Performance Management Plan (PMP) Template

Applicant Name: ___PS Charter Schools, Inc./Pieceful Solutions Charter school_____

Indicator (check one): _x__Reading __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	10% (average based on 2013 AIMS A averages for students with disabilities and AIMS Web assessments of students similar to the target population in similar grades)	**Meet or demonstrate sufficient progress toward the Academic Performance Expectations as set and modified periodically by the Board**
	Average student growth percentile (SGP) on the State standardized assessment	35-40 (Typical) (average based on 2013 SGP data for students with disabilities and AIMS Web assessments of students similar to the target population in similar grades)	

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

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Hire qualified personnel Assistant Director Administrative Assistant/Registrar Business Manager Classroom teachers Instructional Assistants Speech and Language Therapist Speech and Language Assistant	June 2014	Director	• Hiring paperwork • Valid Fingerprint clearance cards • College transcripts • Resumes reflect required education and experience • Special education certification • References confirmed	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits
2. Secure service provider contracts OT Specialist Karate Instructor; Music Therapy Instructor; Yoga Instructor; Chef W	July 2014	Director	• Signed Contracts	No additional cost to the budget. Budget Line Item: • Purchased Services AIS
3. Acquire reading materials aligned with Arizona ELA standards	July, 2014	Director Assistant Director Business Manager	• Invoices • Delivered materials • Delivered receipts	No additional cost to the budget. Budget Line Item: • Curriculum and Resource Materials • Library resources/Software
4. Develop curriculum map for reading for each grade aligned to standards with implementation methodology and guidance for IEP modification.	July, 2014	Assistant Director Teachers Director	Completed curriculum maps distributed to teachers. A binder with maps in Assistant Director's office	No additional cost. Budget Line Item: • Salaries • Employee Benefits
5. Create Lesson Plans to include assessments and instructions for mastery aligned to Arizona ELA standards	July, 2014	Assistant Director Teachers	Written Lesson Plans distributed to teachers. A binder with Lesson Plans in Assistant Director's office	No additional cost. Budget Line Item: • Salaries • Employee Benefits
6. Implement Language/Arts instruction into the daily schedule	Starting the first day of instruction	Assistant Director Teachers Director	Observations of class instruction by Assistant Director IEPs and PEPs IEPs and PEP's reflect updates in Reading/Language Arts	No additional cost. Budget Line Item: • Salaries • Employee Benefits • Purchased Services AIS

			goals Teacher evaluations	• Purchased Services (Special Education)
7. Evaluate the effectiveness of reading curriculum based on assessment data results and end of year exams in comparison to proposed end-of-year benchmark goals.	End unit Summative assessment results Quarterly	Assistant Director Teachers Director	Completed document listing areas needing extra emphasis for each grade. Revised Strategy I Completed revision of curriculum map to fill in gaps or create a stronger emphasis on needed area.	No additional cost. Budget Line Item: • Salaries • Employee Benefits • Purchased Services AIS • Purchased Services (Special Education)

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

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Develop a Curriculum and Instruction Handbook that clearly explains expectations for lesson plans, instructional methods, assessments and mastery levels to be used to deliver curriculum.	July-August 2014	Assistant Director Teachers Director	Curriculum and Instruction Handbook has been completed and reviewed with teachers.	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services (Special Education)
2. Develop criteria for a teacher evaluation form that includes integration of Arizona reading standards into IEP's and PEP's and reflected in daily	August 2014	Assistant Director Teachers Director	Teacher evaluation form with Curriculum and Instruction criteria will be reviewed and signed by all teaching staff.	No additional cost. Budget Line Item: • Salaries • Employee Benefits
3. Review lesson plans weekly to ensure they are aligned with the Arizona Academic Standards and in keeping with the established curriculum maps, and IEP and PEP plans.	Weekly	Assistant Director Teachers	A binder with submitted lesson plans for each teacher will be kept in the Assistant Director's office.	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits

				• Curriculum and Resource Materials • Purchased Services (Special Education)
4. Review data sheets on student IEP/PEP learning and behavioral goals to measure progress	Daily	Assistant Director Director Teachers	Data sheets submitted for review to the Assistant Director. Students' goals determined as met against the goal benchmark– new learning/behavioral goals written Students' goals determined as not being met against the goal benchmark– learning/behavioral goals modified	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS • Purchased Services Special Education
4. Assess students' mastery of the standards through standards-aligned assessments	Daily End of Unit summative assessments	Assistant Director	Assessments will be documented in the lesson plans and will be used to determine students needing remediation and IEP/PEP plan modifications	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS • Purchased Services (Special Education)
5. Evaluate monitoring plan for integration of standards and revise as necessary.	End of the School Year	Assistant Director Director Teachers	Completed revision of Strategy II in PMP that more effectively enables the school to monitor the integration of reading standards into instruction. Recommendations for improvements and resource allocations, and	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials

	professional development submitted to Board for review and approval. Board Minutes from meeting	• Purchased Services AIS • Purchased Services (Special Education)

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

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. **Administer comprehensive Initial Assessment**	First week of school in August 2014	Assistant Director Director	Ability level documented Students placed in class.	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
2. **Administer r**egular formative assessments to determine individual student's proficiency in reading and to determine improvements and gaps.	Ongoing Daily	Assistant Director Teachers	Data Sheets created with charts for each IEP/PEP goal Weekly review of data sheets by teachers Biweekly review of data sheets by Assistant Director Report Cards to parents	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
3. **Administer summative assessments** to determine individual student's proficiency in reading and to determine improvements and gaps in meeting standards.	Ongoing End of Unit tests		Data Sheets created with charts for each IEP/PEP goal Weekly review of data sheets by teachers Biweekly review of data sheets by Assistant Director IEP/PEP goals with mastery modified based on summative assessments Report Cards to parents	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
4. Academic Performance Report prepared and presented to School Board.	Quarterly	Assistant Director	Academic Performance Report filed in Board's documentation	No additional cost. Budget Line Item:

	End of The Year	Director	Decision for future actions in Board's minutes	• Salaries • Employee Benefits
5. Evaluate the efficacy of the system for monitoring and documenting of student proficiency.	End of School Year	Director Assistant Director Teachers	Minutes from Meeting Attendance log Completed revision of Strategy III of PMP that improves the efficacy of the system for monitoring and documenting of student proficiency. Recommendations for improvements and resource allocations, and professional development submitted to Board for review and approval. Minutes from Board meeting	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS

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

Action Steps	Timeline	Responsible Party	Evidence of Meeting Action Steps	Cost and Budget Line Item
1. Deliver professional development at start-up	Prior to start-up in August 2014	Director	Training Agenda Attendance Log Artifacts from professional development activities such as revised curriculum maps and lesson plans.	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
2. Professional development days during the school year to discuss instructional practices, alignment to standards in IEPs/PEPs, preparation for AIMS, AIMS-A	Ongoing as marked in the calendar	Director Assistant Director	Agenda for training Attendance Log Artifacts from professional development activities such as revised curriculum maps and lesson plans.	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
3. Teachers and paraprofessionals will receive training and coaching to assist them on best instructional practices specific to the reading curriculum and implementing it with students with autism using Pieceful Solutions instructional methodology.	Ongoing as marked in the calendar	Director Assistant Director	Agenda for training Attendance Log Artifacts from professional development activities such as revised curriculum maps and lesson plans.	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
4. Create a formal evaluation template and teacher evaluation rubric and review all expectations **with teachers**	Prior to the beginning of the school year	Director Assistant Director	Evaluation rubric completed and presented to School Board Minutes of School Board	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource

				Materials • Purchased Services AIS
5. Implement teacher observation	Ongoing	Assistant Director Director	Reports from observations Report identified areas of need	No additional cost. Budget Line Item: • Salaries • Employee Benefits
6. Conduct targeted professional development activities identified through analysis of the teacher observation data **and student** assessment data, **and AIMS** reading results.	Ongoing As marked in the calendar	Director Assistant Director	Minutes from Meetings Agenda from Trainings Attendance Log	No additional cost to the budget. Budget Line Item: • Salaries • Employee Benefits • Curriculum and Resource Materials • Purchased Services AIS
7. Conduct an evaluation of the efficacy of the professional development plan	End of school year	Director Assistant Director Teachers	Minutes from meeting Attendance Log Report submitted to Board for review Completed revision of Strategy IV of PMP that improves the professional development Report to The Board with recommendations for professional development activities and allocation of resources	No additional cost. Budget Line Item: • Salaries • Employee Benefits