

WAKE COUNTY PUBLIC SCHOOLS
Membership of School Improvement Team 2008 - 2011

SCHOOL: Wakefield MS
PRINCIPAL: Tripp Crayton
DATE: March - 2008

CORE / LEADERSHIP TEAM MEMBERS:

Name:	SIP Responsibility / School-based job title:
Dorothy Corrigan	Teacher - Social Studies - SIT Chairman
Anna Peck	Teacher - Healthful Living
Heather Macsuga	Teacher - Social Studies
Dr. Elaine Harper	Student Services
Tripp Crayton	Principal
Chandra Campbell	Teacher - Career and Technical Education
Erin Cooper	Teacher - Language Arts
Jeanne Craft	Media Coordinator
April Smith	Teacher - Fine Arts
Ayuana Jones	Teacher - Special Programs
Morgan Tyler	Teacher - Math
Kelsey Sutor	Teacher - Science

WAKE COUNTY PUBLIC SCHOOLS
Mission, Vision, and Value Statements 2008-2011

SCHOOL: Wakefield MS
DATE: March - 2008

MISSION STATEMENT:

The Wakefield Middle School community will provide an education which prepares all students for future challenges.

VISION STATEMENT:

The Wakefield Middle School community will continuously embrace diversity and assist students in reaching their highest potential in a safe, nurturing environment. We are committed to academic excellence for all by providing integrated instruction that addresses the developmental needs of middle school students. We will cultivate individual strengths and talents, as well as positive character traits in each student to better prepare him/her to be a successful member of society.

VALUE STATEMENT:

Staff, students, families, and the community will share responsibility for learning, decision-making and success.

Each individual will use unique talents and strengths to enhance the classroom experience.

We will value the physical, social, emotional, and intellectual needs of all individuals.

We will ensure that students and staff have a safe environment conducive to learning and working.

We will promote good character traits and teach skills that prepare students for the future.

We will reflect and evaluate for improvement.

We will enhance the learning process by integrating instruction, technology, and the curriculum.

Wake County Public School System - School Improvement Planning
Summary of Goals, Key Processes and Action Steps 2008 - 2011 (Created 2009 - 2010)

Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Wakefield MS

LEA: Wake County (920)

Strategic Directive: Expand Fiscal Accountability

State Board of Education Goal: 21st Century Systems

SCHOOL GOAL: By 2011, Wakefield Middle School will increase the number of parent and community volunteers by 41% as measured by the WCPSS Volunteer Registration System.

GOAL MANAGER: Tripp Crayton, principal

Data Justification for Goal based on a comprehensive needs assessment:

Wakefield Middle School currently has 119 registered with the WCPSS Volunteer Registration System. If each of these volunteers represents a single student household, that number totals less than 16% of our total student population.

Key Processes & Action Steps(1 Key Processes)

1 Key Process:	Increase the number of registered tutors and mentors to promote academic success
Process Manager:	Wallace Sellers
Completion Date:	6/10
Resources:	School Messenger Parents Community Leaders Business Alliance PTSA
Restrainers:	Time factor with completing volunteer registration process Need of volunteers during the school day when many parents/guardians work Volunteer registration website is not accessible outside of the school setting. Access to data in the registration system is limited only to the assistant principal.
Measurable Process Checks:	Generate data on registered volunteers using WCPSS volunteer registration system

Action Steps

- 1 Action Step** Survey staff to determine need for tutors and mentors.
Timeline: From: 8/09 To: 5/10
 - 2 Action Step** Assign teachers with 4th period planning to a team during Continuous Student Improvement (CSI) time to assist with remediation, enrichment, and make-up work.
Timeline: From: 8/09 To: 9/09
 - 3 Action Step** Conduct volunteer registration drives where parents are assisted in registering on the computer to become a volunteer.
Timeline: From: 8/09 To: 6/10
 - 4 Action Step** Contact volunteers regularly to ask about their availability to serve as a tutor or mentor.
Timeline: From: 8/09 To: 6/10
 - 5 Action Step** Contact high schools and colleges where students are required to perform a certain number of hours of community service to work with our students as tutors or mentors.
Timeline: From: 8/09 To: 6/10
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Wake County Public School System - School Improvement Planning
Summary of Goals, Key Processes and Action Steps 2008 - 2011 (Created 2009 - 2010)

Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Wakefield MS

LEA: Wake County (920)

Strategic Directive: Retaining, Recruiting and Training High Quality Employees

State Board of Education Goal: 21st Century Professionals

SCHOOL GOAL: By 2011, Wakefield Middle School will reduce its turnover rate to below 8.0%, and retain 75% of new teachers to Wakefield Middle School over the period of three years.

GOAL MANAGER: Heather Macsuga

Data Justification for Goal based on a comprehensive needs assessment:

In 2006-2007, Wakefield Middle School's turnover rate was 11.39% as noted in Human Resources Selected Statistics by School Report and Resignation Report, with staff resigning for a variety of reasons, including transferring in and out-of-district, taking employment outside of education, and relocating out of county. In addition, one Initially Licensed Teacher (ILT) resigned in 2006-2007.

Key Processes & Action Steps(3 Key Processes)

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|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1 Key Process: | Involve experienced staff in the process of recruiting new teachers to Wakefield Middle School |
| Process Manager: | Administrative Team |
| Completion Date: | 6/11 |
| Resources: | Job Fairs
Faculty and Staff
Interview Committee
Resumes |
| Restrainers: | Finding time to have staff available interviewing candidates
No common planning
Budget cuts for the 2009 - 2010 school year |
| Measurable Process Checks: | Review attendance sheets from Job Fair and school transcripts |
- Action Steps**

- 1 **Action Step** Encourage department and grade level participation in the interview process.
Timeline: From: 3/10 To: 4/10
 - 2 **Action Step** Invite department heads and experienced staff to accompany the administration to the Fall and Spring Job Fairs.
Timeline: From: 12/09 To: 4/10
 - 3 **Action Step** Establish an interview committee to determine questions that should be asked of all potential candidates.
Timeline: From: 3/10 To: 4/10
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- 2 **Key Process:** Provide an opportunity for staff members to have minimal duties outside of the classroom and duty-free instructional planning throughout the year, except when student safety requires such duty, including classroom coverage
Process Manager: Administrators
Completion Date: 6/10
Resources: Faculty and Staff
Surveys from other schools
Restrainers: Time
Budget
Large number of students
Measurable Process Checks: Gather data from end of year staff survey
Action Steps
 - 1 **Action Step** Create on call lunch duty schedule, as needed, for teachers to go to the Diner.
Timeline: From: 6/09 To: 8/09
 - 2 **Action Step** Survey staff to evaluate their satisfaction with extra duties yearly.
Timeline: From: 6/09 To: 6/10
 - 3 **Action Step** Assign an administrator and School Resource Officer on duty to every lunch period.
Timeline: From: 6/09 To: 8/09
 - 4 **Action Step** Equalize lunch time for all classes with regulated entry and release in and out of cafeteria.
Timeline: From: 6/09 To: 8/09
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- 3 **Key Process:** Implement a year long induction program for all new hires to Wakefield Middle School
Process Manager: Diana Tullis
Completion Date: 6/10

Resources:

Professional Development
Faculty and Staff
Beginning Teacher (BT) Mentor Coordinator
Teacher Working Conditions Survey
Banking Time
Mentor teachers

Restrainners: Time for faculty and staff
No common planning

Measurable Process Checks: Gather info from each new hire session in the form of a survey to determine effectiveness and teacher participation

Action Steps

- 1 **Action Step** Encourage attendance to a one day new hires boot camp to acclimate the new staff member to school procedures.
Timeline: From: 8/09 To: 9/09
 - 2 **Action Step** Schedule check in with new staff, buddies, and administration to determine ways that additional support may be needed.
Timeline: From: 8/09 To: 6/10
 - 3 **Action Step** Schedule a late hires meeting with the Beginning Teacher (BT) Coordinator or other experienced staff member (buddy) to get acclimated to school procedures.
Timeline: From: 8/09 To: 6/10
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Wake County Public School System - School Improvement Planning
Summary of Goals, Key Processes and Action Steps 2008 - 2011 (Created 2009 - 2010)

Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Wakefield MS

LEA: Wake County (920)

Strategic Directive: Focus on Learning and Teaching

State Board of Education Goal: Globally Competitive Students

SCHOOL GOAL: By 2012, WMS will increase the number of students in grades 6 through 8 who show growth in Reading and Math EOG scores respectively, by four percentage points, and will increase the number of students who show proficiency in the 8th grade Science EOG by three percentage points.

GOAL MANAGER: Morgan Tyler

Data Justification for Goal based on a comprehensive needs assessment:

Analysis of 2008-2009 EOG scores show that 61.7% of students showed a positive academic change. The average academic change for all students was .13. Analysis of 2008-2009 EOG scores showed that 84.8% of 8th Grade students are proficient in Science. Limited English Proficient (LEP), Economically Disadvantaged (ED), Students with Disabilities (SWD), African-American, and Hispanic students are not meeting growth at the 60% level as other groups.

Key Processes & Action Steps(4 Key Processes)

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|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Key Process: | Increase percentage of students passing all classes |
| Process Manager: | Student Services |
| Completion Date: | 6/11 |
| Resources: | <ul style="list-style-type: none"> PLC Committees Transportation Department (Activity Buses) Parents Tutors and Mentors Volunteers Career Development Coordinator Counselors Office of Continuous Improvement and Professional Development Flexible use of any position conversions as permitted by DPI and/or WCPSS Utilize DPI flexibility in financial transfer. |

Restrainers:

Funds
Time
Common Planning Time

Measurable Process Checks: Use NCWISE to generate grade reports showing Ds and Fs for all students on a quarterly basis

Action Steps

- 1 Action Step** Utilize the Student Services and administration team to follow-up with students who are failing.
Timeline: From: 6/09 To: 6/10
- 2 Action Step** Allow CORE Teams and Elective Teachers to determine how to utilize Continuous Student Instruction (CSI) time to enrich/remediate student learning.
Timeline: From: 8/09 To: 6/10
- 3 Action Step** Provide additional support with joint-communication between team teachers and ALP teachers.
Timeline: From: 8/09 To: 6/10
- 4 Action Step** Assign student howl-outs on a weekly basis to recognize accomplishments by students and faculty using Positive Behavior Support Matrix of PRIDE.
Timeline: From: 8/09 To: 6/10

2 Key Process: Increase the effectiveness of Professional Teams Communities (PLCs) practices in all grade levels to improve student achievement
Process Manager: Annette Stegner, IRT
Completion Date: 6/10

Resources: AG Teacher
OCIPD
Early Dismissal Days used for common planning time for staff
Blue Diamond
Teacher-generated common formative assessments
Continuous Student Improvement time (for enrichment and remediation)
Staff Development funds
Data Team
Flexible use of any position conversions as permitted by DPI and /or WCPSS
Utilize DPI flexibility in financial transfer.

Restrainers: Time required for implementation
Time required for team and department planning, and sharing sessions
Full participation in staff development
Renormed Reading test
New Science End-of-Grade test

Measurable Process Checks: Using PLT surveys on a quarterly basis, determine effectiveness of PLT's

Action Steps

- 1 Action Step** Use common formative and diagnostic assessments used by PLTs, including Blue Diamond, to guide instruction.
Timeline: From: 8/09 To: 5/10
- 2 Action Step** Use available data to create a team SMART goal and essential learning outcomes.
Timeline: From: 8/09 To: 10/10
- 3 Action Step** Provide remediation and enrichment daily (Continuous Student Improvement).
Timeline: From: 8/09 To: 6/10
- 4 Action Step** Provide staff development related to differentiated instruction.
Timeline: From: 09/09 To: 5/10
- 5 Action Step** Provide time during the school day for PLTs and departments to discuss common curriculum planning and implementation of differentiation for all levels.
Timeline: From: 8/09 To: 6/10

3 Key Process: Schedule students for correct math placement according to Math Placement Guidelines and WCPSS middle school math guidelines.

Process Manager: Clara Stallings

Completion Date: 6/11

Resources: Math Department
Curriculum and Instruction
Student Services
Data Team
Office of Accountability

Restrainers: Increased student enrollment
Number of Available Teachers
Funds

Measurable Process Checks: Use guidelines provided by WCPSS C and I and WMS math department to determine individual student placement

Action Steps

- 1 Action Step** Work towards scheduling all Level I or II students in ALP or other resource class to provide additional assistance.
Timeline: From: 6/09 To: 6/11
- 2 Action Step** Consult with the Math Middle School team to work with other schools to ensure consistency among all schools.
Timeline: From: 6/09 To: 6/11
- 3 Action Step** Consult with feeder schools on math placement guidelines for

Wakefield Middle School.

- Timeline:** From: 5/09 To: 8/09
- 4 Action Step** Meet with administration and counselors to discuss math placement guidelines.
- Timeline:** From: 5/10 To: 8/10
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- 4 Key Process:** Integrate, implement, and reinforce school-wide reading strategies across all disciplines
- Process Manager:** Ann Worley
- Completion Date:** 6/10
- Resources:** Teaching Faculty
Department Chairs
AG Teacher
IRT
Media Coordinators
- Restrainers:** Full participation by staff in training and practice
- Measurable Process Checks:** Create and use surveys on a quarterly basis to measure effectiveness and frequency of implementation of strategies in the classroom
- Action Steps**
- 1 Action Step** AG coordinator will give workshops available to all staff on differentiation and reading strategies.
- Timeline:** From: 09/09 To: 6/10
- 2 Action Step** Media coordinators assist classroom teachers in differentiation and reading strategies.
- Timeline:** From: 8/09 To: 6/10
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Wake County Public School System - School Improvement Planning
Summary of Goals, Key Processes and Action Steps 2008 - 2011 (Created 2009 - 2010)

Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Wakefield MS

LEA: Wake County (920)

Strategic Directive: Focus on Learning and Teaching

State Board of Education Goal: Healthy, Responsible Students

SCHOOL GOAL: By 2011, Wakefield Middle School will show that 86% or more of staff, students, and parents will agree our school is a safe place to learn and work, as measured by the School Climate and Safety Survey.

GOAL MANAGER: April Smith, Anna Peck

Data Justification for Goal based on a comprehensive needs assessment:

The 2007-2008 School Safety and Climate Survey shows that 85% of stake holders feel that Wakefield Middle School is a safe place to learn and work. We believe that we should continue our goal to increase the number of people who feel that Wakefield Middle School is a safe place to learn and work.

Key Processes & Action Steps(2 Key Processes)

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| 1 | <p>Key Process: Increase Character Education</p> <p>Process Manager: Dorothy Corrigan</p> <p>Completion Date: 6/10</p> <p>Resources: Arts Department
PTSA
Enrichment Teachers
Enrichment Period</p> <p>Restrainers: Time for full implementation
Scheduling for all students to attend assemblies
Teacher buy-in</p> <p>Measurable Process Checks: Collect student feedback on a quarterly basis as a guide for level of understanding and efficacy of activities</p> |
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Action Steps

- 1 **Action Step** Develop and present character education assemblies.
Timeline: From: 10/09 To: 12/09
- 2 **Action Step** Emphasize Covey's 7 Highly Effective Habits for Teens through the student agenda/handbook.
Timeline: From: 8/09 To: 6/10
- 3 **Action Step** Re-shape student behavior through Postive Behavior Support Team.
Timeline: From: 8/09 To: 6/10
- 4 **Action Step** Use cafeteria/lunch block for character education focus (Continuous Student Improvement).
Timeline: From: 8/09 To: 6/10

- 2 **Key Process:** Decrease discipline incidents
Process Manager: Meg Bombien, Meredith Lyons, and Meredith Furr

Completion Date: 6/10

Resources: Student Services
Character Education Program
Student Assistant Module (SAM)/Student Parent Access Network (SPAN)
SWIS
Student Agendas
Poster Maker
Flexible use of any position conversions as permitted by DPI and/or WCPSS
PBS Resources

Restrainers: Parent Involvement
Consistent Use of SAM
Consistent Use of SPAN
Increase in Student Population
Density of Student Population
Teacher to Student Ratio

Measurable Process Checks: Chart and analyze the number of discipline incidents at the school on a quarterly basis

Action Steps

- 1 **Action Step** Increase communication of rules and policies to stakeholders.
Timeline: From: 6/08 To: 6/09
- 2 **Action Step** Review/revise school rules as needed.
Timeline: From: 6/08 To: 6/09
- 3 **Action Step** Increase parent knowledge and use of SPAN.
Timeline: From: 8/08 To: 10/08
- 4 **Action Step** Develop process for helping parents to become effective disciplinarians and take more active roles in their children's

- lives.
- Timeline:** From: 12/08 To: 6/09
- 5 Action Step** Reinforce student skills in conflict resolution through peer mediation and anti-bully week.
- Timeline:** From: 6/08 To: 6/09
- 6 Action Step** Expand positive behavior reinforcement activities.
- Timeline:** From: 8/08 To: 6/09
- 7 Action Step** Create effective behavior modification through Student Services, School Psychologist, Special Programs Department, and Social Worker
- Timeline:** From: 8/08 To: 6/09
- 8 Action Step** Collect and analyze administrative data on discipline referrals and consequences using SWIS and SAM
- Timeline:** From: 8/09 To: 6/10
- 9 Action Step** Create effective alternatives to suspension
- Timeline:** From: 6/08 To: 6/09
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Wake County Public School System - School Improvement Planning
Waiver Request - 2008 - 2011 (Created 2009 - 2010)

*Waivers should be related to school improvement.
Create a separate page for each waiver.*

School Name: Wakefield MS

Date of Request: April - 2009

School Year: 2009 - 2010

Waiver Requested: Allow flexibility with regard to class size and teacher daily student load requirements for grades 6-8.

Policy to be Waived: Class Size Waiver Policy

How will this waiver impact school improvement?

Wakefield Middle is in a community with constant growth. Having class size flexibility will allow us to: (1) Improve academic performance and EOG scores as the result of flexible, leveled, and differentiated student groupings for instruction; (2) Facilitate class schedule revisions; (3) Adequately place new students as they arrive during the summer and throughout the school year; (4) Balance student enrollment and types of courses taught on core teams and in Healthful Living.

Please indicate the type of waiver:

State

Local

Waiver requested on: 2009-04-16

Waiver status: APPROVED

Approval Date: August 2008

Administrators Notes: Effective July 1, 2008- June 30, 2011 for grades 4-12.
State Waiver

Wake County Public School System - School Improvement Planning
Summary Sheet of Professional Development Activities (Created 2009 - 2010)

School Name: Wakefield MS

For School Year: 2008 - 2009

Activity / Topic	Participants	Goal Supported
1. Allocate time for Professional Learning Communities to complete the guidelines provided in the Wakefield Way for Professional Learning Communities.	Faculty and Staff	Goals centered on improving test scores in reading, math, writing, and science
2. Conduct workshops centered on differentiation of instruction.	Faculty and Staff IRT All Faculty and Staff	All goals centered on improving End-of-Grade tests in reading, math, writing, and science
3. Faculty will be trained through an in-service workshop on administering and assessing responses to a standardized writing prompt.	All Faculty and Staff	Writing Goal

Wake County Public School System - School Improvement Planning
Summary Sheet of Professional Development Activities (Created 2009 - 2010)

School Name: Wakefield MS

For School Year: 2009 - 2010

Activity / Topic

Participants

Goal Supported

All faculty and staff

1. Professional Learning Communities

As measured by the NC EOG test, by 2011 6th-8th grade students will show growth by increasing three percentage points on the Math and Science EOG respectively, as well as, increasing five percentage points on the Reading EOG.

Wake County Public School System - School Improvement Planning
Early Release Requests 2008 - 2011, Year

School Name: Wakefield MS

For School Year: _____

Date	Professional Development Activities	Status
1.		
2.		
3.		
4.		

Administrator notes: