PLC CHARTER SCHOOLS

Performance Management Plan Math Template

April 26th, 2012

PERFORMANCE MANAGEMENT PLAN TEMPLATE

PLC Charter Schools

INDICATOR:[1] X Math ___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 math 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 math 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.	$3,500.00 in FY 2012, 2013 and 2014.

3. PLC Charter Schools will purchase math curriculum and instructional materials to implement Common Core Standards.	FY 2012: Initial purchase made. FY 2013: Implementation will begin in grades K-3 and English Language Development classes. FY 2014: Implementation for grades 4-6.	Curriculum Committee will make curriculum purchase recommendation to the Corporate Board. Business Office will be responsible for the purchase and payment of the math curriculum and instructional materials.	Inventory of math curricular materials will be kept on file. Invoice/s and purchase requisition/s will be kept on file in the Business Office.	$51,143.50 in FY 2012 $78,000.00 in FY 2013 $45,000.00 in FY 2014
4. PLC Charter Schools will require all English Language Development classes to deliver at least one hour of math instruction each regular school day (excluding early release days).	Currently in place and will be conducted daily (excluding early release days).	English Language Development Teacher/s Site Director/s will be responsible for reviewing the lesson plans and classroom schedule.	Weekly lesson plans created by Teacher/s. Classroom schedule created by Teacher/s.	Part of Teacher's/ Site Director'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. The teaching staff within PLC Charter Schools will identify Arizona and/or Common Core math standards within their weekly lesson plans.	Currently in place and is conducted weekly.	Teacher/s will be responsible for identifying math 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 the 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 math curriculum maps in grades K-8.	Implementation of articulated curriculum maps will begin in FY 2013 and will be ongoing.	Curriculum Committee will be responsible for final approval of articulated math curriculum maps. Site Director/s will be responsible for the quarterly reviewing of the math curriculum maps.	K-8 math curriculum maps will be available to all Teachers and will remain on file with the Site Director/s.	Part of Teacher'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.	Cost is included in Strategy I - Action Step # 2

4. PLC Charter Schools will administer five math 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 Benchmark 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, 2013 and 2014.

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 math.	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 will be responsible for benchmark assessment reporting. Site Director/s will be responsible for disseminating assessment results to teaching staff.	Benchmark assessment results and related reports will be kept on file by the Test Coordinator and/or Site Director/s.	Cost is included in Strategy II - Action Step # 1
2. PLC Charter Schools will provide student level AIMS and Stanford 10 math data to Teachers to establish a baseline proficiency level for each student.	Beginning FY 2013: Student level data will be provided during 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 to Teachers.	Teachers will be required to sign a log book acknowledging receipt of the data. Log book and copies of the AIMS/Stanford 10 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.	Student data reports. Invoice/s and purchase requisition/s for the grading system will be kept on file in the Business Office.	$17,500 for the initial purchase in FY 2012. $8,500 per fiscal year thereafter 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 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 math Teachers.	Beginning 2013: Teacher mentoring will be conducted monthly.	Site Director/s 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 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. PLC Charter Schools will schedule professional development to support implementation of the math 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.	$11,000.00 in FY 2013 and 2014. Part of Site Director's/ Business Office's/ Human Resources Department's expected duties.
3. The PLC Charter Schools Curriculum Committee will review all professional development requests for math.	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.	Cost is included in Strategy IV - Action Step #2

4. PLC Charter Schools Instructional Aides will attend math professional development.	On-going professional development will occur during scheduled teacher in-service days.	Instructional Aides are responsible for attending math 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.	Cost is included in Strategy IV - Action Step #2 Part of Teacher's/ Instructional Aide'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: $ 79,643.50 Fiscal Year: 2012
Year 2: Budget Total: $108,500.00 Fiscal Year: 2013
Year 3: Budget Total: $ 75,500.00 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