

## APPENDIX 9: Performance Management Plan

The updated performance management plan should be limited to three to five pages and updated at least annually during the subgrant period. The plan should align specifically with one or more of the project goals and activities specified in this proposal for continued CSP subgrant funding.

### Subgrant Considerations

Charter school subgrants may be used to implement a new performance management system, improve an existing system and acquire analytical support. Subgrant funding may be purchased to implement the following:

- **Student Information System:** A software program that collects and stores items such as student contact and demographic information, grades and attendance into a database sitting either on a local school network or online.
- **Interim Benchmark Assessments/Formative Assessments:** Measures other than the state assessments to look at progress toward class/school learning goals. Purchase of interim assessments offers certain advantages, such as utilizing a different testing cycle (i.e., fall-spring, bi-monthly, etc.), which allows schools to periodically measure student performance throughout the year and receive quick results that will inform daily instructional decision making. These assessments should be aligned to state and/or national standards.
- **Data Management System:** A web-based system that stores school information from dissimilar sources such as student information systems, test publishers and interim benchmark assessments and allows for quick student analysis of multiple indicators. A data management system links systems together to create a single, powerful source of key student, school and organizational information that enables the translation of discrete data into actionable information, supporting sustained improvement of the charter school.
- **Technical Support:** Includes consulting support for school performance analysis of student data and trainings for staff/faculty.
- **Hardware and Equipment/Software Upgrades:** Any upgrades necessary to run any of these programs (may include computers, servers, network security, etc.).

Funds may only be used to make the initial purchase of any type of performance management system. Ongoing licensing costs and subscription fees are not allowable under a continued CSP subgrant. Additionally, an applicant may purchase an initial contract for technical support; however, any costs associated with continued technical support are recurring and, therefore, unallowable under a continued CSP subgrant.

### Choosing a Performance Management Strategy

The effective use of data on student and school performance is crucial to charter schools given the focus on school performance in areas of student achievement growth, student achievement status, growth and achievement gaps, and career and college readiness on the charter school performance framework standards provided by the authorizer. However, as changes are being discussed at the federal level with Every Student Succeeds Act (ESSA), the anticipation is that similar areas of school performance will be utilized in measures of school quality. High-quality schools use data regularly to inform decision-making. Data-driven decision-making is facilitated using high-quality performance management strategies and technologies that gather, organize, analyze, report and share information about student and school performance.

School leaders should assess the needs and capacities of the school and evaluate the functionality, costs and ease of implementation of any prospective system. The request should address these factors and describe the purposes and objectives the chosen strategy will meet, the anticipated implementation schedule and the anticipated training schedule. Be sure to tie any training related to performance management to the professional development plan also submitted.

### ***Instructions for Completing the Performance Management Plan Appendix***

#### **School Introduction/Demographics**

Provide an overview of the school's educational program. State the school's mission and describe its student population, enrollment size and number of teachers. Describe how the performance management strategy will help the school to accomplish the mission and implement the proposed educational design.

#### **Vision**

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

#### **S.M.A.R.T. Goals/Objectives**

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

#### **Current Performance Management System**

Provide a description of the existing performance management system. Include in the description the current methods of collecting student data and what data is collected, assessments used, 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 the hardware supporting the current performance management system.

#### **Activities/Measures/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 subgrant. 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.

#### **Performance Management Budget**

Provide a short statement of the overall budget costs for implementing the performance management system outlined.