

Wake County Public School System -School Improvement Planning Summary of Goals, Key Processes and Action Steps 2005-2008	
Board Goal: <i>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.</i>	
SCHOOL: Apex MS	LEA: Wake County (920)
SCHOOL GOAL: Writing	GOAL MANAGER: Administration and Language Arts Chair

Key Processes & Action Steps: (3 Key Processes)

1	Key Process: Revise Bell Schedule
	Process Manager: Administration
	Completion Date: 8/05
	Resources: Allotments Schedules
	Restrainers: Will take time away from other areas
	Process Checks: Staff development schedules Master schedule SIP meetings EOG and AYP data Staff reflections
Action Steps:	
1	Action Step: Provide common planning for language arts teachers Completion Date: 8/05 Process Check: See Above
2	Action Step: Provide job embedded staff development on writing Completion Date: 5/06 Process Check: See Above
3	Action Step: Provide additional time to meet the needs of students in writing Completion Date: 5/06 Process Check: See Above

	Key	
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2	Process:	Provide differentiated instruction
	Process Manager:	AG teacher
	Completion Date:	5/06
	Resources:	AG teacher IRT Administration
	Restrainers:	Time needed for staff development
	Process Checks:	Staff development schedules Lesson plans Curriculum maps Administrative observations Walk-through data
Action Steps:		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>1 Action Step: Provide staff development related to differentiation Completion Date: 5/06 Process Check: See Above</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>2 Action Step: Promote a professional learning community to increase differentiated instruction Completion Date: 5/06 Process Check: See Above</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>3 Action Step: Use best practices to improve writing skills Completion Date: 5/06 Process Check: See Above</p> </div>		

3	Key Process:	Utilize data for instructional purposes
	Process Manager:	Administration and IRT
	Completion Date:	5/06
	Resources:	Data Administration IRT Curriculum mapping Walk-through

Restrainers:	Time needed for teachers/student conferences A small number of staff members trained to score mock writing test
Process Checks:	Staff development schedule Writing portfolio Scheduled mock writing test
Action Steps:	
1	<p>Action Step: Provide staff development and resources to address writing goals</p> <p>Completion Date: 5/06</p> <p>Process Check: See Above</p>
2	<p>Action Step: Provide data resources and analysis to identify writing needs through collaborative meetings</p> <p>Completion Date: 5/06</p> <p>Process Check: See Above</p>
3	<p>Action Step: Use real time data to assess writing goals</p> <p>Completion Date: 5/06</p> <p>Process Check: See Above</p>