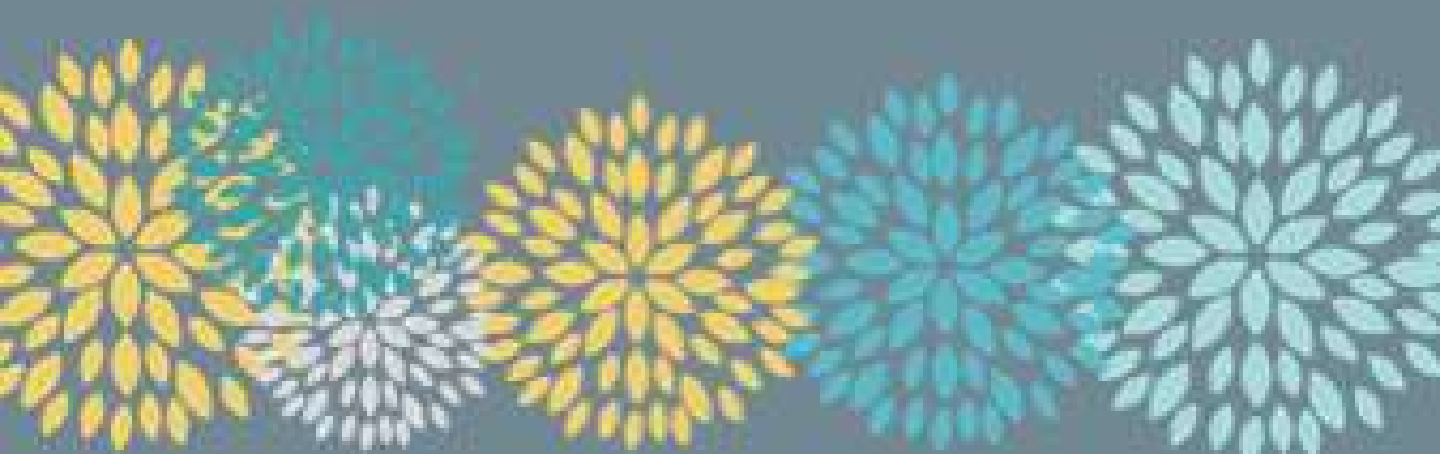


Lindsay Kiely
PRINCIPAL
Entry Plan



Task: Listening Tour- Identify values, beliefs and conceptions/misconceptions of the school.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Team building summer event- have fun! Build relationships!

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **Meet and Greet**

What is the type of school we want? Staff meetings will value professional learning.

Task: Introduce myself to the staff via video welcome message, letter to staff, and invitation to meet me in person.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Share information about self (bio, contact information, educational philosophy)

Task: Create a meeting schedule for all grade levels, departments, and campus committees.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Meet with families and community members. Invite them to a Meet and Greet. Share ideas on activities for the school year and welcome their input. Work with local businesses, churches, etc...

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **Coffee with the Principal, Contact PTO/Booster President**

Create a system for parents to give feedback-Form, Online submission system; School Newspaper

Task: Host a meeting specifically for students.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **Pizza with the Principal, Popsicles with the Principal; What are the rules of the school? What is the homework policy?**

Task: Review campus data. Begin with individual and student group academic data. Review student discipline referrals, suspensions, and campus discipline procedures. Review any current parent and/or teacher surveys.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Review the campus improvement plan and update if needed.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Implement a strong morale boosting plan to kick off the year.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Make a strong first impression the first 30 days. Plan a big event to kick off the first day of school and meet the teacher night. Keep the vision of the school always in mind.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Could do an ice cream social at open house?

Task: Instill a culture of learning instead of a culture of just teaching. All students can learn given a positive learning environment.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Be visible in the classrooms and in common areas of the school.

Task: Set goals to improve student learning. Have the staff help in identifying areas that are working best and areas that need attention.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Take pride in the school. Display positive messages.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **Staff Shout-Outs, Positive Pride, School Values, Student Boards, etc.**

Task: Create a Home-Away-From-Home experience. Staff, students, and parents need to feel welcomed and part of a team.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Update the school website, indoor/outdoor signage, and calendars. Reflect the energy of the school.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Create a Monday Motivational Memo to keep staff motivated and inspired.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: (Like Keri Skeeters email)

Task: Send out a weekly/daily email to keep everyone “in the know.”

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: (“Peek of the Week”)

Task: Recognize students and staff for their dedication.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Student Honor Roll, Attendance, and Behavior Awards

Task: Create a strong leadership team.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **List 3 or 4 priorities for the team to accomplish.**

Task: Interview the former principal to gain insight.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Get to know the secretary really well.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **What are their duties/responsibilities? Payroll, Attendance, Scheduling, Enrollment, etc.**

Task: Meet the cafeteria and custodial staff. These are the rockstars of the school.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Is the building clean? What maintenance areas need to be addressed prior to opening?

Task: Host a Boo-Hoo Breakfast for Pre-K and Kindergarten parents.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Check staff needs and hire teachers who are passionate about children and have a growth mindset.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **Create a committee to help hire new staff. (see next page for interview ? Samples)**

Create a mentoring schedule for all new staff.

Task: Learn the curriculum provided by the district. How is this being implemented?

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Plan for enrollment day. Carefully place students in classes by balancing academics and behavioral areas.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: If budget has been rolled out, examine the past history spending and make a conservative plan for the year.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Create social media accounts for your campus or gain access to current accounts.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

- TEACHER INTERVIEW QUESTIONS

- 1. Why did you become an educator?
- 2. What would your current or previous employer say about you and the legacy you are leaving?
- 3. Why do you believe the achievement gap exists, and what can you do about it as a teacher with the children in your classroom?
- 4. What does equity mean to you?
- 5. What does “whatever it takes” look like in a classroom?
- 6. Give three examples of personal characteristics that will or does make you an outstanding educator?
- 7. Describe a challenge you have faced in life or in the classroom, and discuss how you overcame it.
- 8. Describe how your classroom will look and discuss your rationale for the design.
- 9. What is the role of children’s parents in their education, and what will you do as a teacher to work with families?
- 10. What steps will you take to ensure effective communication with your parents?
- 11. What steps will you take to inspire and motivate your students?
- 12. What are your steps to handling discipline in the classroom?
- 13. What leadership qualities do you have? How will you utilize these qualities in our school?
- 14. How will you make sure the state standards are all being taught?
- 15. How will you prepare students for state assessments and/or local benchmarks?
- 16. How will you meet the needs of the students with IEP Plans?
- 17. How will you use technology in the classroom?
- 18. How will you handle a student who is habitually late or absent from school?
- 19. If a student doesn’t seem to “get it” or unable to make progress, what will you do?
- 20. What are your teaching strategies that you have found most successful?
- 21. Is there anything you would like us to know that we may not have asked?
- 22. Do you have any questions for us?

Task: Know the layout of the building and emergency procedures. Build a master schedule for drills.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Spend time with studying the district and campus handbooks.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Create an assessment calendar, professional development calendar, school events calendar, classroom observation calendar, and organize the first PD sessions for back to school.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: How often are assessments given? Is that often enough for teachers to get information on how students are progressing?

Task: Create a welcoming environment. Start with the entrance and main office.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Review attendance at the end of each week. Contact teachers and parents of students with excessive absences.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Create master schedules for all staff.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Provide student-specific supports and interventions to students in need.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **What kind of system will be used to monitor student performance?**

Task: Create opportunities for shared leadership, shared responsibility, and collaboration. Empower the staff.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **Create a calendar for collaborative planning**

Task: Identify the core values of the school.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Examples: Excellence for all, Relationships are Important, Transparency, Culture of Learning, High expectations, Embrace Change, etc..

Task: Develop a shared vision with the staff.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Put the vision on everything. Create a poster for every classroom. Place on a mural for the halls or entrance of building. Create a graphic of your beliefs or vision.

Task: What are the non-negotiables for the year?

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Create a back-to-school checklist for the staff.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Survey the staff.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: **What are the strengths of the school? What do you like about the school? What are your hopes/wishes for this year? What do you want the school to be? What are the areas of opportunities for growth or improvement in our school? What successes have been celebrated in the past? Which do you want to continue to be celebrated? I am most proud of our school because? In what areas would you like to see the school grow?**

Task: Dive into Data (State, District, Campus, Groups)

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

What are the formative assessments? When are they given? Are they valid assessments? Analyze root causes in areas of need.

Task: Identify the staff development needs. Create a plan with teachers to address their needs.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: Analyze teacher certifications and past classroom observations/walk-throughs. Look for areas for future PD.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions:

Task: School Safety: visitors on campus, arrival/dismissal procedures, before/during/after school duties of supervision,etc..

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Inspect security of the campus. How do student transition from class-to-class? Supervision of halls/common areas of the building?

Task: Create a schedule for faculty meetings.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Always provide refreshments.

Task: Personnel records- review and take notes.

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Get contact information for all staff for emergency situations.

Obtain all staff contract informations.

Task: Be knowledgeable of all required state/district trainings- CPR certifications, Bullying, etc...

Timeline:

- ☐ First 30 Days
- ☐ Second 30 Days
- ☐ Next 30 Days

Notes/Actions: Schedule trainings for staff members needing updates/renewal of training.

Task:	
Timeline: <input type="checkbox"/> First 30 Days <input type="checkbox"/> Second 30 Days <input type="checkbox"/> Next 30 Days	Notes/Actions:

Task:	
Timeline: <input type="checkbox"/> First 30 Days <input type="checkbox"/> Second 30 Days <input type="checkbox"/> Next 30 Days	Notes/Actions:

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Timeline: <input type="checkbox"/> First 30 Days <input type="checkbox"/> Second 30 Days <input type="checkbox"/> Next 30 Days	Notes/Actions:

CREATE A CULTURE OF EXCELLENCE

- I will provide quality professional development that is researched-based, relevant, and differentiated.
- I will use teacher's time wisely.
- I will trust my teachers to make the right decisions.
- I will facilitate, rather than dictate.
- I will model expectations.
- I will expect the best each and every day from myself and those I serve.

Teachers cannot produce results without a highly-effective principal to facilitate, model and lead.

CREATE A CULTURE OF COMMUNITY

- I will embed collaborative structures into the fabric of the school.
- We will always engage, interact, and connect with our school family.
- I will develop deliberate and intentional lines of communication in order to nurture relationships with parents and staff.
- I will give teachers an opportunity to **lead the way** in teaching.
- The staff will always be given opportunities to participate in the process of decision-making.

CREATE A CULTURE OF GROWTH

- I will provide the best resources for professional development. If I want the teachers and staff to flourish, I must flourish too.
- I will set a mindset to continue improving our own practice.
- I will create an environment for teachers to try new things and make mistakes.
- Student success will always be our number one priority.

INITIAL GOALS

1. To build a **foundation for school improvement** by establishing trusting relationships with staff members, as well as, acquainting myself with the unique strengths of the school.
1. Begin the process of **building authentic, positive relationships** with the members of our school community, students, and parents.
1. Establish **high expectations** that are clearly defined and communicated as modeled by all administrators. All stakeholders must hold themselves accountable for making our school the very best school.
1. Perform a **needs assessment** to establish our strengths and needs for improvement. Give teachers a voice in the vision.
1. Create a **positive culture of learning**.