

Principal Entry Plan

July 2016 – January 2017

Benjamin Loi, Principal
Fred C. Underhill School
Hooksett School District

Introduction

I am greatly appreciative of having been selected to be the Principal of Fred C. Underhill School. The school and school district has accomplished many successes over the years and I'm truly excited about being a part of the Hooksett School District.

As we begin this new school year together, I have established a formal Entry Plan, which will allow me to listen to the many voices at our school, learn from you, and introduce myself.

This plan will extend over the next five months as I meet with and/or collect survey data from all stakeholders. The end product will be shared in January. It will include a shared set of priorities and plan for accomplishing them built with your input.

Goals:

- **Relationships (The Who)** - To get to know the staff and students within Fred C. Underhill School; to get to know the District's staff; and to provide informal opportunities to meet with parents.
- **Processes (The What and How)** - To develop an understanding of the history and norms of Fred C. Underhill School along with accomplishments, operations, functions.
- **Priorities (The Why)** - To establish priorities for Fred C. Underhill School based on a shared sense of its strengths and weaknesses, opportunities and aspirations, as well as a vision and action plan for the future.

I hope that you will collaborate with me in this entry process. This process will provide us with the opportunity to develop common goals, to be achieved by a common plan, and motivated by a common belief: at Fred C. Underhill School, we believe in providing "Every Child, Every Chance, Every Day."

Entry Plan Timeline

Goals: To get to know the staff and students within Fred C. Underhill School; to get to know the District's staff; and to provide informal opportunities to meet with parents.

I. Establish positive productive relationships with FCU staff members.

Action(s) for Accomplishing Objectives	Timeline
Send introductory letter to all Staff	July
Update website to include profile	August
Meet with PLC Teams and Instructional Support Staff	August
Meet with Office Staff, Custodians, and School Counselor	August
Plan opening meeting	August
Review 2015-2016 school-wide assessment data and end of year staff reflection survey to assess the perceived strengths and needs of Fred C. Underhill School.	August
Send out frequent communication to all Staff i.e. newsletters, memos, emails, etc.	Ongoing
Meet with Assistant Principal	Ongoing
Send a survey to all Staff	September

II. Establish relationships with the SAU Office

Meet with Assistant Superintendent, Director of Math and Assessment & Accountability, Director of Student Services, Director of Technology, and Director of Library and Media Services on non-negotiables and Instructional Vision	Ongoing
Meet with HR to learn about staffing needs	Ongoing
Meet with Superintendent to follow up on entry plan	Ongoing

III. Establish positive productive relationships with Fred C. Underhill Parents and Community Partners

Update the website to further strengthen the home-school connection	August
Increase Social Media Presence	Ongoing
Meet with PTA Board Members	August/September/ Ongoing
Meet with PTA President	May/Ongoing
Send out an Opening School survey	September
Arrange Meetings with community partners	Ongoing
Arrange an Open House	September
Invite Hooksett School Board Members for a tour	Fall

IV. Establish positive and productive relationships with the Student Body

Greet and welcome students at Meet the Teacher	August
Introductory walk-through on the first day of school	August
Visit classrooms daily	Ongoing
Converse with students across all settings	Ongoing
Be a strong presence throughout the school	Ongoing

V. Presentation of results and future focus: January 2017

Present to the staff for review and discussion	January
Present to SAU Administration and School Board	January
Formal presentation to parents and the community for review and discussion	January
Post presentation and results to the school website	January

Survey Questions for Staff:

- What are the strengths of Fred C. Underhill School?
- What do you see as the three key issues, in order of importance, that we need to improve at Fred C. Underhill School?
- What are the three most important features of Fred C. Underhill School?
- What is most important to preserve at Fred C. Underhill School? To change?
- What do you see as the most satisfying aspect of teaching and/or supporting learning here at Fred C. Underhill School?
- How can I support you as the Principal?

Survey Questions for Parents:

- What are the strengths of Fred C. Underhill School?
- What do you see as the three key issues, in order of importance, that we need to improve at Fred C. Underhill School?
- What are the three most important features of Fred C. Underhill School?
- What is most important to preserve at Fred C. Underhill School?
- What is most important to change at Fred C. Underhill School?
- What do you see as the most satisfying aspect of sending your child to Fred C. Underhill School?
- How well does the school communicate with you?
- How do you prefer to receive information about the school?

Survey Questions for Students

- What do you like best about Fred C. Underhill School?
- If you went to a new school, what would you most miss about Underhill?
- Is there anything you would change about Underhill?
- How could the school or your teachers help you to be a better student?

- What do you think I should do to be a good principal for our school?