Meghan Radoicic

May 22, 2023

**Entry Plan – Rough Draft**

**July**

* Make sure that staffing for the year is complete
* Post and hire staff if necessary to fill staffing
* Review/create master building schedule for the year
* Review school policies
* Review/adjust building mission and vision (goals)
* Review school calendar
* Review School Improvement Plan
* Review District Improvement Plan
* Add important dates to building calendar
* Prepare new staff packets
* Prepare parent packets/gather important or new information
* Review teacher evaluations and other important documents
* Review CA-60 and get to know some information on the students
* Review and understand budget for the year
* See what changes can be made around the school
* Make sure teacher assignments are complete and rooms are assigned

**August**

* Send out family packets and information
* Prepare school communications
* Create/update staff directory and numbers
* Prepare professional development days for teachers
* Day 1 professional development – superintendent address, principal address, overview of school year, introduce new staff, review key details for beginning the year, KAGAN presentation in the afternoon
* Day 2 – Give teachers time to work on collaborating with their grade level teams, meet in the afternoon to go over building master schedule, look at student cards, technology informational meeting, and Math Talk presentation
* Day 3 & 4 – District PD Days
* Give teachers room assignments and allow times for teachers to work on creating their rooms
* Get to know the new staff
* Review teacher evaluations and expectations
* Get to know the curriculum – meet with curriculum director and reading interventionist
* Review/update system for reporting data for math and reading
* Review/update morning procedures
* Review/update dismissal procedures
* Review/update behavior matrix and behavior plan to follow
* Get to know the secretaries and work with them
* Review/update hallway procedures
* Review/update emergency procedures – map of fire alarms, blue pull alarms, tornado safety areas, fire exits, ALICE, severe weather safety
* Send out important dates calendar to parents and staff
* Send out welcome letter introducing new principal of their school
* Send out welcome back email to staff
* Classroom placements
* Host Curriculum Night for all grade levels
* Give students their teacher for the year
* Get to know the custodians

**September**

* Schedule safety drills for the year & send out to staff
* Meet with teachers to create goals for the year
* Give time for new teachers to work with their mentor teachers to prepare for the upcoming year
* Schedule beginning of the year assessments & send calendar to staff
* Schedule grade level meetings and data review meetings for the month
* Gather data information and work with teachers and interventionist to create intervention groups for students
* Prepare/host parent open house night
* Do classroom walk-throughs – Make myself visible to students and teachers
* Plan student assemblies
* Plan fundraisers for the year
* Review/update procedures that need to be fixed
* Update master building schedule if necessary