

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

**SCHOOL:** Oak Grove ES  
**PRINCIPAL:** Beth Jarman  
**DATE:** March - 2008

**CORE / LEADERSHIP TEAM MEMBERS:**

<b>Name:</b>	<b>SIP Responsibility / School-based job title:</b>
Deb Gebbia	Parent
Karen Jordan-Jarrett	Fifth Grade Teacher
Katie McMahon	Fourth Grade Teacher
Elizabeth Mauzy	Fifth Grade Teacher
Jo Tysor	Second Grade Teacher
Jennifer Michot	Counselor
Beth Jarman	Principal
Diana Nail	Fifth Grade Teacher
Julie Cutler	Instructional Resource Teacher

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

**SCHOOL:** Oak Grove ES  
**DATE:** March - 2008

**MISSION STATEMENT:**

We will engage and support students as they become responsible world citizens with a commitment to and passion for learning.

**VISION STATEMENT:**

Every day, every Oak Grove student is authentically engaged in producing high quality work that is challenging, satisfying, and relevant to his or her interests and needs. High standards are the norm for all students, and all students achieve at high levels.

All parents feel welcomed as partners in the education of their children. All parents have the skills and confidence to appropriately advocate for their children.

All school groups understand and respect the races, nationalities, and religions represented in our school community, and take responsibility for ensuring all students's cultures are recognized and affirmed.

All students understand and accept their responsibilities as active learners and citizens of Oak Grove and the world. All staff members hold high expectations for all students, and accept responsibility for ensuring all students achieve excellence. The staff is equipped to provide whatever is necessary to support students in this endeavor.

We take pride in knowing that at Oak Grove Elementary School, all children achieve excellence.

**VALUE STATEMENT:**

Students learn in different ways. They have different capabilities, interests, and needs, and we are committed to accommodating these differences while challenging each student to achieve excellence.

All school groups celebrate the cultural diversity of our population and take every opportunity to incorporate that diversity into our students's social and intellectual development.

We are committed to maintaining a safe, caring, and supportive environment that is conducive to learning and teaching.

Learning is a collaborative effort among staff, students, parents, and the community. Effective communication among all school groups is essential for all students to be successful.

Wake County Public School System - School Improvement Planning  
**Summary of Goals, Key Processes and Action Steps 2008 - 2011 (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:** Oak Grove ES

**LEA:** Wake County (920)

**Strategic Directive:** Focus on Learning and Teaching

**State Board of Education Goal:** Globally Competitive Students

**SCHOOL GOAL:** By the end of the 2010-2011 school year 90% of all students will demonstrate proficiency in writing as measured by grade-level rubrics.

**GOAL MANAGER:** Principal

**Data Justification for Goal based on a comprehensive needs assessment:**

Information from captured data indicates that proficiency is below 90%.

**Key Processes & Action Steps(1 Key Processes)**

- |                                   |   |
|-----------------------------------|---|
| <b>1 Key Process:</b>             | Implement Writer's Workshop as a model for writing instruction.   |
| <b>Process Manager:</b>           | IRT, classroom teachers   |
| <b>Completion Date:</b>           | 6/09  |
| <b>Resources:</b>                 | IRT, Classroom teachers   |
| <b>Restrainers:</b>               | Track effectiveness of writing instruction through teacher observation and lesson plans, and writing test scores. |
| <b>Measurable Process Checks:</b> |   |

**Action Steps**

- |                      |  |
|----------------------|--|
| <b>1 Action Step</b> | Participate in K-2 and 3-5 Writer's Workshop training.                               |
| <b>Timeline:</b>     | From: 7/08 To: 6/09  |
| <b>2 Action Step</b> | Use consistent writing process vocabulary K-5 in all curricular areas.               |
| <b>Timeline:</b>     | From: 7/08 To: 6/09  |
| <b>3 Action Step</b> | Develop and implement peer coaching and peer observation opportunities for teachers. |
| <b>Timeline:</b>     | From: 7/08 To: 1/09  |

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**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:** Oak Grove ES

**LEA:** Wake County (920)

**Strategic Directive:** Systems and Structures to Support Schools

**State Board of Education Goal:** Leadership for Innovation

**SCHOOL GOAL:** By the end of the 2010-2011 school year 95% of all school groups will rate Oak Grove as a safe place to learn, and participation in school/community events will increase.

**GOAL MANAGER:** Principal

**Data Justification for Goal based on a comprehensive needs assessment:**

Parent, teacher, and student surveys indicate that less than 95% fo all school groups rate Oak Grove as safe place to learn.

**Key Processes & Action Steps(4 Key Processes)**

- |                                   |   |
|-----------------------------------|---|
| <b>1 Key Process:</b>             | Implement strategies to improve school safety. (Retain, Recruit and Train High Quality Employees; Focus on Learning and Teaching) |
| <b>Process Manager:</b>           | Assistant Principal   |
| <b>Completion Date:</b>           | June 2009   |
| <b>Resources:</b>                 | PTA, School Staff   |
| <b>Restrainers:</b>               | Funding for sidewalk.   |
| <b>Measurable Process Checks:</b> | There will be a decreased number of students in the hallway. Teachers will be visible in their doorways.                          |

**Action Steps**

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|----------------------|--|
| <b>1 Action Step</b> | Dismiss buses in groups of three in 30 second intervals in order to minimize the number of students in the hallways at one time. |
| <b>Timeline:</b>     | From: 7/08 To: 6/09  |
| <b>2 Action Step</b> | Classroom teachers will monitor dismissal behavior from their doorways.  |
| <b>Timeline:</b>     | From: 7/08 To: 6/09  |
| <b>3 Action Step</b> | Investigate the possibility of a sidewalk addition at the end of the 4th/5th grade hall up to Penny Road.                        |
| <b>Timeline:</b>     | From: 7/08 To: 1/09  |

**2 Key Process:** Increase staff, student, and parent participation within the community. (Retain, Recruit, and Train High Quality Employees)

**Process Manager:** Assistant Principal

**Completion Date:** 6/11  
PTA, School Staff

**Resources:** Number of interested volunteers.

**Restrainers:** Participation rates with Box Tops for Education will increase from 22%. The number of students, teachers and parents who attend evening-led PTA fundraisers will increase. Posters depicting the class that has the greatest participation in PTA-led events will be displayed in the school.

**Measurable Process Checks:**

**Action Steps**

- 1 Action Step** Support the PTA's relationship with Target, Harris Teeter, and the Carolina Hurricanes by increasing the number of students who participate in PTA fundraisers.  
**Timeline:** From: 7/08 To: 6/09
- 2 Action Step** Encourage staff participation in PTA evening fundraisers and events.  
**Timeline:** From: 7/08 To: 6/09
- 3 Action Step** Increase the number of parents who volunteer to help with PTA fundraisers.  
**Timeline:** From: 7/08 To: 6/09

**3 Key Process:** Implement Character Education strategies while promoting healthy, responsible students. (Learning and Teaching)

**Process Manager:** Principal, Counselor

**Completion Date:** 6/09  
PTA, School Staff, (PE Specialist, Classroom teachers, Cafeteria Manager)

**Resources:** Timely nutritional information

**Restrainers:** The healthy snack and lunch policy will be displayed on posters and on handouts.

**Measurable Process Checks:** The exercise video will be created and used by the school. Student names will be placed on teacher acorns on the nearest hallway oak tree.

**Action Steps**

- 1 Action Step** Create a healthy snack and lunch policy that all students should follow.  
**Timeline:** From: 8/08 To: 6/09
- 2 Action Step** Collaborate with each grade level to produce a student-led 10-15 minute exercise video.  
**Timeline:** From: 8/08 To: 1/09
- 3 Action Step** Recognize two to three students once a month that have demonstrated the monthly character trait.  
**Timeline:** From: 8/08 To: 6/11

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**4 Key Process:** Support teachers' professional growth and job satisfaction. (Retain, Recruit and Train High Quality Employees)  
**Process Manager:** Principal, Assistant Principal  
**Completion Date:** 6/09  
**Resources:** Master Schedule, TA coverage schedule, Staff Development, Surveys  
**Restrainers:** Human resources, Staff Development schedule  
**Measurable Process Checks:** Track level of growth and satisfaction through surveys, attendance at staff development, and teacher observation.

**Action Steps**

- 1 Action Step** Develop a master schedule that provides for duty-free lunch and allows for long-term Teacher Assistant coverage (more than 3 days)  
**Timeline:** From: 7/08 To: 6/09
- 2 Action Step** Provide differentiated staff development aligned with school and district initiatives.  
**Timeline:** From: 7/08 To: 6/09
- 3 Action Step** Develop a survey to gather data regarding the effectiveness of support for Beginning Teachers and experienced teachers new to Oak Grove.  
**Timeline:** From: 7/08 To: 6/09

Wake County Public School System - School Improvement Planning  
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**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:** Oak Grove ES

**LEA:** Wake County (920)

**Strategic Directive:** Focus on Learning and Teaching

**State Board of Education Goal:** Globally Competitive Students

**SCHOOL GOAL:** By the end of the 2010-2011 school year, 60% of students in grades 3-5 will show high growth on the NCEOG Tests.

By the end of the 2010-2011 school year, 90% of students in grades K-2 will meet or exceed Benchmarks as set by WCPSS.

**GOAL MANAGER:** Principal

**Data Justification for Goal based on a comprehensive needs assessment:**

A comprehensive needs assessment: Data from EOG tests and K-5 Assessment results indicate that less than 60% (3-5) show high growth and less than 90% (K-2) meet or exceed Benchmarks.

**Key Processes & Action Steps(4 Key Processes)**

<b>1 Key Process:</b>	Implement effective Professional Learning Community (PLC) practices in all grade levels to improve student achievement. (Retain, Recruit, and Train High Quality Employees, Systems and Structures to Support Schools)
<b>Process Manager:</b>	Principal, Assistant Principal, IRT
<b>Completion Date:</b>	6/09
<b>Resources:</b>	Time for meetings, all certified teachers, administrators
<b>Restrainers:</b>	Time management, schedule conflicts
<b>Measurable Process Checks:</b>	Track level of effectiveness of PLCs by reviewing minutes from PLCs, common assessments and data.

**Action Steps**

- |                      |  |
|----------------------|--|
| <b>1 Action Step</b> | Develop a master schedule to provide daily specials time, coverage for PLC meeting and release time for one half-day quarterly grade-level meetings. |
| <b>Timeline:</b>     | From: 7/08 To: 6/09  |
| <b>2 Action Step</b> | Develop and implement common assessments.  |
| <b>Timeline:</b>     | From: 7/08 To: 6/09  |

**2 Key Process:** Provide focused intervention and extension opportunities to increase student achievement.

**Process Manager:** IRT and Grade level chairs

**Completion Date:** 6/10

**Resources:** Technology facilitator, Media specialist, Classroom teachers, AG teachers, Resource teachers, ALP teachers, administration

**Restrainers:** Time management, schedule conflicts, teacher resources

**Measurable Process Checks:** Track opportunities by referral to class schedules.

**Action Steps**

- 1 **Action Step** Structure school resources (AG, Intersession, ALP, etc.) to maximize use of Intersession, ALP and available staff.  
**Timeline:** From: 7/08 To: 6/09
- 2 **Action Step** AG teachers meet monthly with grade levels to discuss level 3 and 4 opportunities.  
**Timeline:** From: 7/08 To: 6/09
- 3 **Action Step** Reform Reading Buddy Program so that tracks and grade levels align as follows: K with third, first with fourth, second with fifth  
**Timeline:** From: 7/08 To: 6/09
- 4 **Action Step** Develop and implement Writing Buddy program as follows: Third with second, fourth with third, fifth with fourth.  
**Timeline:** From: 7/08 To: 6/09

**3 Key Process:** Utilize community resources to provide opportunities to increase student performance. (Systems and Structures)

**Process Manager:** PTA Volunteer Committee Chair

**Completion Date:** 6/09

**Resources:** Technology facilitator, Media Specialist, Community volunteers

**Restrainers:** Schedule conflicts, availability of volunteers

**Measurable Process Checks:** Track student participation in opportunities.

**Action Steps**

- 1 **Action Step** Introduce "Odyssey of the Mind" Program to all Oak Grove parents for possible implementation.  
**Timeline:** From: 7/08 To: 6/09
- 2 **Action Step** Develop online discussion groups for virtual book club.  
**Timeline:** From: 7/08 To: 6/09
- 3 **Action Step** Create Scrabble/Scrabble Jr. clubs to be organized and monitored by parents.  
**Timeline:** From: 7/08 To: 6/09
- 4 **Action Step** Explore a business partnership for mentoring, enrichment opportunities and incentive programs.

**Timeline:**From: 7/08 To: 6/09

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**4 Key Process:** Support independent reading opportunities to increase student achievement.  
**Process Manager:** ALP II Teacher

**Completion Date:** 6/09

**Resources:** ALP teachers, Media specialist, classroom teachers, administration  
Flexible use of funding for conversion of positions.

Utilize DPI flexibility in financial transfers.

Schedule conflicts, time training resources, reading materials

**Restrainers:**

Track effectiveness of independent reading support by student growth.

**Measurable Process Checks:**

**Action Steps**

**1 Action Step** Schedule daily, structured independent reading time in grades K-5

**Timeline:** From: 7/08 To: 6/09

**2 Action Step** Model fluency and strategies to be used during independent reading.

**Timeline:** From: 7/08 To: 6/09

**3 Action Step** Implement components of a successful independent reading program as outlined in Guiding readers and Writers (Fountas & Pinnell), such as access to a wide range of reading materials, helping students learn strategies for text selection, and providing opportunities to respond to text.

**Timeline:** From: 7/08 To: 6/09

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Wake County Public School System - School Improvement Planning  
**Waiver Request - 2008 - 2011 (Created 2007 - 2008)**

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

**School Name:** Oak Grove ES

**Date of Request:** March - 2008

**School Year:** 2008 - 2009

**Waiver Requested:** Oak Grove requests a waiver of class size limitations in grades 4 and 5.

**Policy to be Waived:** State Policy GS 115C-301

**How will this waiver impact school improvement?**

Limits on class size can necessitate reorganization of classes during the school year. This would present a particular challenge in a multi-track year round school. Waiver will be used to avoid reorganization of classes and will allow us to maintain continuity for our students.

**Please indicate the type of waiver:**

State

Local

**Waiver requested on:** 2008-03-17

**Waiver status:**

Wake County Public School System - School Improvement Planning  
**Summary Sheet of Professional Development Activities (Created 2007 - 2008)**

**School Name:** Oak Grove ES

**For School Year:** 2008 - 2009

<b>Activity / Topic</b>	<b>Participants</b>	<b>Goal Supported</b>
1. Nutrition staff development by Poe Health Center	All staff	By the end of the 2010-2011 schoolyear 95% of all school groups will rate Oak Grove as a safe place to learn, and participation in school/communtiy events will increase.
2. Focus on the intellectual,physical and cultural diversity of our students.(Understanding Economic Diversity- Ruby Payne workshop)	All staff	By the end of the 2010-2011 school year 95% of all school groups will rate Oak Grove as a safe place to learn and participation in school/communtiy events will increase.
3. Focus on differentiation and needs of high level 3-4 students	Certified staff	By the end of the 2010-2011 school year, 60% of students in grades 3-5 will show high growth on the NCEOG Tests.
4. Writer's Workshop, Lucy Caulkins, Six Traits	Certified staff	By the end of the 2010-2011 school year 90% of all students will deomonstrate profieciency in writing as measured by grade-level rubrics.

Wake County Public School System - School Improvement Planning  
**Early Release Requests 2008 - 2011, Year 2007 - 2008**

**School Name:** Oak Grove ES

**For School Year:** 2008 - 2009

<b>Date</b>	<b>Professional Development Activities</b>	<b>Status</b>
1. Thu Aug 14th 2008	Socio-economic diversity training	pending
2. Thu Sep 25th 2008	Socio-economic diversity training	pending
3. Thu Mar 5th 2009	Socio-economic diversity training	pending
4. Thu Apr 16th 2009	Socio-economic diversity training	pending

Administrator notes: