

2016-2017

Entry Plan for Central Elementary School



Joseph Stanley, Principal

Contents

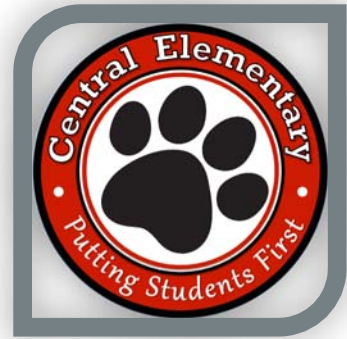
Contents	1
Statement of Purpose	2
Summary of Entry Plan Activities.....	3
Goals	4
Timeline	5
Operational Action Steps	8



Statement of Purpose

Dear Central Elementary School Family,

To say that I feel Central Elementary is a special place is an understatement; indeed, Central Elementary School is very much like home. This feeling is one that is due entirely to the people who fill this building every day—from its parents to its teachers, from its students to its staff. It is with great joy that I now have the privilege to return to this campus and serve as principal.



The purpose of this entry plan is to ensure that I am able to address the needs of our school in the least-disruptive manner possible. This plan is intended to be a working document, and will guide my efforts on a daily basis. I hope that my belief in plural leadership will be apparent in the following pages, as experience has taught me that only by working together can meaningful change ever occur. For this reason, you will notice that this plan calls for many conversations, which I hope will be open and honest, about your personal views of both Central's areas of strength and its opportunities for growth.

Central Elementary School has a long, proud tradition of academic excellence. Working together, I know that we will be able to build upon this history and, in the process, provide a world-class education for our students. I am incredibly honored to have the opportunity to return to Central and work with such an amazing group of students, parents, and education professionals. I look forward with eager anticipation to the wonderful things that we will be able to accomplish together by *Putting Students First!*

Sincerely,

A handwritten signature in blue ink that reads "Joseph G. Stanley".

Joseph G. Stanley

Summary of Entry Plan Activities

The following items summarize the actions that will occur as a result of the implementation of this plan during the 2016-2017 school year:

- Facilitate open dialogue with appropriate stakeholder groups (e.g., PTO, SAC, Parental Involvement Committee, etc.).
- Analyze CES student achievement data to identify initial areas of strengths and opportunities for growth.
- Foster relationships with teachers, parents, and students by being visible during student arrival and dismissal times, as well as visiting classrooms throughout the instructional day.
- Bolster community ties by seeking out opportunities for local partnerships that will benefit both Central Elementary School and the community it serves.
- Meet with senior leadership staff, grade chairs, grade level teams and other staff groups to discuss their perceived areas of need.
- Conduct needs assessment surveys of various constituent groups to determine areas to be addressed (i.e. professional development, instructional supports, etc.).
- Convene a strategic planning committee to discuss possible revisions to the Central Elementary School mission and vision statements.



Goals



The following goals will frame my plan of entry at Central Elementary School:

- Build positive relationships with our school's stakeholders, including parents, students, teachers, staff, and community supporters.
- Guide the continued implementation of standards-based instruction, including the design and delivery of professional development, as necessary.
- Identify our school's strengths, as well as its opportunities for growth, in an effort to facilitate a climate of continuous improvement.
- Plan high-quality professional development activities geared toward addressing the needs identified by teachers and staff.

These goals will serve as a guide to ensure that the students and staff of Central Elementary School continue on the path toward excellence. Each goal will be achieved through several action steps, detailed in the timeline for implementation, which is also included in this entry plan.

Timeline

The timeline to meet the goals established in this plan is as follows:

Goal 1: <i>Build positive relationships with our school's stakeholders, including parents, students, teachers, staff, and community supporters.</i>	
Action	Timeline
Distribute introductory letter to staff and parents electronically. Post the letter on the school's website and Facebook page so community stakeholders are included, as well.	July 2016
Contact staff and invite them to meet informally during the summer.	July 2016
Host a summer Meet & Greets so that parents and students can meet the principal. The focus of this activity will be introductions and building the school's learning community.	July 2016
Post <i>Entry Plan for Central Elementary School</i> on the CES website and Facebook page. Distribute a copy to staff members via email and provide a physical copy upon their return.	July 2016
Meet with the President of the Parent-Teacher Organization and the Chairman of the School Advisory Council to familiarize ourselves with one another and to discuss our visions for parents' and community members' roles in the operation of Central Elementary School.	July/August 2016
Lead team conversations regarding the areas of strength and opportunities for growth at Central Elementary School. Through these conversations, identify the philosophies and practices that are important to each grade-level team.	August 2016
Meet with leadership team to discuss practices for school operations (e.g., arrival/dismissal procedures, fiduciary processes, duty assignments, etc.).	August 2016
Host semi-annual community forums to encourage communication between school stakeholders and school leaders.	October 2016 & March 2017
Conduct a summative climate survey to get feedback on job performance from school faculty, students, parents, and staff.	Late Spring 2017
Publish a school newsletter and distribute it through both paper and electronic means.	Monthly
Maintain a visible presence during student arrival and dismissal times.	Ongoing
Have an open-door policy for students, parents, faculty, and staff.	Ongoing
Make availability for conversations clear to parents and stakeholders through both electronic and print communications, as well as through personal conversations.	Ongoing

Goal 2: <i>Guide the continued implementation of standards-based instruction, including the design and delivery of professional development, as necessary.</i>	
Action	Timeline
Review student academic performance data.	July 2016
Review the use of iReady Standards Mastery assessments.	July 2016
Develop a plan for the integration of Standards Mastery assessments, including a timeframe that ties instruction to the administration of assessments.	July 2016
Create an assessment calendar that addresses all interim, summative, and formative assessment needs, and is aligned to the Florida Standards.	July/August 2016

Goal 2 (Continued): *Guide the continued implementation of standards-based instruction, including the design and delivery of professional development, as necessary.*

Action	Timeline
Facilitate data chats to discuss academic trends in classrooms, with a focus on students demonstrating mastery at the depth of the standard.	Ongoing
Review progress monitoring data with Assistant Principal and Reading Coach, as well as district leadership, to identify areas for improvement.	Ongoing
Monitor instruction throughout the year through classroom observations by both the Principal and Assistant Principal, with an emphasis on standards-based instruction.	Ongoing
Deliver feedback to faculty members on an individual basis regarding their use of instructional practices that are related to student achievement.	Ongoing

Goal 3: *Learn about our school's strengths, as well as its opportunities for growth, in an effort to facilitate a climate of continuous improvement.*

Action	Timeline
Discuss areas of strength and opportunities for growth at Central Elementary School with district leadership (Superintendent, Assistant Superintendent for Instructional Services, and Assistant Superintendent for Administrative Services).	July 2016
Review school-wide plans, such as the School Improvement Plan and Parental Involvement Plan, to identify previously addressed areas and the results of those past efforts.	July 2016
Review Parent-Teacher Organization and School Advisory Council minutes, noting significant concerns raised by stakeholders.	August 2016
Distribute needs assessments for teachers, staff, parents, and students.	August/ September 2016
Report summary of needs assessments' results to staff and stakeholders.	September 2016
Host grade-level focus groups, allowing students to have an opportunity to provide input on their views of Central Elementary School.	October 2016
Have lunch on a monthly basis with selected student representatives to learn more about the views of the students at Central Elementary.	Monthly

Goal 4: *Plan high-quality professional development activities geared toward addressing the needs identified by teachers and staff.*

Action	Timeline
Review professional development topics recently delivered to the faculty.	July 2016
Meet with Assistant Principal and Reading Coach to review school data and discuss the possible Professional Development offerings for 2016-17.	July 2016
Based upon a review of school data and discussions with leadership team members, create initial plan for professional development program.	July/August 2016
Determine a plan to monitor and assist with the implementation of professional development topics through job-embedded coaching.	July/August 2016
Work with District staff to arrange for any necessary contracted trainings.	July 2016
Determine a method of gathering feedback from teachers regarding the efficacy of training opportunities.	August 2016

Goal 4: *Plan high-quality professional development activities geared toward addressing the needs identified by teachers and staff.*

Action	Timeline
Conduct a Professional Development needs assessment survey to ensure all common staff needs are being addressed. Distribute this survey to all faculty and staff.	August 2016
Meet with Assistant Principal and Reading Coach to review the results from the needs assessment surveys and make changes to the initial professional development program, if necessary.	August 2016
Create a professional development calendar and schedule. Set dates for training and release this schedule to all staff members.	August 2016
Develop agendas for Professional Learning Community meetings.	August 2016
Work with District staff to arrange for any necessary contracted trainings.	August 2016
Review professional development implementation through regular meetings with the school's leadership team.	Quarterly
Conduct a mid-year PD survey to gather input from faculty and staff regarding the implementation of the professional development program.	December 2016
Conduct an end-of-year PD survey to gather feedback from faculty and staff on the overall PD program offered during the school year.	June 2017

Operational Action Steps

The following action steps do not address specific academic goals, but will also be completed in an effort to encourage a smooth transition from an operational standpoint:



Operational Action Steps	
Action	Timeline
Review operational procedures, including emergency drills and evacuation processes.	July 2016
Review any existing or planned budget encumbrances.	July 2016
Review any existing equipment leases or service contracts.	July 2016
Review the school's budget and verify that all necessary supply and curriculum orders have been placed.	July 2016
Finalize the master schedule for 2016-2017.	July 2016
Meet with Assistant Principal to review staffing allocations and any remaining personnel vacancies.	July 2016
Meet with Assistant Principal to discuss any changes to the school's budget allocations.	July 2016
Work with school website contact to update the Central Elementary School website.	July 2016
Work with the Assistant Principal to update the Central Elementary School Facebook page.	July 2016
Conduct a walkthrough of the physical plant with the Assistant Principal and Head Custodian.	July 2016
Review student enrollment in Exceptional Student Education programs with the Assistant Principal and Guidance Counselor, noting accommodations provided in IEPs.	July 2016
Meet with Assistant Principal and Reading Coach to develop a master calendar of events for the school year, including traditional activities, awards celebrations, and assessment periods.	July/August 2016
Disseminate class lists to teachers.	August 2016
Discuss office practices and procedures with office staff.	August 2016
Review student health information (i.e. allergies, medical conditions, etc.) with Assistant Principal and school nurse.	August 2016
Review student placement, including predicted Kindergarten enrollment, with Assistant Principal, Reading Coach, and Guidance Counselor to ensure that class size is met.	Ongoing, Prior to October FTE