Version 1.0

Gar-Field High School



Principal 90-Day Entry Plan

August 4, 2018

Presented by: Michael P. Petruzzi

Gar-Field High school

14000 Smoketown Road  
Woodbridge, VA 22192

# **Principal 90-Day Entry Plan***"An Entry Plan is designed to slow things down in order to counter the external pressures and internal responses that inexorably lead to jump reflex problem-solving . . . Entry Plan enables three kinds of learning: learning about your new place, learning about yourself, and collective learning about the organization as a whole. The result is that, as a new administrator, you make better decisions that are genuinely understood and acted upon by the people who must implement them" (Jentz & Murphy, 2005, p. 740).*

### Mission and Vision

**Mission**: ​ At Gar-Field High School, we develop reflective, open minded, critical thinkers who demonstrate independence of thought while embracing collaboration in an evolving world. Learners engage in rigorous educational opportunities and rise to high expectations while exhibiting integrity and respect for themselves and for others. Through diverse and authentic learning experiences, we empower students to become internationally minded citizens who take pride in and contribute to their local, national and global communities.

**Vision**: Educating globally-minded thinkers

STATEMENT OF PURPOSE

Dear Gar-Field High School Family,

I am honored and privileged to join the Gar-Field High School community as your new assistant principal. In my new administrative capacity, it is my mission and vision to create a place for all to learn, including students, teachers, staff, parents, and life-long learners. As a teacher at Gar-Field High School, I know the exciting potential we possess as a school and how we can exceed our grand expectations to produce students who are prepared to change the world and make this planet a better place.

As Edward Everett Hale wrote, “Coming together is a beginning; keeping together is progress; working together is success.” I, too, look forward to working together to effectively lead at Gar-field High School. This journey towards greatness will not be easy, but we, as a community, will overcome any challenges we face and triumph to truly become the *School of Champions*.

The purpose of this entry plan is to address the needs of our school in the least disruptive way possible. This plan is intended to be a working document and will guide my efforts daily. While experiencing Gar-field as a teacher will help me in our endeavors, my attention to detail will guide us towards our goals for the future. This plan will help me focus my energies to identify our strengths, address our weaknesses, and grasp our opportunities for the betterment of our community.

Gar-Field High School has a long, proud tradition of academic excellence. Working together, I know that we will be able to build upon this rich history and, in the process, provide a world-class education for our students. I am incredibly honored to have the opportunity to return to Gar-field in an administrative capacity 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 *Educating Globally Minded Thinkers*!

Sincerely,

Michael P. Petruzzi

Goals and Objectives

1. Establish positive relationships with members of Gar-field High School staff and students to gain a better understanding of the school community and morale
2. Establish a school improvement plan by conducting a S.W.O.T analysis for growth for the school and school community.
3. Collaboratively develop and communicate a clear mission and vision for continuous improvement based on feedback from school stakeholders.
4. Create a culture for growth in the areas of curriculum and instruction to provide targeted professional development and continuous improvement to our teachers and staff.
5. Identify strengths and targeted areas for growth in the areas of parental and community involvement to increase participation in school activities and events.

Key Values

1. Our students are our most precious commodity and should be the most key factor in school focus and decision making.
2. All decisions will follow the shared vision model and will include all stakeholders.
3. Success is not only achievable but essential for the progression of our students through their lives. Failure is not an option.

Time Table

This entry plan serves as a guide for my first 90 days as Assistant Principal of Gar-Field High School and will be my driving force throughout this transition process. This time table has three phases and areas of focus:

Phase 1 Listening and Learning: July 1 – July 31

Phase 2 Listening and Leading the Way: August 1 – August 31

Phase 3 Progress Monitoring: September 1 – October 31

*\*\*\*This time table is subject to change*

Entry Plan

**Phase 1 – Listening and Learning – July 1 – July 31**

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| --- | --- |
| Action | Timeline |
| 1. Meet with outgoing principal (if possible) to discuss past performance and future instructional and financial needs of the school. | July 2019 |
| 1. Meet with administrative staff and guidance department to review data, identify trends and develop priorities for school-wide instructional practices | July 2019 |
| 1. Conduct 1:1 meetings with all teachers and staff to include instructional support staff, classroom teachers, secretarial staff, cafeteria staff, and custodial staff | July 2019 |
| 1. Conduct a review of prior performance data for the past two years to identify opportunities for school wide improvement. | July 2019 |
| 1. Meet with administration to plan teacher work week and first day of school activities. | July 2019 |
| 1. Establish and communicate expectations for instructional practices including non-negotiables to all staff | July 2019 |

**Phase 2 – Listening and Leading the Way – August 1 – August 31**

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| --- | --- |
| Action | Timeline |
| 1. Host a back-to-school assembly in the morning | Thursday  August 15th, 2019 |
| 1. Hold grade-level meetings throughout the day | Thursday  August 15th, 2019 |
| 1. Schedule a staff meeting with all staff to review mission and vision of the school and cover existing policies | August 2019 |
| 1. Schedule a meeting with the School Leadership Team | August 2019 |
| 1. Rollout entry plan to all administration and staff though email and print | (early) August 2019 |
| 1. Send welcome back and introductory letter through email and print (school newspaper, email, robo call) | August 2019 |
| 1. Conduct walkthroughs to every classroom and provide feedback to teachers | August 2019 |
| 1. Schedule a meeting with the PTA-PTSO | August 2019 |
| 1. Schedule community event at the school to allow opportunity for parents, community members, students and other interested parties to provide input, ideas and their perspective of Gar-Field High School | August 2019 |
| 1. Schedule meetings with content-area teachers to determine expectations for professional learning communities (PLC’s) | August 2019 |
| 1. Develop a data analysis method that teachers can use to review and disseminate data | August 2019 |
| 1. Develop a school-wide goal with the teachers, students, and staff. | August 2019 |

**Phase 3: Progress Monitoring – September 1 – October 31**

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| --- | --- |
| Action | Timeline |
| 1. Create a Principal Advisory Council for the betterment of the school. Will meet once a month. | September 2019 /Ongoing |
| 1. Schedule data meetings with administration and department chairs | September 2019 |
| 1. Schedule data meetings with PLC’s | September 2019 |
| 1. Host Coffee Talk with the Principal for parents to attend regularly | September 2019 |
| 1. Review with the leadership team the school improvement plan to determine if changes are needed or o be made | October 2019 |
| 1. Reevaluate entry plan and revise for next 90 days | October 2019 |
| 1. Schedule time for leadership team to visit high performing schools. | October 2019 |
| 1. Hold First Quarter “State of Our School Address” (held during a faculty meeting) | Wednesday  October 30th 2019 |

**Ongoing Activities – Completed year around**

|  |  |
| --- | --- |
| Action | Timeline |
| 1. Have an open-door policy for students, parents, faculty and staff | Ongoing |
| 1. Attend student council meetings, sporting events, and school board meetings | Ongoing |
| 1. Conduct monthly classroom walkthroughs | Ongoing |
| 1. Send out weekly email with news, updates, and celebrations to the staff | Ongoing |
| 1. Be visible to our students during morning arrival and afternoon dismissal | Ongoing |

Meetings and Interviews

A series of meetings and key information interviews will be conducted centered for all staff members on the following topics:

1. What are our strengths at Gar-Field High School. List three of these strengths.

2. Name three weaknesses at Gar-Field High School that you think we should consider changing or doing away with.

3. What are opportunities for our school to improve? List three of these opportunities.

4. What advice can you offer to me in my transition to leader of our school?

Next Steps

My goal is to learn about our school by providing on-going and honest communication, positive and productive feedback, collaboration throughout the school, mutual accountability for all, inclusion of everybody while modeling a laser-like focus on a commitment to continual growth and systemic improvement. The entry plan will provide me the opportunity to listen, lead, observe and learn from a variety of sources.