

**PENN HILLS CS OF ENTREPRENEURSHIP**

Charter School Annual Report | 2024 - 2025

## School Profile

**LEA Name**

Penn Hills CS of Entrepreneurship

**AUN**

103022481

**Address 1**

2501 Main Street

**Address 2****City**

Pittsburgh

**State**

PA

**Zip Code**

15235

**Chief Administrator Name**

Dr Wayne Jones

**Chief Administrator Email**

wayne.jones@phcharter.org

**Chief Administrator Phone**

(412) 793-6471 - 238

**Extension**

### **Charter School Principal**

#### **Principal Name**

Dr. Abriana Leeper

#### **Principal Email**

abriana.leeper@phcharter.org

#### **Principal Phone**

412-793-6471

#### **Extension**

230

### **Authorizing District(s)**

**Upload a summary of the Wellness Check Data collected from the previous school year (pdf only)**

#### **Primary Authorizing District's AUN**

103027352

#### **LEAD District (LEA) Name**

Penn Hills SD

#### **Charter Authorized Year Range (Maximum range is 5 years):**

##### **Start Year**

2024

**End Year**

2025

**Superintendent Name**

Dr John Mozzocio

**Superintendent Email**

jmozzo@phsd.k12.pa.us

**Superintendent Phone**

(412) 793-7000 - 1282

**Extension****Upload Current Charter (PDF only)**

PHCSE Charter Renewal 21-26.pdf

## Governance and Staff

### Board of Trustees Members

Name	Office	Check if New Member
Tricia Shelton		
DaVonna Shannon		
Lena Abdullah-Perry		
Michael A. Drop		(CHECKED)
Tuarone Thomas-Wright		(CHECKED)
Deon Nalley-Stoddard		(CHECKED)
Allen Zeola		
Shalaia Green		(CHECKED)
Alexis Steals		

### Explanation of Board of Trustees Changes

The board added four new members during the 2024-2025 school year.

**Upload the Act 55 training certificates for all Board Members (pdf only)**

Allen Zeolla.pdf

Tuarone Thomas-Washington.pdf

Michael Drop.pdf

Deon Nalley-Stoddard.pdf

**Board of Trustees Meeting Schedule**

Location	Date	Time
Penn Hills Charter School of Entrepreneurship	2024-08-29	7pm
Penn Hills Charter School of Entrepreneurship	2024-10-24	7pm
Penn Hills Charter School of Entrepreneurship	2024-12-18	10am
Penn Hills Charter School of Entrepreneurship	2025-02-27	7pm
Penn Hills Charter School of Entrepreneurship	2025-04-24	7pm
Penn Hills Charter School of Entrepreneurship	2025-06-26	7pm

Virtual (continuation)	2025-05-22	5pm
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### Upload Board Minutes

Minutes - February 27, 2025.pdf

May 22, 2025 Minutes.pdf

Minutes - October 24, 2024.pdf

Minutes - August 29, 2024.pdf

December 18, 2024\_Minutes.pdf

April 24, 2025 Minutes.pdf

### Leadership Team

Name	Title/Position	Check if New Member
Wayne Jones	Chief Administrator	
Jessica Zuk	Principal	
Heather Ruppert	Director of Special Education	

Trevor Clinkscales	Other	
Terri Williams	Other	
Valerie Nance	Human Resource Officer	
Cynthia Gilmer	Other	
Darren McCormick	Other	

There were no Leadership Changes **(CHECKED)**

#### Upload of Professional Staff Member Roster (PDE-414 Form)

PDE 414 - 2024-2025.xlsx - Sheet1.pdf

#### Quality of Teaching and Other Staff

	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for Following Year
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<b>Chief Executive Officer</b>	1	1	0	0	0	1
<b>Chief Administrative Officer</b>	0	0	0	0	0	0
<b>Principal</b>	1	1	0	0	1	0
<b>Assistant Principal</b>	0	0	0	0	0	0
<b>Classroom Teacher (including Master Teachers)</b>	43	38	0	0	3	37
<b>Specialty Teacher (including Master Teachers)</b>	0	0	0	0	0	0
<b>Special Education Teacher (including Master Teachers)</b>	4	4	0	0	0	4
<b>Special Education Coordinator</b>	1	1	0	0	0	0
<b>Counselor</b>	1	1	0	0	0	0
<b>Psychologist</b>	1	1	0	0	0	0

<b>School Nurse</b>	1	1	0	0	0	0
<b>IT Director</b>	0	0	0	0	0	0
<b>Business Administrator</b>	0	0	0	0	0	0
<b>ISD, Curriculum Developers, Tech Support</b>	0	0	0	0	0	0
<b>HR Manager</b>	1	1	0	0	0	1
<b>Student Support Manager, Facilities Manager</b>	1	0	0	0	0	1
<b>Business Office, Administrative Support Staff, Teaching Assistants</b>	8	0	0	0	1	6
<b>Other</b>	17	3	0	0	5	12
<b>Totals</b>	80	52	0	0	10	62

There were no substantial differences. (CHECKED)

## **Fiscal Matters**

### **Major Fundraising Activities**

N/A

### **Fiscal Solvency Policies**

Please see the attached Board-approved 4.24 Federal Fiscal Compliance Policy.

### **Accounting System**

PHCSE utilizes Sage Intacct to maintain its Chart of Accounts, General Ledger, etc.

### **Preliminary Statements of Revenues, Expenditures & Fund Balances**

Please see attached Preliminary Statements of Revenues, Expenditures & Fund Balances for the 2024-2025 fiscal year.

### **Upload Statements of Revenues, Expenditures & Fund Balances**

PHCSE Preliminary Annual Report 20250630.pdf

4.24 Federal Fiscal Compliance Policy 2023.DOCX.pdf

## **Financial Audit Basics**

### **Audit Firm**

Hosack, Spect, Muetzel and Wood LLP

### **Date of Last Audit**

2024-12-13

### **Fiscal Year Last Audited**

2023-2024

### **Explanation of the Report**

The school's auditor issued a clean audit (unqualified opinion) of the school's financial activities for fiscal year 2024. Please see the final audit report attached.

**Upload Financial Audit Document(s)**

PHCSE audit 23-24.pdf

**Financial Audit Citations**

Financial Audit Citations Description	Response
N/A	N/A

**Federal Programs Consolidated Review**

**Federal Programs Consolidated Review Document(s)**

No

## Special Education

### Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
School Counselor	Penn Hills Charter School	10	5	14
Social Worker	Penn Hills Charter School	11	5	14

### Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Physical Therapist	.5 hours per week	AIU 3	2
Occupational Therapist	2 days per week	AIU 3	11
Speech/Language Pathologist	40 hours per week	Epic Staffing	38

### Special Education Cyclical Monitoring

**Date of Last Special Education Cyclical Monitoring**

2019-11-19

**Upload Executive Summary (pdf only)**

PHCSE Cyclical Monitoring Report 2019.pdf

**Administrative Procedures for Internal Controls of IEP Development- upload policies and procedures surrounding IEP development (pdf only)**

Did you receive a corrective action report?

Yes

Upload Corrective Action report (pdf only)

PHCSE Corrective Action Verification.pdf

Special Education Personnel Development

Autism

Description of Training			
Supporting Autistic Individuals and Their Families			
Lead Person/Position		Year of Training	
Online Training Speechpathology.com		2025	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	Speechpathology.com	Speech Therapist

Training Date Complete

2025-01-31

Supporting Autistic Individuals and Their Families.pdf

Supporting Autistic Individuals and Their Families.pdf

BehaviorSupport

Description of Training
Data Driven Interventions

Lead Person/Position		Year of Training	
Heather Ruppert		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	PHCSE	Staff

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### Training Date Complete

2024-08-13

PD Act 48 Hours 2024\_2025 - 8\_13\_24\_1dcf276b.pdf

DATA DRIVEN INTEVENTIONS Breakout Session Aug 2024.pdf

### Training Date Complete

2024-09-14

BHA.pdf

BHA.pdf

### Paraprofessional

Training not offered.

### Transition

Description of Training			
Preparing for Cyclical Monitoring: A Focus on Secondary Transition Planning and IEP Development			
Lead Person/Position		Year of Training	
Erin Grimm TAC		2025	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
6	3	AIU 3	Special Education Department

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### Training Date Complete

2025-02-28

Staff list.pdf

Transition Training.pdf

## ScienceofLiteracy

Description of Training			
Structured Literacy			
Lead Person/Position		Year of Training	
AIU 3		2025	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
10	2	AIU 3	Special Education Teacher: K. Schupbach

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### Training Date Complete

2025-03-06

Structured Literacy.pdf

Structured Literacy.pdf

### Training Date Complete

2024-11-12

Penn Hills Charter school of entrepreneurship Mail - Training Reminder for November 1.pdf

Penn Hills Charter school of entrepreneurship Mail - Training Reminder for November 1.pdf

## ParentTraining

Description of Training			
Special Education Handbook: Policies and Procedures for PHCSE (Discussed in training)			
Lead Person/Position		Year of Training	
Heather Ruppert, Special Education Coordinator		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	1	PHCSE	Special Education Dept.

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### Training Date Complete

2024-08-13

2024 2025 Handbook (1)\_3b9ebc69.pdf

2024 2025 Handbook (1)\_a4b38a0a.pdf

### Training Date Complete

2024-10-08  
Parent - Teacher Communication Training with Special Education Students (1).pdf  
PD Act 48 Hours 2024\_2025 - 10\_8\_24.pdf

IEPDevelopment

Description of Training			
Support Services at School			
Lead Person/Position		Year of Training	
Heather Ruppert, PHCSE		2024	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	1	PHCSE	Whole Staff

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**Training Date Complete**  
2024-08-13  
All Staff Presentation 2024 2025 (1).pdf  
PD Act 48 Hours 2024\_2025 - 8\_13\_24.pdf

**Training Date Complete**  
2024-08-13  
2024 2025 Handbook (1).pdf  
2024 2025 Handbook (1).pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Meising	Secondary	Full-time (1.0)	07/17/2025 02:17 PM

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)		1
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	13 to 14
<b>Age Range Justification</b>		<b>FTE %</b>
N/A		0.05

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		12
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	12 to 14
<b>Age Range Justification</b>		<b>FTE %</b>
n/a		0.24

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>		<b>Case Load</b>

Itinerant (20% or Less)		1
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	13 to 13
<b>Age Range Justification</b>		<b>FTE %</b>
n/a		0.05

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Fitzpatrick	Elementary	Full-time (1.0)	07/17/2025 02:08 PM

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades K-6)		
<b>Level of Support</b>		<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)		1
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	11 to 11
<b>Age Range Justification</b>		<b>FTE %</b>
n/a		0.05

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		17

Identify Classroom	Classroom Location	Age Range
School District	Elementary	10 to 12
Age Range Justification		FTE %
She is the special education teacher for students in grades 5 and 6. No students were educated with students more than 2-year age difference. She only serviced students of the same grade level at the same time.		0.34

Building Name		
Penn Hills CS of Entrepreneurship		
Support Type		
Emotional Support		
Support Sub-Type		
Emotional Support		
Level of Support		Case Load
Itinerant (20% or Less)		1
Identify Classroom	Classroom Location	Age Range
School District	Elementary	11 to 11
Age Range Justification		FTE %
n/a		0.02

Building Name		
Penn Hills CS of Entrepreneurship		
Support Type		
Autistic Support		
Support Sub-Type		
Autistic Support		
Level of Support		Case Load
Itinerant (20% or Less)		2
Identify Classroom	Classroom Location	Age Range
School District	Elementary	10 to 12
Age Range Justification		FTE %
n/a		0.17

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Wisniewski	Elementary	Full-time (1.0)	07/17/2025 01:58 PM

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Supplemental (Less Than 80% but More Than 20%)		1
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	8 to 8
<b>Age Range Justification</b>		<b>FTE %</b>
N/A		0.05

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		17
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	8 to 10
<b>Age Range Justification</b>		<b>FTE %</b>
n/a		0.34

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		

Emotional Support		
<b>Support Sub-Type</b>		
Emotional Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		1
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	9 to 9
<b>Age Range Justification</b>		<b>FTE %</b>
n/a		0.02

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Autistic Support		
<b>Support Sub-Type</b>		
Autistic Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		2
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	8 to 10
<b>Age Range Justification</b>		<b>FTE %</b>
n/a		0.17

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Schupbach	Elementary	Full-time (1.0)	07/17/2025 01:43 PM

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<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		

Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		13
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	5 to 9
<b>Age Range Justification</b>		<b>FTE %</b>
She is the special education teacher for students in grades kindergarten through 2nd. No students were educated with students more than 2-year age difference. She only serviced students of the same grade level at the same time.		0.26

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Autistic Support		
<b>Support Sub-Type</b>		
Autistic Support		
<b>Level of Support</b>	<b>Case Load</b>	
Itinerant (20% or Less)	2	
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Elementary	7 to 8
<b>Age Range Justification</b>	<b>FTE %</b>	
n/a	0.17	

<b>Building Name</b>		
Penn Hills CS of Entrepreneurship		
<b>Support Type</b>		
Emotional Support		
<b>Support Sub-Type</b>		
Emotional Support		
<b>Level of Support</b>	<b>Case Load</b>	
Itinerant (20% or Less)	4	

Identify Classroom	Classroom Location	Age Range
School District	Elementary	5 to 9
Age Range Justification		FTE %
She is the special education teacher for students in grades kindergarten through 2nd. No students were educated with students more than 2-year age difference. She only serviced students of the same grade level at the same time.		0.08

Building Name		
Penn Hills CS of Entrepreneurship		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades K-6)		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		1
Identify Classroom	Classroom Location	Age Range
School District	Elementary	8 to 8
Age Range Justification		FTE %
n/a		0.05

Building Name		
Penn Hills CS of Entrepreneurship		
Support Type		
Emotional Support		
Support Sub-Type		
Emotional Support		
Level of Support		Case Load
Supplemental (Less Than 80% but More Than 20%)		3
Identify Classroom	Classroom Location	Age Range
School District	Elementary	6 to 8
Age Range Justification		FTE %
n/a		0.15



## Facilities and Agreements

### Fixed assets acquired by the Charter School during the past fiscal year

Fixed Asset Description	Location	Capital Expenditure
Collabortive Desk and Chairs	2501 Main Street, Penn Hills, PA	13487.38
Vending Cart	2501 Main Street, Penn Hills, PA	11087.15
Solo V 2.1 POS smart	2501 Main Street, Penn Hills, PA	16157
School Van	2501 Main Street, Penn Hills, PA	77146.74
Franklin Furniture	2501 Main Street, Penn Hills, PA	55348.13
Classroom Renovation	2501 Main Street, Penn Hills, PA	374293.45
Lines and signs	2501 Main Street, Penn Hills, PA	142038.00
Cafe renovation	2501 Main Street, Penn Hills, PA	26030
Gates and Fence replacement	2501 Main Street, Penn Hills, PA	25960.00
Window Installation	2501 Main Street, Penn Hills, PA	29410

Handrail and wall rail	2501 Main Street, Penn Hills, PA	8700
Gym panels	2501 Main Street, Penn Hills, PA	23840
Door Panels	2501 Main Street, Penn Hills, PA	16895.00

### Facility Plans and Other Capital Needs

The Charter School's plan for future facility development and the rationale for the various components of the plan

N/A

### Memorandum of Understanding

Organization	Purpose
Penn Hills Police Department	School Safety
Brothers and Sisters Emerging	Boys Youth Development Program
TTS Couching and Development	Girls Youth Development Program

**Upload of Memorandum of Understanding Document(s)**  
Do not include MOUs already reported in the Safe Schools Reports.

TTS MOU - 2024-2025 (1) - signed.pdf

PHPD MOU May 2025 PHChief -\_-05182025072754.pdf

BASE MOU-2024-2025.pdf

### Articulation Agreements

We do not have any articulation agreements (CHECKED)

## Management Survey

### Charter School Management Survey

**Charter School Name**

Penn Hills CS of Entrepreneurship

**Point of Contact Name**

Dr. Wayne Jones

**Point of Contact Telephone Number**

412-793-6471

**Extension**

238

**Point of Contact Email**

wayne.jones@phcharter.org

### Management Organization Information

**As of the start of the current school year, has the Charter School had a Management Organization (i.e., a separate legal entity that contracts with one or more charter schools to manage, operate, and oversee the schools OR that holds charters to operate two or more charter schools)?**

No

**Does the charter school plan to add a management organization in the Future?**

No

## Signatures and Affirmations

### Upload Board Affirmation Statement

PHCSE affirmation\_statement\_charterschool - signed.pdf

### Date of Approval

2025-08-01

## Charter School Annual Report Affirmation

### Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

### Chief Administrator

Dr. Wayne Jones

## Charter School Law Affirmation

### Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

### Chief Administrator

Dr. Wayne Jones

## Ethics Act Affirmation

### Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

### Chief Administrator

Dr. Wayne Jones

### **Charter School Annual Background Check Affirmation**

#### **Board President**

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

#### **Chief Administrator**

Dr. Wayne Jones

### **Charter Annual Administrative Certification Affirmation**

#### **Board President**

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

#### **Chief Administrator**

Dr. Wayne Jones

### **Charter School Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation**

#### **Board President**

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

#### **Chief Administrator**

Dr. Wayne Jones