

Entry Plan



Principal,
Rachel Lunan-Hill

Dear Community Members,

I am honored to join the Francestown Community as the new principal. I grew up in Francestown and have fond memories. I eagerly look forward to returning to it. Throughout my 20 years dedicated to education, I focused on creating meaningful and authentic learning experiences for *all* children. I honed my expertise first working for the Harris Center for Conservation Education and then working at Greenfield Elementary and Antrim Elementary School. I look forward to working together with the Francestown community to carry this vision forward. In my new role as principal of Francestown, my first actions will focus on the following goals:

1. Develop my understanding of and appreciation for what is unique and important to the Francestown Community.
2. Collaboratively develop and implement a strategic plan for continuous school improvement that incorporates relevant research and feedback from staff, parents, students, and extended community members (e.g., district personnel).
3. Establish a system for clear communication with families, students, staff, and community members.

To do this work, I have created an entry plan that outlines a sequence of activities that will provide me with opportunities to learn from individuals representing staff, parents, and students, as well as some of its community leaders. As I meet with individuals, my intent is to listen with great care and attention in order to begin to learn and work collectively and cooperatively to ensure that the academic, social, and emotional needs of all students are met.

Sincerely,

Rachel Lunan-Hill

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....An 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).

Entry Plan

The purpose of this entry plan is to enable me to learn as much as possible. By slowing down and learning about the Francestown Community, I will be better prepared to make decisions that are genuinely understood by those who will be impacted the most. Although I have worked in two different schools in the Conval School District, I will seek feedback from a diverse set of individuals to develop a well-rounded and thorough understanding of what is unique and special about Francestown Elementary School. After analyzing key information, I will be better able to help strengthen the school's ability to make better decisions and ultimately help *all* children learn and grow.

Goal 1: Develop my understanding of and appreciation for what is unique and important to the Francestown Community

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

— Benjamin Franklin

To further enhance my understanding of our Francestown community, questions will be asked to allow for a discovery process that highlights our school's strengths, past successes, and areas of growth and need. This process will create an opportunity to seek out common themes that will enhance change and growth within our community.

Opportunities for Qualitative Data Collection

| Objective | Timeline | Action |
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| Staff Conversations (3 max) | July-Aug. 11 | Meet with staff to determine successes, historical perspectives, traditions, and areas in need of change and growth. |
| Family Conversations | September 2023 | Families participate in a roundtable discussion to share their perspectives about the school's successes, traditions, and suggestions for the future. Families may sign up for individual meetings as needed. For those families that are unable to attend, a survey will be sent out to gather information to enhance the growth and progress of our school. This may include but is not limited to brown bag lunches, surveys, and after-school meetings. |
| Community Conversations | August 17, 2023 at 1:00 and September 2023 | Community members participate in a roundtable discussion to share their perspectives about success, traditions, and suggestions for the future. A sign-up for individual conferences will be available. I will set up a meeting with the town police and fire chief to review emergency procedures. Discussions may include but are not limited to brown bag lunches, surveys, and after-school meetings. |
| Meet & Greet for Families/Community | August 3, 2023 at 5:30 | Join me for Summer Sundaes with the Principal . Families are invited to come to meet me. A chance to say hello and share what people love about Francestown Elementary School and the community. |

| Questions for Staff | Questions for Students | Questions for Families | Questions for Community Members |
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| How would you describe Francestown Elementary School? | | How would you describe Francestown Elementary School? | How would you describe Francestown Elementary School's role in the community it serves? |
| In what areas do you think Francestown Elementary excels? | What makes F.E.S. a great school? | In what areas do you think Francestown Elementary excels? | In what areas do you think Francestown Elementary excels? |
| What would you most want to preserve at Francestown Elementary School? | If you went to a new school, what would you most miss about F.E.S.? | What would you most want to preserve at Francestown Elementary? | What are some of the best ways Francestown Elementary serves families and communities? |
| In what areas do you think Francestown Elementary could improve? | If you went to a new school, what would you hope it has that F.E.S. doesn't have? | In what areas do you think Francestown could improve? | How could Francestown Elementary improve its connections to the families and communities it serves? |
| What inspires you or motivates you in your role? | When you are working on something really hard, what do you do to keep going? | What about school motivates or inspires your child? | What opportunities do you think Francestown WElementary could take advantage of that it is currently not? |
| What frustrates you in your role? | What frustrates you most about Francestown | What about school frustrates you or your child? | What frustrates you in your role as ...? |

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| | Elementary? | | |
| What would help you to be even more effective in your role as...? | How could your school or teacher help you to be a better student? | How can the school make stronger connections with parents? | What would help you to be even more effective in your role as...? |
| What is the best way to communicate with you? | | What is the best way to communicate with you? | What is the best way to communicate with you? |
| How can I help and support you in my role as principal? | Is there anything that you think I should know about you or F.E.S. to be a good principal? | How can I help and support you in my role as principal? | How can I help and support you in my role as principal? |
| Are there other things that you would like to share with me that would help me to get a more complete picture of Francestown Elementary? | Are there other things that you would like to tell me about F.E.S. that I haven't asked? | Are there other things that you would like to share with me that would help me to get a more complete picture of Francestown Elementary? | Are there other things that you would like to share with me that would help me to get a more complete picture of Francestown Elementary and the community it serves? |
| Are there other people that you believe would be beneficial for me to speak with? Perhaps someone with a different perspective or connection to Francestown Elementary? | Can you think of anyone that you think I should also talk to to help me learn about F.E.S.? | Are there other people that you believe would be beneficial for me to speak with? Perhaps someone with a different perspective or connection to Francestown Elementary? | Are there other people that you believe would be beneficial for me to speak with? Perhaps someone with a different perspective or connection to Francestown Elementary? |

Goal 2: Collaboratively develop and implement a strategic plan for continuous school improvement that incorporates relevant research and feedback from staff, parents, students, and extended community members (e.g., district personnel).

“School’s leaders have an impact on student achievement primarily through their influence on teacher’s motivation and working conditions.” (Louis, K.S., et al., 2010)

A positive learning culture is essential to effect meaningful changes in schools. Our students deserve a commitment that we believe all must mean all and provide the opportunity for each and every student to reach his/her maximum potential. This requires our Francestown Elementary School community to work collaboratively as a team to get to know our students on a personal level. The following essential questions (DuFour, 2008) will drive this process:

1. What do we want students to know?
2. How will we know students are learning what we want them to know?
3. How will we respond when some students do not learn?
4. How will we extend learning for students who are already proficient?

| Objective | Timeline | Action |
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| Review of current practices | July 20- October 30, 2023 | Review current practices and structures in place. This will include but is not limited to: Assessment data (NWEA, NHSAS, screeners, IEPs, etc.), Tier 1 SEL and instructional practices, Tier 2 SEL and academic interventions, Tier 3 supports, and IST. |

Robinson (2011)

Goal 3: Establish a system for clear communication

Effective communication has been identified as one of the top five traits of successful schools (Verdugo and Schneider 1999)

The importance of managing communication effectively is critical and a two-way process. In this goal, I would like to establish a clear system for communicating with families, students, staff, and community members. All stakeholders should feel comfortable speaking with the Principal and therefore I should be available to establish and build upon positive relationships. Some guiding tenets of this process will be to:

- Adopt a listening attitude
- Ask clarifying questions
- Ask how I might help
- Restate what I think our stakeholders are sharing for clarification
- Check for underrepresented voices

| Objective | Timeline | Action |
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| Review current practice | August 2023 | Review current ways Francestown Elementary School communicates with families, staff, and the community. This will include: surveys, Facebook, newsletters, meeting notes, etc... |
| Gather information from stakeholders regarding communication | August 2023 | Send home a survey to families, staff, and community members about preferred ways to receive communications. During individual conversations and round tables, the question will also be posed. |
| Analysis | September/ October 2023 | Conduct a data review looking for themes and trends. These ideas help to establish a systematic and helpful way to communicate with families, staff, and community members. |

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| Plan and Implementation | September 2023 | Establish and implement a system to communicate with families, staff, and the community to ensure information is shared in an efficient and timely manner. |
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Communication of Findings

After analysis of the data, I will present my findings and observations to the appropriate groups and individuals, focusing on the specific themes that arose within each of these groups. As a community, we will work towards creating a strategic plan that focuses on aligning our current reality with our vision for Francestown Elementary School and the continued success of our students.

References

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