PERFORMANCE MANAGEMENT PLAN TEMPLATE

Legacy Elementary School

INDICATOR:[1] __X_Math ___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.

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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 Math Team that will assist and monitor the implementation of math curriculum	Beginning of 2012 – 2013 school year.	Site Administrator is a member of the Math Team as well as teachers from various grade levels.	Math Team meeting minutes and sign in sheets will be kept on file by the Site Administrator.	Part of Teachers/Site Administrator expected duties.
2. Legacy Charter School will provide standards-based supplemental instruction along with formative assessments to improve student achievement.	Currently in place and ongoing.	Teachers will be responsible for implementation of instruction and assessments.	Reports to track student level of proficiency will be generated by Teachers and Administration.	Part of Teachers expected duties.
3. Legacy Charter School will purchase instructional materials to implement Common Core Standards.	FY 2013: Implementation will begin in grades K-3 FY2013: Implementation will begin in grades 4-5	Math Team will make the instructional materials recommendation to the Governing Board. Business Office will be responsible for the purchase and payment of the math instructional materials.	Instructional materials inventory will be kept on file. Invoices will be kept on file in the Business Office.	$5,000

	FY2014: Implementation of grades 6-8			
4. Legacy Charter School will require that below level students receive supplemental math instruction in a small group setting.	Implementation will begin the third week of 2012-2013 school years.	Highly Qualified Para-Professional/Instructional Aides will provide the additional math support.	Time and effort logs will be kept by Paraprofessional/Instructional Aides.	Part of Instructional Aides 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 the Arizona Academic Standards by the utilization of: Teacher observations. Instructional Calendars. Bi-weekly grade level assessments. Teacher's weekly lesson plans will identify Common Core math standards in their weekly lesson plans.	Currently in place and ongoing. FY 2012: Kindergarten is being implemented. FY2013: 1st and 2nd grade will be implemented. FY2014: 3rd through 8th	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 math standards on lesson plans, instructional calendar and the implementation of grade level assessments. Teachers will also provide assessment data to Site Administrator.	Site Administrator will keep file of Teacher observations, weekly lesson plans and instructional calendars. Math assessment data will be checked and kept on file by Site Administrator.	Part of Teacher's/Site Administrator's expected duties.

	grade will be implemented.			
2. Legacy Charter School will utilize math curriculum maps in grades K-8.	Beginning FY2013	Teacher/Grade level teams will be responsible for updating curriculum maps. Site Administrator/Math Team will be responsible for reviewing the content of the math curriculum maps.	K-8 curriculum maps will be on file with the Site Administrator/Math Team and will be made available to teachers.	Part of Teacher's/Site Director's expected duties.
3. Legacy Charter School will administer three benchmark assessments throughout the school year in grades K-8.	Currently in place and will be ongoing. 1st Benchmark will be given within the first three weeks of school year. 2nd Benchmark is given midway through the school year. 3rd Benchmark is given three weeks before the end of the term.	Math Team/Site Administrator will be responsible for test scheduling. Test Coordinator is responsible for administration of assessments and reports. Business office will be responsible for the purchase and payment of the data base.	Reports and assessment results will be kept on file by the Site Administrator.	$5,100
4. Legacy Charter School will administer three predictive assessments throughout the school year for grades 3-8.	Implementation began in FY 2011 – 2012.	Site Administrator/Math Team is responsible for scheduling times	Predictive assessment results and related reports will be kept on file by the Site Administrator.	$2,600

	1st predictive assessment given in third week of school. 2nd assessment is given in November. 3rd assessment is given in March.	for assessments. Test Coordinator is responsible for providing test materials for individual classes. Teachers are responsible for administration of assessment. Site Administrator/Test Coordinator is responsible for collection and scan of documents. Business Office will be responsible for the purchase and payment of the benchmark assessment data base.	Business Office will keep invoices for the purchase of predictive assessment data base.	

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 Formative assessments to document and monitor student proficiency in math.	Beginning FY 2012: Results of assessment will be made available within two	Test Coordinator will be responsible for creating assessment reports. Site Administrator/Math Team will be	All Benchmark assessment results and other related reports will be kept on file by the Site Administrator.	Part of Test Coordinator's/Site Administrators expected duties.

	weeks of each test date. Three times per year for grades K-2. Six times per year for 3-8.	responsible for disseminating benchmark assessment reports.		
2. Legacy Charter School will provide AIMS and Stanford 10 math 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 Math Team 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. 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/Math Team's expected duties.
3. Legacy Charter School will continue to use a web-based grading system that has the ability to record student grades and generate standards based report cards and to serve as a communication of academic progress between school staff and parents.	Continuing and ongoing.	Teachers will be responsible for entering grades.	Copies of student grades will be kept on file in the Student Cumulative File.	Part of Teacher's expected duties.
4. Legacy Charter School Administration will present school level benchmark reports to the school board to show student proficiency.	Beginning FY2013 Reports will be presented following all benchmark assessments.	Site Administrator will be responsible for creating and presenting the academic reports.	School Board Agendas. School Board Meeting Minutes. Report copies will be kept on file with the Site Administrator.	Part of Site Administrator'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 math curriculum by scheduling professional development for Teachers.	Beginning FY2013.	Site Administrator and or Math Team 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 Administrator. Participation certificates will be given to Teachers and a copy kept on file. Professional development invoices will be kept on file in the Business Office.	$1,500
2. Legacy Charter School Math Team will review requests made for all math professional development.	Beginning FY 2013: The Math Team will make initial recommendations to the Business Office by mid-September.	The opportunity will be given to Teachers to request professional development. Math Team will submit professional development proposals to the Business Office.	Math Team meeting minutes will be kept on file by the Site Administrator. The Business Office will keep invoice/s for professional development on file.	Part of Math Team's/Site Administrator's expected duties.
3. Legacy Charter School will require Paraprofessionals and or Instructional Aides to attend math professional development.	On-going professional development will occur during scheduled meetings.	Paraprofessional/Instructional Aides are responsible for attending professional development approved by the Math Team. Math Team will provide professional development proposals to the Business Office. Business Office will be	Sign-in sheets for Paraprofessionals/Instructional Aides attending professional development will be kept on file by Site Administrator. Copies of participation certificates will be kept on file with Site Administrator. Invoice/s for professional development will be kept on file	$600

		responsible for the purchase of professional development.	in the Business Office.	
4. Legacy Charter School will provide a Mentoring Program for new Math Teacher/s.	Beginning 2013: Teacher mentoring will be conducted monthly.	Site Administrator will assign a Mentor Teacher to new math Teacher/s. Mentor teacher/s will be responsible for meeting with new math Teacher/s.	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.

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**	**$**	**14,800**	**Fiscal Year**	**2012**
Year 2:	**Budget Total**	**$**	**14,800**		**2013**
Year 3	**Budget Total**	**$**	**14,800**		**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