Academic Systems Plan (ASP) Template

Applicant Name: The Grande Innovation Academy

Duration of the Plan: Begins July 1 and continues for two years

Applicant does not edit sections in grey

Measure	Metric	Expected/Predicted Baseline Based on Enrollment of Target Population		Annual Target For The Plan
		Math	Reading	
State standardized assessment data (school average) for target population	Percent (%) of target students who currently score proficient on the State standardized assessment	52%	76%	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.	46%	32%	

Narrative for setting baseline figures

Describe the basis for setting baseline figures for math and reading that align with the proposed target population.

The Grande Innovation Academy looked at data from thirteen K-8 schools in the targeted region, as well the current enrollment of The Odyssey Preparatory Academy scholars. The Odyssey Preparatory Academy currently enrolled scholars will serve as the basis for the data analysis.

The Grande Innovation Academy calculated the average in math and reading for all thirteen K-8 schools using the 2014 AIMS data. In math, the average percent that scored proficient among these schools was 60%. We then compared this score to Odyssey's proficient passing, which was 52% in math. For reading, the average of the thirteen K-8th grade schools was 74.5%, compared to Odyssey's 76%. According to the data The Odyssey Preparatory Academy's current scholars are performing 8% on average below in math and 2% higher in reading compared to other schools in the targeted region.

We fully expect the majority of our scholars to come from The Odyssey Preparatory Academy and the scores were significantly lower in math, we used Odyssey's scores as our baseline.

The Grande Innovation Academy calculated the student growth percentile points in math and reading for all thirteen K-8 schools using the 2014 AIMS data. In math the average growth percentile points was 48.6%, while in reading it was 48.3%. We compared this score to Odyssey's growth percentile points of 46% in math and 32% in reading. According to the data The Odyssey Preparatory Academy's current scholars are scoring 2.6% points below in math and 16.3% in reading compared to other schools in the targeted region.

Using this data comparison The Grande Innovation Academy has a goal of significantly improving scholar achievement such that all scholars have a better chance of scoring proficient on AZMerit.

AREA I: Curriculum - The plan must provide sufficiently detailed and implementable action steps that address each of the following elements of a comprehensive curriculum system:

- *adoption of curriculum aligned to Arizona's College and Career Ready Standards;*
- *implementation of curriculum;*
- *evaluation of curriculum*
- *revision of curriculum; and*
- *adaptations to address the curriculum needs of subgroup populations.*

Action Steps	Essential Details	Intervals	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Create Year long curriculum maps for grades K-8th	Using AZ College and Career Readiness standards, the Core Knowledge Sequence, and the AZMerit blueprint the Academic Coach and teachers will create a yearlong map that includes essential questions, standards, and formative/summative assessments. The maps will be used to pace instruction in order for all teachers to ensure they teach all required standards to mastery. This will take place during the two weeks of professional development in August when teachers are meeting with the Academic Coach.	Annually in August, during the 2 weeks of professional development	Academic Coach Grade level teachers	One year long curriculum map for each grade level on an excel spreadsheet.	Academic Coach, Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67
2. Create pre-tests and end of the year summative assessments for grades K-8th.	Using the AZ College and Career Readiness standards, the Core Knowledge Sequence, and the AZMerit blueprint the Executive Director and Academic Coach will create pre-tests and end-of-the-year summative assessments for K-8th grade, math and reading. The tests will be created in Galileo. The Executive Director and Academic Coach will allot time in July to align standards with test items in order	Annually in July	Executive Director Academic Coach	Word documents of the Pre-tests and End-of-the-year summative assessments for grades K-8th based on the AZ College and Career Readiness Standards for reading and math.	Executive Director Y1: $75,000 Y2: 76,500 Academic Coach Y1: $52,000 Y2: $53,500 Galileo: Y1, $8/per, scholar

	to create two versions of the test for every grade level K-8th grade.				Y1 $4000 total Y2 $4600
3. Research, adopt, and purchase curriculum resources.	The Grande Innovation Academy will acquire the existing curriculum previously purchased for the school. The Grande Innovation Academy will evaluate the effectiveness of the donated curriculum based on AZMerit test scores from 2016. As the Executive Director and the Academic Coach disaggregate the data from AZMerit to do an item analysis. The Executive Director and Academic Coach will then determine effectiveness of the curriculum and make decisions based on this information. If the item analysis proves that standards were not mastered then research into new curriculum will begin in preparation for the school year.	Annually starting in May after AZMerit scores are released. Continuing into June and July.	Executive Director Academic Coach	Curriculum materials Receipts for purchased curriculum	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach, Y1: $52,000 Y2: $53,500 Curriculum & Research Materials, Y1 $25,864 Y2 $25,252
4. Create benchmark assessments to be administered four times a year at the end of each quarter.	Benchmark assessments will be administered by teachers at the end of every quarter in grades K-8th grade. The benchmark assessments will be written by teachers with input and feedback from the Academic Coach and Executive Director using the AZ College and Career Readiness standards for ELA and Math. The benchmark assessments will assess the standards taught each quarter. The benchmark assessments will be created using Galileo.	Quarter one benchmark will be created in the first two weeks of professional development, Then quarter 2, 3, and 4 will be created during a Friday	Executive Director Academic Coach Teachers	Benchmark assessments that align with the Curriculum Year Long Map.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach, Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67

		professional development.			Galileo: Y1, $8/per, scholar Y1 $4000 Y2 $4600
5. Create unit maps for grades K-8th	Using AZ College and Career Readiness standards, the Core Knowledge Sequence, and the AZMerit blueprint create unit maps for every unit taught at that grade level. The unit maps are written by teachers at each grade level and includes essential questions for that unit, standards, and skills, instructional strategies, resources, and formative/summative assessments. The unit maps are submitted to the Academic Coach for feedback.	Throughout the year, two weeks prior to every unit being taught teachers will have the unit map completed	Academic Coach Grade level Teachers	One unit map per unit taught at K-8th grade.	Academic Coach Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67
6. Write daily lesson plans	Using unit plans and assessments, regular education teachers and special area teachers will write rigorous daily lesson plans designed to increase scholar achievement. Lesson plans must be submitted by the Friday before they are to be taught. The Friday Professional Development Day is partially designated as the day for lesson plan completion. The Academic Coach will review the lesson plans every Friday. The Academic Coach will provide feedback to teachers on lesson plans. The lesson plans will also be used as a starting point for the	Begins August 2016, All plans submitted and reviewed by the Academic Coach by Friday of each week throughout the school year.	Grade Level Teachers Academic Coach	Rigorous daily lesson plans in a word template that is emailed to the Academic Director each Friday.	Academic Coach: Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67

	week's walk-throughs. The Academic Coach can ensure the implementation of the Arizona College and Career Readiness Standards by matching up the lesson plans with the actual instruction.				
8. Evaluate the effectiveness of The Grande Innovation Academy's curriculum.	The Grande Innovation Academy will evaluate curriculum as an ongoing process. The evaluation process will include data analysis of all enrolled scholars, scholars by grade level, as well as SPED, ELL and Free and Reduced populations. The curriculum will also be evaluated using an evaluation rubric completed by teachers. The rubric will evaluate if the curriculum is aligned to AZ College and Career Readiness standards, if supplemental materials are sufficient, and if the materials offer support for ELL, SPED, Free and reduced and the bottom 25% populations. If the curriculum is found lacking in any area the Academic Coach will purchase materials to fill in the gaps.	Quarterly: October 20th January 12th March 23rd June 1st	Executive Director Academic Coach Grade Level Teachers	Scholar data records that show benchmark assessment scores. Summary assessment results broken down by standard (85% of scholars meet or exceed on all The Grande Innovation Academy benchmarks. If 85% is not met by all scholars the Academic Coach will immediately evaluate and implement changes that must be made to the curriculum to ensure scholars master the standards covered on each benchmark.) Curriculum Evaluation Rubric completed by teachers.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67
9. Revise curricular materials to adjust instruction based on identified needs from assessment results.	The Grande Innovation Academy will make revisions to curriculum maps at the end of each quarter during a Friday Professional Development Day. The revisions take place after the quarterly benchmark assessment data is analyzed. Based on the mastery of standards identified by the benchmark assessments and	Quarterly: October 20th January 12th March 23rd June 1st	Executive Director Academic Coach Grade Level Teachers	Revised curriculum year-long map and unit curriculum maps. New curriculum materials purchased as needed. The revised year-long map will reflect changes to the resource section noting the new materials. Receipts shown for newly purchased materials.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500

	common unit assessments, the pacing set by the curriculum maps may be revised, and additional intervention groups formed. Unit and lesson plans will reflect the changes as needed in order for all scholars to achieve success during the current year. Revisions to curriculum may include purchasing more or moving materials around within the school from grade level to grade level. Teachers will also use student data and professional reflection to engage in "What worked/what didn't?" analysis of each unit plan during PLC meetings each quarter, ensuring that unit plans are improved each year.			Assessment results and analysis. PLC meeting notes.	Teachers: Y1: $34,680 Y2: $35,816.67
10. Ensure curriculum meets the needs of subgroup populations.	Annually following the receipt of state assessment results, the Executive Director, Academic Coach, Special Education Teacher, and lead teachers will meet to analyze data and assess the validity of benchmark and progress monitoring data collected throughout the year. Based on the results, this group will evaluate the differentiated and supplementary curriculum used with the bottom 25% for interventions, with ELL students, and with students with disabilities. If warranted, curriculum maps and unit plans will be revised, and supplemental curriculum may be purchased. At the opening of the school, GIA	Annually following the release of state assessment results.	Executive Director Academic Coach Lead Teachers Special Education Teacher	Meeting notes Data analysis sheets and notes of findings Revised curriculum maps and unit plans Documentation of purchase of supplemental curriculum	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67

	will use the curriculum currently used at The Odyssey Preparatory Academy-Casa Grande for subgroup populations. This includes the Core Knowledge Sequence for Reading, Science, and Social Studies, as well as Reading Horizons and Reading A-Z as supplementary curriculum. It also includes EngageNY for math, with the homework material provided by that curriculum used as supplementary instructional resources.				

AREA II: Assessment – The plan must provide sufficiently detailed and implementable action steps that address each of the following elements of a comprehensive assessment system to assess student performance:

- *data collection from multiple assessments based on clearly defined performance measures aligned with the curriculum and instructional methodology, such as formative and summative assessments and common/benchmark assessments;*
- *adaptation to address the assessment needs of subgroup populations;*
- *analysis of assessment data to evaluate instructional and curricular effectiveness and to make adjustments in a timely manner; and*
- *data collection and analysis during the school year that will allow valid and reliable comparisons of student growth and proficiency from year to year.*

Action Steps	Essential Details	Intervals	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Administer pre-test, mid-year, and summative assessments to measure progress in K-8th grade ACCR Standards. (Three versions of the same test)	Teachers will administer a math and reading pre-test based on grade-level ACCR Standards in August to all scholars in grades K-8th. The same test (different version) will be administered in December as a mid-year progress check, and in late May as a summative grade level assessment. The pre-test will be used to drive instruction as teachers analyze the data to determine the levels of their scholars, and to level reading	Annually August, December, and May	Grade Level Teachers Academic Coach	Pre-tests and results Mid-year tests and results Summative tests and results Result analysis meeting minutes Leveled group and intervention group lists and mid-year revisions Communications to teachers identifying learning needs Curriculum gap analysis sheets	Academic Coach, Y1: $52,000 Y2: 53,500 Teachers: Y1: $34,680 Y2: $35,816.67

	and math groups, and establish intervention groups. The mid-year assessment will be used to measure progress, update the leveled groups and intervention groups, and prepare any required information for the Charter Board. The mid-year results will also be used to help identify teacher learning needs. The summative assessment will be used as one piece to determine grade advancement, to determine areas of high importance for the following year's PD, and, when state assessment results become available, to validate the predictive value of the assessments. The data will also be used to evaluate the effectiveness of curriculum by identifying gaps.				
2. Administer the AZMerit in the spring in grades 3rd-8th.	The AZMerit standardized test will be administered to all scholars in grades 3rd-8th. The data will be used in the summer to determine gaps and/or areas of more instruction and possible curriculum revision. The data will be used to create grade level pre-tests and summative assessments.	Annually in April	Grade Level Teachers Academic Coach	Score report including achievement data	Academic Coach, Y1: $52,000 Y2: 53,500 Teachers: Y1: $34,680 Y2: $35,816.67
3. Conduct Checks for Understanding	The daily lesson plans will include strategies from Teach Like a Champion to ensure scholars are mastering the content. The Executive Director and Academic Coach will conduct weekly walk-throughs to ensure that teachers	Daily, during the school year, every lesson Every 2-3 minutes	Executive Director Academic Coach Grade Level	Lesson plan showing the final check for understanding or exit ticket Walk through evaluation	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach,

	are checking for understanding throughout the lesson. The Checks for Understanding should occur every 2-3 minutes in a lesson and at the end of every lesson. The teachers will use the end of lesson Check for Understanding to determine mastery of that lesson's objectives.	during a lesson At the end of every lesson Observation walk-throughs occur at least once a week throughout the year	Teachers	Feedback to the teacher using the Walk Through Observation form	Y1: $52,000 Y2: 53,500 Teachers: Y1: $37,000 each Y2: $38,500
4. Assess scholars at the end of each instructional unit using common summative assessments.	Teachers will administer the end of unit common summative assessment to all scholars. The common summative assessment is common to that grade level and that unit of instruction. During the grade level common prep teachers and the Academic Coach will disaggregate the data to analyze scholar mastery of the standards. If mastery is not present then the Academic Coach and teachers will implement changes to the curriculum or instructional strategies as needed. For scholars not mastering the standards in the summative assessment the teachers will reteach and reassess. Modifications and/or accommodations may be needed in order to address mastery among the SPED population.	Monthly or as needed when the end of a unit occurs.	Grade Level Teachers Academic Coach	Scholar assessments Unit data reports that indicate scholar mastery for each standard Data meeting notes Reteach lesson plans (if needed) Reteach/reassess results	Academic Coach, Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67

5. Include unit assessment data in a monthly report to the governing board.	The Academic Coach will compile end of unit data analysis and present it to the governing board to update them on scholar mastery of the AZ College and Career Readiness Standards. The data will be presented to the governing board in a spreadsheet using graphs to show the progress of all scholars. Data will be broken down by grade, subject, special populations: SPED, ELL, Free and Reduced Lunch, and bottom 25%.	Prepare report at least one week in advance of the governing board meeting.	Academic Coach Grade Level Teachers	Academic progress report in spreadsheet with graphs	Academic Coach, Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67
6. Administer AIMSweb reading and math benchmark assessments three times a year, and progress monitoring for intervention groups and students in subgroups.	The Academic Coach and teachers will administer an AIMSweb pretest for grades K-8 in August. The results will identify the normed bottom quartile for intervention groups. AIMSweb will be used for progress monitoring (see #9 below). Additional benchmarks will be administered to the whole school in January and May.	August, January, and May for AIMSweb benchmarks, every2-3 weeks for progress monitoring (see #9 below)	Academic Coach Grade Level Teachers Instructional Assistants	AIMSweb results data List of enrichment and intervention groups Progress Monitoring results data	Academic Coach, Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67 Instructional Assistants, Y1: $10/hour AIMS Web: Y1: $3000 Y2: $3450
7. Create enrichment and intervention groups based on data.	The Academic Coach, along with the instructional assistants, and grade level teachers will create small groups to meet for intervention. The Academic Coach will collaborate with the instructional assistants and grade	Immediately following benchmark and progress monitoring	Academic Coach Grade Level Teachers	List of enrichment and intervention groups Unit data reports that indicate scholar mastery for standard AIMS Web benchmark data	Academic Coach, Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680

	level teachers to ensure scholars master all grade level standards. The grade level teachers will create the lessons and materials for the instructional assistants.			reports	Y2: $35,816.67 AIMS Web: Y1: $3000 Y2: $3450
8. Conduct enrichment or intervention groups.	Teachers and instructional assistants will conduct the enrichment and intervention groups based on scholar proficiency determined by benchmark assessments. During common prep time during the week the instructional assistants will meet with the grade level teachers to discuss scholar progress and instructional strategies to ensure mastery of the standards by all scholars including the special populations.	Daily, throughout the school year	Grade Level Teachers Instructional Assistants	List of enrichment and intervention groups Data from each time the group meets	Teachers: Y1: $34,680 Y2: $35,816.67 Instructional Assistants, Y1: $10/hour
9. Re-assess scholars in the intervention groups and students in subgroups.	Teachers and instructional assistant will re-assess scholars using progress monitoring materials. AIMSweb assesses basic literacy and numeracy skills with results normed at a national level. AIMSweb reports include the Impact of Intervention report, specifically used to monitor the proficiency level of students in subgroups, and the Rate of Improvement report, used to monitor the growth of students in the bottom 25%	Every 2-3 weeks as determined by intervention level according to the AIMS Web report.	Grade Level Teachers Instructional Assistants Academic Coach	Progress monitoring records from AIMS Web, including: - Impact of Intervention Report - Rate of Improvement Report Data analysis notes Revised intervention group lists	Teachers: Y1: $34,680 Y2: $35,816.67 Instructional Assistants, Y1: $10/hour Y2: $10/hour AIMS Web, Y1: $3000 Y2: $3450
10. Conduct quarterly benchmark	Teachers will administer a quarterly assessment to measure scholar proficiency on the standards taught	Quarterly: October	Grade Level Teachers	Data report from Galileo Quarterly standard list	Teachers: Y1: $34,680

assessments to measure mastery of standards.	that quarter. The quarterly benchmarks will align with the yearlong curriculum map. The assessment will be created in Galileo.	20th January 12th March 23rd June 1st	Academic Coach	Curriculum Map Crosswalk	Y2: $35,816.67 Academic Coach, Y1: $52,000 Y2: $53,500 Galileo: Y1: $4000 total Y2: $4600
11. Analyze data from the quarterly benchmarks	The Academic Coach will lead data meetings to analyze the benchmark data. The data will be disaggregated by grade level, standard, SPED, ELL, Free and Reduced Lunch and the bottom 25% populations. The data will be used to create rigorous lesson plans and improve instructional strategies.	Quarterly: October 20th January 12th March 23rd June 1st	Grade Level Teachers Academic Coach	Benchmark data reports from Galileo Data meeting notes	Teachers: Y1: $34,680 Y2: $35,816.67 Academic Coach, Y1: $52,000 Y2: $53,500 Galileo, Y1: $4000 Y2: $4600
12. Monitor and adjust assessment data for documenting scholar proficiency.	Teachers and the Academic Coach will monitor and if needed, make adjustments to ensure all scholars, including SPED, ELL, Free and Reduced Lunch, and the bottom 25% are proficient on all standards.	Quarterly: October 20th January 12th March 23rd June 1st	Grade Level Teachers Academic Coach	Reports from all assessment sources: AIMS Web and Galileo, quarterly benchmarks.	Teachers: Y1: $34,680 Y2: $35,816.67 Academic Coach, Y1: $52,000 Y2: $53,500 AIMS Web, Y1: $3000

					Y2: $3450 Galileo, Y1: $4000 Y2: $4600

AREA III: Monitoring Instruction – The plan must provide sufficiently detailed and implementable action steps that address each of the following elements of a comprehensive system for monitoring instruction:

- *monitoring the integration of Arizona's College and Career Ready Standards;*
- *evaluating instructional practices;*
- *evaluating instructional practices targeted to address the needs of subgroup populations; and*
- *providing analysis and feedback to further develop instructional quality and standards integration.*

Action Steps	Essential Details	Intervals	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Develop and implement the daily and weekly schedule.	The Executive Director and Academic Coach will develop a schedule that includes a minimum of 90 minutes of minutes of ELA and math instruction aligned to the AZ College and Career Readiness Standards. The grade level breakdown of minutes is listed in section A.4.	Annually in July	Executive Director Academic Coach	Schedule for each grade level that shows the number of minutes of ELA and math instruction per day.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
2. Create a formal evaluation rubric and an informal walk-through rubric.	The Executive Director and the Academic Coach will create a rubric for the formal evaluation and a walk-through evaluation form. The rubrics will include areas to evaluated: planning and preparation, instructional practices, classroom environment, professional responsibilities. The rubric will be used to evaluate the	Annually in August	Executive Director Academic Coach	Formal evaluation rubric Walk-through evaluation rubric	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500

	teachers to ensure the integration and implementation of the AZ College and Career Readiness Standards and The Grande Innovation Academy's Program of instruction. The walk through evaluation form will be a short version of the evaluation that includes scholar engagement strategies observed.				
3. Create The Grande Innovation Academy's handbook.	The handbook will outline procedures for lesson planning, including integration of AZ College and Career Readiness Standards. Teachers will receive this handbook during their August Professional Development training.	Annually in June and July	Executive Director Academic Coach	The Grande Innovation Academy's handbook	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
4. Provide copies of the staff handbook and curriculum maps.	The Executive Director and Academic Coach will provide copies of the handbook during the summer professional development training. Each teacher will sign that they received, read and understand the contents of the handbook.	Annually in August during the 2 weeks of professional development	Executive Director Academic Coach	The Grande Innovation Academy's handbook signature page from each teacher.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
5. Write daily lesson plans	Using unit plans and assessments, teachers will write rigorous daily lesson plans that integrates the AZ College and Career Readiness Standards. The lesson plans will reflect ways that teachers are modifying instruction to meet the needs of SPED, ELL, Free and	First lesson plans completed by August 11, 2016. Other lessons completed	Grade Level Teachers Academic Coach Instructional Assistants	Weekly lesson plans sent as an attachment to the Academic Coach by Friday each week. Lesson plan feedback	Teachers: Y1: $34,680 Y2: $35,816.67 Academic Coach: Y1: $52,000

	Reduced Lunch and the bottom 25% populations. The lesson plan includes intervention materials used for these populations as deemed necessary by the teacher. All intervention plans and materials are prepared by the classroom teacher to be used by the instructional assistants. The lesson plan will be reviewed weekly by the Academic Coach for sufficient rigor and alignment to the curriculum map. Feedback will be provided to the teacher by email if any deficiencies are noted.	by the Friday before they are to be taught on Monday. This occurs throughout the year.			Y2: $53,500 Instructional Assistants, Y1: $10/hour Y2: $10/hour
6. Create and implement a schedule for weekly observations of each teacher	The Executive Director and the Academic Coach will observe teachers on a weekly basis to ensure integration of AZ College and Career Readiness Standards. The observation will ensure the teacher is implementing the lesson plan that was submitted to and reviewed by the Academic Coach. In addition to checks for implementation of Standards-based curriculum with fidelity, observations will identify at least one domain of the formal evaluation instrument domains 2 (classroom environment) or 3 (instruction) for evaluation. Observations may also evaluate implementation of strategies learned through PD.	Annually in August	Executive Director Academic Coach	Observation schedules for each week to ensure that each teacher is observed once a week in different content areas. Observation forms with notes emailed to teachers.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
7. Administer unit assessments	Teachers will administer unit assessments after teaching the unit. These units are aligned to the	Throughout the year immediately	Grade Level Teachers	Scholar Assessments	Academic Coach: Y1: $52,000

	AZ College and Career Readiness Standards. The Academic Coach will ensure that the assessments are given in a timely manner, scored and then conduct a data analysis meeting on a common prep, Friday or Brown Bag lunch.	following each unit		Unit data reports that indicate scholar mastery level for each standard	Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67 Galileo: Y1: $4000 total Y2: $4600
8. Analyze assessment	The Executive Director, Academic, Coach and teachers will analyze data to determine the effectiveness of integrating AZ College and Career Readiness Standards within instruction. Make revisions as necessary based on scholar data.	Immediately following each unit throughout the year	Executive Director Academic Coach Grade Level Teachers	Unit data reports that indicate scholar mastery level for each standard Revised curriculum maps and lessons as needed	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500 Teachers: Y1: $34,680 Y2: $35,816.67 Galileo: Y1: $4000 total Y2: $4600
9. Formally evaluate teachers.	GIA will use a formal evaluation instrument based on the domains of the Danielson model. Probationary teachers will be formally evaluated twice a year, in November/December and in	Twice a year (new teachers); annually (experienced teachers)	Executive Director Academic Coach	Formal evaluation instrument (including lesson plan, pre-conference notes, post-conference notes) Professional Growth Plan	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach:

	April/May. Teachers with two years of successful biennial evaluations will be formally evaluated once annually. Teachers with identified deficiencies will be put on Professional Growth Plans.				Y1: $52,000 Y2: $53,500
10. Observe/ evaluate instruction targeted to subgroups.	Each month, the Executive Director and/or Academic Coach will observe each teacher or instructional assistant for quality if instruction targeted to students in the bottom quartile, ELL students, or students with disabilities. These observations would address whole-group differentiation, small-group differentiation, and intervention. The formal evaluation instrument will have components in domain 1 (planning and preparation), domain 2 (classroom environment), domain 3 (instruction), and domain 4 (professional responsibilities) specifically tied to subgroup instruction.	Observation: Monthly Formal evaluation: Twice a year (new teachers); annually (experienced teachers)	Executive Director Academic Coach	Observation notes specifically addressing instruction targeting subgroups. Formal evaluation instruments (completed) Evaluation meeting notes Professional growth plans	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500

AREA IV: Professional Development – The plan must provide sufficiently detailed and implementable action steps that address each of the following elements of a comprehensive professional development system:

- *identifying and providing professional development that is aligned with instructional staff learning needs and focuses on areas of high importance;*
- *identifying and providing professional development that supports teachers of subgroup populations;*
- *supporting high quality implementation of the strategies learned in professional development; and*
- *providing monitoring and follow-up to support and develop implementation of the strategies learned in professional development.*

Action Steps	Essential Details	Intervals	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Develop a professional	The Executive Director and Academic Coach develop a	Annually in	Executive Director	Calendar showing professional	Executive Director,

development calendar	professional development (PD) calendar for the ten days in the summer and then for the 25 Fridays. The PD sessions will be determined by identifying areas of high importance, including training in the curriculum and instructional methods described in this application, and areas of instructional practice in the current TOPA-CG faculty determined to need strengthening through the evaluation process currently in place. Several days on the calendar will be left open for PD sessions determined to be needed after the beginning of school.	June and July	Academic Coach	development Paper copies given to teachers Meeting notes Analysis of teacher evaluations.	Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
2. Create a formal evaluation rubric and an informal evaluation rubric	The Executive Director and the Academic Coach will create a formal and informal evaluation rubric to evaluate the integration of AZ College and Career Readiness Standards and the program of instruction. The Governing Board will create a director evaluation rubric.	Annually in July	Executive Director Academic Coach Governing Board	Formal evaluation rubric Informal evaluation rubric	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
3. Create a Professional Development schedule	The Executive Director and Academic Coach will create a daily schedule for the two weeks of professional development for the teachers. The ten-day schedule will be developed based on level of program implementation, as well as teacher needs. The Executive Director and Academic Coach will also assign teachers to the sessions based on level of mastery. The	Annually in August	Executive Director Academic Coach	Calendar of summer professional development topics Sign-in sheets Agendas and materials for each training Completed evaluations by	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500

	professional development schedule will include targeted training on SPED, ELL, Free and Reduced Lunch and the bottom 25% populations. Trainings targeted at subgroups will focus on differentiation strategies, use of supplemental and intervention curriculum offerings, and integrating SEI strategies into whole-group and small-group instruction.			teachers of the training they attended	
4. Create a schedule for Friday professional development	The Executive Director and Academic Coach will plan and implement Friday professional development based on observations, teacher need, and follow-up to the summer professional development schedule. The Friday professional development may be all teachers or individualized instruction for teachers to be successful. The professional development schedule will include targeted training on SPED, ELL, Free and Reduced Lunch and the bottom 25% populations. Trainings targeted at subgroups will focus on differentiation strategies, use of supplemental and intervention curriculum offerings, and integrating SEI strategies into whole-group and small-group instruction.	Annually throughout the year starting in August through May	Executive Director Academic Coach	Calendar of Friday professional development Sign-in sheets Agendas and materials for each training Completed evaluations by teachers for the trainings they attend	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
5. Observe and coach teachers	The Executive Director and Academic Coach will observe and coach teachers on a weekly basis to ensure proper implementation of	Weekly throughout the year	Executive Director Academic Coach	Copies of the formal and informal evaluation rubric with notes	Executive Director, Y1: $75,000 Y2: $76,500

	the AZ College and Career Readiness Standards and the Grande Innovation Academy's program of instruction. Each month, at least one round of teacher observations will focus on a strategy taught in PD during the year. Teachers will receive feedback regarding the implementation of the observed strategy. Teachers not adequately implementing the strategy will receive additional coaching and may be put on a professional growth plan.			Plan that includes action steps necessary for teacher growth	Academic Coach: Y1: $52,000 Y2: $53,500
6. Professional Development Day	The Executive Director and the Academic Coach will plan Friday professional development. The Academic Coach will communicate with teachers via a shared calendar and email updates as to what their Friday professional development topic is, location of the training and time. The Academic Coach will schedule outside presenters as needed and provide all supplies for the professional development. Teachers will sign-in, receive an agenda and any necessary hand-outs.	25 Fridays throughout the year The other Fridays are used for teacher planning time without a formal Professional Development	Executive Director Academic Coach	Shared Calendar invited Email Completed Sign-in sheets Agendas and materials Hand-outs Completed evaluations by teachers of the trainings they attend	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
7. Provide scheduled common planning time for grade level teachers to	The Academic Coach will decide on a day and prep period each week for the grade level teachers to meet. The Executive Director and/or the Academic Coach will	Once a week throughout the year starting in August going	Executive Director Academic Coach	Calendar showing the designated day/prep time for grade levels to meet each week	Executive Director, Y1: $75,000 Y2: $76,500

collaborate	attend those meetings. Data will be discussed as well as implementation of AZ College and Career Readiness Standards and The Grande Innovation Academy's program of instruction. The data discussed will include looking at how SPED, ELL, Free and Reduced Lunch and the bottom 25% populations are performing.	through May		Minutes of meetings taken to document the discussion and action steps to take.	Academic Coach: Y1: $52,000 Y2: $53,500
8. Schedule Brown Bag Lunches	The Executive Director and Academic Coach will conduct a brown bag lunch once a month to discuss how scholars are improving and to discuss any changes to instruction. In these meetings additional areas for teacher support will be identified so that meaningful professional development can be provided. Each teacher is responsible for his or her own lunch, although the Executive Director will provide dessert.	Monthly starting in September and going through May	Executive Director Academic Coach	Monthly calendar showing the day for Brown Bag lunches throughout the year Minutes with action steps taken and shared with grade level teachers. Following the Brown Bag lunches Professional Development will be added to the calendar. Feedback will be provided to teachers after Professional Development	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500
9. Conduct formal teacher and director evaluations	The Executive Director and Academic Coach will conduct formal evaluations using the teacher evaluation rubric.	Twice a year and scheduled at least two weeks prior to the formal evaluation.	Executive Director Academic Coach Governing Board	Copies of all completed formal evaluation rubrics with notes signed by teachers.	Executive Director, Y1: $75,000 Y2: $76,500 Academic Coach: Y1: $52,000 Y2: $53,500