

Entry Plan- Action Plan

Introduction

I am excited to reenter Tobin Montessori School as the Principal. I am fortunate to have extensive background knowledge regarding the creation of the Montessori program, as well as the goals of our current School Improvement Plan. Although I enter this position with a wealth of information and many well established relationships with staff, students and families, I am prepared to work diligently to better understand and meet the needs of our community.

I know the Tobin School Community values collaboration. The goals we have accomplished, we have accomplished together. Our recent American Montessori Society (AMS) accreditation is evidence of the great work we do as a team. My hope is that we can continue this collaboration to strengthen our Montessori program and become a model for Montessori in the public sector.

Method

True collaboration requires an open dialogue. I would like to extend an invitation to have an open dialogue by having you take part in my Entry Plan. Each member of the Tobin Community is vital to the overall success of our school and my plan is to work with individuals or teams to gather data that will guide my leadership. There are three components to my EntryPlan:

1. Gather information from the Tobin Community
2. Report patterns in the information to the Tobin Community
3. Collaboratively confirm and/or redefine the goals of Tobin Montessori and how to achieve them.

Below I outline how I plan to gather information.

Logistics

Online Survey for all Tobin Community Members

I have created two online surveys as a way to hear as many voices of our community as possible. One survey is for families and one survey is for faculty/staff members. You may access this survey at any time, prior to November 1st. At that point in time, I will be closing the survey to begin the data analysis process.

Survey for Families:

https://docs.google.com/a/cpsd.us/forms/d/1gMz9H-qpxxqrfWdxySjxW9kDvxRveco8zRK_XllemSzc/viewform

Survey for Faculty/Staff:

https://docs.google.com/a/cpsd.us/forms/d/1a7Su9eQJjEb5t5UGY_NNi8vGYDJo36CyHZdqWF6NnNM/viewform

Meetings with the Tobin Montessori Community

My goal is to meet with as many members of the Tobin Montessori Community as possible. I will arrange specific times to meet with Tobin Faculty/Staff Members, members of the School Council, and Students. During these meetings I plan to listen and learn more about our community by asking the following questions:

1. Please tell me about yourself. How long have you been a part of the Tobin Community? What roles have you played within our community?
2. What do you see as the three most positive aspects of Tobin Montessori? How do we build upon these positive elements together?
3. What are three key issues that we need to work on? Which issue should take priority? Why? How do you see us tackling these challenges together?
4. What is one thing I need to know or do in order to be a successful leader at Tobin Montessori?
5. Is there anything else you would like me to know about your role at Tobin or about the Tobin Montessori Community in general?

- ***Meeting with Tobin Montessori Faculty/Staff Members***

During September and October I will conduct one-on-one, as well as team interviews with the Faculty and Staff at Tobin Montessori. This process will include classroom teachers, paraprofessionals, interventionists, special education staff, custodial staff and the Tobin office staff.

- ***Meeting with Tobin Families***

During our Back to School Night on September 17th, I will review the components of my Entry Plan with Families. I will also dedicate a portion of the first School Council Meeting on October 8th to discuss the questions listed above. The ongoing parent coffee mornings will also be a vehicle for me to gather information about our community.

- ***Meeting with Tobin Students***

Throughout September and October, I will be eating lunch with various groups of students. These student lunch chats will provide me with an opportunity to hear their thoughts on what I need to know or do to become a successful principal at Tobin.

- **Note:** All interviews will be confidential and the data review will only focus on patterns highlighted in the data.

Conclusion

Once the data is collected from the online survey and the various one-on-one and team meetings, I will analyze the findings with the Tobin Leadership Council and present the results of our work to the School Council for further review prior to making decisions that

confirm/redefine our goals and how to achieve them. (I'm targeting the School Council meeting on January 14th.)

<u>Action Plan Schedule</u>	
June 18- September 1, 2015	<ul style="list-style-type: none"> ● Draft and test Entry Plan with Entry Plan Coach Barry Jentz ● Write Entry Plan welcome letter ● Create Entry Plan Action Plan & Schedule ● Explain Entry Plan to school administration manager, parent liaison and secretary to get feedback and to have conversations about scheduling meetings. ● Send Entry Plan via the first electronic newsletter to parents and staff ● Tobin Community members will begin to respond to online survey
September 1-3, 2015	<ul style="list-style-type: none"> ● Explain and review Entry Plan to staff and faculty at opening meeting ● School Secretary will begin to schedule individual teacher or teacher team meetings
September 14, 2015	<ul style="list-style-type: none"> ● Student lunch chats will begin
September 17, 2015 Back to School Night	<ul style="list-style-type: none"> ● Entry Plan will be reviewed and explained to families ● Families will be encouraged to attend the first school council meeting to discuss the questions outlined in the plan.
October 31, 2015	<ul style="list-style-type: none"> ● Teacher and student meetings will conclude ● Online survey will close
November 2-20, 2015	<ul style="list-style-type: none"> ● Work with the Tobin Leadership Council to analyze patterns in the data and identify

	<p>implications for confirming/redefining our goals and how to achieve them.</p> <ul style="list-style-type: none">● Draft a report on the results of our work for discussion with the School Council
January 14, 2016	<ul style="list-style-type: none">● Present and discuss draft report at School Advisory Council
January 15, 2016	<ul style="list-style-type: none">● Findings Published in the Tobin School Newsletter (the publishing date will be pushed back if I need to re-draft the report in response to what I learn during the School Council discussion)