PERFORMANCE MANAGEMENT PLAN TEMPLATE

Legacy Elementary School

INDICATOR:[1] ___Math __X Reading **DURATION OF THE PLAN**[2]**:** Begins July 1, 2012 to June 30, 2013

MEASURE*	METRIC*	CURRENT STATUS*	End Target For This Plan*[3]
State standardized assessment	Percent (%) of students who score proficient on the State standardized assessment and Student growth percentile (SGP)		Meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.

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

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Legacy Charter School will create a Reading Team that will strategize and monitor the implementation of reading curriculum.	Beginning of 2012 – 2013 school year.	Site Administrator is a member of the Reading Team as well as teachers from various grade levels.	Attendance sign in sheets as well as the minutes from the Reading Team meeting will be kept on file by the Site Administrator..	Part of Teachers/Site Administrators expected duties.
2. Legacy Charter School will provide a certified Reading Specialist who will monitor and assist the implementation of reading curriculum so that student achievement improves.	Currently in place and ongoing.	Site Director/s responsible for the hiring and verification of Reading Specialist's certification.	Copies of employee qualifications will be kept in files by Human Resources/Site Director/s. Classroom observation logs and professional development sign in sheets will be kept on file by the Reading Specialist/Site Administrator	Part of Reading Specialist's expected duties.
3. Legacy Charter School will provide standards-based supplemental instruction as well as formative assessments.	Currently in place and ongoing.	Teachers will be responsible for the implementation of instruction and	Reports to track student level of proficiency of standards will be generated by Teachers and Administration.	$7,700

		assessments.		
4. Legacy Charter School will require that below level students receive research-based supplemental reading instruction in a small group setting.	Implementation will begin the third week of FY 2012 – 2013.	Highly Qualified Para-Professional/Instructional Aide will provide the additional reading support under the direction of the Reading Specialist.	Intervention schedules provided by Reading Specialist. Logs of the implementation of weekly lesson plans will be kept.	Part of Reading Specialist's and Paraprofessional's expected duties.

STRATEGY II: Develop and implement a plan for monitoring the integration of the Arizona Academic Standards into instruction.

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Legacy Charter School will monitor the integration of common core reading standards by the utilization of: Teacher observations, Instructional calendars and bi-weekly grade level assessments. Common core reading standards will be identified by K-8 Teachers in their weekly lesson plans.	FY 2012: Kindergarten is being implemented. FY 2013: 1st and 2nd grade will be implemented. FY 2014: 3rd through 8th grade will be implemented. Ongoing and continuing. .	Reading Specialist/ Site Administrator will be responsible for Teachers observations and review of weekly lesson plans. Will also provide feedback to Teachers Teachers will be responsible for identifying reading standards on lesson plans, instructional calendar and the implementation of grade level assessments. Teachers will also provide assessment data to	Site Administrator/Reading Specialist will keep file of Teacher observations, weekly lesson plans and instructional calendars. Reading assessment data will be checked and kept on file by Reading Specialist/Site Administrator.	Part of Teacher's/Site Administrator's expected duties.

		Reading Specialist/Site Administrator.		
2. Legacy Charter School will utilize reading curriculum maps in grades K-8.	Curriculum implementation began in FY 2011 and will be ongoing.	Teacher/Grade level teams will be responsible for updating curriculum maps. Site Administrator/ Reading Team will be responsible for reviewing the content of the reading curriculum maps.	K-8 curriculum maps will be on file with the Site Administrator/Reading Team and will be available to teachers.	Part of Teacher's/Site Administrator's expected duties.
3. Legacy Charter School will administer three benchmark assessments during the school year for grades K-8.	Currently in place and will be ongoing. First Benchmark is given within the first three weeks of school year. Second Benchmark is given midway through the school year. Third Benchmark is given three weeks before the end of the term.	Reading Specialist is responsible for scheduling of assessments. Test Coordinator is responsible for administration of assessments and reports.	Reports and assessment results are kept on file by Site Administrator and or Reading Specialist.	Part of Reading Specialist's/Test Coordinator's expected duties.

4. Legacy Charter School will administer three predictive assessments throughout the school year for grades 3 through 8.	Implementation began in FY 2010 – 2011. 1st predictive assessment given in third week of school. 2nd assessment is given in November. 3rd assessment is given in March.	Reading Specialist is responsible for scheduling times for assessment. Test Coordinator is responsible for providing test materials for individual classes. Teachers are responsible for administration of assessment. Reading Specialist/Site Administrator is responsible for collection and scan of documents. Business Office will be responsible for the purchase and payment of the benchmark assessment data base.	Predictive assessment results and related reports will be kept on file by the Reading Specialist and /or Site Administrator. Business Office will keep invoices for the purchase of predictive assessment data base.	Part of Reading Specialist's/Test Coordinator's/Site Administrator's expected duties.

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

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Legacy Charter School will use Predictive, Benchmark and	Beginning FY 2012:	Test Coordinator will be responsible	All Benchmark assessment results and other related reports	$7,700

Formative assessments to document and monitor student proficiency in reading.	Results of Assessment will be made available within two weeks of each test date. Three times per year for grades K-2. Six times per year for 3-8.	for creating assessment reports. Reading Specialist and/or Site Administrator will be responsible for disseminating benchmark assessment reports.	are to be kept on file by the Site Administrator/ and or Reading Specialist.	Part of Test Coordinator's/Reading Specialist's/Business Office's expected duties
2. Legacy Charter School will provide AIMS and Stanford 10 reading data to Teachers so that a baseline proficiency level may be established for each student.	Beginning FY 2013: Student data will be provided to teachers one week before the start of the school year.	Site Administrator and Reading Specialist will be responsible for the creation and dissemination of the AIMS/Stanford 10 reports.	Copies of said reports will be kept on file by the Site Administrator/and or Reading Specialist. A log book will be kept of Teachers signatures acknowledging receipt of the data. Log book to be kept on file by the Site Administrator.	Part of Site Administrator's expected duties.
3. Legacy Charter School will continue using a web-based grading system that has the ability to record student grades, generate standards based report cards and serve as communication of academic progress between school staff and parents.	Continuing and ongoing.	Teacher's will be responsible for entering grades	Copies of grade reports will be kept in the Student Cumulative File.	Part of Teacher's expected duties.
4. Legacy Charter Schools Administration will present	Beginning FY203:	Reading Specialist/Site	School Board Agendas.	Part of Site Administrator's/Reading

benchmark school level reports to the School Board to show student proficiency.	Reports will be presented following all benchmark and standardized assessments.	Administrator will be responsible for creating and presenting the academic reports.	School Board Meeting Minutes. Report copies will be kept on file with the Site Administrator.	Specialist's expected duties.

STRATEGY IV: Develop and implement a professional development plan that supports effective implementation of the curriculum.

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Legacy Charter School will support the reading curriculum by scheduling professional development for Teachers.	Beginning FY 2013.	Site Director and or Reading Specialist will be responsible for scheduling professional development The Business Office will be responsible for purchase of all professional development.	Professional development sign-in sheets will be kept on file by the Site Director/and or Reading Specialist. Participation certificates will be given to Teachers as well as kept on file. Professional development invoices will be kept on file in the Business Office.	Part of Site Administrator's/Business Office's expected duties.
2. Legacy Charter School Reading Team will review requests made for all reading professional development.	Beginning FY 2013: The Reading Team will make initial recommendations to the Business Office by mid-September.	The opportunity will be given to Teacher/s to request professional development. Reading Team will submit professional development proposals to the Business Office.	Reading Team meeting minutes will be kept on file by the Site Administrator/and or Reading Specialist. The Business Office will keep invoice/s for professional development on file.	Part of Reading Team's/Business Office's expected duties.

		The Business Office will be responsible for the purchase of professional development		
3. Legacy Charter School will require Paraprofessionals and or Instructional Aides to attend reading professional development.	On-going professional development will occur during scheduled meetings.	Paraprofessional/ Instructional Aides are responsible for attending professional development approved by the Reading Team. Reading Team will provide professional development proposals to the Business Office. Business Office will be responsible for the purchase of professional development.	Sign-in sheets for Paraprofessionals/Instructional Aides attending professional development will be kept on file by Site Administrator. Participation certificates will be kept on file with Site Administrator. Invoice/s for professional development will be kept on file in the Business Office.	Part of Paraprofessional's/Instructional Aide's/Reading Team/Business Office's expected duties.
4. Legacy Charter School will provide a Mentoring Program for new reading Teachers.	Beginning 2013: Teacher mentoring will be conducted monthly.	Site Administrator/Reading Specialist will assign a Mentor Teacher to new reading Teacher/s. Mentor Teacher/s will be responsible for meeting with new	Sign-in sheets for mentoring meetings will be kept on file by the Site Administrator. Participating Teachers will fill out a yearly survey to evaluate the Mentoring Program.	Part of Teacher's/Site Administrator's expected duties.

		reading Teacher/s.		

Using the information entered in the “Budget” columns above, please provide a budget total that incorporates all strategies and action steps for each year of the performance management plan’s implementation. For “Year 1”, please specify the fiscal year (e.g., 2011). The charter holder may add years, as necessary.

Year 1:	**Budget Total $**	**7,700**	**Fiscal Year**	**2012**
Year 2:	**Budget Total $**	**7,700**		**2013**
Year 3:	**Budget Total $**	**7,700**		**2014**

Notes:
* Provided by ASBCS staff
1 Academic area to be addressed for improvement
2 Duration of the plan must align with the timeline presented in the Action Steps
3 Refer to the Board’s level of adequate academic performance
4 Repeat these action steps as necessary to include the appropriate number of steps to accomplish the strategy