Performance Management Plan (PMP) Template

Applicant Name: Madison Highland Prep

Indicator (check one): __X__Math _____Reading **Duration of the Plan:** Begins July 1, 2014 to June 30, 2016

Measure	Metric	Expected/Predicted Baseline Based on Enrollment of Target Population	Annual Target For The Plan
State standardized assessment data (school average)	Percent (%) of students who score proficient on the State standardized assessment	25.6%	Meet or demonstrate sufficient progress toward the Academic Performance Expectations as set and modified periodically by the Board
	Average student growth percentile (SGP) on the State standardized assessment.	37.2	

Applicant does not edit sections in grey

STRATEGY I: Provide and implement a curriculum that improves student achievement.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Research various curriculum materials to determine alignment to Arizona's Common Core Math standards, and pre-Advanced Placement (AP) preparation, as well as an appropriate match to MHP's target population.	October 2012 and ongoing	Principal and Director of Curriculum	The selection of curriculum materials (SpringBoard) is established for Math with a high degree of Common Core Standards alignment and Pre-AP preparation for the 9th and 10th grade SpringBoard Common Core Standards Alignment Analysis	No additional costs
2. Develop Staff Handbook that reflects Professional Development Plan for the 2014-15 school year.	March 2014 through April 2014	Principal and Director of Curriculum	Completed Staff Handbook Professional Development Plan containing 28 Professional Learning Community (PLC)/Instructional Planning days during the 2014-15 school year Professional Development Calendar	$150.00 printing & binding costs (Listed on line 'Office Supplies')

3. Align purchased math materials to curriculum map for each grade level. MHP's Administrative/Instructional Leaders will attend SpringBoard's Initial Administrative Workshop (1 day), and SpringBoard's Curriculum Mapping with Instructional Leaders (2 days)	January 2014 Through July 2014	Director of Curriculum	Completed Math Curriculum Maps Professional Development Certificates from the College Board (SpringBoard)	SpringBoard's Initial Administrative Workshop - $2800 Curriculum Mapping with Instructional Leaders - $6200 (Listed on line 'AIS-Professional Development') No additional costs
4. Write job descriptions Place ads, and attend job fairs including out of state job fairs. Interview candidates Hire Highly Qualified teachers who are aligned with the school's educational philosophy, demonstrate an understanding of appropriate state standards, and have an attitude of critical thinking, self reflection, and commitment to life-long learning.	January 2014, February 2014,and March 2014	Principal and Director of Curriculum	Job descriptions approved by the Board Ads placed Recruitment Materials Teacher Hiring Procedure approved by the Board, and in Board Minutes. Teachers have been hired for all positions – signed contracts on file for all hired staff Highly Qualified Attestation Forms are sufficiently completed with all requirements for HQ	Teacher Recruitment Fairs $4,000 Teacher Job Ads $3,000 (Listed on line 'Marketing/Advertising') Personnel costs included in start-up and operating budget
5. Send STEM teacher to two-week Introduction to Engineering Summer Institute for Project Lead the Way training. During teacher In-service week STEM teacher begins to develop MHP's STEM curriculum.	July 2014	Director of Curriculum and STEM teacher	Introduction to Engineering Teacher Certification Project Lead the Way (PLTW) Professional Development Certificates Introduction to Engineering Course Syllabus, Project List and Timeline developed and submitted to Director of Curriculum.	PLTW Training $3,000 Flight, room & board $2,000 (Listed on line 'AIS-Professional Development') STEM teacher to be paid $100/day x 10 days = $1000 (Listed on line 'AIS-Professional Development')
6. 3-day, summer SpringBoard curriculum materials and resources training for math Teachers. Math teachers will also review Math Curriculum Maps using the map rubric/qualitative evaluation tool to	July 2014	Director of Curriculum	Attendance records if on site or Certification of Completion Copies of completed evaluations by math teachers on the alignment of curriculum maps Professional Development	SpringBoard's Initial Teacher Institute - 3 days - $6750 3 math teachers x $100 day = 300 x 3 days = $900 (Listed on line 'AIS-Professional Development')

check for completeness and adherence to the AZ Common Core Math Standards.			Certificates from the College Board (SpringBoard)	
7. Summer Professional Development Week: Math teachers will develop Arizona Common Core instructional units, course syllabi and daily lesson plans. Math teachers will receive special education and ELL requirements training.	July 2014	Principal and Director of Curriculum	Instructional Units Instructional Review Form Course syllabi Daily Lesson Plans Lesson Plan Review Form Special Education Training Certificates and Sign-in Logs ELL Training Certificates and Sign-in Logs Dropbox folder organized with subfolders for various standards, teaching strategies, and action research	Catered Breakfast and Lunch for education team for weeklong in-service donated by Governing Board. Faculty and Administration will be part of their job description. Free Dropbox accounts established for each member of the instructional team.
8. MHP math teachers will use Professional Learning Community (PLC) instructional planning days to develop their Arizona Common Core Standards based curriculum. MHP teachers will use 1 hour for PLC and 1 hour for instructional planning. Teachers will also examine disaggregated student data to evaluate fidelity of implementation and level of success with the school's math curriculum.	28 days throughout the 2014-15 school year, and in subsequent years	Director of Curriculum	PLC Agendas PLC Sign-in Sheets Scope and Sequence Documents Lesson Plans with embedded Formative Assessment Instructional Project Plans Sample Assessments. Test Item Banks	Accessible Mathematics (Steve Leinwand) book x 6 = $180.00 Transformative Assessment (James Popham) books x 16 = $550 (Listed on line 'Office Supplies') ACT - Aspire - $10,000 (Listed on line 'AIS-Professional Development')
9. MHP math teachers will identify priority standards, concepts and key vocabulary for each math course ensuring consistency in what is taught through a professional learning community (PLC).	August 2014	Director of Curriculum, Math Department Chair, and Principal	MHP's math department will develop vocabulary lists for students Math Vocabulary Posters Math Workshops - scheduled around priority standards and concepts	Posters $100 (Listed on line 'Office Supplies')

10. School Calendar will include Teacher Planning Time will be built into the day, four-days-per-week with Wednesdays reserved for PLC's as referenced in action step #8. Math teachers will develop high quality lesson plans that incorporate embedded formative assessment, as well as instructional units and projects and other instructional planning during their daily planning period. The Director of Curriculum and the Principal will mentor them.	4 days per week and ongoing throughout the year	Director of Curriculum, Principal, and Teachers	School Calendar is approved by the Board Lesson Plans with embedded Formative Assessment Lesson Plan Review Form Instructional Units Instructional Unit Review Form Instructional Projects Instructional Project Form Lesson Plan Feedback Review Form	No additional costs
11. Weekly review of teacher's daily lesson plans (DLP) and instructional units to ensure accurate implementation of Arizona's Common Core Math standards.	Weekly	Director of Curriculum and Principal	Daily Lesson Plans for the upcoming week will be uploaded to Drop Box by day's end, each Friday of the week before The DLP must demonstrate alignment with Arizona's Common Core Math Standards Lesson Plan Review Form Instructional Units Instructional Unit Review Form	No additional cost
12. The Principal and Director of Curriculum will be highly visible in classrooms ensuring high quality instruction and accurate implementation of the Arizona Common Core Math standards. Daily classroom snap-shots to verify lesson objectives are posted, and that curriculum is aligned and implemented to the Arizona Common Core Math Standards with fidelity.	Daily	Principal and Director of Curriculum	Posted Objectives in every Classroom Snap-shot Forms that records Principal's and Director of Curriculum's feedback on a lesson	No additional cost
13. MHP math teachers will participate in staff development workshops offered	October 2014	Director of Curriculum and	Continuing Education Unit	$1500 workshop fees for three math teachers (Listed on line 'AIS-

by the Arizona Department of Education on implementation of Arizona Common Core Math Standards.	through June 2015	Math Department Chair	Certificate(s) will be copied and placed in employee files	Professional Development')
14. Analyze PARCC testing data to determine specific math concepts targeted for additional instructional emphasis in all content areas throughout the 2015-16 school year. Revise math curriculum maps commensurate with established high priority areas.	June 2015, once assessment results arrive from the ADE	Principal, Director of Curriculum, and Math Department Chair	Staff Meeting/Staff Development Agendas Revised Curriculum Maps in Teacher Curriculum Binders and in Master Copy binder in Principal's Office Staff worksheets for processing data and determining revisions to be made	No additional cost

STRATEGY II: Develop and implement a plan for monitoring the integration of the Arizona Academic Standards into instruction.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Align purchased math materials to curriculum map for each grade level. MHP's Administrative/Instructional Leaders will attend SpringBoard's Initial Administrative Workshop (1 day), and SpringBoard's Curriculum Mapping with Instructional Leaders (2 days).	January 2014	Principal and Director of Curriculum	Curriculum Maps Professional Development Certificates from the College Board (SpringBoard)	SpringBoard's Initial Administrative Workshop - $2800 Curriculum Mapping with Instructional Leaders - $6200 (Listed on line 'AIS-Professional Development') No additional costs as Principal and Director of Curriculum are salaried.
2. During Summer Professional Development Week, the Director of Curriculum and Principal will present instructional strategies consistent with school philosophy and designed to integrate selected text into Academic standards, support math teachers in developing Arizona Common Core Standards based: instructional units, course syllabi and daily lesson plans.	July 2014	Director of Curriculum and Principal	Arizona Common Core Standards Based Instructional Units First Quarter Course Syllabi First Quarter Daily Lesson Plans Sign-in Sheets for Instructional Workshops	Catered Breakfast and Lunch for education team for weeklong in-service donated by Governing Board.
3. MHP math teachers will use Professional Learning Community (PLC)	28 days throughout	Math Department and Director of	PLC Agendas	Accessible Mathematics (Steve Leinwand) book x 6 = $180.00

instructional planning days to examine disaggregated student data to evaluate fidelity of implementation and level of success with the school's math curriculum. MHP teachers will use 1 hour for PLC and 1 hour for instructional planning.	the 2014-15 school year, and in subsequent years	Curriculum	PLC Sign-in Sheets	Transformative Assessment books x 16 = $550 (Listed on line 'Office Supplies')
4. Director of Curriculum will combine and format teacher work on priority standards, concepts and key vocabulary ensuring consistency in what is taught through a professional learning community (PLC). Math vocabulary posters will be purchased.	August 2014	Director of Curriculum and Principal	Grade level and course plans for math standards integration updated in each teacher's binder Math Vocabulary Posters purchased and posted Math workshops will be scheduled around priority standards and concepts	Posters $100 (Listed on line 'Office Supplies')
5. Weekly review of teacher's daily lesson plans (DLP) and instructional units to ensure accurate integration of Arizona's Common Core standards for math. The DLP must demonstrate alignment with Arizona's Common Core Math standards.	Weekly	Director of Curriculum and Principal	Daily Lesson Plans for the upcoming week will be uploaded to Drop Box by day's end, each Friday of the week before The DLP must demonstrate alignment with Arizona's Common Core Math Standards Lesson Plan Review Form Instructional Units Instructional Unit Review Form	No additional cost
6. The Principal and or, Director of Curriculum will visit each classroom, each and every day, to verify instruction matches the posted objectives, and the accurate integration of the Arizona Common Core Math standards. Daily classroom snap-shots will be used to verify that lesson objectives are posted, and that curriculum is aligned to the Arizona Common Core standards	Daily	Principal and Director of Curriculum	Posted Objectives Snap shot form provided for each classroom visit	No additional cost

with fidelity.				
7. Create summative unit assessments that are aligned to curriculum.	July 2014 for first quarter units; and then one month prior to teaching future units	Director of Curriculum and Math Department	Summative Assessment for each Math Unit in each grade level that has multiple valid questions for each standard that will be taught for mastery Data-tracking Sheet to document evidence of student mastery of Arizona Academic Standards	No additional costs
8. Online benchmark assessment given to each student where assessment results are broken down by mastery level of standards for each student and each class as a whole. Benchmark data will provide insight on the degree of successful integration of Arizona's Common Core Math standards in MHP's instructional program.	Fall, Winter, and Spring	Director of Curriculum and Testing proctors (Education Team members)	Individual Online Benchmark Assessment Reports	No additional costs
9. Analyze PARCC testing data to assess the degree of successful integration of Arizona's Common Core Math Standards. Revise Curriculum Maps and Specific math concepts for added instructional emphasis for the following school year.	June 2015, once assessment results arrive from the ADE	Principal and Director of Curriculum	Staff Meeting/Staff Development agendas Revised Math Curriculum Maps Meeting Minutes Data-tracking Sheet to document evidence of student mastery of Arizona Academic Standards	No additional cost

STRATEGY III: Develop and implement a plan for monitoring and documenting student proficiency.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Each student is assigned a diagnostic assessment for Math (ACT Aspire) to assist the administrative team in establishing a baseline from which to schedule each student's classes,	Prior to enrollment, interview. Ongoing whenever	Director of Curriculum	Individual Math Diagnostic Assessment Data Individual yearlong class schedule for each student	No additional costs

identify remedial needs (one-on-one tutoring, workshops, targeted intervention, and possible assignment to Future Freshmen Academy. Each student's diagnostic assessment for Math is also used to identify enrichment opportunities (Honors or Advanced Placement coursework, National Honor Society eligibility). Further, this assessment initiates the beginning of each student's charted proficiency levels, used to measure future (longitudinal) growth.	new students arrive		Tutoring Contracts Tutoring Schedule Workshop Schedule Workshop Assignment Form Future Freshmen Academy Enrollment Form Honors eligibility List Advanced Placement (AP) List Data-tracking Sheet to document evidence of student mastery of Arizona Academic Standards	
2. Each student will be guided in the development of their own Personal Education Plan (PEP) by their Grade Level Advisor. This will begin at the start of the school year. Students will be expected to retain a copy of their PEP in their student handbook and the document will be used for setting goals, recording results and planned activities, and interventions	August and Quarterly	Grade Level Advisors and Director of Curriculum	Individual PEPs given to students and copies provided for grade level advisors Weekly Grade Reports Grade Level Advisors will submit regular reports to Director of Curriculum	2 x $500 stipends for Grade Level Advisors, who are teachers = $1000 (Listed on line 'AIS-Professional Development')
3. Pre-test and post-testing will be the expectation for each and every class taught at MHP. The results of each will be submitted to the Director of Curriculum for approval. Pre- and post-test data will be tracked, measured and factored into each teacher's evaluation.	Beginning and end of each Quarter	Teachers and Director of Curriculum	Approved pre-and post-tests are on file Teachers submit testing results to Director of Curriculum Director of Curriculum creates or charts student growth Data-tracking Sheet to document evidence of student mastery of Arizona Academic Standards Teacher evaluations contain reference to growth of students in his/her class	No additional cost

4. Formative Assessment based instruction will be conducted in every classroom each and every day. Students will be assessed on a minute-by-minute basis during instruction, where immediate assistance will be provided through the school's formative assessment instructional practices. (If deeper remediation is required, after school remediation will be prescribed by the teacher for the same day or as quickly as possible).	Daily	Teachers and Director of Curriculum	Daily lesson Plans with embedded Formative Assessment. Lesson Plan Review Form Snap-shot Form	No additional cost
5. Teachers report weekly grades (and a student intervention log for that week). Grade level advisors review weekly grades to confirm that remediation was assigned, and completed. The administrative team will receive feedback from Grade Level Advisors, and meet with students individually as necessary to ensure that maximum participation and success in remedial interventions occurs.	Daily and Weekly	All Teachers, Grade level advisors, and Principal or Director of Curriculum	Blackboard Engage (Edline) grading software and database Blackboard Engage (Edline) Grade Reports Student Intervention Logs Weekly Grade Level Advisor Report Administrator/Student Meeting Form Verbal, Electronic, or Written Communication to the child's home about prescribed remediation. Tutoring Contracts Tutoring Schedule Workshop Schedule Workshop Assignment Form	Blackboard Engage Grading Software and Database - $3205 (Listed on line 'SAIS Software')
6. MHP's After School Tutoring Program (Section A.4) will operate 4-days per week, and will provide remediation for math skills.	4-days per week throughout school year	Director of Curriculum, Math Teachers, STEM Teacher, and Student Services Staff	Weekly Advisor Report Administrator/Student Meeting Form Tutoring Logs After School Workshop Sign-in Sheets	No additional cost

7. Midterm grades submitted by teachers, reviewed by Director of Curriculum, then released to students and their parents/guardians. The Education Team (Teachers, Grade level Advisors, Director of Curriculum and the Principal) will then meet and determine next level of interventions for students who are failing a class(es).	Mid-Quarterly	Teachers, Grade Level Advisors, Director of Curriculum and Principal	Midterm Grades Parent Signature Form Midterm Grades submitted by teachers to Blackboard Engage (Edline) for teachers, parents, and education team to view Intervention Meeting Sign-in Sheet Intervention Recommendations Form	Blackboard Engage Grading Software and Database - $3205 (Listed on line 'SAIS Software')
8. Online benchmark assessment given to each student where assessment results are broken down by mastery level of standards for each student and each class as a whole. Assessment reports will be generated for each student, class and cohort illustrating the degree of standards mastery. Results will be disseminated in Professional Learning Communities (PLCs) where growth relative to PMP will be examined.	Fall, Winter, and Spring	Director of Curriculum and Testing proctors (Education Team members)	Individual Benchmark Assessment Reports List of bottom quartile students will be generated Parents receive Individual Assessment Report Tutoring Contracts Tutoring Schedule Workshop Schedule Workshop Assignment Form	No additional costs
9. Disaggregate PARCC assessment data to determine whether all groups of students are learning and making progress. Analysis will include groupings by grade, gender, SES, ELL, and ethnicity, and Math Student Growth Percentiles (SGPs). Make a Formal Report of Assessment Results for Governing Board, and school staff.	April	Principal and Director of Curriculum	Governing Board Report of PARCC Assessment Data Governing Board Meeting Agenda Governing Board Meeting Minutes Staff Meeting Agenda Staff Meeting Minutes	No additional cost
10. School Governing Board reviews progress towards goals stated in Performance Management Plan.	Quarterly	Governing Board Members	Governing Board Meeting Agenda Governing Board Meeting Minutes	No additional cost

11. Submit an End of Year Report to Governing Board Members	May	Principal and Director of Curriculum	Formal report and presentation for Governing Board Members, and Teachers Governing Board Meeting Agenda Governing Board Meeting Minutes Staff Meeting Agenda	No additional cost
12. Update Math PMP Plan to include recommendations resulting from action step 11.	June	Director of Curriculum and Principal	Updated Math PMP Plan for the 2015-2016 school year to be approved by the Governing Board	No additional cost

STRATEGY IV: Develop and implement a professional development plan that supports effective implementation of the curriculum.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Develop Staff Handbook that reflects Professional Development Plan for the 2014-15 school year.	March 2014 through April 2014	Principal and Director of Curriculum	Completed Staff Handbook containing: Staff Professional Development Plan Professional Development Calendar Staff Professional Development Plan makes provision for 28 Professional Learning Community (PLC)/Instructional Planning days during the 2014-15 school year Staff Handbook Training Agenda Staff Handbook Sign-off Sheet	$150.00 printing & binding costs (Listed on line 'Office Supplies')
2. Develop a Formal Evaluation of the Principal rubric, and a Formal Evaluation of the Director of Curriculum rubric.	March 2014 through April 2014	Principal, Director of Curriculum, and Governing Board	Formal Evaluation of the Principal Rubric Formal Evaluation of the Director of Curriculum Rubric	No additional cost

3. Plan Summer Teacher In-service and Future Freshmen Academy.	April 2014	Principal and Director of Curriculum	One-week Summer Teacher In-service Agenda Staff Handbook Professional Development Plan Professional Development Calendar Future Freshmen Academy Schedule Completed Future Freshmen Academy Enrollment Form	Copy paper $200.00 (Listed on line 'Office Supplies')
4. Align purchased math materials to curriculum map for each grade level. MHP's Administrative/Instructional Leaders will attend SpringBoard's Initial Administrative Workshop (1 day), and SpringBoard's Curriculum Mapping with Instructional Leaders (2 days).	January 2014 Through July 2014	Director of Curriculum	Completed Math Curriculum Maps Professional Development Certificates from the College Board (SpringBoard)	SpringBoard's Initial Administrative Workshop - $2800 Curriculum Mapping with Instructional Leaders - $6200 (Listed on line 'AIS-Professional Development')
5. Send STEM teacher to two-week Introduction to Engineering Summer Institute for Project Lead the Way training	July 2014		Introduction to Engineering Course Syllabus, Project List and Timeline developed and submitted to Director of Curriculum Introduction to Engineering Teacher Certification PLTW Professional Development Certificates	PLTW Training $3,000 Flight, room & board $2,000 (Listed on line 'AIS-Professional Development')
6. 3-day, summer SpringBoard curriculum materials and resources training for math Teachers. Math teachers will also review curriculum maps using the map rubric/qualitative evaluation tool to check for completeness and adherence to the AZ Common Core Math Standards.	July 2014	Director of Curriculum and College Board	SpringBoard Certificate of Proficiency MHP's Math Curriculum Maps aligned to the Arizona Common Core Standards utilizing SpringBoard curriculum materials	SpringBoard's Initial Teacher Institute - $6750 (Listed on line 'AIS-Professional Development')
7. Summer Professional Development Week: Math teachers will develop	July 2014	Principal and Director of	Arizona Common Core Math Standards – based Instructional	Catered Breakfast and Lunch for education team for weeklong in-service

Arizona Common Core Math Standards-based instructional units, course syllabi and daily lesson plans. Math teachers will receive special education and ELL requirements training. Teachers will be trained on MHP's staff handbook. Teachers will also receive Charlotte Danielson's Framework for Teaching book, and will learn about coaching protocols, and the teacher evaluation instrument. MHP's Personal Education Plan (PEPs) format will be shared and Grade Level Advisors selected.		Curriculum	Units First Quarter Course Syllabi Completed Special Education Training Certificates Special Education Training Sign-in Logs ELL Training Certificates ELL Training Sign-in Logs Signed acknowledgement of Charlotte Danielson coaching 'protocols' and teacher evaluation instrument Grade Level Advisors Selected Grade Level Advisor Agreement Signed acknowledgment of Staff Handbook	donated by Governing Board. Charlotte Danielson's Framework book x 16 copies at = $550.00 (Listed on line 'AIS-Professional Development')
8. Weekly review of teacher's daily lesson plans and instructional units to ensure accurate implementation of Arizona's Common Core standards for math as well as other required DLP ingredients. MHP's lesson plan format is a hybridization of Madeline Hunter's EEI with Bloom's Taxonomy, embedded Formative assessment, and Gardner's Multiple Intelligences.	Weekly	Director of Curriculum and Principal	Daily Lesson Plans for the upcoming week will be uploaded to Drop Box by day's end, each Friday of the week before The DLP must demonstrate alignment with Arizona's Common Core Math Standards Lesson Plan Review Form Instructional Units Instructional Unit Review Form	No additional cost
9. Instructional staff will be divided into Professional Learning Communities based on content areas. School calendar will include 1 hour for PLC and 1 hour for instructional planning. (Math teachers will examine information in preparation for the PARCC assessment. Teachers will also	28 days throughout the 2014-15 school year, and in subsequent years	Director of Curriculum	Daily and Weekly Schedules are approved PLC Agendas PLC Sign-in Sheets Scope and Sequence Documents Lesson Plans with embedded Formative Assessment	Accessible Mathematics (Steve Leinwand) book x 6 = $180.00 Transformative Assessment books x 16 = $550 (Listed on line 'Office Supplies') ACT – Aspire - $10,000 (Listed on line 'AIS-Professional Development')

examine disaggregated student data to evaluate fidelity of implementation and level of success with the school's math curriculum).			Project Plans Sample Assessments Test Item Banks	
10. Teacher Planning Time will be built into the day, four-days-per-week with Wednesdays reserved for PLC's as referenced in action step #8.	4 days per week and ongoing throughout the year	Director of Curriculum, Principal and Teachers	Teachers will develop high quality lesson plans that incorporate embedded Formative Assessment Lesson Plan Review Form	No additional costs
11. MHP math teachers will participate in staff development workshops offered by Arizona Department of Education on implementation of Common Core State Standards.	October 2014 through June 2015	Director of Curriculum and Math Department Chair	Continuing Education Unit Certificate(s)	$1500 workshop fees for 3 math teachers (Listed on line 'AIS-Professional Development')
12. Train education team on 21st Century Digital Literacy Skills.	August 2014	Director of Curriculum and Digital Literacy Consultant	Professional Development Agenda Professional Development Sign-in Sheets Professional Development Certificates Implementation of Digital Practices in Course Work is evidenced in Lesson Plans	$500 Consultant fees (Listed on line 'AIS-Professional Development')
13. Train education team on the 'Flipped Classroom' through PLCs	September 2014	Director of Curriculum, Principal and STEM teacher	Professional Development Agenda Professional Development Sign-in Sheets Professional Development Certificates Implementation of Flipped Classroom Practices in Course Work is evidenced in Lesson Plans	No additional cost
14. Train education team on Project-based Learning through PLCs	October 2014	Director of Curriculum,	Professional Development Agenda	No additional cost

		Principal, and STEM teacher	Professional Development Sign-in Sheets Professional Development Certificates Implementation of Project-based Learning Practices in in Course Work is evidenced in Lesson Plans	
15. Train education team on Cooperative Learning through PLCs	November 2014	Director of Curriculum	Professional Development Agenda Professional Development Sign-in Sheets Professional Development Certificates Implementation of Cooperative Learning Practices in Course Work is evidenced in Lesson Plans	No additional cost
16. Formal Evaluations of the education team (Teachers, and paraprofessionals), based on the Formal Observation, daily snap-shots, and compliance with school academic and professional policies as detailed in the Staff Handbook.	December 2014 and April 2015	Director of Curriculum, and Principal	Staff Handbook Classroom Snap Shot Forms Charlotte Danielson's Teacher Effectiveness Rubric Pre-Observation Goals Formal Teacher Evaluation Post-Observation Reflection	No additional cost
17. Conduct formal evaluations of the Principal and Director of Curriculum	May 2014	Governing Board	Formal Principal Evaluation Rubric Formal Director of Curriculum Evaluation Rubric Evaluation report to Principal and to Director of Curriculum indicating strengths and weaknesses targeted for improvement	No additional cost
18. Education team completes survey	Starting	Director of	Board Report:	No additional cost

regarding effectiveness of PLC's, staff development workshops, and administrative support and areas/skills requiring additional training.	January 2014 and after each semester	Curriculum and Principal	Staff Development Plan Completed Level of Effectiveness Surveys Completed	
19. Update Math PMP Plan to include new initiatives and priorities.	June 2014	Principal	Updated Math PMP Plan for the 2015-2016 school year to be approved by the Board	No additional cost
20. New teachers will review existing aligned curriculum in their content area, provide feedback and sign an acknowledgement of alignment.	July 2015 and every July thereafter	Director of Curriculum, Math Department Chair, and New Math Teachers	Curriculum Alignment Agenda Acknowledgement of Alignment	No additional cost