

SUMMARY OF GOALS, KEY PROCESSES, & ACTION STEPS - YEAR 2007-2008

Wake County Public School System -School Improvement Planning

Summary of Goals, Key Processes and Action Steps 2005-2008 (Created 2007-2008)

Board Goal: *By 2008, 95% of students in grades 3 through 12 will be at or above grade level as measured by NC EOG or EOC tests, and all student groups will demonstrate high growth.*

SCHOOL: Middle Creek HS	LEA: Wake County (920)
SCHOOL GOAL: Achievement	GOAL MANAGER: Achievement Sub-Committee Chair/SIP Chair

Key Processes & Action Steps: (8 Key Processes)

1	Key Process:	Develop, implement, monitor, and revise a Freshman Transition Program to provide targeted academic assistance to freshmen
	Process Manager:	Small Learning Communities Coordinator
	Completion Date:	5/08
	Resources:	Research materials (i.e. Breaking Ranks II) Program models Volunteer staff members Orientation materials and volunteers Survey incoming freshman about their concerns Upperclassmen volunteers for mentor and tutor programs Class size and payroll conversion waivers Purposeful scheduling
	Restrainers:	Schedule conflicts Communication breakdowns School community "buy-in"
	Process Checks:	
Action Steps:		
1	Action Step:	Conduct a Freshman Orientation day that is aligned with our community goals and the specific needs of freshmen.
	Completion Date:	8/05
	Action Order:	1
	Process Check:	Outline of program Feedback form from participants Attendance sheets
2	Action Step:	Institute the Freshman Guide Program which provides academic intervention for at-risk and under-challenged students.
	Completion Date:	5/06

Action Order: 1

Process Check: Guide Program Referral Forms
Academic Contracts
EOC scores
Promotion Rates

3 **Action Step:** Institute a Big Brother/Big Sister program to help ease freshman transition to high school.

Completion Date: 05/06

Action Order: 1

Process Check: Upperclassmen enrollment in the program
Freshmen enrollment in the program
Feedback forms from participants

4 **Action Step:** Institute a lunch-time tutoring center for freshmen.

Completion Date: 5/06

Action Order: 1

Process Check: Attendance forms
EOC scores
Promotion Rates

2	Key Process:	Increase overall EOC achievement and course completion for targeted courses (for 05-06: Algebra II, Physical Science, and Geometry)
	Process Manager:	Department Managers
	Completion Date:	05/08
	Resources:	Highly Qualified Teachers Funds for After School Test Prep Test Prep Materials Course Planning and Pacing guides Mustang Prep After School Tutoring Program Purposeful Scheduling Opportunities Teacher teaming within subject areas Class size and payroll conversion waivers
	Restrainers:	Facilities--room for more sections of target courses
	Process Checks:	EOC Score Reports Promotion Reports AYP Data
Action Steps:		
	1	Action Step: Target African American males and Latino students through a tutoring program developed by the National Achievers Club

Completion Date: 5/06

Action Order: 1

Process Check: Attendance froms
Specific achievement numbers for African-American males and Latinos
Promotion rates
GPA statistics
Honor roll membership

2

Action Step: Create and utilize common assessments, co-curricular planning sessions, and targeted tutoring.

Completion Date: 06-06

Action Order: 1

Process Check: EOC Scores
Grade promotion rates

3	Key Process:	Increase percentage of students scoring 3 or higher on AP exams.
	Process Manager:	John Williams
	Completion Date:	5/08
	Resources:	AP veteran teachers AP staff development activities AP test prep materials AP course materials and pacing guides
	Restrainers:	Teachers who are new to AP curriculum Number of probationary teachers Number of teachers new to the system/state
	Process Checks:	
Action Steps:		
1	Action Step:	Promote AP training for MCHS teachers
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Attendance at AP training and staff development opportunities
2	Action Step:	Hold curriculum mapping sessions between Honors level teachers and corresponding AP course teachers
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Attendance at curriculum mapping sessions AP achievement data

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4	Key Process:	Increase the number of MCHS teachers with National Board Certification (NBC).
	Process Manager:	Marne Patana--National Board Certified Spanish Teacher
	Completion Date:	5/08
	Resources:	Marne Patana NBCT materials WCPSS NBC Workshops & Professional Development
	Restrainers:	Many ILTs who are ineligible for Lack of knowledge of the NBC process
	Process Checks:	
Action Steps:		
	1	<p>Action Step: Institute an NBC support group at MCHS lead by NBC teacher, Marne Patana.</p> <p>Completion Date: 5/06</p> <p>Action Order: 1</p> <p>Process Check: Attendance at support meetings Number of teachers completing or beginning the NBC process</p>
	2	<p>Action Step: Promote WCPSS NBC staff development opportunities and encourage attendance by MCHS faculty.</p> <p>Completion Date: 5/06</p> <p>Action Order: 1</p> <p>Process Check: Attendance at county level professional development opportunities.</p>

5	Key Process:	Ensure that all students enrolled in EOC courses complete the EOC Exam with particular attention paid to SPED, F/R Lunch, ESL, and minority subgroups
	Process Manager:	Testing Coordinator
	Completion Date:	05/08
	Resources:	BST, SPED, Guidance, phone message system, PTSA
	Restrainers:	Updated phone list, long term suspensions, communication between departments
	Process Checks:	Listed Below
Action Steps:		
	1	<p>Action Step: Testing Coordinator will coordinate with ESL, SPED, and the Behavior Intervention Team to help ensure that all students are tested</p> <p>Completion Date: 05/08</p> <p>Action Order: 1</p>

Process Check: See Above

2 **Action Step:** A phone message reminder will be sent out to all students at least one week prior to testing dates

Completion Date: 05/08

Action Order: 1

Process Check: See Above

6	Key Process:	By the end of the 2009 school year, all subgroups will meet AYP in Reading as measured by EOC and NC Writing Test scores
	Process Manager:	Leadership Team / SIT representative
	Completion Date:	05/08
	Resources:	Off campus tutoring (Garner Middle), freshmen academy, (writing center - not started but in the planning stages), English II PLC
	Restrainers:	Faculty participation, staffing, school-wide writing standards
	Process Checks:	Listed Below
Action Steps:		
	1 Action Step:	Implement an off campus tutoring center to assist students living more than 5 miles from campus
	Completion Date:	05/08
	Action Order:	1
	Process Check:	See Above
	2 Action Step:	English 1 and 2 teachers will offer focused remediation sessions for students prior to the English 1 EOC and NC Writing Test
	Completion Date:	05/08
	Action Order:	1
	Process Check:	See Above

7	Key Process:	Ensure that all students enrolled in EOC courses complete the EOC Exam with particular attention paid to SPED, F/R Lunch, ESL, and minority subgroups.
	Process Manager:	Amy Betz
	Completion Date:	05/08
	Resources:	Testing Coordinator, SPED department, parents
	Restrainers:	Updated phone numbers and email contacts, poorly informed parents

Process Checks:	Listed Below
Action Steps:	
1	<p>Action Step: Testing Coordinator will coordinate with ESL, SPED, and the Behavior Intervention Team to help ensure that all students are tested</p> <p>Completion Date: 05/08</p> <p>Action Order: 1</p> <p>Process Check: See Above</p>
2	<p>Action Step: A phone message reminder will be sent out to all students at least one week prior to testing dates</p> <p>Completion Date: 05/08</p> <p>Action Order: 1</p> <p>Process Check: See Above</p>

8	Key Process:	By the end of the 2009 school year, all subgroups will meet AYP in Reading as measured by EOC and NC Writing Test scores
	Process Manager:	Leadership Team / SIP Designee
	Completion Date:	05/08
	Resources:	Departments chairs, Administrative team, EOC data, PLC's and common planning
	Restrainers:	Coordinating reviews, funding, teacher burnout
	Process Checks:	Listed Below
Action Steps:		
1	Action Step:	Implement an off campus tutoring center to assist students living more than 5 miles from campus
	Completion Date:	05/08
	Action Order:	1
	Process Check:	See Above
2	Action Step:	English 1 and 2 teachers will offer focused remediation sessions for students prior to the English 1 EOC and NC Writing Test
	Completion Date:	05/08
	Action Order:	1
	Process Check:	See Above

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<i>tests, and all student groups will demonstrate high growth.</i>	
SCHOOL: Middle Creek HS	LEA: Wake County (920)
SCHOOL GOAL: Healthy Students in Safe, Orderly, and Caring Schools (Character Ed. Component)	GOAL MANAGER: HSSOCS Sub-Committee Chair/SIP Chair

Key Processes & Action Steps: (3 Key Processes)

1	Key Process:	Assure that each student is known well by at least one adult at school. (Character Ed.)
	Process Manager:	Small Learning Communities Coordinator
	Completion Date:	5/08
	Resources:	SLC Coordinator position PTSA members Student feedback Advisory program models Faculty Advisory Panel WCPSS SLC Program WCPSS Character Education resources and materials Class size and payroll conversion waivers
	Restrainers:	Faculty buy-in Physical limitations of school Master schedule requirements EOC accountability
	Process Checks:	

Action Steps:

1	Action Step:	Develop a school-wide theme-based advisory program through staff development. One month's theme will focus specifically on Character Education.
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Advisory Curriculum Materials created through the Advisroy Panel
		Feedback surveys from students and staff as to the efficacy of the program.
2	Action Step:	Develop the Freshman Transition Program to include tutoring, personalized academic counseling, a Big Brother Big Sister program, and an Orientation day.
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Learning contracts and academic intervention inventories created through the counseling sessions.
		Big Brother/Sister guidelines and feedback surveys
		Tutoring center attendance forms

2	Key Process:	Decrease the overall suspension and tardy rates through personalized instruction and interactions.
	Process Manager:	Small Learning Communities Coordinator
	Completion Date:	5/08
	Resources:	SLC program contacts, informational meetings, and materials Staff Parents/Family support Class size and payroll conversion waivers
	Restrainers:	Faculty "buy-in" Late arrival of after-school activity bus discourages students from staying after school for remediation activities
	Process Checks:	

Action Steps:

1	Action Step:	Institute a Freshman Transition Program that eases the transition to high school and creates a bond between the student and the school community.
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Attendance at Freshman Orientation Attendance at Freshman Lunch Tutoring Attendance at after school workshops Personalized Action Plans for freshmen who receive interventions through the Guide program Feedback surveys Tardy and suspension rate information
2	Action Step:	Institute an advisory program to create bonds between faculty, school, community, and students.
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Advisory Curriculum Feedback surveys from faculty and students Tardy and suspension rate info

3	Key Process:	Establish and utilize a behavior intervention team
	Process Manager:	John Williams
	Completion Date:	06/06
	Resources:	WCPSS Positive Behavior Support program Staff members who are well versed in classroom management and intervention strategies

Restrainers:	Staff buy-in
Process Checks:	Suspension rate Drop-out rate Tardy referrals
Action Steps:	
1	<p>Action Step: Utilize the WCPSS-endorsed Positive Behavior Support program to train a team of behavior specialists who will work proactively and reactively at MCHS.</p> <p>Completion Date: 05/06</p> <p>Action Order: 1</p> <p>Process Check: See above</p>

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SCHOOL: Middle Creek HS	LEA: Wake County (920)
SCHOOL GOAL: Family, Community, Business Support	GOAL MANAGER: FCBS Sub-Committee Chair/SIP Chair

Key Processes & Action Steps: (3 Key Processes)

1	Key Process:	Increase and maintain communication avenues from the school to families and the community.
	Process Manager:	Technical Contact/MCHS staff member assigned to the website
	Completion Date:	5/08
	Resources:	MCHS Website MCHS tech-savvy students PTSA members Blackboard Program
	Restrainers:	Communication breakdowns
	Process Checks:	
Action Steps:		
1	Action Step:	Train the staff and promote the use of the Blackboard program
	Completion Date:	5/06
	Action Order:	1
	Process Check:	Increase the number of teachers using Blackboard Parent responses on year-end survey

2	Key Process:	Increase and maintain communication avenues for feedback from families and the community to MCHS.
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Process Manager:	Jackie Trickel--Parent Liason
Completion Date:	5/08
Resources:	MCHS website Tech-savvy MCHS students PTSA members Blackboard
Restrainers:	Communication breakdown
Process Checks:	
Action Steps:	
1	<p>Action Step: Create a feedback form on the MCHS website that can be downloaded, completed, and sent to the school.</p> <p>Completion Date: 5/06</p> <p>Action Order: 1</p> <p>Process Check: Form creation Number of forms returned</p>
2	<p>Action Step: Create an "area-of-influence" flow chart and include it on the website.</p> <p>Completion Date: 5/06</p> <p>Action Order: 1</p> <p>Process Check: Flowchart</p>

3	Key Process:	Expand and utilize the business alliance program.
	Process Manager:	Career Development Coordinator
	Completion Date:	5/08
	Resources:	CDC Position Staff contacts MCHS website Tech-savvy MCHS Students PTSA members
	Restrainers:	Communication breakdown
	Process Checks:	
Action Steps:		
1	<p>Action Step: Collect and publish teacher business contacts for staff and community use.</p> <p>Completion Date: 5/06</p> <p>Action Order: 1</p> <p>Process Check: Business contact list</p>	

2	Action Step:	Create a "Help Wanted" page on the MCHS website that informs community businesses of our needs.
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Completion Date: 5/06

Action Order: 1

Process Check: Help Wanted page

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SCHOOL: Middle Creek HS	LEA: Wake County (920)
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SCHOOL GOAL: Build a healthy environment that supports teacher retention and recruitment.	GOAL MANAGER: Leadership Team Chair / SIP Chair
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Key Processes & Action Steps: (4 Key Processes)

1	Key Process:	Routinely review teacher retention data, TWC, and other survey data, and take action as needed.
	Process Manager:	Leadership Team
	Completion Date:	05/08
	Resources:	Teacher surveys, ILT surveys, SIP Team, Villages, and PLC teams.
	Restrainers:	Collecting, interpreting, and understanding data.
	Process Checks:	See below.

Action Steps:

1	Action Step:	Review TWC survey for participation rate (minimum 70%) and study teachers' responses, then make recommendations to Leadership Team.
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Completion Date: 5/08

Action Order: 1

Process Check: TWC Surveys

Village Leader Reports

PLC Team Reports

2	Action Step:	Identify and employ best leadership practices regarding employee retention to provide positive working conditions for all staff.
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Completion Date: 5/08

Action Order: 1
Process Check: Employee turnover statistics

TWC Surveys

Villages and PLC Teams

3 **Action Step:** Create goal(s) and plans to achieve goals each school year based on recommendations from TWC data, teacher surveys, and village/PLC meetings.
Completion Date: 5/08
Action Order: 1
Process Check:

2	Key Process:	Routinely review support provided to Initially Licensed Teachers and take action if needed.
	Process Manager:	ILT Leader
	Completion Date:	05/08
	Resources:	ILT surveys, ILT leader, and ILT mentors/buddies,
	Restrainers:	Collecting and understanding data from surveys.
	Process Checks:	See below.
Action Steps:		
	1 Action Step:	Review ILT/Mentor ratios, effectiveness of curent induction programs/practices and the support given to ILTs.
	Completion Date:	5/08
	Action Order:	1
	Process Check:	ILT surveys
		ILT Mentors/Buddies
	2 Action Step:	Identify and employ best practices to support ILTs and provide effective induction programs and practices.
	Completion Date:	5/08
	Action Order:	1
	Process Check:	ILT Surveys

ILT Mentors/Buddies

3	Key Process:	Maintain adequate facilities to ensure suitable teaching/learning environment.
	Process Manager:	Larry Canterbury
	Completion Date:	5/08
	Resources:	School service/maintenance personnel, 3rd party contractors, and staff.
	Restrainers:	Keeping communication avenues open between faculty and service/maintenance personnel and limited funds.
	Process Checks:	See below.
Action Steps:		
1	Action Step:	Use a referral process for building and facility maintenance.
	Completion Date:	5/08
	Action Order:	1
	Process Check:	Building reports from Leadership Team
		State of the School
2	Action Step:	Maintain a timely response to building and other facility needs.
	Completion Date:	5/08
	Action Order:	1
	Process Check:	Response time for building needs
		Quality of repairs and maintenance.

4	Key Process:	Ensure teachers' duty free planning and lunch times
	Process Manager:	Leadership Team / John Williams
	Completion Date:	05/08
	Resources:	Leadership Team

	SIP Team Volunteers for extra duty
Restrainers:	Filling needed positions during lunches, before/after school hours
Process Checks:	Reduced teaching loads for teachers with extra duty. Any planning period meetings will not take more that 45 minutes without the approval of the faculty and the Leadership Team.
Action Steps:	
1	Action Step: Completion Date: See Above Action Order: See Above Process Check: See Above