PERFORMANCE MANAGEMENT PLAN TEMPLATE

<Pinnacle Charter High School – Tempe East>

INDICATOR:[1] _X__Math _X__Reading **DURATION OF THE PLAN**[2]**:** Begins August 1, 2011 to July 31 , 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)	(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. Develop a curriculum review and renovation plan with the purpose of developing tools, templates, and review checklists.	By December 2011, ongoing	Curriculum Dept.	Written renovation plan indicating where tools, templates and review checklists have been added and how they are being used. Revised curriculum.	$240
2. Develop a formal process for gathering requests, suggestions, ideas and problem areas related to curriculum.	By December 2011, ongoing	Curriculum Dept.	Outline/Guidelines of formal process. Completed suggestion forms which have been submitted.	$360
3. Form a curriculum improvement committee whose purpose is to review and respond to requests, suggestions, ideas, and problem areas identified by instructional staff.	By December 2011, Monthly meetings	Curriculum Dept.	Agenda, sign-in sheets and notes from meetings that elaborate on discussions held and actions taken.	$90
4. Create and develop a group responsible for the monitoring of freshmen and sophomore student achievement based on benchmark assessments and AIMS scores.	December 2011, quarterly meetings thereafter	Principal	Agenda, sign-in sheets and notes from meetings that elaborate on discussions held and actions taken.	$240 annually/group member

5. Implement a system of curriculum and instruction review which holds the instructors accountable for student achievement.	December 2011, ongoing	Instructors	JIRA tickets submitted by instructors after reviewing and interacting with curriculum.	No additional costs will be incurred as this is part of staff's responsibilities

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. Develop a calendar for formal classroom observations to monitor instruction, looking for integration of standards.	Beginning September 2011,weekly throughout school year	Principal	Calendar indicating date, time, teacher observed. Completed observation forms that indicate whether standard(s) are incorporated.	No additional costs will be incurred as this is part of the Principal's responsibilities.
2. Develop a clear rubric/form with feedback for collecting and sharing observation data.	September 2011	Principal	Rubric/form	No additional costs will be incurred as this is part of staff's responsibilities
3. Develop clear expectations for instruction that are linked to the curriculum materials provided by the school.	September 2011	Principal	Expectations are printed and communicated in staff orientation and quarterly staff development sessions.	No additional costs will be incurred as this is part of staff's responsibilities
4. Train and monitor ongoing implementation of expectations.	September 2011	Principal	Completed formal observation forms indicating expectations are being met.	No additional costs will be incurred as this is part of the Principal's responsibilities.
5. Identify appropriate instructional interventions, enrichment opportunities, programs for 9th and 10th graders.	December 2011	Curriculum & Instruction Coordinator	Program descriptions, sign-in sheets indicating student attendance	No additional costs will be incurred as this is part of staff's responsibilities
6. Identify/hire specialized staff to support student achievement i.e.,	Beginning 2011-12	Director of Site Operations	Job descriptions and documentation of job duties assigned and/or	Salaries to be determined

curriculum and instruction coordinator, tutoring coordinator	school year		completed.	
7. Implement an AIMS Prep tutoring program to identify, address, and remediate students' deficiencies in AIMS math skills.	September 2011	Curriculum and Instruction Coordinator	AIMS Prep Tutoring Program binder containing tutoring contracts, student/tutor sign-in sheets	No additional costs will be incurred- tutoring program is free to school (state-funded)

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. Purchase Galileo Instructional Improvement System.	September 2011	Director of Site Operations	Contract signed by both parties	$20,000 estimate for annual subscription
2. Establish testing calendar	September 2011	Curriculum and Instruction Coordinator	Testing Calendar	No additional cost will be incurred as this is part of responsible party's duties.
3. Create protocols/process to implement benchmark assessments.	September 2011	Curriculum and Instruction Coordinator	Outline of process	No additional cost will be incurred as this is part of responsible party's duties.
4. Implement Galileo benchmark assessments to determine baseline and predictive index on AIMS Mathematics and Reading.	October 2011, quarterly thereafter	Curriculum and Instruction Coordinator	Testing Calendar, Test Reports indicating student performance, Data Analysis Summary and Action Plan	No additional cost will be incurred as this is part of responsible party's duties.
5. Review and interpret Galileo test scores to determine students'	October 2011,	Site Instructors	Test Reports indicating student performance, Data Analysis	No additional cost will be

individual gaps and strengths in Mathematics and Reading.	ongoing		Summary and Action Plan	incurred as this is part of responsible party's duties.
6. Assign and schedule mathematics interventions to 9th and 10th graders based on Galileo test scores.	October 2011, ongoing	Lab Manager	Student Calendar in Galileo system, Talisma	No additional costs will be incurred as this is part of staff's responsibilities
7. Create individual student academic intervention plan in partnership with the student, which sets academic goals for Mathematics and Reading, (including standardized test score goals).	October 2011, ongoing	Lab Manager	Student Personal Learning Plan (PLP), Weekly Student Conference (WSC), Talisma	No additional cost will be incurred as this is part of responsible party's duties.
8. Create academic remedial intervention groups for students at highest risk for failure (assigns students to specific Mathematics and Reading performance objectives identified as being deficient).	October 2011, ongoing	Lab Manager	Galileo Class Calendars	No additional cost will be incurred as this is part of responsible party's duties.
9. Provide ongoing progress monitoring for students who are performing below mastery in Mathematics and Reading.	October 2011, weekly	Lab Manager	Weekly Student Conference, PLP, Talisma interaction documentation	No additional cost will be incurred as this is part of responsible party's duties.
10. Conduct quarterly staff meetings at which time all staff will review school-wide assessment data analysis and discuss modifications to instructional strategies in Mathematics and Reading.	Beginning October 2011, quarterly	Principal	Sign-in sheets for training sessions, copies of handouts, PowerPoint presentations	No additional cost will be incurred as this is part of responsible party's duties.
11. Evaluate the assessment procedures and timelines for monitoring and documenting student achievement in Mathematics and	Beginning October 2011, quarterly	Principal, Site Curriculum and Instruction Coordinator	Evaluation report with recommendations	No additional cost will be incurred as this is part of

Reading and make recommendations for adjustments as necessary.	thereafter (October, January, April, July)			responsible party's duties.
12. Formalize operational processes in order that AYP data is corrected and validated by ADE due dates.	August 2011	Registration and Compliance Manager, Testing Coordinator	ADE reports	No additional cost will be incurred as this is part of responsible party's duties.
13. Schedule all incoming freshmen and sophomores into all three mandatory AIMS Prep coursework (AIMS Reading, AIMS Writing, and AIMS Math).	August 2011	Registration/Enrollment, Principal	Student Schedules, course completion tracking	No additional costs will be incurred as this is part of staff's responsibilities.
14. Utilize Weekly Student Conference to monitor student achievement in English and Mathematics coursework.	August 2011	Lab Manager	Talisma WSC documentation, student PLP, Galileo student assessment reports, Galileo intervention reports	No additional costs will be incurred as this is part of staff's responsibilities.
15. Implement an evaluation system which holds instructors accountable for monitoring student proficiency in mathematics and reading.	August 2011	Principal	Talisma WSC documentation, student PLP	No additional costs will be incurred as this is part of staff's responsibilities.

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. Train all instructional staff in how to generate and interpret test reports in Galileo.	October 2011, ongoing	Curriculum and Instruction Coordinator	Sign-in sheets for training sessions, copies of handouts, PowerPoint presentations	$300 annually
2. Train all staff in how to interpret data from benchmark assessments in order to make adjustments to instructional strategies.	October 2011, ongoing	Curriculum and Instruction Coordinator	Sign-in sheets for training sessions, copies of handouts, PowerPoint presentations	$300 annually

3. Train all instructional staff in how to schedule and administer academic interventions (Instructional Dialogs) in Galileo for Mathematics and Reading intervention.	October 2011, ongoing	Curriculum and Instruction Coordinator	Sign-in sheets for training sessions, copies of handouts, PowerPoint presentations, follow-up documentation which demonstrates staff have implemented what they have learned.	$300 annually
4. Identify and recruit expert teachers in mathematics and reading to conduct onsite professional development.	September 2011, quarterly	Principal	Sign-in sheets for training sessions, copies of handouts, PowerPoint presentations	$160/teacher annually
5. Implement professional learning communities to support teachers in curriculum, instruction, assessment and intervention planning.	August 2011, quarterly	Principal	Agenda, sign-in sheets and notes from meetings that elaborate on discussions held and actions taken.	$160/teacher annually

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 _____ Fiscal Year _____
Year 2: Budget Total _____
Year 3: Budget Total _____

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