# Appendix J: Performance Management Plan

Instructions

ALL applicants are required to complete this plan, which is related to Part II, Section B: Grant Project Goals and Section F. Accountability and Accreditation of the application. Fill in each box and section below, replacing the text in brackets below each heading with the requested information. Use of bullet points is encouraged. Remember that the longer the plan, the less likely your ability to use it effectively.

|  |  |
| --- | --- |
| **School Name:**  |  |
| **School Contact:**  |  |
| **Effective Dates of Plan:** |  |

The effective use of data on student and school performance is crucial to charter schools given the state accountability framework that focuses on three key indicators of school performance—student achievement growth, student achievement status, and achievement gaps, and postsecondary and workforce readiness.

School Introduction/Demographics

[CCSP grants may be used to implement a new performance management system, improve an existing performance management system, and acquire analytical support. Begin this plan by providing an overview of the school’s educational program. State the school’s mission and describe its target student population, educational program, enrollment size, and number of teachers. Describe how your performance management strategy will help you accomplish your mission and implement your educational design.]

Vision

[Provide a one-sentence statement to be used to guide the planning and purchases of the performance management program. Be sure this statement relates to the overall vision of the school.]

Goals/Objectives

[Provide a brief overview of the goals and objectives that the school hopes to achieve through the performance management program during the life of the grant. Include the components of the system you will have, how they will be used both in and out of the curriculum to accomplish strong academic performance and contribute toward setting the culture for the school and how staff were utilized to develop these objectives.]

Current Performance Management System

[Provide a description of your existing performance management system. If none currently exists, a statement reflecting that fact is adequate. Include in your description the current methods of collecting student data and what data is collected, assessments used (including CMAS) and the testing cycle and format of each, method of data storage, analyses and reports conducted/prepared (including service providers), current results of recent analyses/reports, and list hardware supporting the current performance management system.]

Activities, Measures and Targets

[Complete the following table to provide a list of the activities that will be used to assess the intended changes in the performance management plan resulting from the grant. Link each Activity/Measure to one of the Goals/Objectives identified above, as well as describe targets and evaluation benchmarks for each. Measures and targets should be quantifiable, including dates, providers, etc.]

|  |  |  |
| --- | --- | --- |
| Goal | Activity/Measure | Target/Evaluation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Performance Management Budget

[Provide a short statement of the overall budget costs for implementing the performance management system outlined above, and complete the following table to provide an outline of those costs. Note: CCSP Grant funding may be used to purchase and implement the following: student information systems, interim benchmark assessments/formative assessments, data management systems, technical support, and related hardware and equipment/software.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **CCSP Grant Amount to be Used** | **Local Match Amount** (indicate whether cash or in kind) | **Total** |
| Licensing |  |  |  |
| Software set-up and license fees for Planning Year and Year 1 Implementation only (specify software) |  |  |  |
| Implementation and maintenance |  |  |  |
| Software installation |  |  |  |
| One-time loading of data (ongoing loads may not be funded) |  |  |  |
| Software maintenance agreement during Planning Year and Year 1 Implementation only |  |  |  |
| Other |  |  |  |
| Hardware/network maintenance agreement during Planning Year and Year 1 Implementation only |  |  |  |
| Training/professional development: Any professional development expenditures or activities must be linked to the professional development plan submitted with this grant application |  |  |  |
| Analytical support for one-time activity (specify purpose) Note: Cannot be used for ongoing support |  |  |  |
| Telecommunications/connectivity |  |  |  |
| Hardware purchases/upgrades |  |  |  |
| **Total Request** |  |  |  |