
Pennsylvania Department of Education



Commonwealth of Pennsylvania
Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Charter Annual Report
Monday, February 14, 2011
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CHARTER SCHOOL ANNUAL REPORT SUMMARY DATA

Summary Data Part I

Charter School Annual Report Summary Data 2009 - 2010

Name of School: Propel CS-Homestead

Date of Local Chartering School Board/PDE Approval: 10/23/2008- Renewal

Length of Charter: 5 years **Opening Date:** Sept. 2, 2003

Grade Level: K-12 **Hours of Operation:** 8:30AM - 3:30PM

Percentage of Certified Staff: 100% **Total Instructional Staff:** 38

Student/Teacher Ratio: 13:1 **Student Waiting List:** 277(as of July 1)

Attendance Rate/Percentage: 93%

Summary Data Part II

Enrollment: 496 Per Pupil Subsidy: 13,649

Student Profile

| | |
|---------------------------------|-----|
| American Indian/Alaskan Native: | 0 |
| Asian/Pacific Islander: | 0 |
| Black (Non-Hispanic): | 422 |
| Hispanic: | 4 |
| White (Non-Hispanic): | 28 |
| Multicultural: | 42 |

Percentage of Students from Low Income Families Eligible for a Free or Reduced Lunch: 87.35%

Provide the Total Unduplicated Number of Students Receiving Special Services (Excluding Gifted) as of Previous December: 96

Instructional Days and Hours

| Number of: | K (AM) | K (PM) | K (F.Time) | Elem. | Middle. | Sec. | Total |
|---------------------|--------|--------|------------|-------|---------|------|-------|
| Instructional Days | 0 | 0 | 185 | 185 | 185 | 185 | 185 |
| Instructional Hours | 0 | 0 | 1110 | 1110 | 1110 | 1110 | 1110 |

SECTION I. EXECUTIVE SUMMARY

Educational Community

Propel Charter School-Homestead has completed its seventh year. Propel Homestead served 496 students from 13 different school districts. The school implemented the programs described in the charter; children made substantial learning gains; and the school is organizationally and fiscally healthy. This report reviews the programs the school implemented, describes the children the school served, provides data on the learning that took place, and outlines the goals to be pursued in the coming year.

At year end, 19% of the children at the school had an IEP. The student body was 6% white, 85% African-American, 9% multiracial, and 1% other; and there was a very high incidence of poverty (87.35% eligible for free or reduced price lunches).

The school's mission is to develop academically accomplished young men and women who are poised, curious, and disciplined—upstanding individuals who will be effective members of a community. Propel graduates will be great readers, writers and problem solvers, knowledgeable, confident in themselves, and ready and eager to impact their communities; benefiting themselves, their neighborhoods and our region. The school is a dynamic place where teachers, families, students and community partners work together both in the pursuit of excellence and in the cultivation of curiosity, creativity and collaboration. The school encourages excellence through an intense focus on reading, writing, mathematics, history and science and through explicit attention to the creation of a caring, nurturing community that provides, in partnership with families, abundant individual support and encouragement.

Propel Charter School-Homestead has put in place the unique and powerful program described in the charter. This program includes: 1) Full day Kindergarten and a longer school year and longer instructional day; 2) small class sizes and individual attention; 3) a 2 ½ hour literacy block; 4) a unique core studies program; 5) a unique cultural arts program; and 6) a powerful professional development program.

Implementing this program requires a very strong staff, and the school has that kind of staff. Bob Bischoff and Ariane Watson served as the school's principals, at the K-8 building and Dr. Carolyn Davis as the Principal in the 9-12 school and Dr. Carol Wooten, Chief Academic Officer, actively supported them and the remainder of the school staff. Megan Newsome served as the Literacy Coach; Marsha Burlson as the Mathematics coach at the K-8 building. This highly talented leadership team led a 100% certified of 38 teachers. They were assisted by ? full and part-time instructional aides. The school implemented a professional development program that included in classroom coaching, seminars, workshops at the school, as well as attendance at workshops presented by the AIU, PATTAN, PDE and others.

During the year, Propel Homestead expanded its strong on-going assessment plan. The plan included a set of targets based on multiple measures. There were very strong gains in math and reading (as measured by PSSA). Parents were very satisfied with the school, and student attendance was good.

Mission

Our mission is to develop academically accomplished young men and women who are poised, curious and disciplined; upstanding individuals who will be effective members of a community. Propel graduates will be great readers, writers and problem solvers, knowledgeable, confident in themselves, ready and eager to impact their communities; benefiting themselves, their neighborhoods and our region.

Vision

We envision dynamic schools where teachers, families, students and community partners work together both in pursuit of excellence and in the cultivation of curiosity, creativity and collaboration. Propel schools encourages excellence through an intense focus on reading, writing, mathematics, history and science. We pay explicit attention to the creation of a caring, nurturing community that provides, in partnership with families, abundant individual support and encouragement.

Shared Values

We have core beliefs about Academics, Community and Personal Power that anchor our work and serve as touchstones, shaping key decisions in the life of our schools.

On Academics

Leading children to academic accomplishments is a central purpose of our school. We place supreme importance on the development of literacy because reading well is the foundation for further learning. We believe children are able to think deeply and that this intellectual engagement is central to academic accomplishment.

On Community

We believe in the power of a community to lift individuals, and that it is our job to prepare children to build and be part of such communities. We also believe it is our job to lead teachers, parents and community partners, through an open exchange of ideas, to share a sense of responsibility for the success of each child.

On Personal Power

We believe that every child is unique and personally powerful. Pursuing personal passions and participating in the arts, physical activities and community service promote both understanding of the world, and appreciation for individual differences. We see children as active participants in creating their futures and feel it is our job to constantly encourage children to explore and reflect, cultivating knowledge of self and a sense of personal efficacy and power.

Academic Standards

At Propel, we believe strongly in the need for clear expectations. These expectations define what Propel students should know and be able to do. They provide students and their families with clear goals for the hard, focused work that is an integral part of life at a Propel school.

What follows is a list of the major goals that anchor these clear expectations, brief descriptions of what we expect in terms of Academic learning, learning to be effective in a Community, and learning to be Personally Powerful. They emerge from our vision of schooling and are fully aligned with the **Pennsylvania State Academic Standards**. They provide a clear goal for students and constitute a promise to families enrolling children at a Propel school.

Students in Propel's K-12 school program will:

Academics

Demonstrate excellence in core academic disciplines

- a. Read and write well;
- b. Listen skillfully and communicate clearly;
- c. Show a meaningful understanding of mathematics—see relationships and patterns, compute fluently and apply skills and procedures to solve problems;
- d. Show knowledge of historical events and an understanding of historical research, sources, chronology and interpretation;
- e. Show knowledge of scientific principles and an ability to apply methods of scientific inquiry.

(Demonstrations fully aligned with the PA Academic Content Standards)

Community

Develop awareness, understanding, and appreciation of what it means to be part of a community

- a. Work effectively with peers and others to achieve a goal;
- b. Manage time and resources to meet commitments and obligations;
- c. Understand the roles of a leader, a follower, and an individual in a group;
- d. Understand and respect the differences within and among various communities and negotiate differences with others tactfully.

Personal Power

Develop a clear sense of purpose and path and pursue a personal passion

- a. Set goals and reflect accurately on progress toward those goals;
- b. Demonstrate self-discipline and work hard to achieve goals;
- c. Recognize personal strengths and weaknesses;
- d. Demonstrate curiosity about the world and an eagerness to learn and grow;
- e. Appreciate many kinds of positive, personal expression (including the arts, music, language, sports, and hobbies);
- f. Acquire expertise in and passion for at least one.

Strengths and Challenges

Strength and Challenges

Propel Charter School-Homestead is using the School Improvement planning process to improve upon the areas identified as Challenges and to further strengthen the areas identified as Strengths. Stakeholders have participated in many ways in creating the plan, and multiple data sources were used to demonstrate results. These data sources include teacher records and observations, student feedback, parent and teacher surveys, the 4SIGHT, the PSSA, the MAP (NWEA) Assessment at all grade levels, developmental reading assessments, and local assessments. Multiple data sources are further strengthened by an annual review of the curriculum by the Educational Advisory Committee which is comprised of well-known experts from higher education, educational research organizations, the cultural arts, and the manufacturing and technology sector.

The 2009-2010 school year ended with 496 students in grades K — 11. At the end of year one Strengths and Challenges were identified. These areas continue to be used for school improvement planning.

Strengths: Research-Based Academic Program that Led to Stakeholder Satisfaction and Student Growth, School Climate, Parent Satisfaction, Partnerships, Teacher Professional Growth.

Challenges: Students Who Are Performing below Grade Level and Full Implementation of the School-wide Discipline Plan.

The following Chart gives a more detailed description of the Strengths and the Challenges. They are broken down into Relevant Information (the 200-2009— 2010 school year) and Next School Year (the 2010- 2011 school year).

Strengths

Student Achievement (Academics)

| | |
|------------------------------------|--|
| <p>Relevant Information</p> | <p>91% of the parents, and 88% of the students say that the school maintains high academic standards (end of year survey). The math program <i>Investigations</i> is used in grades K — 5 (Recommended by the NCTM) and <i>Connected Math</i> is used in grades 6 — 8 (Recommended by the NCTM); an integrated math program is supported by Holt, McGraw-Hill, Glencoe in grades 9-11; the Reading Program <i>Open Court</i> is used in grades K — 6 (Recommended by the NCTE); Genre Studies, World and American Literature and the Humanities are studied in grades 7 - 11; the Waterford Early Reading Program is used in grades K - 2; and the 100 Book Challenge Program and leveled libraries are used at all grade levels K - 8. ASSET Science is used in grades K — 8 (Recommended by the NSF) and the PDE Curriculum Framework provides the curriculum for the integrated science program in grades 9 - 11. The History Alive/ <i>Social Studies Alive</i> Program is used at all grade levels.</p> <p>Data showing growth in academics: PSSA, 4Sight, Waterford Early Reading Program, Corrective Reading Program, Open Court Reading Program Assessments, TERC and Connected Mathematics Assessments, Success Maker, ASSET Science Assessments and local assessments.</p> |
| <p>Next School Year</p> | <ul style="list-style-type: none"> • The percentage of parents and students who say that the school maintains high academic standards (end of 2009 - 2010 school year survey) will increase (moving toward 100%.) • Propel students will show continued growth based on the data sources listed above (with the added data from the MAP Assessment.) • The intervention hour will continue and be strengthened for all grade levels. Before and after school tutoring will be expanded. • An Instructional Coach has been hired to work with students at the high school level • Intense focus will be placed on grades 3 - 5 in Reading. |

School Climate

| | |
|------------------------------------|--|
| <p>Relevant Information</p> | <p>Students and parents report that children feel physically and emotionally safe at school. Student Attendance averaged 94%. 74% of teachers, 91% of parents and 71% of students say school is safe and secure. Faculty and Staff has received training on School Wide Positive Behavior Support. The Code of Conduct is being revised and approved by the School Board. An Anti-Bullying Policy was approved by the School Board and integrated into the school climate.</p> |
|------------------------------------|--|

| | |
|-----------------------------|---|
| Relevant Information | Students and parents report that children feel physically and emotionally safe at school. Student Attendance averaged 94%. 74% of teachers, 91% of parents and 71% of students say school is safe and secure. Faculty and Staff has received training on School Wide Positive Behavior Support. The Code of Conduct is being revised and approved by the School Board. An Anti-Bullying Policy was approved by the School Board and integrated into the school climate. |
| Next School Year | <ul style="list-style-type: none"> • A faculty committee on school climate will meet to further support the culture of learning and security. • The number of teachers, parents, and students who give the school climate a favorable rating will increase significantly. • The number of teachers and students stating that the school is safe and secure will increase significantly. • The School Wide Positive Behavior Support Plan will be fully implemented. • The revised Code of Conduct will support the SWPBS Plan. |

Parent Satisfaction

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| Relevant Information | <p>89% of parents give the school an A or B, and over 87% feel that teachers really care about their child.</p> <p>Parents visit the school frequently and volunteer on a regular basis. Many attended Literacy and Math Nights. Most parents attend the Celebration of Learning following each Creative Arts Module. Many parents attended our Propel-wide Basketball Tournament. Parents chaperone all field trips and attend many cultural arts events with their children.</p> |
| Next School Year | <ul style="list-style-type: none"> • Parents will be given a list of specific volunteer opportunities, and principals and teachers will work to include more parents in school activities. • Parent workshops will be expanded with a focus on how they can help increase the academic achievement of their children (Math Nights and Literacy Nights for every grade level.) • An effort will be made to increase parent participation in the School Council. • A Parent Resource Center will be expanded at Propel Homestead • School-Home communication will be expanded and include more home visit |

Partnerships

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| Relevant Information | Propel has established Creative Arts Partnerships with the Pittsburgh Theater Dance Ensemble, Civic Light Opera, Studio J Dance, the Black Potter, Unseam'd |
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| | <p>Shakespeare, YMCA, Conquer Your Fitness and other local painters and musicians. These organizations provide the artists in residence. Propel principals participate in the Principals Academy and the Advanced Leadership Academy and the superintendent participates in the Forum for Western PA Superintendents through a partnership with the University of Pittsburgh. A partnership with AmeriCorps provides members in the school daily to tutor and mentor students. Propel also has a Colleague in Residence through the ELI Program at the University of Pittsburgh. A partnership with Heritage Health Foundation provides a summer program and an after school program. A partnership with the University of Pittsburgh provides MAT Interns and student teachers in all Propel Schools along with three research projects. The Pittsburgh Passion provides mentoring for middle school girls. Propel high school students have access to the Carnegie Library of Pittsburgh. They participate in many service learning and experiential projects to include the Young Preservationists of America, Youth Works, Pittsburgh Beekeepers, and the Hip Hop On Lock Program. Pre-Service Teacher programs were established with The University of Pittsburgh, Point Park University, Chatam University and Carlow University.</p> |
| Next School Year | <ul style="list-style-type: none"> • Additional cultural Arts Partnerships will be established and some will be funded by grants written and received by Propel's Arts Coordinator. • Pre-service teacher partnerships will be expanded to include more student teachers. • The number of students participating in the after school and summer program will increase. • The Young Preservationists of America Program will be expanded. • The number of university/Propel research projects will be expanded. |

Teacher Professional Growth

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| Relevant Information | <p>80% of teachers state that they are satisfied with the Propel Culture and opportunities.</p> <p>Propel teachers receive far more professional development than those in traditional public or private schools. Teachers work 220 days each year. This includes 190 student days. Teacher training days include: 10 days prior to the start of the school year, 10 days during the school year, 5 days at the end of the school year, and 5 days during the summer. Teachers participate in training at the AIU, local colleges and universities, ASSET Science, Inc., PATTAN, NCTM Conferences, state and national technology conferences, local school districts and professional teaching organizations.</p> |
| Next School Year | <ul style="list-style-type: none"> • Leadership opportunities will be expanded for teachers to conduct on-site and off-site workshops for other teachers. • Teachers will have opportunities to participate in and lead professional |

| | |
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| | <p>learning communities.</p> <ul style="list-style-type: none"> • Teachers will provide workshops and facilitate the work of paraprofessionals and AmeriCorps Members. • Teachers will be encouraged to join and participate in professional organizations (for example: NCTM, NCTE, ASCD, AERA, etc.). • Teachers will assume leadership roles in ASSET Science • Lesson Study will be implemented by the Math Coach, Literacy Coach, and high school Instructional Coach. • Teachers will have leadership opportunities in the After-School and Summer Programs and in the Propel wide Differentiated Supervision Program. • Percentage of teachers satisfied with their professional opportunities will continue to increase. • Tuition Reimbursement will be continued. • Teachers will be encouraged to present at local, state, and national conferences. |
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CHALLENGES

Students Performing Below Grade Level

| | |
|-----------------------------|--|
| Relevant Information | Although Homestead made AYP in year 2008-2009 and it is predicted that this will be the case for 2009-2020 there are serious concerns in several areas. Grades 3 and 4 had very low reading scores and grade 11 had very low math scores. |
| Next School Year | <ul style="list-style-type: none"> • Revisions will be made to the literacy schedule and centers, and interventions will be expanded and strengthened. • Intervention Hour will be continued and strengthened. • Reading specialist who has worked with primary students will also work with the intermediate grades. • There will be a more in-depth sharing of data with the after school program • Homework will be targeted to intervene where there are deficits. • Director of Curriculum, Instruction, and Assessment will work closely with the Literacy Coach and Principals to increase student achievement school-wide with a particular focus on grades 3 - 6. |

School-wide Discipline Plan

| | |
|------------------------------------|--|
| <p>Relevant Information</p> | <p>The over-arching discipline policy is stated in the Propel Code of Conduct. The School-Wide Discipline Plan addressed specific behaviors in classrooms, hallways and the dining room, etc. This plan was designed to be consistent and to have progressive consequences.</p> <p>The first steps were taken to begin the implementation of a School Wide positive Behavior Support Plan. Major and minor infractions were well defined and the consequences are to be made clear. This plan was communicated to the faculty and staff and training occurred throughout the school year.</p> <p>Although the number of disciplinary actions/consequences decreased the goal is to move toward a continued decrease.</p> |
| <p>Next School Year</p> | <ul style="list-style-type: none"> • School Wide Positive Behavior Support Plan will be fully implemented and supported by the revised Propel Code of Conduct. • Character Building Programs such as Second Step Program will be more fully implemented. • An Anti-Bullying Policy, approved by the School Board, will be full implemented. • Professional Development seminars will be conducted to address more effective implementation of the SWPBS Support Plan. • Principals, counselors, coaches, and teachers will focus on full and consistent implementation of the SWPBS Plan. • A Propel-wide social worker will be on staff. |

SECTION II. STRATEGIC IMPROVEMENT PLANNING

Strategic Planning Process

Propel strongly believes in developing annual performance goals based on the mission, vision and beliefs of the school. During the 2009-10 school year, Propel continued to utilize a comprehensive framework of performance indicators developed during the 2004-2005 school year. The indicators cover the broad domains of:

- A. Student performance;
- B. Stakeholder satisfaction;
- C. School Culture; and
- D. Cultural Experiences

This Propel Schools' trustees reviewed and accepted the 2009-2010 indicators. The indicators are used to report the school's performance and track longitudinal progress.

In order to present a comprehensive view of the performance, multiple assessments are given. This allows the presentation of a more comprehensive measure of performance, but also generates information that is useful for internal planning and instructional improvement. Multiple indicators are sometimes given around a particular indicator. For example, for math proficiency,

included is the required AYP goal, but because this goal is only grade 3 and up, we also included a proficiency measure based on the NEWA MAPs and 4Sight.

Note that for the core areas of math and reading, the goals are not just for proficiency but for growth. The schools beliefs revolve around the importance of multiple indicators for success, not just at the percentage of students who reach a benchmark, but at the percentage of students who are improving their skills each year regardless of the starting point.

Strategic Planning Committee

| Name | Affiliation Membership Category | Appointed By |
|--------------------|--|---------------------|
| Bartlett, Randall | Propel CS Administrator | Carol Wooten CAO |
| Darryl Robinson | Propel CS Administrator | Jeremy Resnick |
| Davis, Dr. Carolyn | Propel CS Administrator | Carol Wooten CAO |
| Dr. Carol Wooten | Propel CS Administrator | Board of Trustees |
| Jeremy Resnick | Propel CS Administrator | Board of Trustees |
| Mandi Davis | Propel CS Special Education Representative | Carol Wooten |
| Robert Bischoff | Propel CS Administrator | Carol Wooten |

Goals, Strategies and Activities

Goal: Operate a successful school in accordance with the charter

Description: Provide a comprehensive framework of performance indicators to track and report school performance (see attached Annual Measurable Goals Chart in required documents section under data tab)

Strategy: Create a positive school climate

Description: Assure a safe, secure and nurturing environment where all students can learn to their maximum potential

Activity: Collect relevant data based on annual measurable goals chart

Description: Measures of attendance, parent involvement, safety, rigor, and caring.

Person Responsible Timeline for Implementation Resources

| | | |
|--------------|------------------------------------|---|
| Carol Wooten | Start: 1/1/2007 Finish: Ongoing | - |
|--------------|------------------------------------|---|

Status: Complete

Strategy: Ensure that stakeholders are satisfied

Description: A positive affect among all stakeholders

Activity: Collect relevant data based on annual measurable goals

Description: Measures of family satisfaction, re-enrollment, waiting list, faculty satisfaction

Person Responsible Timeline for Implementation Resources

Carol Wooten Start: 1/1/2007 -
 Finish: Ongoing

Status: Complete

Strategy: Improve student performance

Description: Deliver a rigorous instructional program to enhance student achievement

Activity: Collect relevant data based on annual measurable goals

Description: Measures of student academic proficiency and growth by PSSA and growth in math and reading as measured by SAT 10 and 4-Sight

Person Responsible Timeline for Implementation Resources

Carol Wooten Start: 1/1/2007 -
 Finish: Ongoing

Status: Complete

Strategy: Provide cultural experiences

Description: Engage external partners to provide daily cultural experiences to all students

Activity: Collect relevant data based on annual measurable goals chart

Description: Measures of time during the school day devoted to the arts and the number of cultural arts partners

Person Responsible Timeline for Implementation Resources

Carol Wooten Start: 1/1/2007 -

Finish: Ongoing

Status: Complete

Statement of Quality Assurance

Charter school has met AYP.

There are currently no supporting documents selected for this section.

SECTION III. QUALITY OF SCHOOL DESIGN

Rigorous Instructional Program

Rigorous Instructional Program

The school's program is an innovative combination of proven practices. They are described below.

Structure

The school is small (496 students in grades K — 11) and will stay small (<600). Class sizes are small (maximum of 20 in K-4, 25 in 5-8 and advisories of 16 to 20 at the high school level. There is more time for instruction because the school day is longer (6 hours of instruction daily) and the school year is longer (190 calendar days). We also offer a full-day Kindergarten. Our teachers work 220 days each year, an increase which allows for extensive professional development. This is in addition to the in-classroom coaching and workshops that occur before and after school.

Continuous Assessment to Meet Individual Needs

The heart of high performance and continuous improvement is the regular and persistent review of data and results. Our frequent assessments identify where intervention, support, and enrichment must guide instruction. We assess through: Kindergarten Readiness; the DIBELS Reading Assessment — at least 3 times a year; the DRA — annually for everyone in the primary grades, and more frequently for students not at grade level; Corrective Reading — ongoing assessment for students not at grade level; PSSA — Grades 3 - 11; MAP (NWEA) Assessment at all grade levels; 4Sight five times; and an ongoing reading level based on the 100 Book Challenge program and other diagnostic reading assessments. Most importantly, we make decisions throughout the school year based on the assessment data. For example, during this past year, we moved children up a grade level and had children in multi-grade experiences. High School students are in multigrade advisories and seminars. We also use flexible grouping in both literacy and math to ensure that children are receiving instruction that is at the appropriate level.

Tutoring sessions are scheduled throughout the day, after school, and in the summer program. The assessments are also used to create individual student achievement goals that are monitored and changed based on assessment results. Students in grades 9 - 11 create Personal Learning Plans and use a software program (Project Foundry) to create and share information about their projects.

Unique 2 to 2.5 Hour Literacy Block

The school uses a developmental, phonics based reading program to build decoding, fluency and comprehension skills. Our students use the highly recommended (NCTE) Open Court Series, which is compatible with our Balanced Literacy Program. We also use the Waterford Reading Program, a nationally recognized and award-winning program for primary students. Students in grades K-5 have two and a half hours of literacy each day, and students in grades 6 — 8 have an hour of reading and an hour of language arts. Students in grades 9 - 11 have a one and a half hour Literacy Block. Reading time is comprised of Phonics and Word Studies and immersion into authentic literature. We use the 100 Book Challenge program in grades K - 8 to put Leveled Libraries in each classroom (a new and well-researched movement in Reading Instruction) so that we can meet the individual needs of our children. Our Literacy time is broken into: Read Alouds, Shared Reading, Guided Reading, Independent Reading, Literature Circles, Genre Studies, Humanities Projects, and Guided and Independent Writing (Propel-Wide Writing Program.)

Strong Math Program

Propel uses a mathematics program that develops the student's ability to use, represent, and explain mathematical concepts — one that emphasizes computational fluency, conceptual understanding and problem solving. Investigations in Data, Number and Space (the TERC program is used for grades K — 5 and Connected Math is used in grades 6 — 8). The math program in grades 9 - 11 is an integrated program based on the SAS Curriculum Framework (PDE) and uses various books and software recommended by the NCTM. The science program is ASSET Science (recommended by PDE) for grades K - 8 and an integrated science program for grades 9 - 11 is based on the SAS Curriculum Framework. They are very compatible with the other in-depth, inquiry-based programs used in Literacy, Science and Social Studies. Our K - 4 children use Every Day Counts to analyze data, see patterns, explore math relationships, and communicate using math terms. The software programs Success Maker Math, Study Island and Apangea supplement the math program grades 3 and above.

Core Studies for In Depth Learning

Propel students engage in a series of core studies of six weeks in duration. These are intensive, in-depth investigations drawn from the disciplines of social studies and science. Each core study also includes field trips, trade books, investigation, and research. Social Studies Alive is the social studies program for students in grades K — 4. History Alive is the program for grades 5 — 12. All

grades participate in a World Cultures Study the last six weeks of school. This study ends in a culminating event, a World Cultures Fair which is open to family, friends, and the community. Students in grades 9 - 12 participate in many experiential and service learning projects in the community.

The science component of these studies incorporates the inquiry-based ASSET Science, which is used throughout Allegheny and surrounding counties. Examples of topics are the Kindergarten study of Trees, the first and second grade study of Changes, the third and fourth grade study of Rocks and Minerals, and the middle level study of Populations and Ecosystems. Students in grade 9 - 12 complete a rigorous integrated science program which is project-based and based on the SAS Curriculum Framework Big Ideas in Science. Students also complete experiments, study concepts, take field trips, and read literature relevant to each topic.

The Core Studies have a unique program at the end of each six -week study; a culminating event that is tied to our Celebration of Learning (see below) takes place. Culminating events give students an opportunity to showcase their work and learning in social studies and science at a well-attended parent/community event.

Students can pursue interests that emerge during these Core Studies by participating in after school and summer activities. Students receive further enrichment through participation in Odyssey of the Mind, and various competitions at the Carnegie Science Center.

Celebrations of Learning and Our Enrichment Modules

Six times a year, a Celebration of Learning showcases student work and accomplishment in both the Cultural Arts module and the science or social studies unit just completed. The Cultural Arts module supplements and supports the ongoing use of creative expression in the classroom and replaces traditional "specials." Residencies of local artists support the work of the Creative Arts coordinator. This year, we have completed modules with local artisans, The Pittsburgh Dance Ensemble, Black Potter, Civic Light Opera, Studio J Dance, Conquer Your Fitness, Unseam'd Shakespeare, the YMCA, and other local artists and musicians.

Strong Teacher Selection, An Uncommon Professional Development Program

We are able to accomplish these activities through outstanding faculty and staff. Our teachers are certified and highly qualified; most of our teachers have either a graduate degree or are in graduate school. The interview process is rigorous — Candidates must present a lesson, complete a collaborative project, critique a lesson, complete a writing sample, and have a personal interview. Teachers are observed frequently by both administrators and supported by the school's Literacy and Math Coaches. The superintendent has had experience in Curriculum and Instruction in three local districts, and has been a high school, middle school and elementary principal. She left a superintendent's position to come to Propel, and continues to participate in the Western Pennsylvania Forum for Superintendents. She brings an extensive knowledge base to the academic program in the school. The Director of Curriculum, Instruction, and Assessment has been an administrator in two Propel Schools and has completed graduate work in this area

and has completed the Principals Academy and currently attends the Advanced Leadership Academy at the University of Pittsburgh.

Intensive Use of Technology

At Propel we value the use of technology in assessing students, maintaining an extensive student data base, and using existing and emerging technologies as tools for enhancing classroom instruction and student learning. Parents have secure web access to their children's grades and attendance. We currently have mobile laptop labs and PC's in each classroom, and two state-of-the-art PC's in Grades Kindergarten through Two (housing the Waterford Reading Software Program). Each 9 - 12 student is assigned a personal laptop computer, and many students are assigned cameras and other equipment throughout the year. There are laptops in the special education resource room and the gifted resource room which are equipped with grade appropriate reading and math software. Distance Learning equipment has been installed and Smart Boards and document cameras are used throughout the building. The Director of Technology is a Keystone Educator and is in classrooms daily assisting with technology integration. Propel Schools hosts an annual Technology Fair and the Discovery Educators Workshops, both open to other districts.

Mission Driven School Anchored in Research on Best Practice

Our school is a dynamic place where teachers, families, students and community partners work together. The academic achievement of our children is the central focus. We encourage excellence through an intense focus on reading, writing, mathematics, science and social studies. The curriculum follows the PA State Standards, and the Literacy Program is also aligned with the New Standards. Our high school is an EdVisions School, based on the most current national research about highly successful, non-traditional, small high schools. We are research-based. Our senior instructional staff has completed five years of training with the University of Pittsburgh's Learning Research and Development Center at the Institute for Learning. Frequent and sometimes daily workshops on the Principles of Learning are a part of life at the school. Teachers receive ongoing training in Clear Expectations and Accountable Talk. We have multiple research projects throughout the year in partnership with the University of Pittsburgh and Carnegie Mellon University. We pay close attention to the research on how children learn and the key elements of highly successful schools. Our Executive Director and Superintendent have visited outstanding public schools locally, regionally, nationally, and internationally.

Rigorous Instructional Program - Attachments

- Rigorous Instructional Program
- Propel Schools Mentoring and Induction Program 2010

English Language Learners

The school has had no English Language Learners enroll. In the event that a child does enroll an ELL, our plan is to contract with AIU 3 which has an ESL department which both conducts evaluations and provides ongoing services. A copy of the report cover page from the LEP System submissions of ELL data to PDE Bureau of Teaching and Learning Support is attached.

English Language Learners - Attachments

- Propel Schools' ESL Plan
- Homestead ESL 2010

Graduation Requirements

1. Students are required to complete 200 credits.
2. Students must demonstrate competency, as determined by external validated student assessments, in English, Mathematics and Writing.
3. Students must write an autobiography and present it to their Advisory group which details the student's life up to their graduation from Propel Andrew High School.
4. Students must have a detailed post-secondary education plan based on the goals identified in their Personalized Learning Plan.
5. Students must complete one internship, workforce placement or dual enrollment in their 11th and 12th grade year.
6. Students must satisfactorily complete and present a senior project.
7. Students must complete at least 8 credits of Service Learning in the community.

Special Education

All Special Education policies and procedures for Propel Charter School Homestead are attached.

Propel arranged to meet the needs of those children requiring specialized instruction through a combination of its own staff, contracted staff, and alternative placements.

Special Education - Attachment

- Special Education Annual Report 2010

Special Education Program Profile - Chart I

| Teacher | FTE | Type of class or support | Location | # of Students | Other Information |
|-----------|-----|--------------------------|--------------------|---------------|-------------------|
| Teacher A | 1 | Learning Support | Propel - Homestead | 5 | N/A |
| Teacher B | 1 | Learning Support | Propel - Homestead | 11 | N/A |
| Teacher C | 1 | Learning Support | Propel - Homestead | 15 | N/A |

| | | | | | |
|-----------|---|-------------------|----------------------------------|----|-----|
| Teacher D | 1 | Learning Support | Propel - Homestead | 10 | N/A |
| Teacher E | 1 | Learning Support | Propel - Homestead | 12 | N/A |
| Teacher F | 1 | Emotional Support | Propel - Homestead | 5 | N/A |
| Teacher G | 1 | Learning Support | Propel Andrew Street High School | 8 | N/A |
| Teacher H | 1 | Learning Support | Propel Andrew Street High School | 11 | N/A |

Special Education Program Profile - Chart II

| Organization | FTE | Type of class or support | Location | # of Students | Other Information |
|-------------------------------------|-----|-----------------------------|--|---------------|-------------------|
| Family Links | 1 | Emotional Support | Family Links Therapeutic Learning Center | 2 | N/A |
| Wesley Sprectrum Services | 1 | Autistic Support | Wesley Highlands | 1 | N/A |
| Wesley Spectrum Services | 1 | Emotional Support | Wesley Highlands | 1 | N/A |
| Pace | 1 | Emotional Support | Pace School | 1 | N/A |
| Crossroads Speech and Hearing, Inc. | .50 | Speech and Language Support | Propel - Homestead | 23 | N/A |

Special Education Program Profile - Chart III

| Title | Location | FTE |
|-------------------------------|----------------------------------|-----|
| Paraprofessional A | Propel - Homestead | 1 |
| Paraprofessional B | Propel - Homestead | 1 |
| Paraprofessional C | Propel - Homestead | 1 |
| Paraprofessional D | Propel - Homestead | 1 |
| Paraprofessional E | Propel - Homestead | 1 |
| Special Education Coordinator | Propel - Homestead | .25 |
| School Psychologist | Propel - Homestead | .25 |
| Paraprofessional F | Propel Andrew Street High School | 1 |
| Paraprofessional G | Propel Andrew Street High School | 1 |
| Paraprofessional H | Propel - Homestead | 1 |

Special Education Program Profile - Chart IV

| IU, Public Agency, Organization, or | Title/Service | Amount of Time Per |
|-------------------------------------|---------------|--------------------|
|-------------------------------------|---------------|--------------------|

| Individual | | Week |
|-----------------------------------|-----------------------------|-------------|
| AIU 3 | Hearing Impairment Services | .10 |
| AIU 3 | Psychological Counseling | .10 |
| AIU 3 | Occupational Therapy | .20 |
| AIU 3 | Physical Therapy | .05 |
| Crossroads Speech & Hearing, INC. | Speech and Language Therapy | .50 |
| Wesley Spectrum Services | Mental Health Therapy | .40 |

SECTION IV. ACCOUNTABILITY

Student Assessment - Primary

| Test/Classification | K | 1 | 2 | 3 | 4 | 5 |
|--------------------------------|----------|----------|----------|----------|----------|----------|
| Development Reading Assessment | Yes | Yes | Yes | Yes | Yes | Yes |
| DIBELS | Yes | Yes | Yes | No | No | No |
| 4-Sight | No | No | No | Yes | Yes | Yes |
| PSSA | No | No | No | Yes | Yes | Yes |
| PASA | Yes | Yes | Yes | Yes | Yes | Yes |
| NEWA MAPS | Yes | Yes | Yes | Yes | Yes | Yes |

Student Assessment - Secondary

| Test/Classification | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----------------------------------|----------|----------|----------|----------|-----------|-----------|-----------|
| Developmental Reading Assessment | Yes | Yes | Yes | No | No | No | No |
| 4-Sight | Yes | Yes | Yes | Yes | Yes | Yes | No |
| PSSA | Yes | Yes | Yes | No | No | Yes | No |
| PASA | Yes | Yes | Yes | No | No | Yes | No |
| NWEA MAPs | Yes | Yes | Yes | Yes | Yes | Yes | No |

Student Assessment

Data is used both to provide external accountability and to improve the school program. Teachers pay particular attention to data from DIBELS (given 3 times at the primary level), the Developmental Reading Assessment (given multiple times) at the K-8 level, Waterford Early Reading Program (growth measured on an ongoing basis) at the K-8 level, and the Corrective Reading Program (for intermediate students far behind). The K-8 building as well as the high school use the NWEA MAPs assessment. This is an adaptive nationally normed assessment in Reading and Mathematics. A standardized individual academic plan was completed for each student this year and used by teachers when planning instruction and conferencing with coaches. The 4-Sight assessment was used for the K-8 and the high school building to benchmark students progress in meeting state math and reading standards.

The MAPs data showed improvement in reading in relationship to the number of students at or above the 50th percentile compared to the national norm referenced group. In math, growth was also demonstrated.

The Open Court Reading Program also provides ongoing assessments of student work in language arts, including the Writer's Workshop. The TERC Mathematics Program (*Investigations in Data, Number and Space*) provides ongoing assessments in mathematics, and the ASSET Science Program provides assessments through tests and lab reports. Teachers design written, performance and portfolio assessments in social studies.

Teachers and the Literacy and Math Coach use classroom and individual student observations on a regular basis. Parents are surveyed about their satisfaction with their child's progress, and student work is displayed daily in the school and through the culminating events and exhibitions that take place every six weeks.

Teachers have broken down the state standards into benchmarks for grades K-8, and they have developed checklists for these benchmarks. Students are grouped and regrouped (flexible grouping) throughout each trimester based upon their skill level with specific reading and mathematics benchmarks. Group and individual learning centers have been created for students at all skill levels.

Multiple strategies are in place to make certain that students who are at risk of failure and those not making reasonable progress are provided opportunities to help them succeed. Students not succeeding are provided with after-school tutoring in reading and math and there is an after-school homework club. Students reading below grade level participate in the Corrective Reading Program. This is in addition to the two and half-hours of Literacy Block each day. The evidence demonstrating that these strategies are effective can be found in the data included in this report.

The Waterford Early Reading Program (directed at primary students) is also used to help intermediate level students catch up and fill in literacy gaps that are interfering with their academic performance.

Student Assessment - Attachment

- Propel Homestead Annual Measureable Goals 2010

Teacher Evaluation

Teacher Evaluation

Research shows that the only factor that consistently impacts students' learning is the teacher. Propel's system for evaluation (and for professional development) takes teachers from where they are to where they want to be. The Teacher Evaluation Plan is built around (1) **Reflection - narrowing the focus to specific objectives, discussing the skills listed in the checklist, and an in-depth discussion of the PDE evaluation form.** This occurs in the pre-conference for each evaluation — one each trimester. (2) **Data Collection - establishing ways the observation/evaluation will reflect on those teaching skills that are mutually understood and agreed upon, and those made known to the teacher at the pre-conference.** At the post-

conference the observer/evaluator describes what occurred during the lesson in terms of these skills and shares the written evaluation, checklist scored by a rubric, the Propel Teacher Performance Review, and the evaluation form provided by PDE.

Teachers are observed formally each trimester. Administrators are in each classroom daily taking multiple snapshots of teaching and learning and providing regular feedback to teachers. Feedback is often given before the day is over by placing password protected information on the shared drive so that administrators and teachers can communicate electronically. All administrators and academic coaches teach lessons throughout the year, modeling strategies and creating reference points for supervision and evaluation.

The PDE Form 426 is the official form used for teacher evaluation two times during the school year.

The administrators are responsible for teacher, coach, and staff (instructional aides and AmeriCorps Members) evaluations. The Literacy Coach is responsible for supervision and evaluation of the Literacy Program. The Math Coach is responsible for supervision and evaluation of the Math Program. The principal and Instructional Coach at the high school are responsible for evaluation of all academic programs. The individuals who evaluate teachers and staff are: Dr. Carol Wooten, (PA certified superintendent); and Robert Bischoff - Principal (PA Certified, and Ariane Watson -Principal (PA Certified). At the grades 9 - 12 level Dr. Carolyn Davis - Principal (PA Certified) evaluates teachers.

Propel Homestead and all Propel Schools have an expansive Professional Development Program. Teachers receive far more professional development than in traditional public schools. They work 220 days a year, and have 10 days of PD at the start of the school year, 10 days of In-Service during the school year, 5 days of PD at the end of the school year, and are responsible for 5 individual days of PD during the time between school years. Teachers are provided in-house training by the highly skilled literacy and math coaches, administrators, and the Coordinator of Pupil Services. Teachers, coaches, and administrators attend conferences and workshops at local colleges and universities, PATTAN, the AIU, PDE, and at state and national conferences such as the NCTM conferences. Many teachers are enrolled in graduate level courses, and all teachers are trained in the ASSET Science model.

The Superintendent has received five years of training from the University of Pittsburgh's Learning Research and Development Center. The instructional techniques that are embedded in the mission of propel come from LRDC's Institute for Learning's "Principles of Learning." She is also in the Forum for Western PA Superintendents, where she receives ongoing professional development. Principals participate in the Principals Academy and Advanced Leadership Academy through the University of Pittsburgh. PrincipalsThe AIU, PATTAN, and the Annual School Law Symposium at the University of Pittsburgh provide training and workshops in the area of Special Education. This is in addition to local experts who present seminars on differentiated instruction and full inclusion. The Coordinator of Pupil Services is currently enrolled in a doctoral program in special education at the University of Pittsburgh and holds a master's degree in special education from Duquesne University.

A description of the teacher evaluation plan is attached.

Teacher Evaluation - Attachments

- Teacher Evaluation
- Teacher Performance Review 2009

SECTION V. GOVERNANCE REQUIREMENTS

Leadership Changes

Trustees Aleta Richards and Karl Krieger's terms expired in May 2010. Trustee Karen McIntyre resigned. Don Elliot, Patrick Kenny, and Felix Lloyd joined the board as trustees in August 2009. Trustee Felix Lloyd subsequently resigned when he relocated out of state. Suzannah Maduro, Kiron Skinner, and Stewart Barmen joined the board as trustees in June 2010. Pat Kenny replaced Kathy McCauley as Vice President of the board in June 2010. Wendy Etheridge Smith replaced Paul Anselmo as Secretary of the board in June 2010. Tom Canfield replaced Bernie Carter as Treasurer of the board in June 2010.

Bob Bischoff and Ariane Watson served as the school's co-principals.

Board of Trustees

| <u>Name of Trustee</u> | <u>Office (if any)</u> |
|------------------------|------------------------|
| Paul Anselmo | N/A |
| William Axtman | President |
| Thomas Canfield | Treasurer |
| Bernard Carter | N/A |
| Tom Joseph | N/A |
| Kathleen McCauley | N/A |
| Sean Moran | N/A |
| Ronald Porter | N/A |
| John Blood | N/A |
| Mark DeSantis | N/A |
| Kristin Hughes | N/A |
| Wendy Smith | Secretary |
| Stewart Barmen | N/A |
| Donald Elliott | N/A |
| Patrick Kenny | Vice-President |
| Suzannah Maduro | N/A |
| Kiron Skinner | N/A |

Professional Development (Governance)

The trustees have many years of experience serving on governing boards of non-profits. The board has retained the firm of Strassburger, McKenna, Gutnick and Gefsky as legal counsel. Counsel has advised the Board of what it means to serve as a public official—including the requirements of the Sunshine Law. Counsel is present at each voting meeting.

Coordination of the Governance and Management of the School

The Board of Trustees exercises its governance responsibilities and empowers the school administration to manage the school. The board meets periodically where it reviews the school's current financial position, student results as they become available, and future plans for the school; the board also approves hires and departures and contracts and leases as necessary. The board is involved in developing an annual budget, evaluating the executive director, creating a long range plan for the school, and supporting fundraising efforts. The Board has a finance committee, a nominating committee, a fundraising committee, an executive committee, and various ad hoc committees from time to time. Directors serve four year terms, and officers (President, Vice President, Secretary and Treasurer) are elected in June.

The school has made efforts to create a positive relationship with the Steel Valley School District—efforts which have been reciprocated by District staff. The school's charter was renewed through a professional and amicable process during the last school year.

Coordination of the Governance and Management of the School - Attachment

- Propel Homestead Board Meetings 2009-2010

Community and Parent Engagement

Community and Parent Engagement

The Board of Trustees is very supportive of all events and activities that occur at Propel Homestead. Propel Schools has instituted a parent tracker to document the attendance of parents throughout the school year. This becomes part of the student's profile on the student management system. The Board of Trustees has supported community and parent engagement in school activities by providing adequate funding in the budget and often by their own attendance at school events and performances. Propel Homestead has offered Literacy and Math Nights for parents of children at all grade levels K — 8 several times throughout the school year. Community members are also welcome. These nights include a meal and training on how to assist children in academic achievement activities. They receive materials to take home to use in working with their children.

Propel Homestead has an orientation meeting for all parents at the beginning of the school year and two Open House/Conference meetings during the year. Propel Homestead is unique in its cultural arts program that is strongly supported by the Board of Trustees. This program provides Artists in Residence all day every day for six weeks at a time (this is in addition to the school's music and art teachers.) At the end of each six week artist module there is a Celebration of Learning which includes a student performance and exhibitions of academic content work and music and art work from that six week period. Artist groups include Civic Light Opera, Pittsburgh Dance Ensemble, Black Potter and the YMCA. Parents, family and community members attend events every six weeks. These are held at the school or a local library.

Community members and parents also participate in a School Council that meets every six weeks to discuss school activities. There is always a discussion of ways to expand opportunities for their engagement. This could involve volunteering for book fairs, literacy and math tutoring and programs, facilitating extra curricular activities, or speaking in the classroom, etc.

SECTION VI. FINANCIAL RESPONSIBILITIES

Major fund-raising activities

The school did not undertake major fundraising during the previous year. It does not expect to undertake major fundraising in the next fiscal year.

Fiscal Solvency Policies

The school incorporates a comprehensive budget process that encourages the participation of all levels of management. The involvement of all management in the budget process helps to identify any possible shortfalls and allows for corrections during the process. The school also strives to start the school year with an available fund balance. When cash flow becomes tight due to delays in receiving tuition payments from school districts, the school has available a line of credit with Fifth Third Bank.

The school also has a monthly and quarterly financial reporting process that provides senior management with the current financial information.

Accounting System

The school uses the CSIU Technology group accounting system for all budgeting, accounting and reporting. The accounting system is fully integrated with the Pennsylvania State Chart of Accounts and Generally Accepted Accounting Principles.

Preliminary Statements of Revenues, Expenditures & Fund Balances

Preliminary Statements of Revenues, Expenditures & Fund Balances - Attachment

- Preliminary Statement of Revenue, Expenditures & Fund Balance 2010

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

The school's audit firm is Hosack, Specht, Muetzel & Wood LLP. The last audit was June 30, 2009 and a clean opinion was issued by the auditor. The 2009-2010 school year audit is scheduled to be completed during September 2010.

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

- Auditor's Annual Report June 2009

Citations and follow-up actions for any State Audit Report

No state audits were received during the current year.

SECTION VII. FACILITY RESPONSIBILITIES

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

The K-8 school continued to operate in leased space at 129 E. 10th Ave. The facility includes 43,000 sq. ft. which includes a cafeteria and gym. The high school occupied leased space at 605 E 10th Avenue in Munhall. The school replaces furnishing and equipment as necessary and to accommodate the growth in students.

Future Facility Plans and Other Capital Needs

Both facilities are suitable long term home for the school. At this point, future capital needs involve ongoing repair and replacement of building systems.

SECTION VIII. HEALTH AND SAFETY RESPONSIBILITIES

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

Compliance with Health and Safety Requirements and Maintenance of Health and Immunization Records for Students

Propel Charter School Homestead has complied with health and safety requirements (e.g., fire prevention, safety standards, requirements to hold fire drills, and bus evacuation drills), and provides appropriate evidence of maintaining health and immunizations records for students. The Request for Reimbursement and Report of School Health Services has been submitted to PDE. An emergency plan has been developed.

Occupancy of both buildings has been approved by appropriate officials. Firefighters visited with children to discuss fire prevention, and fire drills were held through the year. Escape routes are posted in each classroom and reviewed with children. The school has a certified school nurse to ensure that all required health and immunization records are up to date and stored in a locked and fireproof cabinet. Reports were filed with the Allegheny County Health Department and with the PA Department of Health.

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

- Student Wellness Policy
- Homestead Health Report 2009

Current School Insurance Coverage Policies and Programs

School Insurance Coverage:

Philadelphia Insurance Company
Property, Crime, Inland Marine, General Liability,
Educators Professional Liability, Employee Benefits liability
Philadelphia Insurance Company
Directors & Officers Liability
State Workers Insurance Fund
Workers Compensation Insurance
Highmark-Blue Shield
Group Medical
Concordia
Group Dental
Group Life and Group ST/LT disability
Highmark Fashion Advantage
Group Vision

Current School Insurance Coverage Policies and Programs - Attachment

- Current Insurance Coverage

SECTION IX. ADMINISTRATIVE NEEDS

Quality of Teaching and Other Staff

Quality of Teaching and Other Staff

Propel Homestead

K - 8

Both principals are PA certified.

Beginning of the 0910 School Year -Propel Homestead K - 8

18 Grade Level Teachers, 6 Resource Teachers, 2.5 Art/Music Teachers, 2 Behavior Coaches, 2 Instructional Coaches, and .3 Gifted Teacher

6 Para Professionals, 1.5 Title I Instructional Aide, and 1 Primary Reading Specialist

New Hires for the 2009 - 2010 School Year

Kindergarten paraprofessional added

Grade 3 teacher replaced by new hire

Middle School Science Teacher replaced long term sub from the 0809 school year

Middle School Math Teacher replaced mid year

Paraprofessional replaced

Grade 7 and 8 Resource Teacher hired as a replacement

Grades 9 - 11

The principal is PA certified.

8 Regular Education Teachers

2 Resource Teachers

2 Project Managers

1 Title I Support

1 Instructional Coach

New Hires for the 2009 - 2010 School Year

1 Math Teacher added

1 Language Arts Teacher added

1 Science Teacher hired as a replacement

1 Resource Teacher hired as a replacement

1 Project Manager replaced mid year

Quality of Teaching and Other Staff - Attachments

- Propel Homestead HQT and Course Instructor ACS 2010
- Propel Homestead Staff Profile ACS 2010

Student Enrollment

Families choose to enroll their children because they believe our school is right for their child, and children are welcomed regardless of ability or disability, race, religion or national origin. A simple process, described below, ensures that all applicants are treated fairly. Children residing in the school district and children with a sibling already enrolled receive preference provided their applications are completed in a timely manner.

A lottery is held in December for spaces that may be open in the following year. At the lottery, an ordered list is created. Applications received after the lottery deadline are placed at the end of the list in the order received.

When space becomes available, an offer of admission will be made. In order to accept the offer, families must: 1) visit the school and talk with school staff so that the family can make an informed decision that this is the right place for the child; 2) complete an enrollment form; 3) provide a transcript of grades showing that the child has completed the previous grade or, in the case of Kindergarten, provide a birth certificate showing the child is old enough to enter school; 4) provide evidence of required immunizations; 5) complete a record release form (except for Kindergarten); and 6) provide proof of age (for Kindergarten).

Procedures:

1. We encourage families to visit the school and talk with designated staff to make sure the school is right for their child.
2. Complete a one page application form. A separate application must be completed for each child who is applying for admission.
3. Deliver the completed application. Applications will be accepted beginning October 1 for the following school year.
4. In order to receive sibling preference and in order to be eligible for the lottery, applications must be received by December 31. You will receive a receipt with a number for the lottery. Each family will receive only one number so that sibling applicants are drawn together.
5. In mid-December, we will conduct a lottery. Only applications submitted by the December 31st deadline will be eligible for the January 15th lottery.
6. At the lottery, siblings of current students will be drawn first. Then applications from families residing in the chartering school district(s) will be drawn. Finally, other eligible applications will then be drawn. An ordered list will be created at each grade level.
7. When we are sure that a space will be available in a particular grade, offers of admission will be made from the ordered list. Parents will have two weeks from the offer of admission to complete the enrollment process or forfeit their space.

8. Applications received after the lottery deadline are placed on the appropriate grade's list in the order received.

The school offers a full day Kindergarten program. Children must be five years old on September 1 to enter Kindergarten. Children must have completed Kindergarten or be six years old on September 1 to enter First grade.

Enrollment during the school year increased. The following table summarizes enrollment during the year:

| Grade | Enrollment 8/24/2009 | Withdrew | Enrolled | Enrollment 6/17/2010 |
|--------------|-------------------------|----------|----------|-------------------------|
| K | 41 | 2 | 1 | 40 |
| 1 | 39 | 1 | 1 | 39 |
| 2 | 38 | 2 | 3 | 39 |
| 3 | 38 | 0 | 3 | 41 |
| 4 | 39 | 3 | 2 | 38 |
| 5 | 45 | 1 | 4 | 48 |
| 6 | 42 | 1 | 4 | 45 |
| 7 | 41 | 1 | 3 | 43 |
| 8 | 39 | 2 | 3 | 40 |
| 9 | 43 | 7 | 6 | 42 |
| 10 | 52 | 5 | 5 | 52 |
| 11 | 31 | 5 | 3 | 29 |
| Total | 488 | 30 | 38 | 496 |

Of those 30 students who withdrew, 3 left due to transportation issues beyond the schools control. 1 moved to cyber school. 1 transferred to a religious school, 1 transferred to another Propel School. 22 transferred to public school for undisclosed reasons. There were 2 expulsions.

There are currently no supporting documents selected for this section.

Transportation

Transportation

Propel Charter School Homestead does not arrange transportation to and from school with the exception of transportation for six special needs students. This is through a private company and paid for by Propel Schools. School districts have been cooperative in arranging transportation where it is required, including to the school's ESY Program.

Food Service Program

The school does participate in the National School Breakfast and Lunch Program. 87.35% of children qualify for free or reduced priced meals. The school contracts with the Pittsburgh Public Schools to provide meals.

Student Conduct

Discipline is an integral part of teaching and learning. Children must develop good work habits and attitudes if they are to be successful students and become successful members of the larger community.

A complete Student Handbook, including a Code of Student Conduct is attached. A positive school-wide behavior support plan is used so that expectations are clear and so that minor issues are handled consistently and fairly. Because one of the goals of the school is to promote constructive and respectful behavior, the procedures and consequences described in this Code of Conduct are designed to modify unacceptable behavior, not to punish.

The principal of the school has the responsibility for investigating serious or repetitive behavior incidents. Following the investigation, the principal has the authority to assign a variety of consequences including both in-school and out of school suspensions. Before assigning an out-of-school suspension longer than three days, the principal will conduct an informal hearing to which the parent and student will be invited. After such an informal hearing, a student may be suspended from school for up to ten days.

If the principal believes an exclusion from school of greater than ten days is warranted, the matter will be referred to the board of Trustees. Following a formal hearing in front of a committee of the Board or a Hearing Officer, the Trustees will make a final adjudication. There were two students referred to the board for expulsion hearings during the 2009-2010 school year.

Incidents involving students with disabilities will be handled in accordance with Federal law and regulations. According to the Individuals with Disabilities Act (IDEA 2005), exclusions of more than 10 consecutive school days or of more than 15 days in a school year when they constitute a "pattern" are changes of placement and require an IEP team meeting before the exclusion can occur. Any exclusion of a child with mental retardation is considered a change in placement. Where behavior triggers a change in placement, a "manifestation determination" will be conducted to determine if the child's behavior is caused by a disability. Children with disabilities will not be disciplined for behaviors that are manifestations of their disabilities. All policies conform to Chapter 12 regulations.

44 students were involved in incidents resulted in 87 out of school suspensions. There were two expulsions.

Student Conduct - Attachments

- Code of Conduct 2009-2010
- Student Handbook

Signature Page

Assurance for the Operation of Charter School Services and Programs

School Year: 2010

The Propel CS-Homestead within Allegheny IU 3 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
2009 - 2010 Annual Report for Pennsylvania Charter Schools

Date

Verify that all DATA reports to PDE are complete

YES _____ **NO** _____

Assurance for Compliance with the Public Official & Employee Ethics Act

The original Public Official and Employee Ethics Act (the "Ethics Act") was amended and reenacted in 1989 by Act 9 of 1989 and in 1998 by Act 93 of 1998. (See Act 9 of 1989, 65 P.S. §401, et seq. and Act 93 of 1998, Chapter 11, 65 Pa.c.s. §1101 et seq.) The Act provides that public office is a public trust and that any effort to realize personal financial gain through public office is a violation of that trust. The Act was passed to strengthen the faith and confidence of the people of the Commonwealth in their government. The Act established the State Ethics Commission to administer and enforce the provisions of the Act and to provide guidance regarding the standards established by the Act.

The Propel CS-Homestead assures that it will comply with the requirements of the Public Official and Employee Ethics Act (the "Ethics Act") and with the policies, regulations and procedures of the Pennsylvania State Ethics Commission. Additional information about the "Ethics Act" is available on the Ethics Commission's website at: <http://www.ethics.state.pa.us/ethics/site/>

The assurance must be signed by the Chief Executive Officer and Board of Trustees President of the charter school.

Identify the charter school's Chief Executive Officer.

Name: Jeremy Resnick **Title:** Executive Director
Phone: 412-325-7305 **Fax:** 412-325-7309
E-mail: jresnick@propelschools.org

Signature of the Chief Executive Officer and Date

Identify the charter school's President of the Board of Trustees.

Name: William Axtman **Title:** President
Phone: 412-325-7305 **Fax:** 412-325-7309
E-mail: william.axtman@klgates.com

Signature of the President of the Board of Trustees and Date

Identify the charter school's Special Education Contact Person.

Name: Mandi Davis Skerbetz **Title:** Pupil Services Coordinator
Phone: 412-325-7305 **Fax:** 412-325-7309
E-mail: mdavis@propelschools.org

Signature of the Special Education Contact Person and Date

Signature Page - Attachment

- Homestead Signature Page 2010