

# 2023-24 SY Annual Growth Portfolio (AGP)

## ANNUAL GOALS

-Reflect on your practice using the National Center for Montessori in the Public Sector (NCMPS) [Annual Review Portfolio](#) & [Annual Review Protocol](#), [Executive Reflective Practice Inventory](#), [Executive Appraisal Instrument](#), and [EER](#) (Essential Elements of Montessori in the Public Sector Rubric). Once you have completed the forms, email the Board Chair and use them as a touchstone for goal setting in the following areas.

### My Professional Goals

Thought primer: these are goals directly related to your professional role as a the Head of School of a Montessori public charter school. Goals should take into consideration your roles as outlined in the source documents above and the [HOS Position Description](#). Out of the ones you want to build towards, choose the top 2 highest leverage options that will have the most impact on the schools performance.

**Goal 1PG:** Improved communication school wide and staff wide (consistency, quality, and format)

*Measurable results:* feedback surveys from families and staff.

*By When:* start at the beginning of the school year, measure in late fall early winter with surveys.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

**Goal 2PG:** Write at least 10 grants this school year.

*Measurable results:* 10 applications (hopefully obtaining 5) written, 3 memberships from above organizations, 75% attendance rate at meetings.

*By When:* 5 by end of January and another 5 by end of June. Memberships by the end of November.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

**Goal 3PG:** Improve community visibility by signing up for Kiwanis, Rotary, and attend at least 75 percent of the Pullman Chamber meetings.

*Measurable results:* 3 memberships from above organizations with 75% attendance rate at meetings.

*By When:* Memberships by the end of November. Attendance begins by end of November.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

**Goal 3PG:** Continue to improve PCM systems and structures by creating SOP's and related documents, and supporting specific staff to create these documents.

*Measurable results:* Staff page started, at least 4 SOP's created.

*By When:* Staff page by end of December, SOP's by end of the school year.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

### **My Community Goal**

Please ground yourself by reflecting on our [Group Norms document](#). Here is where you can record a goal for how you want to build or strengthen a skill that involves how you interact as one of PCM's community members. As a leader this goal will likely be focused on continuing improvement around leadership.

**Goal 1C:** Improve cadence around personally checking in with all staff throughout the year by checking in 1:1 at least once per trimester.

*Measurable results:* One 10 minute meeting noted for each staff member each trimester.

*By When:* by end of each trimester.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

### **My Place Goal**

Thinking about the place-based commitment of the school, reflect on best practices and consider what needs improvement to ensure the staff of PCM are supported in integrating place-based project-based learning.

**Goal 1P:** Codify the Community Resource Repository and ensure it is accessible to PCM staff and admin..

*Measurable results:* Document with details for at least 20 resources.

*By When:* End of January

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

### **My Diversity, Equity, and Inclusion, anti-racism, anti-bias goal**

To help aid in devising a goal around this reference the [Learning for Justice Social Justice Standards](#) As a leader consider what improvements you can focus on that will help to propel the staff and school forward in the commitment to DEI, anti-racist, and anti-biased operation.

**Goal 1DEI+:** Revisit the 'teacher specific' components of the equity plan with classroom teams trimesterly to reflect on progress and needs.

Measurable results: meetings held and progress notes (buy in from staff)

By When: trimesterly notes.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

**Personal (this is optional to share, you can share if you want a thought partner in this area)**

**Goal 10:** Find a work life balance, may not be perfect but need to me rapidly moving towards a sustainable career schedule.

Measurable results: Go home by 5:00 PM 75% of the time on weekdays and work no more than 1 weekend equivalent a month on average.

By When: Begin September 1, 2023, achieve regular cadence by end of Trimester 1.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

#### **Reminders about setting goals:**

Strive to write in SMART goal format to increase clarity and your ability to achieve your goal.

**SMART goals are.....**

**Specific:** Well defined, clear, and unambiguous

**Measurable:** With specific criteria that measure your progress toward the accomplishment of the goal

**Achievable:** Attainable and not impossible to achieve

**Realistic:** Within reach, realistic, and relevant to your life purpose

**Timely:** With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.

[Need more examples?](#)

# EXECUTIVE REFLECTIVE PRACTICE INVENTORY & EXECUTIVE APPRAISAL REFLECTION

[Annual Review Portfolio & Annual Review Protocol](#)

[Executive Reflective Practice Inventory](#)

[Executive Appraisal Instrument](#)

A copy of the completed form should be included here. This step should be completed by August 31, 2023.

# General Notes, Q&A

**Meeting Date:** x

**Participants:** x

Category	Item/Question/Focus	Notes & Action Items
Anything immediate or pressing?	1. x	<b>Notes:</b> 1. x  <b>Action:</b> x
Review action items from last meeting	1. x	<b>Notes:</b> 1. X  <b>Action:</b> x
Goals Check In. How do you feel progress on your goals is progressing? Any unexpected difficulties in achieving your goals?	1. x	<b>Notes:</b> 1. x  <b>Action:</b> x
Glows & Grows notes	1. x	<b>Notes:</b> 1. x  <b>Action:</b> x

<b>Grows &amp; Glows for Chair... how can I improve my practice and support you in a more effective way?</b>	1. x	<b>Notes:</b> 1. x  <b>Action:</b> x
<b>Any priorities or goal adjustments made</b>	1. x	<b>Notes:</b> 1. X  <b>Action:</b> x

**Next Meeting:**

# Mid-YR Appraisal

Anticipated Date: x

[Annual Review Portfolio & Annual Review Protocol](#)  
[Executive Reflective Practice Inventory](#)  
[Executive Appraisal Instrument](#)

A copy of the completed form should be included here. This step should be completed by no later than the end of January.

# Annual Appraisal

[Annual Review Portfolio](#) & [Annual Review Protocol](#)

[Executive Reflective Practice Inventory](#)

[Executive Appraisal Instrument](#)

A copy of the completed form should be included here. This step should be completed by no later than the end of January.