Performance Management Plan (PMP)

Applicant Name: Desert Star Academy, Inc.

Indicator (check one): XX 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)	Percent (%) of students who score proficient on the State standardized assessment	On average, 76.46% of all students taking the AIMS assessment in 2011 passed.	Meet or demonstrate sufficient progress toward the Level of Adequate Academic Performance (LAAP) as set and modified periodically by the Board
	Average student growth percentile (SGP) on the State standardized assessment.	The median growth percentile among all students taking the AIMS assessment was 48.91 in 2011.	

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	Budget
1. Hire highly qualified teacher that are aligned with the school's educational philosophy, -and demonstrate an understanding of the ADE 2010 Math Common Core Standards	May 2014	School Director	Highly qualified attestation forms are sufficiently completed with all requirements for highly qualified. Interview notes demonstrating teachers philosophy aligns with the school and the Common Core Standards, demonstrates effective lessons driven by Common Core, strategies used to improve students test scores. Observation records sheets from teacher observations post a qualifying interview	Volunteer time by School Director

2. Hire at least one teacher with a Reading Specialist	May 2014	School Director	Reading Specialist Certificate, Master's Degree Transcript in Reading, Reading	Personnel costs
			Endorsement Certificate	included in budget
3. Create a curriculum committee, consisting of the School Director, Reading Specialist and teachers to adopt resources to enhance Imagine It series and Core Knowledge resources in year four.	August 2014	School Director Reading Specialist	Committee meeting agenda and minutes. Minutes include members' present, discussion of data, areas of focus and an evaluation of the current resources and if gaps need to be filled to improve student achievement.	No additional cost. Committee will already be budgeted in personnel
4. Create a curriculum map of the common core standards to be taught by grade and content area each quarter and present to teacher.	July 2014	School Director	A printed out curriculum map of each common core standard listed by quarter That indicates a pacing guide and objectives. Distribute to all teachers	No additional cost; included duties of School Director
5. Allow for teachers to input any additional resources or strategies they will use to implement the standards in each content area of the Language Arts curriculum.	July 2014	Teachers	Additional resources section of the lesson plan filled in for each teachers lessons.	$1000,00; line item included in the instructional resource supplies
6. Identity priority standards and key vocabulary for each reading strand of the Common Core Standards	July 2014	Teachers	A document for each grade level that lists the priority standards and key vocabulary from the Common Core	No additional cost; included in assigned personnel duties

7. Create summative unit assessments that are aligned to the curriculum map	July 2014	Teachers	Assessment for each reading unit in each grade level that has multiple valid questions for each standard that will be taught for mastery.	$9,000 Acuity assessment
8. Identify or write key questions that would demonstrate a progression of understanding from knowledge based question to analysis and critical thinking that ultimately aligns with AIMS assessment	July 2014	Curriculum committee	A document for each grade level that lists questions for each objective within a given unit.	No additional cost
9. Purchase Treasure Series Textbooks and consumables for grades four, five and six. Desert Star Preschool already purchased Kindergarten through third grade in 2011 when preschool curriculum was ordered	July 2014	School Director Governing Board Approval	Purchased resources are on school site and accessible to teacher.	$1,345.00; included in instructional resources
10. Align purchased Language Arts materials and resources to curriculum map	July 2014	Teachers	Completed section on the curriculum map indicating which resources will be used with each specific standard or objective	No additional cost; included in duties of assigned personnel
11. Write and deliver daily lesson plan aligned to standards based objectives that incorporate the Phonemic awareness, reading fluency and assessment strategies	Daily	Teacher	Digital copy of lesson plan submitted to the School Director one week prior to teaching the lesson. Teachers receive written, timely feedback on lesson plans that include strengths and areas of refinement	No additional cost; included in duties of assigned personnel

12. Evaluate the effectiveness of curriculum based on quarterly benchmark results and end of year exams in comparison to proposed end of year benchmark goals	Quarterly	School Director	Identified list of remediation area for each grade level. Meeting agenda and note for improvement	No additional cost; included in duties personnel
13. Implement new methods to fill in learning gaps based on results of data	Quarterly	Curriculum Team Teachers	Revised curriculum map with new objectives and methods Lesson plans reflecting changes	

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	Budget
1. Develop a curriculum and instruction handbook for each teacher that clearly explains expectations for lesson plans and instructional methods to be used to deliver curriculum.	July 2014	School Director	Completed curriculum and instruction Handbook and reviewed with all teaching staff	$400 for printing and binding; Line item in supplies
2. Develop criteria for a teacher observation instrument that includes an evaluation of the integration of 2010 ADE Language Arts Reading Common Core Standards into instruction	July 2014	School Director	The written observation instrument that indicated whether or not teachers are integrating standards into instruction	No additional cost; included in duties of assigned personnel
3. School Director will verify that the weekly lessons are posted to the network drive on Friday, prior to the teaching week.	Weekly	School Director	School director will read the weekly lesson plans on the drive and verify each lesson is on the teacher's desk weekly	No additional cost, duties are assigned for School Director

4. Announced and unannounced teacher observations ensuring the lessons being taught are aligned with standards and students are engaged in the lesson and active in higher order thinking and applying knowledge and past experience to real world problems. Observation will be a minimum of 35 minutes and up to the full Language Arts block.	Monthly	School Director	Observation checklist complete by School Director	No additional cost; tasks included in duties of School Director
6. Administer unit summative assessments that are aligned to the 2010 ADE Reading Common Core Standards and assessed for mastery	Monthly	Teachers	Report of unit assessments results that indicates mastery level for each performance objective that was taught for mastery	Acuity Assessment Software $10,000 Included in 3 year budget
7. Evaluate monitoring plan and make changes as necessary	August 2014	School Director Teachers	Revised Strategy II in Performance Management Plan that effectively enables school to monitor the integration of Common Core standards into reading instruction	No additional cost; task included in duties of personnel

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

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Each teacher will be provided a "student binder" to create individual student data and tracking portfolio, (AIMS scores and other formative assessment info…)	July 2014	Teachers	Completed binder with student names and data records	Binders included in supplies

2. Group students into small groups based on mastery and learning levels, AIMS scores, and interventions anticipated. The RTI model will be used in order to initiate immediate interventions for students.	August 2014	Teachers	Small group lists will be completed turned into School Director	No additional cost; included duties of assigned personnel
3. Use student data to create a classroom goal to be accomplished by the end of the year. (e.g. "All students will master all assessment with 80% or greater")	July each year	Teachers	The class goal poster displayed on the wall in the classroom. Each student can refer to the goal as a motivational tool to achieve and work hard	No additional cost; included duties of assigned personnel
4. Create and administer a diagnostic reading fluency and comprehension assessment for students at the beginning of the year, mid-year and post year	July 2014	Teachers	Assessment results report broken down by mastery level of standards for each student and each class as whole	Acuity software as noted in budget
5. Target students for intervention and implement specific strategies and plans to help students master the standards. Meet with parents as an intervention team	September 2014	Teacher School Directors Parents	Documentation of meeting with parents and formal intervention goals and timelines for completion or re-assessment	No additional cost; included duties assigned personnel

6. Administer bi-weekly progress monitoring for reading fluency and phonemic awareness skills	August 2014	Teachers	Assessment results broken down by mastery level of standards for each student and each class. Record student data in teacher binder	No additional cost; included duties assigned personnel
7. Assess mastery of Language Arts Reading Common Core Standards through administering unit summative assessments	August 2014	Teacher	Assessment results broken down by mastery level of standards for each student and each class	No additional cost; included duties as assigned in personnel
8. Assess progress toward proficiency on grade level Reading standards by creating and administering quarterly benchmark assessments aligned to curriculum map and AIMS predictive tests	August 2014	Teachers	Assessment results documented in teacher binder for each student and as a class. Review results with school director	No additional cost; included duties as assigned in personnel
9. Each student will create and update	September	Students	Student portfolio with graphs updated	No
goal portfolio, which includes a graphic organizer to display their own data results from fluency, unit assessment and the benchmark assessments		Teachers	on a regular basis	additional cost; included duties as assigned in personnel

10. Identify level of support needed for students based on beginning of the year diagnostic and quarterly benchmark assessment results	September 2014	Teacher	Each grade level has a RTI group report categorized by need of support (Tier 1 Meet/Exceeds, Tier 2 approaches, Tier 3 FFB)	No additional cost; included duties as assigned in personnel
11. Identify high need objectives to be taught during tutoring and small group instruction for each grade level and each tier of RTI group list.	Following assessment results	Teacher	List of priority performance objectives that need to be covered for each grade level during tutoring with an action plan for re-teaching	No additional cost; included duties as assigned in personnel
12. Create a student list for Study Friday	Weekly	Teachers	A roll list with student and goals and objectives	No additional cost; included duties as assigned in personnel
13. Meet with parents to discuss placement of after-school tutoring and the requirements of attendance	Weekly	Teachers School Director	Meeting agenda Contract signed by parents	No additional cost; included duties as assigned in personnel

14. Conduct monthly data meeting at teacher in-service Fridays. School director, teachers and teaching assistants analyze student progression toward standards, mastery based on most recent assessment results	Monthly	School Director Teachers Paraprofessionals	Agenda and attendance record for monthly meetings If students are not on track for meeting goals, the learning community will create a plan of action for revising the curriculum, instruction, student intervention or additional staff training	No additional cost; included in duties of assigned personnel
15. Send home quarterly progress reports/ grade report cards	October 2014	Teacher	Office copy of grade report cards or copy of progress reports	Paper cost in budget
16. Meet with parents of students at-risk on not being promoted. Create a learning plan and supports to achieve grade level mastery	October 2014 January 2015 March 2015	Teacher School Director Parent	Copy of the student's learning plan of action with objectives and timeline. Parent, Teacher and School Director will sign	No additional cost; included in duties as assigned in personnel
17. Student assessment results are documented in a Student Information System and retain throughout the students attendance	Monthly	Teachers	Recorded data and input into the system. Teacher can access info	No additional costs; included duties as assigned in personnel
18. Evaluate effectiveness of monitoring strategies and make necessary changes	May 2015	School Director	Revise strategy III of Performance Management Plan	No additional cost; included duties as assigned I personnel

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	Budget
1. Create a formal evaluation tool for all teaching staff, which incorporates quantitative student academic outcomes and performance based on an effective teacher rubric	July 2014	School Director	Completed evaluation rubric that has achievement results	No additional cost; included in duties assigned in personnel
2. Create a formal evaluation rubric for the School Leader	July 2014	School Director	Completed evaluation rubric that has at least 50% based on student achievement results	No additional cost; included in duties assigned in personnel
3. Conduct a series of staff development training to train and give teacher experience with: • School Culture and how to implement it • Teacher and student evaluation rubric • Teacher binder with student data • RTI training and how to set up an effective classroom (at MVESD campus, Mohave Valley, AZ)	July 2014 Staff development week. Guest speakers will provide training.	School Director School Director School Director MVESD #16 will host	Agenda and attendance record for training sessions Teachers will demonstrate understand during classroom observations Teacher will have RTI diagram, strategic action plans in teacher binder, scholar list in each tier	Teacher will receive a $1,000 stipend each at the end of the training week. Cost Included in 3 year budget to be paid in August 2013
4. Conduct a professional development day that will focus on shared vision and specific action plans to ensure the school mission, philosophy are projected to all members of the learning community	July 2014	School Director Teachers	Document of specific actions plans and responsibilities with a timeline for each staff member	No additional cost, included in above staff development training

a. Professional Development on AZ 2010 Common Core Standards	July 2014	Dr. Julie Bare, Former Superintendent, BHC Elementary Dist.	Document with all Common Core standards by content and grade level. Curriculum map by quarter with Common Core Standards. Document of Action Plans to implement the Standards.	No additional cost, included in above staff development training.
4b. Professional Development on teaching and planning a multi-grade lesson plan	July 2014	Pam Cardinal	Document with strategic action plans and example lessons.	No additional cost, included in staff development week training.
5. School Director will research and present video during the professional development week for teachers to create and build a unique school culture for the learning community at Desert Star Academy	July 2014	School Director Teachers	Agenda of videos presented and a completed document of task to be completed to establish and maintain the unique school culture.	No additional cost, stipend listed above and included in three year budget, August 2013
6. Conduct monthly professional development trainings on Reading practices specific to the need of students and data results	Monthly	School Director Teachers	List of area for development needed broken down by grade level after each benchmark assessment	No additional cost; included in duties as assigned in personnel
7. Evaluate the implementation of best practices for implementing reading that was taught in professional development	Monthly	School Director	School Director document what strategies are being implemented, how well they are implemented	No additional cost; included in duties as assigned in personnel

8. Provide constructive feedback following observations	September 2014	School Director	Observation form completed and given to teacher that includes an analysis of standards alignment to activities, areas of effectiveness and areas of weakness	No additional cost; included in duties as assigned in personnel
9. Conduct a formal evaluation of teachers based on established rubric	October 2014	School Director Teacher	Evaluation report to teachers indicating strengths and weakness with an action plan for professional growth and improvement	No additional cost; included in duties as assigned in personnel
10. Conduct a formal evaluation of the School Leader based on established rubric	Mid and end of the year	School Director Governing Board	Evaluation report of School Director indicating strength and weaknesses with a Growth plan with specific measurable action steps for improvement	No additional cost; included in duties as assigned in personnel