

ENTRY PLAN TIMELINE

GOAL 1

Establish and nurture positive and professional relationships with all members of John Adams to better understand the operating organizational frames (structural, human resources, political, and symbolic).

Objectives	1. Build meaningful relationship with all stakeholder (school administration, staff, students, parents, central office, and community partners) to: <ol style="list-style-type: none"> a. strengthen positive school climate and culture b. keep teaching and learning at the forefront c. understand the history, norms, values and traditions 	
Actions for Accomplishing Objectives		Timeline
Host and attend introductory meetings with all staff members		June - August 2021
Meet with Central Office Staff, other School Principals, Assistant Principal, Instructional Coaches, Student Support Team (school counselor, social worker, school psychologist), parent liaison, PTA president/members, and community partners		June – August 2021
Meet with school registrar to establish structures and procedures		June-August 2021
Meet with Principal’s Administrative Assistant to establish structures and procedures		June - August 2021
Send monthly or weekly Principal’s message/newsletter updating summer progress to all staff, parents and students		June-August 2021
Invite all staff members (via. E-mail and phone calls) to voluntary staff virtual chats. Virtual Staff chats may be small group or one-on-one meet and greet with staff members. (Possible in-person chats based on the group size) <ul style="list-style-type: none"> ○ Administrative Staff ○ Classroom Teachers ○ Student Support Team (SST) ○ Instructional Assistants ○ Technology Integration Specialist ○ Administrative Assistants ○ Cafeteria Staff ○ Custodial Staff 		July 2021

Actions for Accomplishing Objectives	Timeline
Invite John Adams parents and the surrounding school community to virtual summer chats	July - August 2021
Communicate the Principal's 1 Year Entry Plan to staff members (via e-mail and posted on school website)	July 2021
Foster Teacher Leadership through meetings with School Leadership Team and other staff members	August 2021
Collaborate with administrative team and use feedback garnered from summer chat meetings to adjust a school management plan, a school improvement plan, master schedule, and weekly/monthly/yearly calendars	July- August 2021
Convene an interview committee that includes stakeholders from different departments to conduct interviews for any existing vacancies	July- August 2021
Collaborate with administrative team to plan opening week activities for staff and students	July 2021
Organize Welcome Back Social: positive recognition for a job well done and team building activities for staff (consider ACPS guidelines for social distance)	July 2021 – August 2021
Solicit staff participation for the "Eagles Vision Committee" to drive school improvement efforts (VCSIP)	July 2021
Ensure all building operations are in progress or completed for the 2021 – 2022 school year	July 2021 – August 2021
Send welcome back letter to staff member and students (for school year 2021-2022)	August 2021
Collaborate with ACPS Communications Department to Schedule "Back-to-School" Night. Communicate date to staff members and families through Home Visits/Community Outreach and Social Media blasts.	August 2021
<p>Host first formal staff meetings "Eagle Hour" to discuss the following based on priority:</p> <ul style="list-style-type: none"> • Getting-to-Know You Activities • Develop Norms and "Essential Agreements" for staff expectations • Review of the Data –"State of the School" (Where have we been? Where are we now? Where are we going? How are we going to get there?) • Preliminary development and articulation of shared vision and organizational goals • Eagles Gathering (Staff Luncheon) • Curriculum Updates- Tier 1 Instruction (Math workshop, Literacy priorities) 	August 2021

<ul style="list-style-type: none"> • PLC Formation – Collaborative Planning Norms • Instructional and Non-Instructional Duties • Instructional Support • MTSS/PBIS • SEAL Lessons • Changing Education Through the Arts • Project GLAD • Master Schedule • Co-teaching Structure • Equity 	
Participate PLC sessions with grade level and department teams	August 2021 -June 2022
<p>Conduct beginning-of-the-year walkthroughs/formative observations in classrooms weekly with feedback</p> <ul style="list-style-type: none"> • Provide coaching for instructional staff as necessary • Continue walk-throughs throughout 2021-2022 year focusing on prescriptive instructional practices for EACH child, high levels of student engagement, acquisition of 21st Century Learning Skills, co-teaching practices, lesson plans with high academic expectations, intensive intervention and acceleration, and evidence of data-driven instruction 	September 2021 - June 2022
<p>Establish and publish the <i>Events Calendar</i> for 2021-2022 School Year</p> <ul style="list-style-type: none"> • PTA Sponsored Events • Back To School Night • Parent Coffees • Testing Dates • Quarterly Curriculum Nights • Fundraising Events (Pictures, etc.) • Eagles Vision Committee • Family Engagement Nights • International Night, Hispanic Heritage Night, Black History Night 	By August 31, 2021
Update school website with a staff directory and program information unique to John Adams Elementary School.	
Send weekly newsletters to staff with updates, events, celebrations through “Eagles Express”	Weekly – August 2021-June 2022
Review and develop norms for staff gatherings and recognition	By August 31, 2021

GOAL 2

Establish a foundation for continuous school improvement by identifying strengths and growth opportunities for the school and school community.

Objectives	Review current and trend school data to develop an understanding of <ol style="list-style-type: none">1. academic performance by subgroups, teachers, grade level, and content areas2. school climate and culture data (teacher surveys, student discipline reports, parent surveys, attendance reports, etc.)
Actions for Accomplishing Objectives	Timeline
Meet with assistant principal and instructional leadership team to disaggregate and analyze historical performance data for the past 5 years to identifying trends for proficiency and growth for: <ul style="list-style-type: none">• the total school• subgroups• grade levels• individual students	August 2021
Meet with district office personnel in my new role: <ul style="list-style-type: none">• Superintendent• Chief of Teaching, Learning, and Leadership• Executive Directors of Instructional Support, School Improvement, and School Leadership• Department Directors (Specialized Instruction, English Language Learners, Transportation, Food and Nutrition, Student Services, Finance, Curriculum and Instruction, Technology etc.)• Mount Vernon Community School Principal, Liza Burrell (Dual-Language Program)• Charles Barrett School Principal, Loren Brody (Changing Education Through the Arts)	June 2021 – August 2021
Review District systems and process to ensure alignment with school instructional plans. Items that will be reviewed: <ul style="list-style-type: none">• District Strategic Plan• District mission, beliefs, and goals• Curriculum Resources• MTSS/ PBIS guidelines• SEAL expectations• CETA Strategic Plan• Dual Language Strategic Plan• Special Education Audit• Assessment calendar• Data platforms• Equity Audit• FACE Family Engagement Survey	June 2021 – August 2021

Engage the instructional leadership team in PDSA to identify 1-2 focuses for schoolwide professional development. Develop a professional development plan and schedule that is aligned to and embedded in the School Improvement Plan.	August 2021
Meet with individual classroom teachers and support staff members to review data, identify trends and develop priorities for school-wide instructional initiatives.	August 2021
Identify focus, norms, and expected outcomes for weekly data and PLC meetings to discuss preliminary data, flexible grouping options and alignment of best instructional practices.	August 2021-June 2022
Collaborate with school instructional leadership team to utilize data gathered from meetings with staff/stakeholder, performance data, and survey data to develop the Comprehensive Needs Assessment to drive the focus of the preliminary draft of the VCSIP <ol style="list-style-type: none"> 1. During teacher onboarding provide teacher with the opportunity to provide input/feedback on the VCSIP 2. Communicate the VCSIP continuously via announcements, agendas, PLCs, and teacher feedback dialogue 	July 2021-August 2021
Collaborate with the administrative team to establish expectations for instructional coaching and support as well as facilitation of collaborative planning (PLC meetings) sessions	July 2021 - August 2021
Review and/or adjust elementary literacy and mathematics platforms in alignment with ACPS curriculum guides, district guidelines and the needs of the school body	July-August 2021
Conduct first round of observations with Probationary and Continuing Contract Teachers to engage teachers in the feedback process as a means of increasing professional capacity	September 2021–November 2021
Participate in PLC planning sessions	August 2021– June 2022
Provide teachers with lesson plan feedback to address: <ul style="list-style-type: none"> • Alignment to VDOE standards and curriculum framework • Essential Knowledge, Skills, and Process • Depth of Knowledge and Blooms Taxonomy- Objectives • Differentiation • Specially Designed Instruction • Formative and Summative data • Learning modalities 	September 2021-June 2022

GOAL 3

Strengthen and Establish opportunities for parental and community engagement.

Objectives	Identify strengths and target growth opportunities for parent and community relations	
Actions for Accomplishing Objectives		Timeline
Host Summer Chat Family Meet & Greet Event with the New Principal, Popsicles in the Neighborhood with Admin Team.	July/ August 2021 Date TBD	
Develop and conduct a parent perception survey (Pre/Post-Assessment Data). The survey will be administered after Back To School Night (September 2021) and the end of the year (June 2022)	September 2021/June 2022	
Analyze results of the parent survey and present results to PTA., School Leadership Team, and faculty.	Before the end of 1 st quarter	
Meet with school community representatives and partners at John Adams Tentative agenda items include but are not limited to: <ul style="list-style-type: none">• Overview of relationships with partners and John Adams Elementary School• Services provided – Mentoring, Internships, Donations, etc.• Sharing of current vision of John Adams ES• Sharing of current vision of community partners• Nature of the partnership• Needs of school as well as community partner, moving forward	July 2021-September 2021	
Work with the School Community Leaders to develop a plan for expanding current community partnerships and the establishment of new relationships. Develop a plan to use the community partnerships to target our gap group students.	July 2021 -September 2021	
Establish systems for communicating information in a timely, clear and concise manner. <ul style="list-style-type: none">• School Mailings• School Newsletters• Student Agendas• Principal’s Student Advisory Council• Staff Advisory Council• Weekly Staff Communication via Email and Newsletter• Parent Conferences• School Meetings and Focus Groups (Eagles Vision Committee)• School Leadership Team and PTA• Parent Coffees• Quarterly Meetings “State of the Eager Eagles” addresses and Benchmark Reports	August 2021-June 2021	

<p>Establish systems and expectations for collaboration between grade level team members of the John Adams Elementary School family:</p> <ul style="list-style-type: none">• Weekly PLC sessions• School Leadership Team and PTA• Instructional Leadership Team• Parent Conferences (i.e., student led, data focused)	<p>August 2021-June 2022</p>
<p>Establish systems for celebration of individual, grade level, and school community successes.</p> <ul style="list-style-type: none">• Student Recognition• Staff Recognition• Parent and Volunteer Recognition• Embrace Diversity Celebrations	<p>September 2021-June 2022</p>