PERFORMANCE MANAGEMENT PLAN TEMPLATE

Girls Leadership Academy of Arizona

INDICATOR:[1] _X__Math _X__Reading **DURATION OF THE PLAN**[2]**:** Begins March 30, 2012 to July 30, 2015

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
1a. Revise current and create additional Math and English curriculum documents including detailed learning goals and success criteria aligned to all units. *(Number of teachers will increase as enrollment grows and course offerings expand)*	July 2012, 2013, 2014 2 weeks of annual Summer Curriculum Development & Revision	Teachers Curriculum Coach Data Coach Head of School	Completed curriculum documents with clear learning goals and success criteria that have been reviewed by instructional support team and administration.	July 2012: $25/hour at 80 hrs=$2000 per teacher X 8 teachers =$16000) July 2013 : $25/hour at 80 hrs=$2000 per teacher X 8 teachers=$16000) July 2014: $25/hour at 80 hrs=$2000 per teacher X 8 teachers=$16000
1b. Create crosswalk of textbook/instructional materials aligned to common core standards and curriculum units, and identify any standards/units with inadequate instructional materials.	July 2012 (created during Summer Curriculum Development	Teachers Curriculum Coach	Crosswalk of curriculum units with currently available and missing textbooks/instructional materials.	Included above.

1c. Review and purchase textbooks/instructional materials aligned to common core standards and that best support the curriculum units and specific learning goals and success criteria established by staff.	July 2012, '13, '14 Purchase texts/supplemental materials as course offerings increase annually	Teachers Curriculum Coach Business manager	Textbook/instructional materials purchase receipts.	Cost of textbooks/instructional materials for Reading/Math max $2400 annually
2. Develop inquiry based math lessons that align with learning goals and success criteria (a minimum of 1 per month per teacher).	August 2012-May 2013 (developed and implemented on a monthly basis) August 2013-March 2015 (revised and implemented on a monthly basis)	Teachers Curriculum Coach	Lesson plans and lesson materials. Records from Curriculum Coach meetings with teachers to assist in development of lessons.	No additional cost
3. Raise expectations for teachers to plan specific formative assessment strategies into curriculum units and create formal assessment schedule for formative and summative unit assessments.	July 2012 (2 weeks in summer for teachers to create, revise annually)	Teachers Curriculum Coach Data Coach	Curriculum units with specific formative assessment strategies. School-wide assessment calendar	No additional Cost-included within summer Curriculum Development work in section I.
4. Expand AVID pacing guides for grades 9-12.	June-July 2012	Curriculum Coach	Weekly pacing guides	No additional cost
5. Create and implement curriculum for Summer Math Bootcamp to ensure students are prepared for rigorous math curriculum.	June 2012 (create curriculum by June 15, 2012 in preparation for 2-week Summer Math	Math department Curriculum Coach	Math curriculum documents	Curriculum development to occur during teacher's 10 month employment. 2012-2014 Summer school = $25/hr X 20

	Bootcamp) Repeat annually in June 2013 & 2014			hrs/week X 2 weeks X 1 teacher = $1000 annually

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
1a. Monitor integration of standards-based curriculum of revised learning goals and success criteria through regular observations of instruction and student work and feedback meetings with teachers.	August 2012-May 2013 (Observe and provide feedback to each teacher 1x/wk)	Curriculum Coach Data Coach Head of School	Walk-through observation data, graphs, and reports to Governing School Board.	No additional cost
1b. Monitor use of textbooks/instructional materials through regular classroom observations.	August 2012-May 2013	Curriculum Coach Data Coach Head of School	Walk-through observation data.	No additional cost
2. Monitor implementation of inquiry and collaborative lessons through classroom observations (at least one observation per teacher per month of an inquiry lesson).	August 2012-May 2013 (observe inquiry lessons on a monthly basis)	Curriculum Coach Data Coach Head of School	Informal observation forms and feedback provided to teachers.	No additional cost
3. Fully implement monitoring of formative assessment strategies and student feedback on mastering learning goals and success criteria based on Common Core and AZ State Standards through classroom observations and coaching meetings.	August 2012-May 2013 (observe each classroom 1x/week to collect data)	Curriculum Coach Data Coach Head of school	Walk-through data collection forms on formative assessment strategies observed and student feedback provided within instruction. Informal observation forms Records from coaching meetings.	No additional cost
4. Conduct AVID-specific walkthroughs and classroom observations to monitor use of writing,	August 2012-May 2015 (observe each	Curriculum Coach Head of School	Informal observation forms	No additional cost

inquiry, collaboration, and reading (WICR) strategies in all AVID elective classes.	AVID classroom 1x/week-revise process annually)			
5. Observe summer Math Bootcamp instruction to ensure Common Core standards-based curriculum is implemented.	June 2012, June 2013, June 2014 (weekly observations)	Curriculum Coach Head of School	Informal observation forms	No additional cost
6. Revise Teacher Evaluation Framework aligned to SB1040 to include student achievement of Common Core standards in determining teacher effectiveness.	May 2012-July 2012 (include teachers in process in May, prior to end of 10 month employment)	Teachers Curriculum Coach Data Coach Head of School	Revised Teacher Evaluation Framework factoring in student achievement on Common Core Standards.	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
1a. Develop standards based placement tests for each math course (Algebra, Geometry, Algebra 2, Pre-Calculus) for all incoming students to determine math course placement.	July 2012 (1 week)	Math Department Data Coach	Math placement screening tests.	$25/hr X 40 hrs X 1 Teacher= $1000
1b. Develop curriculum based benchmark assessments aligned to revised curriculum units and specific learning goals/success criteria.	August 2012-May 2013 (develop on a quarterly basis prior to instruction)	Teachers Data Coach	Benchmark assessments in Reading and Math courses.	No additional cost
1c. Develop interim benchmark assessments aligned to AIMS blueprint for all 10th grade students, to be administered twice prior to AIMS testing.	August 2012-March 2013 (Administer Reading-week 12 & 24; Math-week 15 & 30)	Reading/Math Teachers Data Coach	Interim assessments in Reading and Math courses.	No additional cost

1d. Develop more structured process for analyzing benchmark and interim assessment data and creating action plans for intervention.	July-August 2012 (create written process and forms for action plans prior to start of school year)	Teachers Data Coach	Action plans created after analyzing each set of benchmark data to ensure increase in student achievement. Action plans created after analyzing each set of interim assessment data to ensure student mastery of state standards prior to AIMS testing.	No additional cost
2. Monitor effectiveness of inquiry-based lessons through analysis of student achievement data during coaching meetings.	August 2012-May 2015 (weekly coaching meetings)	Teachers Data Coach	Student achievement data after inquiry-based lessons Coaching records	No additional cost
3. Monitor student achievement through multiple formative assessment strategies and reflect weekly on effectiveness of strategies used to create improvement goals.	August 2012-May 2013	Teachers Data Coach Curriculum Coach	Minutes from weekly reflection meetings focused on formative assessment strategies used.	No additional cost
4. Monitor student proficiency in Cornell Notes and binder organization through the AVID elective. Adjust annually based on student proficiency.	August 2012-May 2015	Teachers Data Coach Curriculum Coach	Classroom data Student work samples	No additional cost
5. Create pre/post test for summer Math Bootcamp to measure student mastery of Common Core standards.	May 2012	Math Department Data Coach	Pre/Post test Student achievement data	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
1a. Provide training in curriculum development and additional instructional resources/textbooks to any new staff during summer curriculum development and individual coaching meetings	July 2012 (annually during summer curriculum development)	Curriculum Coach Data Coach Head of School	Summer Curriculum Development PD Agendas Coaching records	No additional cost (included within summer Curriculum Development

throughout the school year.				work in section I)
1b. Provide more rigorous training regarding adoption of Marzano's 4-point grading system to accurately reflect student mastery of learning goals within curriculum units.	April 2012-August 2013 (weekly PLC meetings April-May 2012, modifications to 4-point scale June 2012)	Teachers Curriculum Coach Data Coach Head of School	PLC Agendas Revised 4-point grading scale	No additional cost
2. Provide training in inquiry-based lessons through individual coaching conversations as needed.	August 2012-May 2013	Curriculum Coach	Coaching records	No additional cost
3. Provide additional in-depth training to teachers in Margaret Heritage's strategies for effective feedback.	April 2012-May 2013	Curriculum Coach Data Coach Head of School	Training meeting agendas Teacher PD evaluation forms	No additional cost
4a. Attend additional 3-day AVID training Summer Institute Year 2 of AVID Implementation. Curriculum Coach to attend AVID Leadership training.	August 2012 (6 teachers to attend Summer Institute in San Diego) Fall 2012 & Spring 2013 (Curriculum Coach to attend)	Teachers Curriculum Coach Head of School	Conference registration and attendance certificates.	AVID Summer Institute Registration: $700 per teacher X 6 teachers =$4200 Out of state travel expenses includes AVID Leadership Training (airfare-$1600, food-$2400, hotel-$1600, total=$5600
6. Support teachers in individual professional development plan section of Teacher Evaluation Framework through	August 2012-May 2013 (monthly	Teachers Curriculum Coach	Minutes from coaching meetings focused on teacher PD plans.	No additional cost

weekly coaching and observations.	coaching meetings focused on supporting teacher PD plans)			
7. Implement teacher evaluations of professional development in order to improve training provided to staff.	August 2012 (begin implementation and continue at weekly PLC meetings through May 2013)	Teachers Curriculum Coach Data Coach Head of School	Teacher PD evaluation forms	No additional cost

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 $30,200 **Fiscal Year FY13**
Year 2: Budget Total $19,400
Year 3: Budget Total$19,400

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