# Pennsylvania Department of Education

COMMONWEALTH OF PENNSYLVANIA
**DEPARTMENT OF EDUCATION**
333 MARKET STREET
HARRISBURG, PA 17126-0333

# Charter Annual Report
**Tuesday, October 09, 2007**

**Charter School:** Pocono Mountain Charter School
**Address:** 16 Carriage Square
Tobyhanna, PA 18466
**Phone:** (570) 894-5108
**Contact Name:** Dennis Bloom

## SECTION I. EXECUTIVE SUMMARY

### Organization Description

**ORGANIZATIONAL CHART**

**POCONO MT. CHARTER SCHOOL**

**THE BOARD OF TRUSTEES**
**THE MANAGEMENT COMPANY-**

**M/M Dennis Bloom**
**CEO — Mr. Dennis Bloom ; Asst. CEO/ Director of Facility: Mrs. Gricel Bloom**

**PRINCIPAL — Mr. John Severs**

**EDUCATIONAL STAFF:**

**1. Teachers**

**2. Aides**

**3. Support Staff**
**ADMINISTRATIVE ASSISTANT — Ms. Naomi Laura**

1. Maintenance Staff
2. Custodial Staff
3. Kitchen Staff
4. Personnel Manager/Acct. Clerk

## Core Purpose

## Mission

**Mission Statement**

Our mission is to provide learners a quality education utilizing a progressive thinking staff; modern facilities and equipment; and a rigorous curriculum that promotes high academic achievement and advanced skills to support the success of individuals and business/industry in a global marketplace. Furthermore, our vision is to foster high-quality professional development programs for technology applications in education. Finally, our mission is to graduate students capable of thriving as productive citizens in a high-tech society.

The Pocono Mountain Charter School views technology as an effective and necessary tool, capable of enhancing both the communication ability and productive capacity of our students and staff. The opportunity to develop technological proficiency will enable our students and staff to maximize their access to information, enhance problem solving and develop effective communications in the Information Age.

## Vision

**Vision Statement**

The Pocono Mountain Charter School vision for technology includes:

- Successful integration of technology into all aspect of the educational processes administratively, pedagogically and scholastically;
- Mastery of academic standards via enhanced education through technology applications; and
- Universal adoption of technology into the culture of the community.

More specifically, our vision for technology is for:

- The staff and students to develop the skills needed to enable them to access, use and process information using the most up-to-date technologies available.
- The staff and students to develop the skills needed to install and maintain these up-to-date technologies. Involving students in the development of technology is a win-win situation. It enables the school to get more out of each technical skills that they will be able to use in their careers.
- Technology to develop efficient communications for interactions: a) within our school; b) between school and home and c) between our school and community.
- Technology planning that will take into account the most cost effective means of introducing new technologies and developing plans for upgrading into newer technologies as they unfold.
- Teachers to use technology to improve teaching and enhance student learning.
- Administrators to use technology to improve management functions, support decision making and increase organizational efficiency.
- Technology to be used to enable students to meet state-approved academic standards.

## Shared Values

Development of a school portfolio is continuous and ongoing. Our plan for next year is to assess our school progress in creating an understanding of what portfolios are, how they are to be valued and to what end is assessment possible. We realize that we must also continuously assess our data and make adjustments as we go. Through the utilization of models we have obtained, we are now making more informed decisions. We are spending less time on trivial matters and even eliminating those events that no longer support the vision of our school. However, our greatest accomplishment is that we have ways of truly assessing our progress and are able to recognize and celebrate our successes.

The important thing to always remember is that the school portfolio is a process to help move you toward your vision. It is ongoing and requires continuous assessment of the data. Using this procedure for improvement will enhance student achievement by ensuring that all decisions are made to support the vision of the school. The portfolio is a tool that truly makes a difference in the school improvement process.

## Academic Standards

The Pocono Mountain Charter School curriculum and teaching practices are aligned to the academic standards outlined in section 4.12 of 22 Pa. Code. We participate in the PSSA. We have applied for Middle States accreditation. Lesson plans must contain a Penna. Standard number in one area of content.

## Strengths and Challenges

Pocono Mountain Charter School must be committed to continuous self evaluation so that we can identify our needs and institute necessary changes quickly to constantly improve student achievement.
We met the AYP for

1. Expanded the use of technology.
2. Continued summer remediation.
3. Completed special education monitoring
4. Completed federal funding monitoring.
5. Met AYP participation rate.
6. Reduced the number of special education students.

1. Increase PSSA scores in math and reading.
2. Occupy a new building.
3. Continue to move toward meeting the requirement of middle states.
4. Expand summer school to include grades 4-5-6.

# SECTION II. STRATEGIC IMPROVEMENT PLANNING

## Strategic Planning Process

We used the following link: http://www.pde.state.pa.us/pas/cwp/view.asp?a=3&q=106522&pasNav=|6355|. This provided us with a step by step process. The strategic plan is not complete. It will be within the six year requirement.

## Strategic Planning Committee

| Name | Affiliation | Membership Category | Appointed By |
|---|---|---|---|
| Dennis Bloom | CEO | Administrator | Board of Trustees |
| Gricel Bloom | Assistant CEO | Administrator | Board of Trustees |
| John R. Severs | Principal | Administrator | Board of Trustees |
| Loletta Robertson | Buisness Manager | Administrator | Principal |
| Naomi Laura | Director of Human Resources | Administrator | Principal |
| Tina Fornwald | TRF Accounting Services | Business Representative | Board of Trustees |

## Goals, Strategies and Activities

# SECTION III. QUALITY OF SCHOOL DESIGN

## Rigorous Instructional Program

* We use the Penna. Content Standards as the basis for lesson planning and curriculum design. Curriculum alignment with the standards is ongoing. To achieve AYP we commit to and invest in aligning our curriculum, our instruction, and our assessment with the Content Standards every summer.

* We delineated the researched bases strategies we intended to apply at PMCS. First, we listed J. Arthur Jones' model of the Building blocks to Excellence in Achievement:

1. Hard work
2. Challenging Activities; Positive Role Models
3. High expectations; concentrated effort; rewards/recognition
4. Early motivations; Early Positive experiences; Achievement goals; Supportive Environments.

* We advocate for educating students and staff using ASCD's Educating Everybody's Children. The text identifies thirteen strategies as tools teachers need to meet the educational needs of all students, and foster achievement. The text also includes specific teaching strategies designed to enhance student achievement in reading, writing, math and oral communication. Each staff member will receive a copy of the book.

* Identifying and implementing teaching methods that enhance student learning are a crucial part of our obligation to provide a first rate education to students. Identifying and then implementing research-based instructional strategies will continue to be a goal of PMCS. That is the reason why "Differentiated Instruction: is long term staff development project. Differentiated Instruction meets the need to accommodate individual differences with diversified instruction.

## English Language Learners

N/A

## Graduation Requirements

All students must complete a total of 28 credits and a senior project in the course areas of English, Math, Social Studies, Science & Technology beginning in the 9th grade and ending in the 12th grade. They may choose electives and activities depending upon availability and credit requirements needed toward graduation. In addition, we accommodate high school students by allowing them to schedule additional courses, complete an independent study, attend summer school or take an additional semester to acquire the necessary credits. Board policy has approved the option of taking college courses in lieu of high school courses under two conditions: a) The student(s) has to pass the PSSA as a junior and b) the course must meet or exceed the requirements of the high school course.

## Special Education

attached is a copy of the Special Education Policies & Procedures

## Special Education Program Profile - Chart I

| Teacher | FTE | Type of class or support | Location | # of Students | Other Information |
|---|---|---|---|---|---|
| Ms. Helena Schneider | 1.00 | Learning Support | Pocono Mt. Charter School | 15 | Secondary |
| Ms. Jessica L. Lanton | 1.00 | Learning Support | Pocono Mt. Charter School | 15 | Elementary |
| Mr. Richard Cordova | .50 | Learning Support | Pocono Mt. Charter School | 15 | Elementary |

## Special Education Program Profile - Chart II

| Organization | FTE | Type of class or support | Location | # of Students | Other Information |
|---|---|---|---|---|---|
| Therapy Source, Inc. | .2 | Occupational Therapist | Pocono Mt. Charter School | 2 | Elementary |
| Therapy Source, Inc. | .2 | Speech Pathologist | Pocono Mt. Charter School | 6 | Elementary |

## Special Education Program Profile - Chart III

| Title | Location | FTE |
|---|---|---|

| | | |
|---|---|---|
| Psychologist | Pocono Mt. Charter School | .2 |

### Special Education Program Profile - Chart IV

| IU, Public Agency, Organization, or Individual | Title/Service | Amount of Time Per Week |
|---|---|---|
| n/a | n/a | n/a |

## SECTION IV. ACCOUNTABILITY

### Student Assessment - Primary

| Test/Classification | K | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| PSSA | No | No | No | Yes | Yes | Yes |
| Scott Foresman Grade level placement test | Yes | Yes | Yes | No | No | No |

### Student Assessment - Secondary

| Test/Classification | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|
| PSSA | Yes | Yes | Yes | No | No | Yes | No |

### Student Assessment
Attached is the students assessment and the DRC report.

### Teacher Evaluation
Attached is the Teacher Evaluation Plan

## SECTION V. GOVERNANCE REQUIREMENTS

### Leadership Changes
N/A

### Board of Trustees

| Name of Trustee | Office (if any) |
|---|---|
| Michelle Dezonie | President |
| Carlos Ramos | Secretary |
| Maria Torres | Treasurer |
| James White | member |
| Nicole Rodney | member |
| Lisa Bansa | member |
| Marisela Quintares | member |

### Professional Development (Governance)
In-service has been provided by the Board Attorney and Pricipal.

### Coordination of the Governance and Management of the School

The Board President has weekly meeting with the CEO/Asst. CEO. The Board President has access to the Board Attorney by phone and e-mail. The Board of Trustees and the Board of Directors work through the administrative teams in both districts. Meeting between the two entities are as needed or recommended by the administration teams.

### Community and Parent Engagement

Parent Advisory Council met the parent involvement component of federal funding monitory and increased role in school activities, e.g. sponsoring school newspaper,

## SECTION VI. FINANCIAL RESPONSIBILITIES

### Major fund-raising activities

For the year 2006-2007 the Parent Advisory Council conducted the below fund-raising activities.

1. Gerturde Hawk candy sale
2. Gong Show
3. Fall Festival
4. Spring Carnival

Plans for 2007-2008 fund-raising activities.

1. Dominos' Pizza Cards
2. Fall Festival
3. Gong Show
4. Spring Carnival

### Fiscal Solvency Policies

Our goal is to have sufficient surplus to cover four months expenses. to maintain fiscal solvency, bills are paid to a zero balance each month.
The Business Office disseminates a monthly financial statement to the CEO and the Board President. The CPA reconciles the accounts quarterly.

### Accounting System

Quickbooks Premier Accountant Edition 2007

### Audit Firm, Date of Last Audit, Auditor's Opinion, and Any Findings Resulting From the Audit

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Parente Randolph
220 Regent Court
Suite C
State College, PA 16801

Audit date 6/30/2006

Rick Bair - Senior Auditor

### Citations and follow-up actions for any State Audit Report

N/A

## SECTION VII. FACILITY RESPONSIBILITIES

### Acquisition of Facilities, Furniture, Fixtures, and Equipment During the Last Fiscal Year

All purchases submitted by purchase orders. Utilizing the Pennsylvania Education Joint Purchasing Council 2006 AEPA Contracts and vendor information.
Advertising in local newspapers for Bid process. Getting the best price by choosing from three separate vendors.

### Future Facility Plans and Other Capital Needs

An addition is planned during the re-authorized charter for five classrooms and a gym.

## SECTION VIII. HEALTH AND SAFETY RESPONSIBILITIES

### Compliance With Health and Safety Requirements and Maintenance of Health and Immunizations Records for Students

The school has a full time nurse and a part time aide. We developed a Crisis Management Plan between PMCS, the supervising district and security staff. The 2005-2006 reimbursement report is attached. Along with the Wellness policy. All documentation attached.

### Current School Insurance Coverage Policies and Programs

Boardman Hamilton Company
8459 Ridge Avenue
Philadelphia,PA 19128-2197
Edward Roberts-215-487-3600
General Liability; Workers Compensation and Employers' Liability, Property coverage.

Aetna
2201 Renaissance Boulevard
P.O. Box 61516, Mail Stop F230
King of Prussia, PA 19406

Group ID#80019097 Group number: 335147 Control Number: 0852988 Medical & Dental coverage

## SECTION IX. ADMINISTRATIVE NEEDS

### Quality of Teaching and Other Staff

all documentation attached.

### Student Enrollment

We followed the Timetable of Projected steps listed in our charter to enroll new students. From March to May we advertise PMCS's openings in the local newspapers and through flyers sent through bulk mail. "Word of Mouth" is still the primary method advertisement. We begin a waiting list, date the application, once the maximum enrollment number is reached, We take the student who is next on the list for enrollment. We schedule Parent Orientation in August. Parents continue to complete letters of intent throughout the year from which we pull students. Those on the list are contacted, if and when, a student leaves.

>In our charter school application, we stipulated that we would adhere to the cut-off age the Pocono Mountain School District sets for entering kindergarten students that is students ataining their fifth birthday by September 1st.

| Grade Level | Initial enrollment | number dropped | number added |
|---|---|---|---|
| K | 68 | 5 | 0 |
| 1 | 48 | 6 | 0 |
| 2 | 40 | 8 | 2 |
| 3 | 35 | 8 | 4 |
| 4 | 27 | 7 | 4 |
| 5 | 28 | 7 | 3 |
| 6 | 25 | 4 | 3 |
| 7 | 23 | 5 | 1 |
| 8 | 25 | 11 | 2 |
| 9 | 22 | 7 | 1 |
| 10 | 16 | 8 | 1 |
| 11 | 12 | 4 | 0 |
| 12 | 5 | 1 | 0 |

40-PMSD 18-No Show 10-Cyber school 13-moved

314 completed and 271 returning next September 2007-2008.

Total of 103 left voluntarily. No explusions.

PMCS enrollment is currently on target based on charter enrollment policy.

## Transportation

Kevin Aul, Director of Transportation for the Pocono Mountain School District.
*Assigns buses to Pocono Mountain Charter School (PMCS)
*Students are assigned their bus and assigned transfers where applicable to and from school.
*Bus passes are issued with pertinent information for emergency purposes by PMCS.
*In the event of disciplince situations a discipline report is submitted by the bus driver(s) to the school.
The Principal addresses and expedites the report accordingly.

Special Education Students:
*Students are assigned a bus designated to suit their needs.
*Students are assigned an educator at arrival and dismissal to assist student as needed.
*Bus passes are issued with pertinent information for emergency purposes by PMCS.

Suggestions for Improvement to the program:
*Bus drivers could use an adult monitor on their buses for both non and special education students.
*Cameras on all buses
*Expand routes for extra curricular activities.

## Food Service Program

Pocono Mountain Charter School participates in the Free and Reduced Lunch Program with 80% of the student population qualifying for the program.
We serve breakfast and lunch. Lunch is served during one of four periods. Students receive menus in advance. Menus are posted and sent home.

## Student Conduct

70 Students involved in 110 incidents.
97 in school suspensions
13 out of school suspensions.
no students expelled.

# CHARTER SCHOOL ANNUAL REPORT SUMMARY DATA

## Charter School Annual Report
## Summary Data
## 2007 - 2008

**Name of School:** Pocono Mountain Charter School

**Date of Local Chartering School Board/PDE Approval:** 2/2003 reauthorized 6/2006

**Length of Charter:** Four years **Opening Date:** 8/4/2003

**Grade Level:** K-12 **Hours of Operation:** 7am-5pm

**Percentage of Certified Staff:** 86 **Total Instructional Staff:** 29

**Student/ Teacher Ratio:** 13 to 1 **Student Waiting List:** N/A

**Attendance Rate/Percentage:** 94
**Enrollment:** 374 **Per Pupil Subsidy:** $8,044.37 reg $14,486.53

**Student Profile**

**American Indian/Alaskan Native:** n/a
**Asian/Pacific Islander:** 9
**Black (Non-Hispanic):** 221
**Hispanic:** 100
**White (Non-Hispanic):** 44
**Multicultural:** n/a

**Percentage of Students from Low Income Families Eligible for a Free or Reduced Lunch:** 80

**Provide the Total Unduplicated Number of Students Receiving Special Services (Excluding Gifted) as of Previous December:** 43

| Number of: | K (AM) | K (PM) | K (FTIME) | ELEM | MIDDLE | SEC. | TOTAL |
|---|---|---|---|---|---|---|---|
| Instructional Days | 0 | 0 | 180 | 180 | 180 | 180 | 720 |
| Instructional Hours | 0 | 0 | 5 | 5 | 6 | 6 | 22 |

# ASSURANCE FOR THE OPERATION OF CHARTER SCHOOL SERVICES AND PROGRAMS

**School Year: 2007**

The Pocono Mountain Charter School within Colonial IU 20 assures that the charter school will comply with the requirements of 22 PA Code Chapter 711 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE. The charter school assures:

1. There are a full range of services, programs and alternative placements available for placement and implementation of the special education programs in the charter school.
2. The charter school has adopted a "child find" system to locate, identify and evaluate children who are thought to be a child with a disability eligible for special education residing within the charter school's jurisdiction. "Child find" data is collected, maintained, and used in decision-making. Child find process and procedures are evaluated for effectiveness. The charter school implements mechanisms to disseminate child find information to the public, organizations, agencies, and individuals on at least an annual basis.
3. The charter school has adopted policies and procedures that assure that students with disabilities are included in general education programs and extracurricular and non-academic programs and activities to the maximum extent appropriate in accordance with an Individualized Education Program.
4. The charter school will comply with the PA Department of Education annual report requirements including special education information.
5. The charter school follows the state and federal guidelines for participation of students with disabilities in state and charter school-wide assessments including the determination of participation, the need for accommodations, and the methods of assessing students for whom regular assessment is not appropriate.
6. The charter school assures the Pennsylvania Department of Education that funds received through participation in the medical assistance reimbursement program, ACCESS, will be used to enhance or expand the current level of services and programs provided to students with disabilities in this local education agency.

**This assurance must be signed by the Board President and the Chief Executive Officer for the charter school to operate services and programs.**

_____ _____

**Board President** **Date**

_____ _____

**Chief Executive Officer** **Date**



**Verify that all DATA reports to PDE are complete** **YES** _____ **NO** _____

**SIGNATURE PAGE**

*Identify the charter school's Chief Executive Officer.*
**Name** Dennis Bloom
**Title** Chief Executive Officer
**Phone** 570-894-5108 **Fax** 570-894-2793
**E-mail** dbloom@poconomountaincharterschool.org

_____ _____
*Signature of the Chief Executive Officer and Date*

*Identify the charter school's President of the Board of Trustees.*
**Name** Michelle Dezonie
**Title** Pres. of Board Trustees
**Phone** 570-894-5108 **Fax** 570-894-2793
**E-mail** Dezonie8@aol.com

_____ _____
*Signature of the President of the Board of Trustees and Date*

*Identify the charter school's Special Education Contact Person.*
**Name** Helena Schneider
**Title** Special Educ.
**Phone** 570-894-5108 **Fax** 570-894-2793
**E-mail** hSchneider@poconomountaincharterschool.org

_____ _____
*Signature of the Special Education Contact Person and Date*