Performance Management Plan (PMP)

Applicant Name: Desert Star Academy

Indicator (check one): **XX** Math 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, 67.1% of the students taking the AIMS assessment passed in 2011.	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 average growth percentile of the students taking the AIMS assessment was 60.25 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, demonstrate an understanding of the ADE 2010 Math Common Core Standards	May 2013	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

2. Create a curriculum committee, consisting of the School Director, and teachers to adopt resources to enhance Saxon Math series and Core Knowledge resources in year four.	August 2013	School Director	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
3. Create a curriculum map of the common core standards to be taught by grade and content area each quarter and present to teacher.	July 2013	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 in duties of School Director
4. Allow for teachers to input any additional resources or strategies they will use to implement the standards in each content area of the Math curriculum.	July 2013	Teachers	Additional resources section of the lesson plan filled in for each teachers lessons.	$1,000. Line item in budget; instructional resources
5. Identity priority standards and key vocabulary for each math strand of the Common Core Standards	July 2013	Teachers	A document for each grade level that lists the priority standards and key vocabulary from the Common Core	No additional cost; included in duties of assigned personnel
6. Create summative unit assessments that are aligned to the curriculum map	July 2013	Teachers	Assessment for each math unit in each grade level that has multiple valid questions for each standard that will be taught for mastery.	$9,000 Acuity assessment

7. 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 2013	Curriculum committee	A document for each grade level that lists questions for each objective within a given unit.	No additional cost; included in duties of assigned personnel
8. Purchase Saxon Math 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 2013	School Director Governing Board Approval	Purchased resources are on school site and accessible to teacher.	$1359.00 based on quote from Saxon. Net 30.
9. Align purchased math materials and resources to curriculum map	July 2013	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
10. Write and deliver daily lesson plan aligned to standards based objectives that incorporate the Core Knowledge math and science content standards.	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
11. 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 of assigned personnel

12. Revise curriculum to fill in learning gaps	Quarterly	Curriculum Team Teachers	Revised curriculum map with new objectives and proposed methods of instruction Lesson plans reflecting changes	No additional cost; included in duties of assigned personnel

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 that clearly explains expectations for lesson plans and instructional methods to be used to deliver curriculum.	July 2013	School Director	Completed curriculum and instruction Handbook and reviewed with all teaching staff	$400 for printing and binding; included in supplies budget
2. Develop criteria for a teacher observation instrument that includes an evaluation of the integration of 2010 ADE Math Common Core Standards into instruction	July 2013	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 budget; included in duties of assigned personnel
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.	Weekly	School Director	Walk through observation checklist complete by School Director	No additional cost; included in duties of assigned personnel

5. Create unit summative assessments that are aligned to the 2010 ADE Math 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
6. Evaluate monitoring plan and make changes as necessary	August 2013	School Director Teachers	Revised Strategy II in Performance Management Plan that effectively enables school to monitor the integration of Common Core standards into math instruction	No additional cost; included in duties of assigned 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 2013	Teachers	Completed binder with student names and data records	$100.00 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 each year	Teachers	Small group lists will be completed turned into School Director	No additional cost; included in 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 in duties of assigned

				personnel
4. Create and administer a diagnostic fact fluency and comprehension assessment for students at the beginning of the year, mid-year and post year	July 2013	Teachers	Assessment results report broken down by mastery level of standards for each student and each class as whole	$9,000 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 2013 and each year	Teacher School Director Parents	Documentation of meeting with parents and formal intervention goals and timelines for completion or re-assessment	No additional cost; included in duties of assigned personnel
6. Administer bi-weekly progress monitoring for math fluency and phonemic awareness skills	August 2013 and bi-monthly	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 in duties of assigned personnel
7. Assess mastery of Math Common Core Standards through administering unit summative assessments	August 2013	Teacher	Assessment results broken down by mastery level of standards for each student and each class	No additional cost; included in duties of assigned personnel
8. Assess progress toward proficiency on grade level Math standards by creating and administering quarterly benchmark assessments aligned to curriculum map and AIMS predictive tests	August 2013	Teachers	Assessment results documented in teacher binder for each student and as a class. Review results with school director	No additional cost; included in duties of assigned personnel

9. Each student will create and update a goal portfolio, which includes a graphic organizer to display their own data results from fluency, unit assessment and the benchmark assessments	September 2013	Students Teachers	Student portfolio with graphs updated on a regular basis	No additional cost; included in duties of assigned personnel
10. Identify level of support needed for students based on beginning of the year diagnostic and quarterly benchmark assessment results	September 2013	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 in duties of assigned 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 in duties of assigned personnel
12. Create a student list for Study Friday	Weekly	Teachers	A roll list with student and goals and objectives	No additional cost; included in duties of assigned 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 in duties of assigned

				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 2013	Teacher	Office copy of grade report cards or copy of progress reports	Paper cost in budget
16. Meet with parents of students who are at risk of not being promoted. Create a learning plan of objectives and timeline to achieve grade level achievement	October 2013 January 2014 March 2014 May 2014	Teacher School Director Parent	Copy of the student's learning plan and timeline of completion. Teacher, School Director and Parent will sign.	No additional cost, included in duties of assigned personnel
17. Student assessment results are documented in a Student Information System and retained throughout the students attendance	Monthly	Teachers	Recorded data and input into the system. Teacher can access info	No additional cost; task assigned per personnel duties network drive will be created to store information
18. Evaluate effectiveness of monitoring strategies and make necessary changes	May 2013 each year	School Director	Revise strategy III of Performance Management Plan	No additional cost; task

				assigned per personnel duties

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 2013	School Director	Completed evaluation rubric that has achievement results	No additional cost; task assigned per personnel duties
2. Create a formal evaluation rubric for the School Leader	July 2013	School Director	Completed evaluation rubric that has at least 50% based on student achievement results	No additional cost; task assigned as in duties of personnel
3. Conduct a series of staff development training to train and give teacher experience with: • 2010 ADE Math Common Core Standards • School Culture and how to implement it • Teacher and student evaluation rubric • Teacher binder with student data	July 2013	School Director Teachers	Agenda and attendance record for training sessions Teachers will demonstrate understand during classroom observations	$1,000 stipend per teacher to be paid in at the end of the training in August 2013. Total of $4,000

• RTI training and how to set up an effective classroom				included in 3 year budget
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 2013	School Director Teachers	Document of specific actions plans and responsibilities with a timeline for each staff member	No additional costs, stipend listed in above action steps
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 2013	School Director	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 in above action steps
6. Conduct monthly professional development trainings on Math 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; task assigned per personnel duties
7. Evaluate the implementation of best practices for implementing math 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; task assigned per personnel duties

8. Provide constructive feedback following observations	September 2013 each year	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; task assigned per personnel duties
9. Conduct a formal evaluation of teachers based on established rubric	October 2013 each year	School Director Teacher	Evaluation report to teachers indicating strengths and weakness with an action plan for professional growth and improvement	No additional cost; task assigned per personnel duties
10. Conduct a formal evaluation of the School Leader based on established rubric	October 2013 and	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; task assigned per personnel duties