SECTION 6 BUSINESS PLAN – SUCCESSION PLAN

CHARTER HOLDER SUCCESSION PLAN

As stated in the Bylaws of the charter holder, the replacement/succession procedures for vacancies are as follows:

BOARD OF DIRECTORS

Nominations of Directors shall be made to the Board of Directors by the following methods:

1. By a current Director
2. By the Chief Executive Officer
3. By a public official or a municipality or other political subdivision, of a designated representative, by a written nomination duly authorized by the public official, municipality or political subdivision.
4. As provided under subsection C, by farm workers or the rural poor, or by an organization of, or which represents, farm workers and/or the rural poor, of a designated representative, by written nomination signed by not less than 25 farm workers and/or rural poor of a community, or their authorized representatives. Such designated representative need not necessarily be a farm worker or among the rural poor themselves. For purposes of this subsection, "community" need not be a legally incorporated or officially established jurisdiction. The Board of directors shall have full discretion to define and determine "community", "farm workers", "rural poor", and any other term contained in this Article.

COMMITTEES

Committee members shall all be selected from among the Board of Directors.

Any vacancies in committees shall be filled by the President for the balance of the unexpired term.

OFFICERS

Officer vacancies, in any office shall be filled by the affirmative vote of a majority of the Directors present at any regular meeting or at a special meeting called for the purpose of filling a vacancy in an office.

CHIEF EXECUTIVE OFFICER

In the absence of the Chief Executive Officer (CEO) the Management Team under the Governing Board of Directors operates the everyday operations until a replacement is found.

CHARTER SUCCESSION PLAN

While not stated in the Bylaws, the following succession plans are in place.

SUPERINTENDENT

In the absence of the Superintendent, the Chief Executive Officer (CEO), or CEO designee, operates the everyday operations until a replacement is found.

PTHS MANAGEMENT TEAM

Any vacancies in the PTHS Management Team shall be filled by the PTHS Superintendent until a replacement can be found.

LEAD TEACHERS

In the absence of a Lead Teacher, the position shall be filled by the Director of Operations until a replacement can be found.

CAREER COURSE

Opportunities for advancement are directly related to benchmarks and vacancies. Benchmarks are:

- Associates to Bachelor's
- Bachelor's to Master's
- Years of service

Regarding vacancies, current qualified PTHS employees are afforded priority status for advancement through initial stage internal job postings. As stated in PPEP Inc. Human Resources Policies and Procedures, Section A, Staffing, Subject: Internal Job Bidding, Guideline: A-4, Purpose: To provide employees the opportunity to advance within the Company by expressing an interest in job openings for which they are qualified in order to enhance their career development. Additionally stated is the corporation's guideline that whenever and wherever possible, and as business necessity allows, is to fill position vacancies through the internal job bidding system prior to filling vacancies outside of the company.

REFINING TEACHER INCENTIVE PAY PLANS

PPEP TEC High School is in the process of refining the current teacher incentive pay policy for implementation beginning SY 2010/2011. Optimal opportunity presented by the renewal process and imperative results in Reading and Math achievement goals are dual factors in refining our incentive plan at this critical juncture. For PTHS, the overriding goal of a refined plan is to seize the opportunity to sustain the enthusiasm, cement the district as a team, and meet our goal of 100% district accountability in meeting performance objectives. Creating and implementing an incentive plan that follows the guidelines set forth in 15-977.A.-F., and seizing the opportunity to recognize the individual staff member as part of the whole district as a team is our goal.

APPROACH

All are accountable for success, all are evaluated.

ELEMENTS

District Adequate Yearly Progress

District Reading and Math Goals

Professional Development Goals

Graduation Rate

Retention

Parent Rating

Student Rating

Teacher Rating

Administrative Rating

TIMELINE

May 2010 – Submission to eligible teaching staff for review, and if needed, inputs and modifications

June 2010 – If needed, teaching and administrative staff final review and approval for governing board submission

June - July 2010 – Submission to PTHS Governing Board for review, advisory inputs and if needed, modifications per 15-977, E.

July 2010 – If needed, final submission to teaching and administrative staff for review and/or adoption

July 2010 – Final submission to PTHS Governing Board for review and adoption

August 2010 - Implementation

ONGOING PROFESSIONAL DEVELOPMENT

Current ongoing Professional Development activities are, but not limited to,

- Local, state, and federal training, workshops, and conferences,
- Staff development workshops related to classroom and content,
- PTHS district in-services, and
- Technology and software training.

In addition, an 18-month contractual agreement with The Principal's Office, effective March 2010 through August 2012, has been adopted. The Principal's Office will provide intensive Professional

Development aligned with the National Staff Development Standards (NSDC) adopted by the Arizona Department of Education (ADE).

Slated for SY 2010/2011 implementation is Galileo acquired through Assessment Technology Incorporated (ATI). Galileo will provide application resources for The Principal's Office training and NSDC standards. The Principal's Office and Galileo contracts were made possible by coordinating funding through ARRA Title Ia, Title IIa, Title IId – Ed Tech, and Maintenance and Operation (M & O).

Sustainability for The Principal's Office training will be implemented through PTHS Professional Development. Funding for the sustained support of Professional Development is budgeted through Title Ia, Title IIa, and Maintenance and Operation (M & O). Extenuating support if needed is:

- Professional Development in-service over and above scheduled.
- In-service trainings for Galileo software.
- The Principal's Office consultant support as needed.
- Additional conference opportunities for staff which reinforce NSDC standards.

HIGH STANDARDS FOR HIRING HIGHLY QUALIFIED PERSONNEL

The following information outlines procedural steps and provides guidance of PPEP TEC High School's current hiring practices. PTHS is in compliance with PL 107-110, Section 1119, (a)(1)(i)(1)(c)(1)(g)(3)(a) and PL 107-110, (c)(1) as applicable to hiring highly qualified staff, Parent's Right To Know, Public Notice To Parents, and Classroom Equity.

As part of the application process and in order to ensure highly qualified compliance, PPEP TEC HIGH SCHOOL follows a three-part procedure PRIOR to hiring the following school personnel:

Core Academic Area Teachers
Non-Core Academic Teachers
Special Education Teachers
Para-Professionals
Tutors

The three-part procedure of REQUEST, ANALYZE, & VERIFY, ensures that all compliance materials are collected, reviewed, and verified in advance of hire. Additionally, if hired, the documentation is used to support required attestation documentation, Principal's Verification of Highly Qualified Compliance, Checklist for Principals, and the creation and secure storage of a highly qualified file for each highly qualified staff member.

REQUEST

In addition to documentation required within the PPEP Employment Application, the following documents are required and will need to be submitted in order to be considered as an applicant for a highly qualified position at PPEP TEC:

Core Academic and Non-Core Academic Teaching Positions

- Transcripts from all post secondary schools attended indicating degree(s) conferred, bachelor's &/or advanced degree(s).
- Valid Arizona teaching certificate, if applicable (charter schools are exempt from this requirement).
- Provisional/Full SEI Endorsement.
- Valid Arizona fingerprint clearance card.

Core Academic Specific

- AEPA Subject Knowledge test results, if applicable.
- National Board Certification in the core academic area, if applicable.
- AZ HOUSSE for High School prior to June 30, 2007, if applicant is applying for a position in the **same** content area. AZ HOUSSE is **not applicable** post June 30, 2007 if applicant has changed content areas.

Special Education Teacher Positions

- Transcripts from all post secondary schools attended indicating degree(s) conferred, bachelor's &/or advanced degree(s).
- Valid Arizona special education teaching certificate (A.R.S. 15-502.b), disability areas listed on certificate.
- Provisional/Full SEI Endorsement.

- Valid Arizona fingerprint clearance card.
- AEPA Subject Knowledge test results, if applicable.
- National Board Certification in the core academic area, if applicable.
- AZ HOUSSE for High School prior to June 30, 2007, if applicant is applying for a position in the same content area. AZ HOUSSE is not applicable post June 30, 2007 if applicant has changed content areas.

Para-Professionals and Tutors

- Secondary school diploma or GED.
- Transcripts from all post secondary schools attended indicating:
  Associate's degree or higher,
  -OR-
- Completion of two years of study or 60 credit hours at an accredited institution of higher Education,
  -OR-
- Passing score report for one of the following ADE approved assessments:
  - ParaPro,
  - ACT Workkeys (requires Business Writing, Applied Math & Reading Comprehension)
  - Master Teacher's Para Educator Learning Network
- Valid Arizona fingerprint clearance card.
- *Provisional/Full SEI Endorsement, if applicable. While not required, Para-Professionals and Tutors are not excluded from acquiring the Provisional/Full SEI Endorsement. The endorsement is highly recommended, but not required.

ANALYZE

Pursuant to PL 107-110, the Director of Curricular Programs, Assessment and Analysis will ensure that all transcripts and degrees will be analyzed according to credit hours, grade, course level, and subject area to determine highly qualified content area(s).

VERIFY

The Director of Curricular Programs, Assessment and Analysis will ensure that all AZ certificates, AEPA subject knowledge test results, National Board Certifications, and AZ fingerprint clearance cards will be verified through ADE Common Log-On Certification Search.

Immediately Following Hire

Immediately following hire, the Director of Curricular Programs, Assessment and Analysis will ensure that for each highly qualified staff member:

- A highly qualified file is created and kept in a secure location at the PPEP TEC HIGH SCHOOL ADMINISTRATIVE OFFICES located at 1840 E. Benson Highway, Tucson, AZ. 85714,
- Each highly qualified staff file will contain any/all appropriate AZ Highly Qualified Attestation(s), including all supporting documentation,
- Appropriate staff highly qualified documentation is completed for all on-site school locations,
- Coordinate with the Director of Federal Programs to determine school Title I eligibility, and
- Complete ADE Common Log-On Highly Qualified Teacher Application requirements for each highly qualified teacher.

Within the first four weeks of a new school year, or within the first four weeks from the date of hire, the Director of Curricular Programs, Assessment and Analysis will ensure that:

- All highly qualified staff members complete the appropriate AZ Highly Qualified Attestations,
- All attestations are signed and dated by all appropriate personnel (teacher, paraprofessional, tutor, supervising teacher(s), and principals as needed),
- Each highly qualified staff member receives a copy of their current attestation(s),
- Principals at each school site understand and have completed the Checklist for Principals requirements,
- Principals at each school site understand, sign and complete the Principal's Verification of Highly Qualified Compliance, to include Title I identification, as applicable,
- A Highly Qualified Teachers Summary School Report is forwarded to the Superintendent from each school site,
- All Para-Professionals and tutors are working under the direct supervision of highly qualified teachers at each school site, and
- If applicable, for each Non-Title I school, with the principal, develop and monitor an Individual Teacher Plan for teachers not meeting the highly qualified requirements.

The PPEP TEC Policies & Procedures Handbook is distributed to every student and their parent or guardian. Thorough review and knowledge of the handbook is required. The PPEP TEC enrollment packet contains a signature page for parents, guardians and students affirming the receipt of the information provided within the handbook. Pursuant to No Child Left Behind legislation, the following information is provided to parents, guardians, and students, and, as stated, are the policies of PPEP TEC HIGH SCHOOL.

PARENT'S RIGHT TO KNOW

The federal law approved by President George W. Bush and Congress entitled "No Child Left Behind" requires that each school provide certain notifications to all parents.

PPEP TEC High School will provide, on request and in a timely manner, information regarding the professional qualifications of the students' teachers, including, at minimum, the following:

A state qualifications/licensure requirement for grade levels/subjects being taught;
Emergency certification or other provisional status;
College degree major and any other graduate degree held, and the field of certification or degree; and
Use of instructional aides and the qualifications of such personnel.
PPEP TEC High School will also provide to parents, in a timely fashion:
The level of achievement of the student on the AIMS or Terra Nova; and
A notice that the student has been taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified" according to the No Child Left Behind requirements.
In the State of Arizona, charter schools are not required to have state-certified teachers. However, it is PPEP TEC High School policy to hire certified teachers.

PUBLIC NOTICE TO PARENTS

A.R.S 15-183 (F) requires that PPEP TEC High School must notify all parents that teacher résumés are on file and available for review at the Administrative Offices located at 1840 E. Benson Highway, Tucson, Arizona.

Should you wish to review a teacher's résumé, please contact the Administrative Office at (520) 294-6997.

APPROPRIATE RESOURCES TO BRING IN NEW PERSONNEL

Current school vacancies are posted using interagency resources. More aggressive, position specific, detailed advertisement efforts are utilized within rural areas such as Yuma, Cochise, Pinal and western Pima Counties where highly qualified teachers are in short supply. The PPEP Inc. Director of Human Resources posts vacancies in or on:

- Local area newspapers
- Online mediums
    - Jobing.com
    - Craigslist.com
    - PPEP Inc. website: www.ppep.org
- Neighborhood Weekly publications

Additional efforts through grow our own teacher development utilizing opportunities afforded through ADE AEPA testing. Within the next three years, PTHS Management Team will establish partnerships in the Education department at rural area colleges such as:

- Cochise County Community College
- Arizona Western College
- Northern Arizona University in Pinal and Yuma Counties
- Pima Community College
- University of Arizona in Tucson
- University of Phoenix
- Central Arizona Community College