

Matt Cukro
Entry Plan- June 2018
Meadow Green Elementary School Principalship

Preface

The purpose of an Entry Plan is to insure that a leader in a new school systematically and collaboratively learns about the school, its community, its systems and processes, and—most importantly—the people in the organization.

Goals

This plan aims to achieve the following goals:

1. To introduce me to the Meadow Green community
2. To meet with key personnel in the Meadow Green community and Lowell Joint District and to develop an understanding of their hopes and dreams for Meadow Green
3. To develop an effective collaborative relationship with Meadow Green team members
4. To develop an understanding of 'how things get done' at Meadow Green and within the Lowell Joint School District
5. To study student academic performance at Meadow Green
6. To understand the areas of strength at Meadow Green
7. To understand areas where Meadow Green stakeholders would like support
8. To report the findings of the Entry Plan

Activities

During my first 100 days at Meadow Green, I expect to be engaged in a number of specific activities, which will include:

- Reading and research
- Structured conversations

- High visibility on-campus (drop off, pickup, recess, lunch, etc.)
- Classroom observations
- Writing and reporting out

Reading and Research

I would like to begin as quickly as possible to read and review the following:

- LJSD Board Policies and Administrative Regulations
- Meadow Green student achievement data
 - CAASPP Results
 - ELPAC/CELDT results
 - Site / District Multiple Measures
- The LJEA contract
- The CSEA contract
- Meadow Green's staff materials
- Meadow Green's last two Single School Plans
- Meadow Green's last two SARC's
- Meadow Green's site budget
- Meadow Green's daily schedule
- Meadow Green's school safety plan.
- Meadow Green's last two years of staff / grade level meeting forms.

Structured Conversations

I will invite all Meadow Green staff to meet with me individually.

Site Staff

Denise Soto- Office Manager
 Tom- Day Custodian (including site walk)
 Jimmy- Evening Custodian
 Krista Karr- RSP Teacher
 Melissa Wilkens- 4th / 5th Grade
 Liz Kaneshiro- Former Principal (including site walk)
 Michelle Vanderlee- 4th Grade
 Leslie Mangold- 3rd Grade
 Deanna Morrison- 6th Grade
 Rebecca Simmons- 6th Grade
 Stephanie Miller- 2nd Grade
 Susan Tolmasoff- 3rd Grade

Susie Perez- Kinder
Kristen Gober- 3rd Grade
Vickie Robertson- 2nd Grade
Yolanda Diaz- 5th Grade
Eloise Davis- 2nd Grade
Kylee Ghabour- 4th Grade
Stacy Peruman- 5th Grade
Mayra Rodriguez- Kinder
Susie Toice- 1st Grade
Paula Martinez- 1st Grade
Gail Crabtree- Preschool SDC
Ronita Van Vilet- Preschool SDC
Lillian Wartian- TK
Robyn Leon Guerrero- Library
Esther Ota- Clerk
Amanda Evenson- 1st Grade
Kelly Johnson- School Psychologist
Darlene Pullen

District Staff

Jim Coombs
Sheri McDonald
Kaleo Igarta
Stephanie Zavala
Alan Mao, including site walk
Ralph Figueroa, including site walk
Nancy White
Other School principals

Community

Various campus tours for new parents- June-August
School Board Introduction as MG Principal- June
Evening Parent Reception- June
PTA Executive Board- July
TK / Kinder Registration / Assessment
2018 Back to School Night- August
2018 PTA Ice Cream Social
First Grade Reading Night- September
School Site Council / ELAC- September
Parent / Community Master Facility Plan Input Meeting- September
PTA Dine Out- September
Lowell Joint Education Foundation Turkey Trot- November

PTA Movie Night- November
Meadow Green Christmas Choir Concert- December
PTA Winter Wonderland & Penguin Patch- December

Visibility

Public visibility is important to me as the principal of Meadow Green. There is also an opportunity through appearances to advance the academic mission of Meadow Green. I intend to accomplish these goals by doing several things:

- Visiting and observing every teacher in class at least once during the first two weeks of school
- Speaking to every class during the opening week and a half of school
- Recognizing academic excellence as a priority through whatever means possible
- Recognizing positive citizenship exhibited by students as a priority through the site's PBIS systems and any other means possible
- Being active, visible, and accessible during high traffic times, such as drop off, pickup, recess, and lunch.
- Visiting and being present at before and after school programs and Saturday intervention / enrichment programs.

Writing and Reporting Out

I will use writing as an important part of my communication strategy. I intend to:

- Provide a new principal's welcome statement and photograph for the school website.
- Update the school's new website, with a goal of making it a more useful resource.
- Prepare and send a 2018/19 Meadow Green welcome letter to parents, students, and the community.
- Establish and promote Meadow Green social media accounts.
- Publish a weekly bulletin using Google Drive with detailed information for the Meadow Green staff.
- Create and publish Meadow Green staff "Google Hub," using Google Drive, with useful staff information, links, and resources.
- Communicate an update or information item to the community through our website at least once per month.
- Communicate updates and information to parents and the community through a weekly "teleparent" call.

- Publish a monthly calendar to parents and the community.

Structured Conversation Template

1. Tell me about yourself.
2. Tell me about your time at Meadow Green.
3. What are you most proud of at Meadow Green?
4. What is working so well here and leading to strong academic achievement?
5. What can we improve on?
6. What support do you need from me?
7. What questions do you have for me?