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 [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Hire Highly Qualified teachers that have Montessori training	July, 2013	Corporate Board School Director	• Hiring paperwork. • Valid Fingerprint Clearance Cards • Professional references confirmed • Resumes of teachers demonstrate past experience of successful implementation of a Montessori program of instruction. • Teachers hired for this position: Possess Montessori training certificate from accredited organization. Meet Highly Qualified criteria set by federal (NCLB) legislature and state requirements. Share the mission and educational vision of the school	Personnel costs included in budget
2. Acquire necessary curriculum materials • Montessori classroom materials, including classroom guides • Junior Great Books • Montessori Math materials • Montessori Records Express (MRX) tracking student lessons, progress, and cross reference to Common Core Standards.	August, 2013	School Director Administrator	• Invoices • Materials delivered and arranged in classrooms. • Classroom artifacts demonstrate the Montessori learning environment. • Curriculum materials distributed to teachers • MRX account activated	Costs included in budget No Additional Cost
3. Align Curriculum: create Mastery Criteria Checklist, which correlates Montessori curriculum and resources for math for with the grade articulated Common Core Math standards.	August, 2013 Update as necessary	School Director Teachers	• Montessori curricular albums created for each subject area • Mastery Criteria Checklist binder created and demonstrates alignment of the Montessori math curriculum with the Common Core Math standards: • A column in the Checklist shows the alignment of Montessori math curriculum with the standards	In Budget No Additional Cost

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
			• A column in the Checklist shows alignment with the standards and the math curriculum resources • Completed Binders/copies for reference placed in classroom and distributed to teachers for use. • Curriculum planning agenda and minutes	
4. Create Teacher's Handbook that contains required assessments, assessment methodology consistent with Montessori Method, timelines for tracking, and the expectation of teachers by grade level.	August, 2013 Update as necessary	School Director	• Teacher's Handbook created - copies distributed to teachers for reference. • Teacher's Handbook contains assessment methodology consistent with Montessori Method with timelines for tracking, and grade level expectations. • Teacher's Handbook contains forms and rubrics for use by teachers • Dates and topics list for professional development shared with teachers	In Budget No Additional Cost
5. Teachers review all documents and are prepared for teacher professional days prior to the opening of the school in August 2013.	August, 2013	School Director Teachers	• Attendance log, Agenda and minutes from professional development sessions. • Teachers are prepared to discuss and offer input during professional days prior to the opening of the school in August 2013.	In Budget No Additional Cost
6. Implement an "authentic" Montessori curriculum designed for the elementary K-3 level that aligns with current Common Core Arizona Math Standards	August, 2013	School Director Teachers	• Montessori curricular "albums" (binders), Mastery Checklists and Teacher handbook to be used as primary reference for planning & delivery of lessons in all core subject areas. Reflected in classroom	In Budget No Additional Cost

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
			environment; teacher weekly/monthly lesson plans; student work and assignments; student portfolios; etc. • Evidence of teaching-learning cycle: teacher & student record-keeping; student math notebooks; portfolios; checklists; rubrics; and other artifacts of student learning and progress	
7. Evaluate the effectiveness of math curriculum and instruction:	On-going throughout the school year	School Director	• Attendance log, Team Meeting agenda and minutes. • Revised math portions of curriculum 'albums" Evaluation Tools to include: • Montessori specific assessments • Summative assessments • Written skills tests • Teacher anecdotal records and observations • Written evaluations • State mandated tests	In Budget No Additional Cost

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

Action Steps [4]	Timeline	Responsible Party	Evidence of Meeting Action Steps	Budget
1. Create rubric to crosswalk Mastery Criteria Checklist, Montessori curriculum and the Common Core Math standards.	August 2013 and ongoing	School Director Teachers	• Rubric reference in binders distributed to teachers	In Budget No Additional Cost
2. Review Mastery Criteria Checklist for integration of Common Core Math standards	August 2013 and ongoing Yearly	School Director Teachers	• Mastery Checklist reference and updates in binders distributed to teachers	In Budget No Additional Cost
3. Review monthly theme focus to ensure correlation of the Montessori curriculum with the Common Core standards	August 2013 and ongoing Monthly review	School Director Teachers	• Copies of monthly themes submitted to the School Director. • Monthly theme focus demonstrates correlation of the Montessori curriculum with the Common Core standards	In Budget No Additional Cost
4. Review Weekly lesson plans quarterly to ensure alignment to curriculum maps, standards and assessments.	August 2013 and ongoing Quarterly	School Director	• Copies of lesson plans in binders submitted to the School Director • Weekly lesson plans demonstrate correlation of the Montessori curriculum with the Common Core standards	In Budget No Additional Cost
5. Implement formal observations of classroom instruction.	August 2013 and ongoing Weekly	School Director	• Observation Log of visits completed • Observation data analyzed in team meetings - meetings log, agenda and minutes	In Budget No Additional Cost

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. Beginning of year placement tests to be administered.	September, 2013 and ongoing at the beginning of every school year	School Director	• Results are documented appropriately in MRX. • Students are placed in class based on their placement test results • List of students scoring in the struggling or needing intervention to be presented to the School Director • Copies of Individual Learning Plans for identified students presented to the School Director	In Budget No Additional Cost
2. Teachers document and compile any student information available and inputs data as lessons are planned, practiced, and mastered.	Monthly	School Director Teachers	• All applicable student data (lessons, practice, progress, assessments, etc.) is updated regularly in MRX to ensure readily available for viewing and generating various individual and classroom reports. • Attendance log, Agenda and minutes from teacher meetings.	In Budget No Additional Cost
3. Analyze progress monitoring data	Weekly	School Director Teachers	• All applicable student data (lessons, practice, progress, assessments, etc.) is updated regularly in MRX to ensure readily available for viewing and generating various individual and classroom reports. • Lesson plans reflect adjustments in curriculum and instruction • Attendance log, Agenda and minutes from weekly meetings with teachers and School Director to review student progress	In Budget No Additional Cost
4. Monitor that students are progressing through material: • Acquire knowledge of math concepts per Common Core Math standards • Achieving 85% mastery of each of the areas of achievement.	Weekly	School Director Teachers	• Copies of Individual Learning Plans and Weekly Learning Activity Packets presented to School Director • Observation Log of the School Director reflects implementation of the intervention plans. • Attendance log, Agenda and minutes from teacher meetings.	In Budget No Additional Cost

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. Deliver professional development activities to include: • Common Core Math Standards • Montessori Methods • Classroom management. • Use of formative assessment data to drive instruction	August, 2013	School Director	• Professional Development Schedule • Attendance report from trainings. • Workshop teacher samples shared in teacher meetings • Attendance log, Agenda and minuets from teacher meetings	In Budget No Additional Cost
2. Ongoing Professional Development to increase student math achievement	Ongoing	School Director	• Attendance log, Agenda and minutes for monthly meetings determined by math achievement data. • Attendance log from monthly meetings shows all teachers present. • Observation Log of the School Director for classroom observations show that intervention strategies are being implemented.	In Budget No Additional Cost
3. Monthly individual teacher/director meeting agendas will include: • Student progress in standards • Weekly Learning Activity Packets • Individual Learning Goals • Mastery Checklist	Monthly	School Director	• Attendance log, Meetings agendas and minutes to review and discuss student data • Weekly Learning Activity Packets and Individual Learning Plans reflect adjustments based on identified student needs.	In Budget No Additional Cost
4. Informal visits/walk through of classroom.	Weekly	School Director	• Observation Log reflects School Director's visits/observation of classrooms	In Budget No Additional Cost
5. Formal, scheduled observations of teacher, for evaluation.	Monthly	School Director	• Schedule for observations • Observation Log of School Director • Teacher evaluation reports developed by the School Director indicate strengths and weaknesses, with plan for growth opportunities. • Notes from meetings with teachers	In Budget No Additional Cost

Notes:
* Provided by ASBCS staff (Applicant does not edit these sections.)
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 *Board's Level of Adequate Academic Performance* on the ASBCS website: http://asbcs.az.gov
4 Repeat these action steps as necessary to include the appropriate number of steps to accomplish the strategy