

Nancy Campbell

Haggerty School Principal

### Introduction

It is an incredible honor to have been selected the next Haggerty School principal. Having had both my son and daughter attend Haggerty, I have witnessed the dedication and commitment the Haggerty community has given the children and their families. I am thrilled to get to know the many families, community members, district administrators, faculty and most especially, the students.

I have found that every school or district where I have worked has had different values and belief systems. Despite my knowledge and experience with the Haggerty School, I have a lot to learn from all of the stakeholders within the school community. Getting to know the Haggerty community and establishing trust with teachers, families and students is my primary goal. The goal of this entry plan is to gather and assess information from a range of stakeholders so that any changes are well thought out and not based on limited or misinformation. Throughout the interview process I tried to convey a sense of transparency about how I would go about change. I see this process as something we will do collectively and collaboratively. This entry plan will help me gain insight, observe practices, and learn the school's and district's values so that I can move forward and best determine what is in the best interest of the children and larger learning community. Thank you in advance for your time, input and trust in me as we work together to build on the history of the Haggerty School.

### Overall Goals

1. To begin to get to know and begin to establish trust with all of the people involved in the running of the school, in turn having people get to know me.
2. To learn the history and norms of the school in the past and to understand how they affect how the school will function in the future.
3. To collaboratively formulate Haggerty's shared priorities for the future and begin to design a process for addressing current challenges.

## Methodology

- Information Gathering - August 2011 through December 2011
  - Individual Interviews
  - Hold 2 parent coffees
  - Classroom visits and time at lunch and recess with students
- Interpret data and share/clarify what I have learned, January and February, 2012
- Develop Action Plan, March 2012

## Information Gathering

I will conduct 20 - 40 minute interviews individually with the Assistant Principal, Family Liaison, Nurse, Psychologist, School Counselor, Custodians, Director of the After School program, each of the Content Coaches, teachers, special educators, instructional assistants and the Secretary, from August through early January 2012. All interviews will be kept confidential.

## Staff Questions

1. Tell me about yourself, what positions have you held, how do you think and feel about your work, what do you take pride in and what do you find unsatisfying?
2. What are the strengths of the school? What shouldn't be changed?
3. What is the biggest issue you face at Haggerty and how are you currently dealing with that issue?
4. Describe the climate in the building, for staff, students and parents. If we could do one thing to improve climate for one or more of these groups, what would you do?
5. What kind of leadership are you looking for in me?

I will meet individually with each of the elected SAC parents, as well as committee members from Friends of Haggerty (FOH), Special Needs Advisory Council (SNAC) and the PTA by the end of November. I will hold two parent groups to keep parents updated and informed (September 9, 2011 and October 7, 2011).

## Parent Questions

1. Tell me about yourself, your children, what grades are they in?
2. Why did you choose Haggerty?

3. What are the strengths of the school? What shouldn't be changed?
4. What key changes (1 or 2) do you see as necessary to provide students with the best possible education?
5. What kind of leadership are you looking for from me?
6. (SAC members only) From your perspective, the SAC functioning effectively? Do you have any concerns or issues with it, or suggestions for making it better in some way?

By the end of November, I will have visited classrooms in grades 3 through 6 and conducted individual (at lunch and recess) and group interviews based on these questions:

#### Student Questions

1. What are the best things about the Haggerty?
2. What do you wish you could change?
3. What one thing would you want me to change for you?

#### Interpreting the Data and Sharing the Information

After the interview stage, I will summarize what I have heard and share the information with staff, students and families in late January and February 2012. A critical part of this process is reporting back to everyone to ensure that the information gathered is an accurate reflection of what was stated throughout the interview process.

#### Overview

<b>Entry Activities</b>	<b>Timeline</b>
<b>August</b>	
* Send letter to faculty and parents	August, 2011
* Post entry plan on Haggerty website and send link to Haggerty Parent list serve	August, 2011
* Send to staff electronically and begin staff	August, 2011 (10)

interviews	
* Begin parent interviews individually with SAC, PTA, SNAC and FOH parents	August 5 - 30 minute interviews
<b>September</b>	
* Classroom visits	September, 4 -15 minute classroom visits
* Continue individual staff interviews	September, 2011 (10)
* Meet individually with SAC, PTA, SNAC and FOH parents	September, 4 - 30 minute interviews
* Parent Coffee	September 9, 2011 (30 - 45 minutes)
<b>October</b>	
* Meet individually with SAC, PTA, SNAC and FOH parents	October, 4 - 30 minute interviews
* Hold second Parent Coffee	October 7, 2011 (30 - 45 minutes)
* Continue individual staff interviews	October, 2011 (10)
* Classroom visits	October, 4- 15 minute classroom visits
<b>November</b>	
* Continue individual staff interviews	November, 2011 (10)
* Finalize parent interviews	
<b>December</b>	
* Continue individual staff interviews	December, 2011 (10)

<b>January 2012</b>	
*Finalize individual staff interviews	January, 2012 (4)
* Begin to analyze and interpret findings	
* Share/clarify data collected with staff at staff	30 minutes, Tuesday January 24, 2012 Faculty Meeting
* Share/clarify data collected with parents at January SAC meeting	20 minutes, Wednesday January 25, 2012
* Begin reporting back findings to students, if relevant	
<b>February 2012</b>	
* Finalize data collected and share with staff	30 minutes, Tuesday February 28, 2012 Faculty Meeting
* Finalize data collected and share with parents at February SAC meeting	20 minutes, Wednesday February 29, 2012
<b>March 2012</b>	
* Draft Action Plan for staff and parents	