

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

**SCHOOL:** Root ES  
**PRINCIPAL:** James R. Mack  
**DATE:** March - 2008

**CORE / LEADERSHIP TEAM MEMBERS:**

<b>Name:</b>	<b>SIP Responsibility / School-based job title:</b>
James "Chip" Mack	Principal
Jennifer Abraham	Assistant Principal
Sue Hladik	Instructional Resource Teacher
Brad Peterson	Technology Specialist
Mindy King	5th Grade Teacher
Dick Wunderlin	4th Grade Teacher
Sal Mastropolo	3rd Grade Teacher
Genell Hunter	2nd Grade Teacher
Martha Moore	1st Grade Teacher
Allison Paysour	Kindergarten Teacher
Vivian Harper	Instructional Assistant
June Brown	Parent
Kathy Hamilton	Parent
Fran Mastropolo	Special Programs Teacher
Betty Sledge	Media Specialist
Anne Moorman-Smith	Music / Specialist

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

**SCHOOL:** Root ES  
**DATE:** March - 2008

**MISSION STATEMENT:**

Provide a caring, high quality learning community where everyone is:

- Inspired to become a life-long learner
- Expected to achieve academic success
- Prepared for the challenges of today and tomorrow

**VISION STATEMENT:**

A thriving community working together to inspire and achieve success

**VALUE STATEMENT:**

We, as a Professional Learning Community (PLC), at Root:

- Are responsible for the learning of all students
- Touch the hearts and minds of every student
- Focus resources on learning
- Take pride in our learning environment
- Accept differences and embrace diversity
- Respect and support one another
- Demonstrate positive behaviors
- Praise efforts, celebrate success

Our PLC at Root includes teachers, all other non-certified personnel, parents, students, and any community members.

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:** Root ES

**LEA:** Wake County (920)

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

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

**SCHOOL GOAL:** Increase percent of students proficient as measured by performance composite of the NC EOG Tests, writing and alternative assessments in Grades 3-5 from 83% to 88% by 2011.

**GOAL MANAGER:** Dick Wunderlin, 4th Grade Teacher

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

Reading and math EOG Test scores and 4th grade writing test scores for the past two years are well below the county goal of 95%. Scores are similar for math, reading and writing in all grade levels.

**Key Processes & Action Steps(2 Key Processes)**

- 1 Key Process:** Implement use of common formative assessments by grade level PLCs to measure student progress in reading and math across grade levels
- Process Manager:** Amy Lawrence, Kindergarten Teacher
- Completion Date:** 6/11
- Resources:** IRT, Houghton-Mifflin, PLCs, Study Island, Focus Lessons, Blue Diamond, K-2 Literacy Assessments and quarterly math assessments for grades K-2
- Restrainers:** Time, scheduling, student test fatigue, scope of curriculum
- Measurable Process Checks:** Access implementation of formative assessments as evidenced by PLC documentation of test dates and data

**Action Steps**

- 1 Action Step** Provide instruction in age-appropriate basic test taking skills throughout the school year in all grade levels  
**Timeline:** From: 8/08 To: 6/11
- 2 Action Step** Use common assessments (Houghton-Mifflin, PLC developed, etc.) regularly in grades K-2 to track student progress in reading  
**Timeline:** From: 8/08 To: 6/11
- 3 Action Step** Use common assessments (Blue Diamond, Study Island, PLC developed, etc.) regularly in grades 3-5 to track student progress in reading and math  
**Timeline:** From: 8/08 To: 6/11
- 4 Action Step** Investigate, select or develop, and implement a formative

assessment program for grades K-2 to track student progress  
in math

**Timeline:** From: 8/08 To: 6/11

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**2 Key Process:** Implement use of common language for teaching reading, math and writing across grade levels  
**Process Manager:** Sue Hladik, IRT  
**Completion Date:** 6/11  
**Resources:** PLCs, IRT, THINK strategies, focus lessons, county resources, DPI resources, K Literacy Assessments  
**Restrainers:** Time, scope of curriculum  
**Measurable Process Checks:** Assess implementation of use of common language across grade levels as evidenced by grade level word lists and assessments

**Action Steps**

- 1 Action Step** Teach the THINK strategies for math to students in all grade levels  
**Timeline:** From: 8/08 To: 6/11
  - 2 Action Step** Develop and share grade level lists of key terms which students need to learn in reading, writing and math  
**Timeline:** From: 8/08 To: 6/11
  - 3 Action Step** Develop grade level assessments to measure student understanding of key terms/skills in reading, writing and math  
**Timeline:** From: 8/08 To: 6/11
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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:** Root ES

**LEA:** Wake County (920)

**Strategic Directive:** Retaining, Recruiting and Training High Quality Employees

**State Board of Education Goal:** 21st Century Professionals

**SCHOOL GOAL:** Continue to provide an average of at least five hours of planning time per week (including PLC meeting time) and a thirty minute duty-free lunch for full-time assigned classroom teachers to the maximum extent possible that safety and proper supervision allow for all three years of our plan

**GOAL MANAGER:** James Mack, Principal

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

2007-08 schedules (master, teacher, computer lab and lunch schedules), Wake County Policies 3222 - Instructional Planning and 3224 - Duty-Free Lunch Period

**Key Processes & Action Steps(3 Key Processes)**

<b>1 Key Process:</b>	Set up a scheduling committee to examine how to maximize planning time
<b>Process Manager:</b>	Brad Peterson, Technology Specialist
<b>Completion Date:</b>	5/08, 05/09, 05/10
<b>Resources:</b>	Classroom representatives, specialists, leadership team, past schedules, Blackboard
<b>Restrainers:</b>	Time, scheduling, available staff resources, temporary facility
<b>Measurable Process Checks:</b>	Committee membership list, agendas and minutes

**Action Steps**

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|----------------------|--|
| <b>1 Action Step</b> | Examine the use of Media Center for Special Programs classes to gain more planning time                                      |
| <b>Timeline:</b>     | From: 5/08 To: 8/08  |
| <b>2 Action Step</b> | Examine the use of the Computer Lab to gain more planning time for teachers  |
| <b>Timeline:</b>     | From: 5/08 To: 8/08  |
| <b>3 Action Step</b> | Examine the potential ways to deal with the loss of drama and possible loss of Magnet positions that allow for planning time |
| <b>Timeline:</b>     | From: 5/08 To: 8/08  |
| <b>4 Action Step</b> | Examine the implementation and use of half-day planning sessions and then determine possible dates if required               |
| <b>Timeline:</b>     | From: 5/08 To: 8/08  |

**2 Key Process:** Continue to implement a duty-free lunch plan  
**Process Manager:** Jennfier Abraham, Assistant Principal  
**Completion Date:** 06/11  
**Resources:** 2007-08 lunch schedule, teacher assistants  
**Restrainers:** Allotment of teacher assistants, temporary and new facilities, future increase enrollment  
**Measurable Process Checks:** Completed Duty-Free Lunch Schedule

**Action Steps**

**1 Action Step** Develop a schedule that continues to implement a lunch schedule that maximizes the use of teacher assistants to cover lunch duty for classroom teachers in order to provide all teachers with a thirty minute duty-free lunch

**Timeline:** From: 5/08 To: 8/11

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**3 Key Process:** Continue to implement an average of five hours of duty-free planning time per week  
**Process Manager:** Fran Mastropolo, Special Programs Teacher  
**Completion Date:** 8/11  
**Resources:** Scheduling committee, specialists, teacher assistants  
**Restrainers:** Allotment of specialists and teacher assistants, temporary and new facilities, future increased enrollment  
**Measurable Process Checks:** Completed Master Schedule

**Action Steps**

**1 Action Step** Develop and implement a weekly schedule that maximizes the use of specialists (including science, media and technology) and teacher assistants to cover classes for classroom teachers in order to provide all teachers with an average of at least five hours of planning per week, while at the same time effectively delivering all curriculum areas and programs

**Timeline:** From: 5/08 To: 8/11

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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:** Root ES

**LEA:** Wake County (920)

**Strategic Directive:** Retaining, Recruiting and Training High Quality Employees

**State Board of Education Goal:** 21st Century Professionals

**SCHOOL GOAL:** Root will score a level 4 on Section 4: Empowerment of the Teaching Working Conditions Survey

**GOAL MANAGER:** James Mack, Principal

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

Past Teacher Working Conditions Survey Data from Section 4: Empowerment

**Key Processes & Action Steps(3 Key Processes)**

- 1 Key Process:** Inform new staff on Root's guidelines, procedures, initiatives, and the various inn workings of our school community
- Process Manager:** Jennifer Abraham, Assistant Principal
- Completion Date:** 6/11
- Resources:** Administration, teachers, Blackboard
- Restrainers:** Time, schedules
- Measurable Process Checks:** New Staff Member Survey results
- Action Steps**
- 1 Action Step** Form Staff Orientation Committee
- Timeline:** From: 5/08 To: 5/08
- 2 Action Step** Get feedback from new and veteran staff of 2007-08 school year as to what should be covered in the New Staff Orientation
- Timeline:** From: 5/08 To: 5/08
- 3 Action Step** Assign new staff members a "buddy" to connect with as needed when questions or concerns arise
- Timeline:** From: 8/08 To: 8/10

- 2 Key Process:** Use Blackboard to keep staff updated on various topics
- Process Manager:** Brad Peterson, Technology Facilitator
- Completion Date:** 6/11
- Resources:** Blackboard, computers, technology facilitator
- Restrainers:** Time, training, posting, computer/application downtime
- Measurable Process Checks:** Blackboard use reports, staff survey results on Blackboard use

**Action Steps**

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|----------|--------------------|---|
| <b>1</b> | <b>Action Step</b> | Blackboard will be updated with schedule changes, staff information, and other topics regularly |
|          | <b>Timeline:</b>   | From: 5/08 To: 6/11   |
| <b>2</b> | <b>Action Step</b> | Staff will check Blackboard at least once per day   |
|          | <b>Timeline:</b>   | From: 5/08 To: 6/11   |
| <b>3</b> | <b>Action Step</b> | Mr. Mack will provide a monthly report to the Leadership Team on the overall use of Blackboard. |
|          | <b>Timeline:</b>   | From: 5/08 To: 6/11   |
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**3 Key Process:**

Keep teachers updated, informed, and actively involved in the set-up and carrying out Root guidelines and initiatives via an all-access PowerPoint with basic information about Root guidelines and initiatives for various things such as PE equipment, wearing hats the building, Caught Being a Leader, etc.

**Process Manager:**

Fran Mastropolo, Special Programs teacher

**Completion Date:**

8/11

**Resources:**

Administration, Power Point, Technology Facilitator, Blackboard

**Restrainers:**

Time required for development and continued maintenance

**Measurable Process Checks:**

PowerPoint, PowerPoint use, staff survey results

**Action Steps**

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|----------|--------------------|--|
| <b>1</b> | <b>Action Step</b> | Create Power Point with various guidelines and initiatives         |
|          | <b>Timeline:</b>   | From: 5/08 To: 8/08  |
| <b>2</b> | <b>Action Step</b> | Show PowerPoint at Staff Orientation                               |
|          | <b>Timeline:</b>   | From: 8/08 To: 8/11  |
| <b>3</b> | <b>Action Step</b> | Post PowerPoint on Blackboard                                      |
|          | <b>Timeline:</b>   | From: 8/08 To: 8/11  |
| <b>4</b> | <b>Action Step</b> | Create a version of this PowerPoint for parents to access and view |
|          | <b>Timeline:</b>   | From: 8/08 To: 8/09  |
| <b>5</b> | <b>Action Step</b> | Update PowerPoint as new initiatives are voted upon and explained  |
|          | <b>Timeline:</b>   | From: 8/08 To: 5/11  |
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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:** Root ES

**LEA:** Wake County (920)

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

**State Board of Education Goal:** Healthy, Responsible Students

**SCHOOL GOAL:** By 2011, student timeout from the classroom will decrease from an average of 100 per month to an average of 60 per month, as measured by time-out logs, discipline referral forms, suspension data, PBS data, etc.

**GOAL MANAGER:** Jennifer Abraham, Assistant Principal

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

Time-out logs from individual classrooms, time-out log in the office, Discipline Referral Forms, suspension data

**Key Processes & Action Steps(3 Key Processes)**

- 1 Key Process:** Implementation of Positive Behavior Support  
**Process Manager:** PBS team member  
**Completion Date:** 5/10  
**Resources:** PBS training/support, PBS Core Team
- Restrainers:** Movement to new school, time, shifting population  
**Measurable Process Checks:** The PBS team will assess the effectiveness of the PBS program by analyzing data on a monthly basis, including SWIS data

**Action Steps**

- 1 Action Step** Conduct staff training  
**Timeline:** From: 8/08 To: 8/09
- 2 Action Step** Utilize core PBS team to act as Behavioral SST  
**Timeline:** From: 8/08 To: 8/11
- 3 Action Step** Use "Caught Being a Leader" and "Reach for the Stars"  
**Timeline:** From: 8/08 To: 5/11

- 2 Key Process:** Implement Conflict Resolution Program "Be Cool"  
**Process Manager:** Beth Tefft, Guidance Counselor  
**Completion Date:** 5/09  
**Resources:** Be Cool program, Guidance counselor  
**Restrainers:** Staff buy-in, time, repetition of videos from grade to grade  
**Measurable Process Checks:** Cross-check with discipline data, Staff/Student survey, number of counselor referrals f

bullying

**Action Steps**

1 **Action Step**

**Timeline:**

Complete monthly modules

From: 8/08 To: 5/11

2 **Action Step**

**Timeline:**

Reinforce character and Covey traits at assemblies

From: 8/08 To: 5/11

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3 **Key Process:**

**Process Manager:**

**Completion Date:**

**Resources:**

**Restrainers:**

**Measurable Process Checks:**

Assimilation team to establish positive relationships with families new to Root

Two certified staff members to act as co-chairs

1/10

PTA, staff, community partners

Time, money, parental buy-in, transportation

Program effectiveness will be assessed by analyzing input that results from Parent Survey and data that tracks new student behavior

**Action Steps**

1 **Action Step**

**Timeline:**

Form a "Welcome Wagon" team (administration, teacher, parent, student leader, counselor, and social worker) to establish guidelines to administer the "Welcome Wagon"

From: 8/08 To: 1/09

2 **Action Step**

**Timeline:**

Use AMPLE Time to reinforce student behavioral expectations

From: 8/08 To: 8/11

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**SCHOOL:** Root ES

**LEA:** Wake County (920)

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

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

**SCHOOL GOAL:** By 2011, we will initiate and implement a program in which there will be participation of the greater community to act as academic/homework helpers for at least 30% of the students not meeting AYP (with emphasis in math) as well as 25% of the students at the K-2 level who would benefit from additional academic/homework support.

**GOAL MANAGER:** Fran Mastropolo, Special Programs teacher

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

AYP data, Teacher Interest Survey on homework helpers/tutors

**Key Processes & Action Steps(2 Key Processes)**

**1 Key Process:** Initiate and implement a Root Homework Helper Program  
**Process Manager:** Julie Cook, First grade teacher  
**Completion Date:** 5/11  
**Resources:** Senior citizens/retirees, SECU employees, High school students, college students, parent volunteers, middle school students, student teachers, National Honor Society students, fifth grade students from Root  
**Restrainers:** Space allocation, level of volunteer participation, sufficient number of resources, dependability of resources, impact on teacher to provide materials, etc.  
**Measurable Process Checks:** Survey program effectiveness using a rubric that includes teacher feedback, test scores and volunteer feedback.

**Action Steps**

- 1 Action Step** Develop, distribute and analyze a Parent Volunteer Survey to determine talent, time and treasure currently not being utilized  
**Timeline:** From: 5/08 To: 9/08
- 2 Action Step** Research alternate available resources, e.g., senior citizens/retirees, additional SECU staff, high school students, college students, etc.  
**Timeline:** From: 5/08 To: 9/08
- 3 Action Step** Create/compile a brochure that identifies Root's needs, times, population, etc.  
**Timeline:** From: 5/08 To: 9/08
- 4 Action Step** Obtain appropriate resources based on needs as identified by

	teachers
	<b>Timeline:</b> From: 10/08 To: 11/08
5	<b>Action Step</b> Identify and allocate needed space for tutors
	<b>Timeline:</b> From: 9/08 To: 11/08
6	<b>Action Step</b> Develop a resource schedule
	<b>Timeline:</b> From: 11/08 To: 12/08
7	<b>Action Step</b> Provide staff with an overview of program details
	<b>Timeline:</b> From: 8/08 To: 9/08
8	<b>Action Step</b> Announce and implement Root Homework Helper Program
	<b>Timeline:</b> From: 12/08 To: 1/09
9	<b>Action Step</b> Make appropriate adjustments to the program as needed
	<b>Timeline:</b> From: 11/08 To: 5/09
10	<b>Action Step</b> Develop and conduct a Homework Helper training session on math terminology
	<b>Timeline:</b> From: 11/08 To: 12/08

2	<b>Key Process:</b> Initiate and implement a Root Tutor Program
	<b>Process Manager:</b> Alison Strong-Smith
	<b>Completion Date:</b> 5/11
	<b>Resources:</b> Senior citizens/retirees, SECU employees, high school students, college students, parent volunteers, middle school students, student teachers, National Honor Society students, fifth grade students from Root
	<b>Restrainers:</b> Space allocation, level of volunteer participation, sufficient number of resources, dependability of resources, impact on teacher to provide materials, etc.
	<b>Measurable Process Checks:</b> Survey program effectiveness using a rubric that includes teacher feedback, test scores and volunteer feedback

**Action Steps**

1	<b>Action Step</b> Distribute and analyze Parent Volunteer Survey, to determine talent, time and treasure currently not being utilized
	<b>Timeline:</b> From: 5/08 To: 9/08
2	<b>Action Step</b> Research alternate, available resources, e.g., senior citizens/retirees, additional SECU staff, high school students, college students, etc.
	<b>Timeline:</b> From: 5/08 To: 9/08
3	<b>Action Step</b> Compile/create a brochure that identifies Root's needs, times, population, etc.
	<b>Timeline:</b> From: 5/08 To: 9/08
4	<b>Action Step</b> Obtain appropriate resources based on needs as identified by teachers
	<b>Timeline:</b> From: 10/08 To: 11/08
5	<b>Action Step</b> Identify and allocate needed space for tutors
	<b>Timeline:</b> From: 10/08 To: 11/08
6	<b>Action Step</b> Develop a resource schedule
	<b>Timeline:</b> From: 11/08 To: 12/08
7	<b>Action Step</b> Provide staff with overview of program details
	<b>Timeline:</b> From: 5/08 To: 9/08

- |           |                    |  |
|-----------|--------------------|--|
| <b>8</b>  | <b>Action Step</b> | Announce and implement Root Tutor Program                                |
|           | <b>Timeline:</b>   | From: 12/08 To: 01/09  |
| <b>9</b>  | <b>Action Step</b> | Make appropriate adjustments to the program as needed                    |
|           | <b>Timeline:</b>   | From: 11/08 To: 5/09   |
| <b>10</b> | <b>Action Step</b> | Develop and conduct training session for Root Tutors on math terminology |
|           | <b>Timeline:</b>   | From: 11/08 To: 12/08  |
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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:** Root ES

**Date of Request:** March - 2008

**School Year:** 2008 - 2009

**Waiver Requested:** We request a class size waiver in 4th and 5th grade.

**Policy to be Waived:** State policy GS115C-301

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

This waiver will allow flexibility in class size and grade level structure.

**Please indicate the type of waiver:**

State

Local

**Waiver requested on:** 2008-03-18

**Waiver status:**

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

**School Name:** Root ES

**For School Year:** 2008 - 2009

<b>Activity / Topic</b>	<b>Participants</b>	<b>Goal Supported</b>
1. Staff Information Session on Homework Helpers and Root Tutor Programs	All staff	Leadership for Innovation
2. Refresher course on training modules	Certified staff	Healthy, responsible students
3. Welcome Wagon Program training	All staff	Healthy, responsible students
4. PBS Staff Training	All staff	
5. New Staff Orientation training	New staff members joining Root	21st Century Professionals
6. Blackboard Refresher training	Appropriate staff as required	21st Century Professionals
7. THINK Strategies training	Classroom teachers and teacher assistants	21st Century Professionals
8. Leadership Committee to identify appropriate funding for Staff Development for 2008-2009 school year	Leadership Committee Team	21st Century Professionals

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

**School Name:** Root ES

**For School Year:** 2008 - 2009

<b>Date</b>	<b>Professional Development Activities</b>	<b>Status</b>
1. Thu Sep 25th 2008	Professional Learning Community (PLC) meetings with individualized training and support for each PLC as needed.	pending
2. Thu Oct 16th 2008	Professional Learning Community (PLC) meetings with individualized training and support for each PLC as needed.	pending
3. Thu Feb 12th 2009	Professional Learning Community (PLC) meetings with individualized training and support for each PLC as needed.	pending
4. Thu Mar 5th 2009	Professional Learning Community (PLC) meetings with individualized training and support for each PLC as needed.	pending

Administrator notes: