Performance Management Plan (PMP) Template

Applicant Name:_BASIS Schools, Inc._____

Indicator (check one): _____Math __X___Reading **Duration of the Plan:** Begins July 1 and continues for two years

Measure	Metric	Expected/Predicted Baseline Based on Enrollment of Target Population	Annual Target For The Plan
State standardized assessment data (school average) for target population	Percent (%) of target students who currently score proficient on the State standardized assessment	91	Meet or demonstrate sufficient progress toward the Academic Performance Expectations as set and modified periodically by the Board
	Average current target student growth percentile (SGP) on the State standardized assessment.	59	

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
Review the Arizona College and Career Ready Standards, AZ graduation requirements, and the BASIS graduation requirements to determine the required course work and curricular alignment, beginning with Kindergarten, to prepare students to graduate from a BASIS school.	Y1: January 2015 Y2: January 2016	Intellectual Capital Team (ICT)	Curriculum map of BASIS Curriculum to Arizona College and Career Ready Standards	Included in BASIS.ed management fee
Using data-driven process, specifically designed to improve student achievement, Subject Advisors develop BASIS Bare Bones syllabus for every course.	Y1: March 2015 Y2: March 2015	Subject Advisors	BASIS Bare Bones syllabus is created for all Humanities courses where Reading standards are covered, ensuring demonstration of spiraling mastery-based curriculum; all syllabi are loaded into	Included in BASIS.ed management fee

			BASIS.edLink	
The Director, Intellectual Capital (ICT) oversees the finalization of the Bare Bones syllabi to ensure alignment with Arizona's College and Career Ready Standards.	Y1: April 2015 Y2: April 2016	Director, ICT	BASIS Bare Bones syllabus is certified by Director, ICT to integrate all requirements of Arizona's College and Career Ready Standards	Included in BASIS.ed management fee
Subject teachers (with support from LETs in grades K-4), utilizing the BASIS.edLink interactive database, develop their individual class syllabus pulling "required topics" and "teacher topics".	Y1: June-July 2015 Y2: June-July 2016	Teachers	Teachers develop their individual class syllabi based on the BASIS Bare Bones syllabus for each subject	Included in teacher salaries
The Head of School reviews each teacher's final syllabus to ensure appropriate pacing and incorporation of formative assessments	Y1: July 2015 Y2: July 2016	Head of School/Teachers	Syllabus for each class is finalized and implemented for each course In the subsequent school year, students perform better on diagnostic and standardized tests than the previous year (or maintain high levels of performance)	Included in BASIS.ed management fee
Teachers prepare their reading lists for all Humanities courses aligned with their course syllabus and ensure material is appropriate to meet ACCRS; Head of School reviews	Y1: July 2015 Y2: July 2016	Teachers/Head of School	Course curricular materials are published on SCHOOL website prior to first day of school	Included in BASIS.ed management fee

STRATEGY II: Develop and implement a plan for monitoring the integration of the Arizona's College and Career Ready Standards into instruction.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item

Hire highly effective teachers, recruited for their deep content knowledge and ability to provide excellent instruction aligned to the BASIS mission and philosophy
Sub1: Building robust qualified teacher pipeline. Bring in teacher applications thought career fairs, networking, social media, contacting former applicants
 	
Sub2: Pursuing qualified Candidates. Through centralized hiring events hosted at locations across the country and initial screening interview, winnow the pool of applicants to high potential candidates. Begin School level interviews and early offers
 	
Sub3: Hiring extraordinary teaching talent. Extend offers to all candidates and begin onboarding process
	Y1: December 2014 – June 30 2015
	
	Y2: December 2015- June 30 2016
		HOS/Director of Human Capital	• Build pipeline of minimum 9,000 applicants (network-wide) – by January 1, 2015
			• Identify minimum of 500 potential candidates by May 1, 2015
			• All School Site teachers hired before the start of Teacher Training Institute (Y1:July 2015, Y2: July 2016)
			  ○ Includes signed offer letters
			  ○ Fingerprint clearance cards
			  ○ Transcripts
			  ○ Resume maintained on file
				Included in BASIS.ed Management Fee

Teachers receive Teacher Manual outlining expectations for instruction and classroom management	Y1: July 2015 Y2: July 2016		Teacher Manual is produced and published for dissemination at Teacher Training Institute	Included in BASIS.ed Management Fee
Teachers adopt their syllabus that has	Y1: July,		All teacher have a syllabus published	Included in BASIS.ed

been approved by the HOS	2015 Y2: July 2016		to BASIS.edLink	Management Fee
Teachers plan lessons and develop materials necessary for instruction that integrate the ACCRS	Y1: July-August, 2015 Y2: July-August, 2016		HOS observes teachers as prepared at the start of each class period	Included in BASIS.ed Management Fee
Teachers begin class with a focused lesson with clear objectives	Y1: August 2015 Y2: August 2016		HOS observes consistent use of the "Do now" strategy; Observes evidence of clearly communicated objective to student (e.g. written on board at the front of class)	Included in BASIS.ed Management Fee
Teachers utilize best practices to achieve effective instruction, cover proper material, and learn from each other through their LET/SET co-teaching.	Ongoing (informal), two or more formal reviews per year		HOS observes effective instruction. Evidence includes observation of strategies[1] such as: • Cold-calling • "Wait time" • "No-opt out" • "Do it again" • "Right is Right" • "The Hook" • Tight transitions	Included in teacher salaries and BASIS.ed Management Fee

[1] Effective strategies include those methods explained in Teach Like a Champion by Doug Lemov. This is required reading of all BASIS faculty prior to the start of Teacher Training Institute

Director, Student Affairs observes teachers through unannounced and frequent classroom visits for purpose of providing direction and feedback	Ongoing	Director, Student Affairs	Teachers have all been observed by Director at least once within first two weeks of school	Included in BASIS.ed management fee
Head of School observes teacher during unannounced classroom visits to identify evidence of quality instruction alignment to Curricular requirements	Ongoing	Head of School	Observation notes incorporate specific examples of effective instruction to produce highest level of student achievement/mastery	Included in BASIS.ed management fee
Teachers fill out online completion reports for each "required topic" to ensure that they are following the Bare Bones syllabus, which in turn tracks with the College and Career Ready Standards	Ongoing	Teachers complete, Head of School reviews	HOS Verifies in BASISedLink that teachers complete all topics in Bare Bones syllabus and students perform well in tests to measure mastery of College and Career Ready Standards	Included in teacher salaries and BASIS.ed management fee
Teachers send newsletters to families about student progress; newsletters are reviewed by Dir Student Affairs to monitor pacing	Weekly	Teachers/Dir. Student Affairs	Newsletter are sent bi-weekly from each grade band	Included in teacher salaries and BASIS.ed management fee
Develop weekly quizzes that demonstrate student mastery of concepts aligned to ACCRS	Weekly	Teachers	Students take weekly quizzes and advance through curriculum;	Included in teacher salaries
Review data from weekly quizzes and PreComps (6th grade only) to determine effectiveness of ACCRS integration	Quizzes: Weekly Pre-Comps: January	Teachers	Minimum of 85% of all students receive score of 70% or better on first grading period progress report	Included in teacher salaries
Summer review of PARCC/State Assessment results to evaluate student mastery of College and	Y1: June 2015	Head of School, Curriculum Director	• All students' test scores reviewed, patterns identified in any weak areas across the	Included in BASIS.ed management fee

Career Ready Standards	Y2: June 2016		board. • Goal: 100% pass rate in PARCC /State Assessment	
Summer review of implementation of curriculum	Y1: June-July 2015 Y2: June - July2016	Head of School, ICT, Specialized Services Team, Director Student Services	• Review outcome data (summative assessment, student surveys, teacher feedback, cumulative benchmarking trends) to identify areas of improvement to ensure curricular alignment with standards meets internal and external expectations.	Included in BASIS.ed management fee

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
Administer diagnostic tests using aimsweb® (K-3rd grade only)	Y1: August 2015 Y2: August 2016	Teachers, Head of School	Tests administered, student reading level quantified and compared on a norm-referenced national level. The August test measures the student's baseline scores,	$6 per student, included in the "External Assessments" line item in Operational Budget
Administer readiness tests (5th and 6th grade only).	Y1: July 2105 Y2: July 2016	Head of School	Tests administered, student reading level quantified. Teachers prepare accordingly.	Included in teacher salaries in Start-Up Budget
Administer formative/summative assessments: assignments, quizzes, tests	Assignments nightly, tests weekly	Teachers	Students complete assignments, quizzes, and tests throughout the year, to build competency and demonstrate a steady increase in achievement with	Included in teacher salaries

			each passing month.	
Dean of Students organizes and reviews results of assessment of numeracy and reading comprehension and problem solving skills for all new students.	Ongoing from time of initial diagnostic or readiness	Dean of Students/Dir. Student Affairs	Meets with teachers to develop preliminary strategies for individual students based on diagnostic results	Included in school staff salaries
aimsweb® benchmarking 3 times a year for all students; data reported to Board quarterly	Y1: August (diagnostic), January, May 2015 Y2: August (diagnostic), January, May 2015	Teachers	Tests administered, student reading level quantified and compared on a norm-referenced national level. January test measures progress, and the May test measures final success for the year.	$6 per student, included in the "External Assessments" line item in Operational Budget
Administer Pre-comps (6th grade only); Students demonstrate mastery of concepts through mid-term assessment	Y1: January 2016 Y2: January 2017	Teachers/ ICT	• 100% of 6th grade students sit for the pre-comp • Student data is analyzed at the item level, class level, and school level to determine student progress to standards. Reports are provided to HOS to inform instruction.	Included in BASIS.ed Management Fee
Reviews Progress Reposts, Mid-semester reports and based on this information organize and execute student academic and behavior support	Y1: January 2016 Y2: January 2017	Dean of Students	Students are placed on academic support and behavior support plans; weekly check-ins as documented in CJ	Included in school staff salaries

Administer the Stanford 10 test to second grade students as mandated by the State of Arizona	Spring -- each year	Teachers	• 100% students meet standard in Reading and Language	Included in teacher salaries; Tests provided by ADE
Administer state mandated assessment (PARCC or other state mandated assessment as determined by ADE),	Ongoing. PARCC (or other state mandated assessment), Pre-Comps and Comps are in May (6th grade only) – each year	Teachers, Head of School	• Students complete summative assessments and demonstrate their level of mastery with what they have learned in previous units (or in the case of PARCC/state assessment, the entire year). • Goal: 100% Pass rate in PARCC/State Assessment	Included in teacher salaries and BASIS.ed management fee
Administer Comprehensive Exams (6th grade only)	Y1: May, 2016 Y2: May, 2017	Teachers	Students complete summative assessments and demonstrate their level of mastery of concepts required for BASIS promotion and ACCRS	Included in teacher salaries

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
Hold the centralized New Teacher Training Institute for all New BASIS teachers	Y1: July, 2015	Director, Specialized Support Services	• 100% of new teachers hired by start of Teacher Training Institute	Included in BASIS.ed management fee

	Y2: July, 2016	(BASIS.ed)	• Sign-in sheets demonstrate 100% of all teachers hired attend all mandatory sessions at Teacher Training Institute • 100% of New teachers have access to BASISedLink and Internal document sharing system	

On-site teacher training	Y1: August, 2015
	
	Y2: August 2016
		Head of School	• Sign-in sheets demonstrate that 100% of teachers attend On-site training and receive professional development support in the following areas that align with effective instruction of ACCRS:
			  ○ Receive training in classroom management,
			  ○ Instructional practice
			  ○ Disciplinary consequences and behavioral supports
			  ○ Special Education/IEP training	

Humanities Subject Area Team meetings to ensure appropriate pacing and alignment; support from other teachers in instructional methods	Weekly	Head of School	Teachers break into groups by subject and by grade level and discuss best practices.	Included in teacher salaries and BASIS.ed management fee
Specialized Support Team provides direct instructional coaching	Monthly	SST	SST Director tracks the visits of all SST members	Included in BASIS.ed management fee
Subject Advisors act as mentors for	Ongoing	Subject Advisors	Subject Advisors follow up regularly with	Included in BASIS.ed

teachers and offer advice on best pedagogical practices for their subject			cohort teachers to ensure that they are utilizing the most effective techniques for their students	management fee
Subject Advisors and Heads of School regularly follow up with teachers to ensure that they are using what they have learned and that students are being taught as effectively as possible	Ongoing	Subject Advisors, Head of School	Students demonstrate mastery of the curriculum based on internal and external tests	Included in BASIS.ed management fee