Act (CIPA) form 479 as submitted;
- Approval of the Career Technical Education Resolution as submitted;
- Approval of the School Improvement Plans as submitted;
- Approval of the 2019-2020 Five-Year Forecast prescribed by the Ohio Department of Education;
- Approval of the 2019-2020 Annual Budget in the ODE Revised Community School Budget form as prescribed by the Ohio Department of Education;
- Approval of the Board Reimbursement and Compensation Policy as submitted; and
- Appointment of an Administrator (Dean, Principal, or Director of School Quality) not involved in the original suspension determination as the Designee for Suspension Appeals for Alliance Academy of Cincinnati.

The motion was approved unanimously. (4-0)

b. Approval of the Staff Recognition and Student Special Events

A motion was made by Jacqueline Johnson-Wilkinson and seconded by Rylan Norris to approve the expenditure of Board Funds not to exceed the amount of \$4,000.00 for the cost of the Staff Recognition and \$1,000.00 for the cost of the Student Special Events. The motion was approved unanimously. (4-0)

6. DISCUSSION ITEMS

- a. The 2019-2020 Parent and Student Handbook Updates were presented by Greg Dennis.
- b. The 2018-2019 Board Satisfaction Survey Summary was presented by Greg Dennis.
- c. The Background Check Update was discussed. Jacqueline Johnson-Wilkinson is due for an updated background check this year. Greg Dennis will provide the necessary paperwork to complete this task.
- d. 2019-2020 Open Meetings and Public Records Training – Tabled.
- e. The Career Advising and Student Success Plans Policy was presented by Greg Dennis.
- f. The Board Housekeeping was presented by Greg Dennis.
- g. Conflict of Interest Disclosure Form and Governing Authority Annual Disclosure – Tabled.
- h. The Fourth Quarter Financial Statements were presented by Greg Dennis.
- i. The Academic Prevention and Intervention Policy was presented by Greg Dennis.

7. SPONSOR UPDATE

Augie Herman provided an update on behalf of ESCLEW. He verified Board member contact information, discussed opening assurances, upcoming site visits, and the successful completion of the monthly financial review.

8. PUBLIC COMMENT

None was given.

9. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

NEXT MEETING:

Wednesday, October 9, 2019 at 6:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

**ALLIANCE ACADEMY OF CINCINNATI
RESOLUTION of the BOARD of DIRECTORS**

BE IT RESOLVED that the Board of Directors of Alliance Academy of Cincinnati at a Board meeting held on September 11, 2019, duly reviewed the following policy as submitted.

- Career Advising and Student Success Plans Policy

Board President Signature:



Date:

9-11-19
