PLC CHARTER SCHOOLS

Performance Management Plan Reading Template

April 26th, 2012

RENEWAL PERFORMANCE MANAGEMENT PLAN

PLC Charter Schools

INDICATOR:[1] ___Math _X_ Reading **DURATION OF THE PLAN**[2]**:** Begins April, 2012 to June , 2014

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)	(Board staff will enter info here)	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. PLC Charter Schools will create a Curriculum Committee to assist with the implementation of reading curriculum.	In April 2012, the committee was created.	Teachers from various grade levels. Site Director/s is a member of the Curriculum Committee.	Meeting minutes will be kept on file by the Site Director/s. Meeting sign in sheets will be kept on file by the Site Director/s.	Part of Teacher's/ Site Director's expected duties.
2. PLC Charter Schools will utilize standards-based reading software for supplemental instruction, formative assessments and technology integration in the classroom.	Currently in place and subscription will be renewed annually.	Teacher/s will be responsible for software integration in the classroom. Business Office will be responsible for software purchase and payment.	Reports will be generated by Teachers and Administration to track student usage and identify proficiency level of standards. Invoice/s and purchase requisition/s will be kept on file in the Business Office.	$11,809.92 in FY 2012 $13,000.00 in FY 2013 $15,000.00 in FY 2014 Part of Teacher's/ Business Office's expected duties.

3. PLC Charter Schools will provide a certified Reading Specialist to assist with the implementation of reading curriculum to improve student achievement.	Currently in place and will be ongoing through FY 2014.	Site Director/s will be responsible for the hiring of the Reading Specialist. Human Resources Department will be responsible for the verification of certification.	Human Resources Department will maintain employee files and copies of qualifications. Professional development sign in sheets, literature lists, Curriculum Committee minutes and classroom observation logs will be kept on file by the Reading Specialist.	$25,000.00 base salary + $9,000.00 for benefits for FY 2012 $38,000.00 base salary + $13,680.00 for benefits in FY 2013 and 2014. Part of Site Director's/ Human Resources Department's expected duties.
4. PLC Charter Schools will require English Language Development (ELD) students on an Individual Language Learner Plan (ILLP), that are below grade level, to receive supplemental reading instruction in a small-group environment at least one hour per week.	Beginning FY 2013: Implementation will begin the third week of school. FY 2014: Will be ongoing.	One Highly Qualified Instructional Aide will be responsible for providing additional reading support under the direction of regular classroom Teacher/s or the Reading Specialist.	Time and Effort logs. Anecdotal Records. Individual Language Learner Plans (ILLPs)	Part of Instructional Aide's/ Reading Specialist'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. K-8 Teachers will identify Common Core reading standards within their weekly lesson plans.	FY 2012: Kindergarten is being implemented. FY 2013: 1st Grade will be implemented. FY 2014 Grades 2nd – 8th will be implemented.	Teacher/s will be responsible for identifying reading standards on lesson plans. Site Director/s will be responsible for reviewing lesson plans, updating checklist and providing feedback to Teacher/s.	Weekly lesson plans will remain on file with Teacher/s and Site Director/s. Quarterly standards checklist will be on file with Teacher/s and Site Director/s.	Part of Teacher's/Site Director's expected duties.
2. PLC Charter Schools will utilize reading curriculum maps in grades K-8.	Implementation of articulated curriculum maps began in FY 2012 and will be ongoing.	Teacher/s will be responsible for updating curriculum maps with their grade level team. Curriculum Committee and Site Director/s will be responsible for reviewing the content of the reading curriculum maps.	K-8 curriculum maps will be available to Teachers and will remain on file with the Curriculum Committee and Site Director/s.	Part of Teacher's/ Curriculum Committee's/ Site Director's expected duties.

3. PLC Charter Schools will administer three benchmark assessments throughout the school year in grades K-1.	Initial purchase and partial implementation in FY 2012. Beginning FY 2013: 1st Benchmark assessment will be administered within the first two weeks of student entry date. 2nd Benchmark assessment will be administered midway through the school year. 3rd Benchmark assessment will be administered 2 weeks before the last day of school.	Test Coordinator will be responsible for test scheduling and reporting. Teacher/s will be responsible for test administration. Business Office will be responsible for the purchase and payment of the benchmark assessment software.	Benchmark assessment results and related reports will be kept on file by the Test Coordinator and/or Site Director/s. Invoice/s and purchase requisition/s for the benchmark assessment software will be kept on file in the Business Office.	$253.00 in FY 2012. $285.00 in FY 2013. $285.00 in FY 2014. Part of Test Coordinator's/ Teacher's/ Business Office's expected duties.

4. PLC Charter Schools will administer five language arts benchmark assessments throughout the school year in grades 2nd through 8th.	Initial purchase and partial implementation in FY 2012. Beginning FY 2013: 1st Benchmark assessment will be administered within the first two weeks of student entry date. 2nd, 3rd & 4th Benchmarks assessments will be administered successively during the school year. 5th Benchmark assessment will be administered 2 weeks before the last day of school.	Test Coordinator will be responsible for test scheduling and reporting. Teacher/s will be responsible for test administration. Business Office will be responsible for the purchase and payment of the benchmark assessment software.	Benchmark assessment results and related reports will be kept on file by the Test Coordinator and/or Site Director/s. Invoice/s and purchase requisition/s for the benchmark assessment software will be kept on file in the Business Office.	$7,500.00 in FY 2012. $7,500.00 in FY 2013. $7,500.00 in FY 2014. Part of Test Coordinator's/ Teacher's/ Business Office'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. PLC Charter Schools will use benchmark assessment data to monitor and document student proficiency in reading.	Beginning FY 2013: Benchmark assessment results will be made available within two weeks of each test date. - Five times per year for grades 2-8. - Three times per year for grades K-1.	Test Coordinator and/or Site Director/s will be responsible for creating and disseminating benchmark assessment reports.	Benchmark assessment results and related reports will be kept on file by the Test Coordinator and/or Site Director/s.	Part of Test Coordinator's/ Site Director's expected duties.
2. PLC Charter Schools will provide student level AIMS and Stanford 10 reading data to Teachers to establish a baseline proficiency level for each student.	Beginning FY 2013: Student level data will be provided during Staff Orientation Week at the beginning of each school year.	Test Coordinator and/or Site Director/s will be responsible for creating and disseminating AIMS/Stanford 10 reports.	Teachers will be required to sign a log book acknowledging receipt of the data. Log book and copies of reports will be kept on file by the Test Coordinator and/or Site Director/s.	Part of Test Coordinator's/ Site Director's expected duties.
3. PLC Charter Schools will purchase a web-based grading system that has the ability to record student grades, generate standards based report cards and serve as a communication platform between school staff and parents.	Installation of software will occur in May 2012 and school-wide implementation will take place in FY 2013.	Teacher/s will be responsible for entering grades. Business Office will be responsible for the purchase and payment of the grading system. Registrar and IT Department will be responsible for implementation and maintenance.	Copies of student data reports will be kept in the Student Cumulative File maintained by the Registrar. Invoice/s and purchase requisition/s for the grading system will be kept on file in the Business Office.	Cost is included in Math Template - Strategy III - Action Step #3 Part of Teacher's/ Business Office's/ Registrar's/ IT's expected duties.

4. PLC Charter Schools Administration will present school level academic reports to the governing and/or corporate board to report student proficiency.	Beginning FY 2013: Reports will be presented following all benchmark and standardized assessments.	Test Coordinator and/or Site Director/s will be responsible for creating and presenting the academic reports.	Governing and/or Corporate Board Agendas Governing and/or Corporate Board Meeting Minutes Report copies will be kept on file with the Test Coordinator and/or Site Director/s.	Part of Test Coordinator's/ Site Director'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. PLC Charter Schools will provide a Mentoring Program for new reading Teachers.	Beginning 2013: Teacher mentoring will be conducted monthly.	Site Director/s will assign a Mentor Teacher to new reading Teacher/s. Mentor Teacher/s will be responsible for meeting with new reading Teacher/s.	Sign-in sheets for mentoring meetings will be kept on file by the Site Director/s. Participating Teachers will fill out a yearly survey to evaluate the Mentoring Program.	Part of Teacher's/ Site Director's expected duties.

2. The PLC Charter Schools Curriculum Committee will review all professional development requests for reading.	Beginning FY 2013: The Curriculum Committee will make initial recommendations to the Business Office by mid-September.	Teacher/s will have the opportunity to request professional development. Curriculum Committee will provide professional development proposals to the Business Office. The Business Office will be responsible for the purchase of professional development.	Curriculum Committee meeting minutes will be kept on file by the Site Director/s. Invoice/s and purchase requisition/s for professional development will be kept on file in the Business Office.	Part of Curriculum Committee's/ Business Office's expected duties.
3. PLC Charter Schools will schedule professional development to support the reading curriculum.	Beginning FY 2013: Curriculum training will be conducted prior to the first day of school. On-going professional development will occur during scheduled teacher in-service days.	Site Director/s will be responsible for scheduling professional development. The Business Office will be responsible for the purchase of all professional development.	Sign-in sheets for professional development will be kept on file by the Site Director/s. Invoice/s and purchase requisition/s for professional development will be kept on file in the Business Office. Certificates of participation will be kept on file with Human Resources Department.	Part of Site Director's/ Business Office's/ Human Resources Department's expected duties.

4. PLC Charter Schools Instructional Aides will attend reading professional development.	On-going professional development will occur during scheduled teacher in-service days.	Instructional Aides are responsible for attending reading related professional development approved by the Curriculum Committee. Curriculum Committee will provide professional development proposals to the Business Office. The Business Office will be responsible for the purchase of professional development.	Sign-in sheets for Instructional Aides that attend professional development will be kept on file by the Site Director/s. Invoice/s and purchase requisition/s for professional development will be kept on file in the Business Office. Certificates of participation will be kept on file with Human Resources Department.	Part of Instructional Aide's/ Curriculum Committee's/ Business Office's/ Human Resources Department'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: $53,562.92 Fiscal Year: 2012
Year 2: Budget Total: $72,465.00 Fiscal Year: 2013
Year 3: Budget Total: $74,465.00 Fiscal Year: 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 Terms to Know in the Renewal Application Instructions
4 Repeat these action steps as necessary to include the appropriate number of steps to accomplish the strategy