Performance Management Plan (PMP)Template

Indicator (check one): _X__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	65%	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	50 Typical	

STRATEGY I: Provide and implement a curriculum that improves student achievement.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Acquire textbooks and other curricular materials, workbooks, teacher guides, etc., that are aligned with Arizona and Common Core standards for math	May-June 2013	Executive Director School Principal	Invoices; Receipts for all purchases Textbooks and other materials available to teachers and curriculum staff	In Budget: 1. Instructional Consumables 2. Curriculum and resource materials
2. Hire highly qualified personnel	May-June 2013	Executive Director	Resume, transcript, credentials, training, references, and any other applicable application materials kept of file for official hires	In Budget: Personnel: FTE, Salary and Benefits
2. Create curriculum maps	July-August 2013	Assistant Principal Teachers	The Assistant Principal will review and approve the Maps. Maps filed in the office	In Budget: 1. Personnel: FTE, Salary and Benefits 2. Curriculum and resource materials
3. Implement 135 minutes of math instruction into the daily class schedule	Starting the first day of instruction	Assistant Principal Teachers	Observations of class instruction by Assistant principal Teacher evaluations	In Budget: 1. Personnel: FTE, Salary and Benefits 2. Instructional Consumables

				3. Curriculum and resource materials
4. In-school and after-school tutoring for students who demonstrate a need for additional learning time	Ongoing	Teachers and Assistant Principal	Logs of participating students	In Budget 1. Personnel: Paraprofessional Teachers FTE, Salary and Benefits 2. Instructional Consumables 3. Curriculum and resource materials

STRATEGY II: Develop and implement a plan for monitoring the integration of the Common Core State Standards into instruction.

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Review Arizona and Common Core standards and ensure curricular materials, curriculum content, curriculum maps, syllabi, and assessments are appropriately aligned with the standards.	July-August of 2013	Assistant Principal Teachers	Assistant principal reviews teacher created syllabi and curriculum content and approves. Supporting documentation filed	In Budget: Personnel: FTE, Salary and Benefits
2. Assistant Principal reviews teacher's weekly lesson plans to ensure they are aligned with the Arizona and Common Core standards and in keeping with the established curriculum maps and guides	Weekly	Assistant Principal Teachers	A binder of submitted lesson plans will be kept in the office for each teacher; each week's lesson plans will note approval via the Assistant Principal's signature	In Budget: Personnel: FTE, Salary and Benefits
3. Assistant Principal will observe teachers to ensure instruction is standards-aligned and effective	Ongoing	Assistant Principal Teachers	Written report will be issued if gaps are identified.	In Budget: Personnel: FTE, Salary and Benefits
4. Assess students' mastery of the standards through standards-aligned assessments	Ongoing	Assistant Principal Teachers	Assessments will be documented in teachers' lesson plans and will be used to determine students needing additional tutoring	In Budget: Personnel: FTE, Salary and Benefits
5. Assistant Principal will be responsible for tracking any new or upcoming changes to the Arizona and Common Core Standards	Ongoing	Assistant Principal Teachers	Any changes to the Arizona and Common Core standards will be shared with teachers during professional development/in-service. Written record of attendance will be kept on file.	In Budget: Personnel: FTE, Salary and Benefits

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. Review AIMS results to determine individual and whole-class strengths, gaps and areas of concern	Each year when Spring AIMS results are received by the school	Principal Assistant Principal Teachers	Needing students assigned to tutoring, parent conferences, professional development activities, and/or a restructuring of curriculum	In Budget: Personnel: FTE, Salary and Benefits
2. Perform screening at the beginning of the school year to determine placement of student in Forms	Each year	Assistant Principal Teachers	Students assigned to Forms per the instructional program	In Budget: Personnel: FTE, Salary and Benefits
2. Regular formative assessments will be administered to determine individual student's proficiency in math and to determine improvements and gaps.	Ongoing	Teachers	Assessments will be graded, recorded, and tracked by teachers.	In Budget: 1. Personnel: FTE, Salary and Benefits 2. Instructional Consumables
3. Summative assessments are performed and analyzed to determine individual student's proficiency in math and to determine improvements and gaps in meeting standards.	Ongoing	Teachers	Assessments will be graded, recorded, and tracked by teachers.	In Budget: 1. Personnel: FTE, Salary and Benefits 2. Instructional Consumables
4. Progress reports issued and sent home to families every 3 weeks for a student receiving a grade of C- or lower (below80%) in Language/Arts	Ongoing	Teachers	Copies of all progress reports will be kept in the office and in student's classroom.	In Budget: Personnel: FTE, Salary and Benefits
5. Students receiving a C- or lower (below 80%) in Language/Arts, testing below grade level on AIMS, or demonstrating other math related challenges will be assigned to tutoring	Ongoing	Teachers	A list of student names and a schedule of their tutoring sessions will be on file in the school office	In Budget: 1. Personnel: Paraprofessional Teachers FTE, Salary and Benefits 2. Instructional Consumables 3. Curriculum and resource materials
6. Benchmark exams aligned with Arizona and Common Core standards will be given every quarter and tracked for progress	Ongoing	Teachers	Benchmark exam results will be recorded and tracked by the teachers	In Budget: 1. Personnel: FTE, Salary and Benefits 2. Instructional Consumables

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. Review and analyze standardized test results to determine a school improvement plan for math, including setting academic achievement goals for the year and necessary remediation strategies	August 2013 and again in August 2014	School Principal Assistant Principal Teachers	School improvement plan available to all staff and parents/family members.	In Budget: Personnel: FTE, Salary and Benefits
3. Before the school year starts, teachers will meet to discuss strategies and instructional methods for the upcoming academic year.	August 2013 and again in August 2014	School Principal Assistant Principal Teachers	Teachers will retain a written record of adopted strategies, courses of action, and instructional methods	In Budget: Personnel: FTE, Salary and Benefits
4. On early-release days (Wednesdays), teachers will meet to discuss remediation strategies, review curriculum, and exchange ideas to improve individual and whole-class academic performance.	Ongoing	Assistant Principal Teachers	A sign-in sheet and meeting minutes will be kept and filed in office	In Budget: Personnel: FTE, Salary and Benefits
5. Teachers will participate in a variety of content-based and instructional strategy professional development based on demonstrated need and best practices	Ongoing	Assistant Principal Teachers	A sign-in sheet and meeting minutes will be kept and filed in office; workshops attended will be documented.	In Budget: 1. Personnel: FTE, Salary and Benefits 2. Contracted Services (AIS) for professional development 3. Membership, Registration and Travel
6. Principal and Assistant Principal will observe teachers to ensure math instruction is curriculum based and effective; one-on-one meetings between the Assistant Principal and teachers to discuss strategies, areas of strength and methods for improvement	Ongoing	School Principal Assistant Principal Teachers	Assistant principal will document what he/she observed in the classroom, his/her suggestions for improvements, and any other pertinent details of the observations and subsequent meetings.	In Budget: Personnel: FTE, Salary and Benefits
7. End-of-year review of curriculum content to discuss what worked, what might need to be changed (textbooks, materials, projects, etc.) for the next school year.	June 2013 and June 2014	School Principal Assistant Principal Teachers	A sign-in sheet and meeting minutes filed; new curriculum materials adopted; curricular planning adapted and filed in office.	In Budget: Personnel: FTE, Salary and Benefits