Performance Management Plan (PMP) Template

Applicant Name: Madison Highland Prep

Indicator (check one): ____Math __X__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	52.5 %	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.	43.5	

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 Reading 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 Reading 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 ELA 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 Reading 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. 3-day, summer SpringBoard curriculum materials and resources training for English Teachers. English teachers will also review English Language Arts (ELA) Curriculum Maps using the map rubric/qualitative evaluation tool to check for completeness and adherence to Arizona's Common Core English Language Arts Standards for Reading.	July 2014	Director of Curriculum	Attendance records if on site or certificate of completion Copies of completed evaluations by English teachers on the alignment of curriculum maps Professional Development Certificates from the College Board (SpringBoard)	SpringBoard's Initial Teacher Institute - 3 days - $6750 3 English teachers x $100 day = 300 x 3 days = $900 (Listed on line 'AIS-Professional Development')
6. Summer Professional Development Week: English teachers will develop Arizona Common Core ELA instructional units, course syllabi and daily lesson plans. English teachers will receive special education and ELL requirements	July 2014	Principal and Director of Curriculum	Instructional Units Instructional Review Form Course syllabi Daily Lesson Plans Lesson Plan Review Form Special Education Training	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.

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	Free Dropbox accounts established for each member of the instructional team.
7. MHP English 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 reading 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	Transformative Assessment (James Popham) books x 16 = $550 ACT - Aspire - $10,000 (Listed on line 'AIS-Professional Development')
8. MHP English teachers will identify priority-reading standards, strands and key vocabulary for each English course ensuring consistency in what is taught through a professional learning community (PLC).	August 2014	Director of Curriculum, English Department Chair, and Principal	MHP's English department will develop vocabulary lists for students Reading Vocabulary Posters Reading workshops - scheduled around priority standards and concepts.	Posters $100 (Listed on line 'Office Supplies')
9. Provide the education team with Arizona's Common Core ELA Standards, and have each non-ELA teacher identify the CCSS Literacy Strands that will be integrated within their content areas: History, Social Studies, Science, STEM, fine arts, and electives.	August 2014	Director of Curriculum, English Department, and Principal	Staff Meeting agendas Curriculum Maps Course Syllabi Daily Lesson Plans with CCSS Literacy Strands identified	No additional costs
10. School Calendar will include Teacher Planning Time will be built into the day, four-days-per-week with	4 days per week and ongoing	Director of Curriculum, Principal, and	School Calendar is approved by the Board Lesson Plans with embedded	No additional costs

Wednesdays reserved for PLC's as referenced in action step #7. English 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. They will be mentored by the Director of Curriculum and the Principal.	throughout the year	Teachers	Formative Assessment Lesson Plan Review Form Instructional Units Instructional Unit Review Form Instructional Projects Instructional Project Form Lesson Plan Feedback Review Form	
11. Weekly review of teacher's daily lesson plans (DLP) and instructional units to ensure accurate implementation of Arizona's Common Core ELA Standards for Reading.	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 ELA Standards for Reading 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 ELA Standards for Reading. Daily classroom snap-shots to verify lesson objectives are posted, and that curriculum is aligned and implemented to the Arizona Common Core ELA Standards for Reading 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 English teachers will participate in staff development workshops offered by the Arizona Department of Education on	October 2014 through	Director of Curriculum and English	Continuing Education Unit Certificate(s) will be copied and placed in employee files	$1500 workshop fees for three English teachers (Listed on line 'AIS-Professional Development')

implementation of Arizona Common Core ELA Standards for Reading.	June 2015	Department Chair		
14. Analyze PARCC testing data to determine specific Reading Strands targeted for additional instructional emphasis in all content areas throughout the 2015-16 school year. Revise ELA curriculum maps commensurate with established high priority areas.	June 2015, once assessment results arrive from the ADE	Principal, Director of Curriculum, and English 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 ELA 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 English 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 English teachers will use Professional Learning Community (PLC) instructional planning days to examine	28 days throughout the 2014-15	English Department, and Director of	PLC Agendas PLC Sign-in Sheets	Transformative Assessment books x 16 = $550 (Listed on line 'Office Supplies')

disaggregated student data to evaluate fidelity of implementation and level of success with the school's English curriculum. MHP teachers will use 1 hour for PLC and 1 hour for instructional planning.	school year, and in subsequent years	Curriculum		
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). Reading vocabulary posters will be purchased.	August 2014	Director of Curriculum and Principal	Grade level and course plans for reading standards integration updated in each teacher's binder Reading Vocabulary Posters purchased and posted. Reading workshops will be scheduled around priority standards and strands	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 ELA standards for reading. The DLP must demonstrate alignment with Arizona's Common Core ELA standards for reading.	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 ELA Standards for Reading 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 ELA standards for Reading. 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 English Department	Summative Assessment for each Reading 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 ELA standards for Reading 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 ELA Standards for Reading. Revise Curriculum Maps and specific reading strands targeted for added instructional emphasis in the following school year.	June 2015, once assessment results arrive from the ADE	Principal and Director of Curriculum	Staff Meeting/Staff Development agendas Revised ELA 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 Reading (ACT Aspire) to assist the administrative team in establishing a baseline from which to	Prior to enrollment, interview. Ongoing	Director of Curriculum	Individual Reading Diagnostic Assessment Data Individual yearlong class	No additional costs

schedule each student's classes, identify remedial needs (one-on-one tutoring, workshops, targeted intervention, and possible assignment to Future Freshmen Academy. Each student's diagnostic assessment for Reading 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.	whenever new students arrive		schedule for each student 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	No additional cost

			in his/her class	
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 reading comprehension.	4-days per week throughout school year	Director of Curriculum, English Teachers, and Student Services Staff	Weekly Advisor Report Administrator/Student Meeting Form Tutoring Logs After School Workshop Sign-in	No additional cost

			Sheets	
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 Reading 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	Quarterly	Governing Board	Governing Board Meeting Agenda	No additional costs

Performance Management Plan.		Members	Governing Board Meeting Minutes	
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 Reading PMP Plan to include recommendations resulting from action step 11.	June	Director of Curriculum and Principal	Updated Reading 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	March 2014 through	Principal, Director of Curriculum, and	Formal Evaluation of the Principal Rubric	No additional cost

rubric.	April 2014	Governing Board	Formal Evaluation of the Director of Curriculum Rubric	
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 ELA 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 ELA 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. 3-day, summer SpringBoard curriculum materials and resources training for English Teachers. English teachers will also review English Language Arts (ELA) Curriculum Maps using the map rubric/qualitative evaluation tool to check for completeness and adherence to the AZ Common Core Reading Standards.	July 2014	Director of Curriculum and College Board	SpringBoard Certificate of Proficiency MHP's ELA 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')
6. Summer Professional Development Week: English teachers will develop Arizona Common Core ELA Standards-based instructional units, course syllabi and daily lesson plans. English teachers will receive special education and ELL requirements training. Teachers will be trained on MHP's staff handbook.	July 2014	Principal and Director of Curriculum	Arizona Common Core ELA Standards – based Instructional Units First Quarter Course Syllabi Completed Special Education Training Certificates Special Education Training Sign-	Catered Breakfast and Lunch for education team for weeklong in-service donated by Governing Board. Charlotte Danielson's Framework book x 16 copies at = $550.00 (Listed on line 'AIS-Professional Development')

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.			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	
7. Weekly review of teacher's daily lesson plans and instructional units to ensure accurate implementation of Arizona's Common Core ELA Standards for Reading 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 ELA Standards for Reading Lesson Plan Review Form Instructional Units Instructional Unit Review Form	No additional cost
8. 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. (English teachers will examine information in preparation for the PARCC assessment. Teachers will also examine disaggregated student data to evaluate fidelity of implementation and level of success with the school's ELA curriculum).	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 Project Plans Sample Assessments Test Item Banks	Transformative Assessment books x 16 = $550 (Listed on line 'Office Supplies') ACT – Aspire - $10,000 (Listed on line 'AIS-Professional Development')
9. Teacher Planning Time will be built	4 days per	Director of	Teachers will develop high	No additional costs

into the day, four-days-per-week with Wednesdays reserved for PLC's as referenced in action step #7.	week and ongoing throughout the year	Curriculum, Principal and Teachers	quality lesson plans that incorporate embedded Formative Assessment Lesson Plan Review Form	
10. MHP English teachers will participate in staff development workshops offered by Arizona Department of Education on implementation of Arizona's Common Core ELA Standards.	October 2014 through June 2015	Director of Curriculum and English Department Chair	Continuing Education Unit Certificate(s)	$1500 workshop fees for 3 English teachers (Listed on line 'AIS-Professional Development')
11. 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')
12. 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
13. Train education team on Project-based Learning through PLCs	October 2014	Director of Curriculum, Principal, and STEM teacher	Professional Development Agenda Professional Development Sign-in Sheets Professional Development Certificates	No additional cost

			Implementation of Project-based Learning Practices in in Course Work is evidenced in Lesson Plans	
14. 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
15. Train education team on Socratic Seminar	December 2014	Director of Curriculum and Outside Consultant	Professional Development Agenda Professional Development Sign-in Sheets Professional Development Certificates Implementation of Socratic Seminar Practices in Course Work is evidenced in Lesson Plans	Socratic Seminar Consultant $500 (Listed on line 'AIS-Professional Development')
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	No additional cost

			Evaluation report to Principal and to Director of Curriculum indicating strengths and weaknesses targeted for improvement	
18. Education team completes survey regarding effectiveness of PLC's, staff development workshops, and administrative support and areas/skills requiring additional training.	Starting January 2014 and after each semester	Director of Curriculum and Principal	Board Report: Staff Development Plan Completed Level of Effectiveness Surveys Completed	No additional cost
19. Update Reading PMP Plan to include new initiatives and priorities.	June 2014	Principal	Updated Reading 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, English Department Chair, and New English Teachers	Curriculum Alignment Agenda Acknowledgement of Alignment	No additional cost