

Entry Plan
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Entry Plan

The purpose of this entry plan is to outline the timeline, tasks, and actions, I will implement to inform myself of the new school, my role, my commitment, and responsibilities as your leader.

Leadership Credo

I have chosen to be your leader; therefore, I have selected a responsibility to the students, staff, parents, and the community, and I will be committed to this task. I am guaranteeing you that :

- I will do my job with pride. Because I accept this opportunity, and I am proud to accept the challenge.
- I will treat staff, students, parents, and our community with dignity and respect.
- I will model the characteristics that I wish to see from my colleagues; responsibility, integrity, commitment, fairness, honesty, courage, respect, trust, quality, and compassion.
- I will balance my personal and professional life so that I can provide our school and students 100% of my leadership efforts.
- I will be an optimistic leader that seeks solutions through obstacles and to find the possibilities.
- I will strive to set a positive and productive work environment where everyone will feel safe, supported, and valued.
- I will be flexible, meet new challenges with a creative and growth mindset, and embrace change so that others may also.
- I will provide training, education, and resources that you may need so that you may continue to provide high-quality service to our students, that the parents and the community have come to expect.
- I will strive to do my part as a member of the team of administrators, teachers, support staff, and parents so that our learning environment is warm, nurturing, and enthusiastic.
- I will be approachable, present, and communicate openly and honestly with you about my needs, concerns, and expectations.
- I will actively listen to students, staff, parents, and the community offering timely feedback during observations and questions.
- I will be the leader that I would like and choose to follow.

My Leadership Philosophy

I pride myself on being committed to being the best leader and creating a welcoming place for children to learn. High expectations, student safety, and a positive learning environment equal student success. I am passionate and enthusiastic in creating a learning environment where students want to be and are willing to share their knowledge and eagerness to learn more.

Timeframe	Professional and Personal Reminders
Ongoing	Getting to know colleagues, staff, parents, students and community
	Learn more about the school (the vision, mission, core values, what is working well, safety protocols, school schedule)
	Learn staff and students names, stories, be present and visible.
	Note that change is difficult, unless directed by the superintendent is it wise to keep policy, school culture, and expectations changes to a minimum. Remembering that the biggest change upon school opening is yourself and a slow, compassionate entry is vital to gain trust. Learn from your colleagues, observe, research and get to know your stakeholders as soon as possible. It would not be conducive or wise to implement big changes your first year in your new role. Focus on building relationships first.
	Remember to take your new role one day at a time, reflecting on each day of what went well and how you can improve your presence in the school. Be realistic in planning, cautious with others, attentive, approachable, and patient. Recognize that change is difficult for many and respect the time they may need to process the change.
	Uphold the districts core values, school mission and vision.
	Take pride in the school, share positive messages throughout the building.
	Remember to balance your personal and professional life so that you can provide the students and staff 100% of your leadership efforts.

Entry Plan
(Tasks, Objectives and Action plans)

Task: Get to know my staff and the school.

Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment and culture.

Timeline:
July-August

Notes/Actions:

Actively listen to staff

- Make connections, learning names, personal stories, and family.
- Team building summer events- have fun! Build relationships and trust.
- Observe, learn, and inquire from others around me. Talk to other administrators, students, parents, alumni and support staff
- Meet with administrative office personnel as they know the school procedures and families.
- Meet with the school nurse regarding health protocols, meet the behavior team, counselors, clinician, nutrition, maintenance and special education
- Interview the previous school leader if possible for insight of the environment they left.
- Review all school literature handbooks, policies, academic student data, budget, school class schedule, goals, mission and vision of the district, safety protocols, curriculum and instruction expectations, school board policies etc.
- Send out a weekly/daily email to keep everyone “in the know.”

Task: Connect with students

Objective: Establish ongoing, clear, and consistent communication with all students.

Timeline:
September-Ongoing

Notes/Actions:

Meet and Greet

- Be present in hallway to greet students as they enter the building
- Learn their names
- Welcome students by visiting classrooms and introducing yourself during the first week of school.
- Create lunch groups with student leaders from each grade.
- Schedule a motivational assembly welcoming them all back, short reminders of the student handbook, review expectations, share any new or additional information.
- Interview students regarding school climate, concerns, and goals

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

Objective: Provide transparency and trust to all stakeholders.

Timeline:
July

Notes/Actions:

Share information about self (bio, contact information, educational philosophy)

- Welcome message share via Social media platforms, website and emailed
- Provide contact information

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

Objective: Build a strong and united campus team, in which we focus our efforts on creating a culture of academic excellence.

Timeline:
July-August

Notes/Actions:

- Meet with all grade level teams'
- Interview/survey staff, discuss expectations, goals
- Welcome staff back meeting
- Share mission, vision and goals
- Share core values
- Create a strong leadership team.

	<ul style="list-style-type: none"> ● Set up observation schedules implementing ● Share observation rubric (FAST (fair, accurate, specific and timeline))
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<p>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...</p> <p>Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment, culture and community.</p>	
<p>Timeline: September-Ongoing</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> ● Coffee with the Principal ● Schedule meetings with community partners ● Contact PTO President ● Create a system for parents to give feedback- Box in Hall, ● Online submission system ● School Newspaper ● Share mission, vision and goals ● Share core values ● Share parent handbook, policies, rules, building protocol, website, social media, email procedures and updates ● Survey parents/interview ● Review diversity of parents/languages/culture ● Share school events calendar ● Create committee to assist with after school events ● Create an online bulletin board with key information and recognition for parents

**Entry Detailed Breakdown for Stakeholders
(Tasks, Objectives and Action plans)**

<p>Task: Meet with Administration and district administrative personnel Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment, culture and community.</p>	
<p>Timeline: July-August</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> ● Interview ● SMART goals development ● Discuss district literature (policies, handbook, safety protocols) ● Communicate clearly; clarifying my purpose at all times ● Meet with crisis response team, review procedures ● Meet with Police, Fire Dept. Personnel ● Review the budget ● Schedule ongoing reflection discussions and goals

<p>Task: Meet with Administrative Assistant and Secretary Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment, culture and community.</p>	
<p>Timeline: July-August</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> ● Interview and Survey ● Review petty cash and purchasing. ● Review the website and social media platforms ● Schedule ongoing reflection discussions and goals

<p>Task: Classroom Teachers Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment, culture and community.</p>	
<p>Timeline: July-August</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> ● Interview and Survey ● Create a binder per teacher with photograph to assist your learning about each teacher ● Schedule classroom observations (using FAST rubric) ● Be approachable, supportive, professional, regarding student growth goals ● Schedule ongoing reflection discussions and goals

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Task: Meet with Administrative Assistant and Secretary

Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment, culture and community.

<p>Timeline: July-August</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interview <input type="checkbox"/> Review office hours, staff and student contact information <input type="checkbox"/> Request and review office protocols, purchasing school supplies, and Asst. Admin. / Secretary office protocol expectations, school schedules, personnel records etc. <input type="checkbox"/> Schedule ongoing reflection discussions and goals
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Task: Meet with Parents, School Community

Objective: Ensure ongoing, clear, and consistent communication with all stakeholders and increase opportunities for building relationships promoting a positive school environment, culture and community.

<p>Timeline: August-September</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> ● Offer a Family Forum ● Survey families ● Share office hours, contact information preferences ● School Schedule, Rules, Expectations ● Attend School Board Meetings ● Create a positive presence and visibility within the community ● Schedule ongoing reflection discussions and goals
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Task: Meet with students

Objective: Establish ongoing, clear, and consistent communication with all students.

<p>Timeline: September-Ongoing</p>	<p>Notes/Actions:</p> <ul style="list-style-type: none"> ● Setup one-on-one group meetings with students ● Survey students regarding learning opportunities in school ● Host informal student sessions to allow sharing of experiences, successes and frustrations throughout the school year.
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	<ul style="list-style-type: none"> ● Set up a student comment/concern box ● Schedule ongoing reflection discussions and goals
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**Entry Interview Questions and Reflection
(Staff, Parents and Students)**

Staff Interview Questions

1. What are the strengths of the school?
2. What are the three most positive aspects of the school?
3. What is most important to preserve at the school? To change?
4. What do you see as the three key issues, in order of importance, that we need to work on this school year?
5. What do you see as the most satisfying aspect of teaching and/or supporting learning here at this school?
6. What do you need from me as your Principal?

Reflection Questions from Staff Responses

What are the recognizable trends?

- Strengths
- Positive Aspects
- Preservation
- Change
- Key Issues that need work
- Teaching satisfaction
- Need help from Me

**Are there any surprises, challenges, new ideas or opportunities that stood out?
Was there anything shared that would assist and support my own leadership goals this year?**

Parent Forum/Survey Questions

1. How would you describe the town to a new resident?
2. How would you describe the school to a new family?
3. What are the strengths you recognize in the school?
4. What improvements do you believe would make the school better?
5. How can teachers assist you with feeling more included and vital in your child(ren) education?
6. How does your child share their day at school with you?
7. What do you believe that your child is most proud of while they've attended school?
8. How may I successfully support your child and family this school year?

Reflection Questions from Parent Responses

What are the recognizable trends?

- Strengths
- Improvements
- Support from me

Did the parent offer any notable information regarding teachers including them in their child(ren) learning?

- Anything to consider
- Anything that stood out

Did parents offer specific concerns, challenges school-wide, with teams or individuals that require immediate action?

From the parental perspective, what did they share that their child is most proud of? Is it possible to continue to offer those opportunities, and create enthusiasm throughout the school and community?

Are there any surprises, challenges, new ideas or opportunities that stood out?

Was there anything shared that would assist and support my own leadership goals this year?

Student Groups / Survey Questions

1. How would you describe your school to a new student?
2. What would you change about school?
3. What is your favorite thing about school?
4. What are you doing in school that you are most proud of and why?
5. Do you believe that the teachers want you to be successful in your learning? Please explain.
6. How do you like to share what you have learned about (video, visual display, podcast, presentation, music...etc)
7. How may I help you this school year?

Reflection Questions from Parent Responses

What are the recognizable trends?

- Strengths
- Improvements
- Support from me

Did the student(s) offer any notable information regarding the school, teachers, learning, or culture of the school?

- Anything to consider
- Any surprises

Did the student(s) offer specific concerns, challenges school-wide, with teams or individuals that require immediate action?

From the student's perspective, what did they share that they were most proud of? Is it possible

to continue to offer those opportunities, and create enthusiasm throughout the school and community?

Are there any surprises, challenges, new ideas or opportunities that stood out?

Did the student(s) share specific assistance requests that I may help them with this school year?

Was there anything shared that would assist and support my own leadership goals this year?

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