



**WILLIAMSBURG ELEMENTARY SCHOOL**



Principal- Lori Beth Davis

## **Williamsburg Elementary School Principal Entry Plan**

### **Part I: Introduction and Rationale**

As the newly appointed principal of Williamsburg Elementary School, it is with great elation and delight that I write this letter of introduction. I am truly honored to join this amazing staff who are dedicated to serving the Williamsburg community.

I was born, raised, and currently reside in Bassett, VA. I have worked in education for the past 24 years. For the past 16 years I have proudly worked serving students in a variety of positions for Rockingham County Schools.

I studied education at Hollins University in Roanoke, Va and graduated with a Masters in Teaching. I began teaching at Bassett Middle School. In 2016 I began teaching 7th grade science at Rockingham County Middle School. While teaching at Rockingham County Middle, I was accepted into Johns Hopkins University where I earned my graduate certificate in School Administration. In 2019, I started my journey to earn my Doctorate at Virginia Tech. I completed my research and dissertation on high school teachers' perceptions of teaching online during Covid-19. While completing this program I served as an assistant principal.

My first assistant principal position was at Rockingham County High School. I spent five years as the AP before leaving and becoming the assistant principal at Central Elementary School. After one year at Central I joined the staff at Holmes Middle School as their AP. After working at every level I have gained valuable experiences and grown personally and professionally. Without a doubt, Williamsburg is a perfect fit for my first principalship.

As we move forward, please know that I welcome and desire your input as we continue the tradition of excellence. Joining forces as a united school family, declaring that our children will receive the best education possible, Williamsburg will remain the best school in Rockingham County. As I begin this school year, new to being a principal, I have developed an EntryPlan that will allow me to understand the past, present, and future of Williamsburg Elementary School. I look forward to beginning the 2023-2024 school year as your head Wildcat. I am confident it will be the best year ever!

Regards,  
Lori Beth Davis, Ed.D



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This entry plan will seek to accomplish the following goals:

- **Goal 1: Establish relationships with key stakeholders of the Williamsburg Elementary School community.**
- **Goal 2: Develop a collaborative vision for continuous improvement in teaching and learning at Williamsburg Elementary School.**
- **Goal 3: Develop a Comprehensive Needs Assessment and School Improvement Plan**

### ***Measures of Success***

The measures of success for this entry plan will include:

- Conducting one-on-one meetings with 100% of staff members before September 16, 2023 using the survey questions in part 3 of this plan.
- Surveying 10-15 Williamsburg family members using the survey questions in part 3 of the plan
- Completing all goal related action items within the timeline included in this plan
- Building successful context of background, identified needs/focus areas for the 2023-2024 academic year and beginning to establish positive and collaborative relationships with key stakeholders.



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## Part II: Action Steps and Timeline

First 30 Days: July 2023 - August 2023		
GOAL	ACTION	TIMELINE
<b>Goal 1: Build Relationships through Open and Transparent Communication</b> <ul style="list-style-type: none"> <li>Facilitate meaningful initial and follow-up meetings with staff, students, and community members. Gain greater understanding of strengths, areas of opportunity and historical context.</li> <li>Foster opportunities for members of the school community to engage in grade level, content, and vertical team meetings to build a foundation of trust and collaboration</li> <li>Establish clear norms of clear expectations of communication</li> </ul>	<ul style="list-style-type: none"> <li>Attend New Principal Orientation to gain contextual understanding of district wide initiatives that directly impact WESOne-on-one staff meeting (instructional and non-instructional staff members)</li> </ul>	July 12, 2023
	<ul style="list-style-type: none"> <li>Hold principal 'meet and greet' for families and community members</li> </ul>	August 1& 17 2023
	<ul style="list-style-type: none"> <li>Email all current and new staff members to request an individual meeting Hold principal 'meet and greet' for staff members</li> </ul>	July 1, 2023
	<ul style="list-style-type: none"> <li>Hold principal 'meet and greet' for staff members</li> </ul>	July 2023
	<ul style="list-style-type: none"> <li>Email welcome letters to all staff and send out welcome calls to families.</li> </ul>	July-August, 2023
<b>Goal 2: Develop a collaborative vision for continuous improvement at WES</b> <ul style="list-style-type: none"> <li>Engage the school community and our partners at Central Office to understand the success, areas of opportunities and current state of Williamsburg Elementary School in relation to district goals and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Gain access to assessment data bases and quantitative data</li> </ul>	July 2023
	<ul style="list-style-type: none"> <li>One-on-one staff meeting (instructional and non-instructional staff members)</li> </ul>	July, 2023
	<ul style="list-style-type: none"> <li>Meet with the bookkeeper to discuss budgets and recurring expenditures. Gain access to Cooks and AS400</li> </ul>	July-August 2023
	<ul style="list-style-type: none"> <li>Complete appropriate trainings with Title I Director regarding budget processes and planning for resource utilization - Gain access to Title I Crate</li> </ul>	Aug. 5 Title I Principal and Bookkeeper meeting @ CO
<b>Goal 3: Develop/Become familiar with Comprehensive Needs Assessment and SIP</b> <ul style="list-style-type: none"> <li>Use historical and anecdotal data to set goals, define actions, establish a vision, and develop a plan for success throughout the 2023-2024 academic year and into future years.</li> </ul>	<ul style="list-style-type: none"> <li>Access to NCStar. Review previous 2-3 years of Comprehensive Needs Assessment (CNA) documents</li> </ul>	July -August 2023
	<ul style="list-style-type: none"> <li>Access to Datamart and online programs. Review DIBELS, iReady data, Achieve3000, and TWCS teacher survey results</li> </ul>	August 2023
	<ul style="list-style-type: none"> <li>Review qualitative data available from prior academic year - ex. Title I Survey results</li> </ul>	Aug.-Sept. 2023



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First 60 Days: August 1 – August 31, 2023		
GOAL	ACTION	TIMELINE
<b>Goal 1: Build Relationships through Open and Transparent Communication</b> <ul style="list-style-type: none"> <li>Facilitate meaningful initial and follow-up meetings with staff, students, and community members. Gain greater understanding of strengths, areas of opportunity and historical context.</li> <li>Foster opportunities for members of the school community to engage in grade level, content, and vertical team meetings to build a foundation of trust and collaboration</li> <li>Establish clear norms of clear expectations of communication</li> </ul>	<ul style="list-style-type: none"> <li>Distribute school culture and climate survey to returning and new staff</li> </ul>	September 2023
	<ul style="list-style-type: none"> <li>Establish collaborative staff norms through faculty and SIT</li> </ul>	Aug.-Sept. 2023
	<ul style="list-style-type: none"> <li>Meet with Michael Hodges AP, Kim Jones- Title I/Testing/Intervention Specialist, Jessica Nelson- IC</li> </ul>	July-August, 2023
<b>Goal 2: Develop a collaborative vision for continuous improvement at WES</b> <ul style="list-style-type: none"> <li>Engage the school community and our partners at Central Office to understand the success, areas of opportunities and current state of Williamsburg Elementary School in relation to district goals and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Review NCStar identified indicators for 2021-2022 and school performance relative to these goals.</li> </ul>	August 2022
	<ul style="list-style-type: none"> <li>Build staff session during PD to review data performance and discuss next steps towards developing/meeting goals for 2022-2023</li> </ul>	July-August, 2023
<b>Goal 3: Develop a Comprehensive School Plan</b> <ul style="list-style-type: none"> <li>Use historical and anecdotal data to set goals, define actions, establish a vision, and develop a plan for success throughout the 2023-2024 academic year and into future years.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with prior year SIT to discuss previous year school-wide initiatives and progress towards these initiatives.</li> </ul>	Aug.-Sept. 2023
	<ul style="list-style-type: none"> <li>Create data meetings and SIT agenda items that facilitate the drafting of tasks and initiatives for the upcoming academic year.</li> </ul>	Aug.-Sept. 2023
	<ul style="list-style-type: none"> <li>Continue drafting SIP</li> </ul>	Aug.-Sept. 2023



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First 90 Days: September 1 – September 31, 2023		
GOAL	ACTION	TIMELINE
<b>Goal 1: Build Relationships through Open and Transparent Communication</b> <ul style="list-style-type: none"> <li>Facilitate meaningful initial and follow-up meetings with staff, students, and community members. Gain greater understanding of strengths, areas of opportunity and historical context.</li> <li>Foster opportunities for members of the school community to engage in grade level, content, and vertical team meetings to build a foundation of trust and collaboration</li> <li>Establish clear norms of clear expectations of communication</li> </ul>	<ul style="list-style-type: none"> <li>Plan and hold PTO meeting &amp; Parent advisory meeting focused on the school planning process within Williamsburg Elementary School</li> </ul>	September 11, 2023
	<ul style="list-style-type: none"> <li>Plan and communicate all Fall Open House dates and Back to School Nights for families and community members</li> </ul>	Aug.-Sept. 2023
	<ul style="list-style-type: none"> <li>Utilize Class Dojo as a schoolwide initiative to maintain consistent communication with parents.</li> </ul>	August 2023-June 2024
	<ul style="list-style-type: none"> <li>Create AlertNow messages each Sunday evening to be sent to staff and families</li> </ul>	August 2023-June 2024
<b>Goal 2: Develop a collaborative vision for continuous improvement at WES</b> <ul style="list-style-type: none"> <li>Engage the school community and our partners at Central Office to understand the success, areas of opportunities and current state of Williamsburg Elementary School in relation to district goals and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Complete all Assessing for the BOY</li> </ul>	Aug.-Sept. 2023
	<ul style="list-style-type: none"> <li>Conduct first round of data meetings with instructional staff based on the BOY student outcomes</li> </ul>	September 2023
	<ul style="list-style-type: none"> <li>Data Wall #1 complete based on BOY results</li> </ul>	Sept.-Oct. 2023
<b>Goal 3: Develop a Comprehensive School Plan</b> <ul style="list-style-type: none"> <li>Use historical and anecdotal data to set goals, define actions, establish a vision, and develop a plan for success throughout the 2023-2024 academic year and into future years.</li> </ul>	<ul style="list-style-type: none"> <li>Publically release 2023-2024 Williamsburg Principal Entry Plan to school community</li> </ul>	Aug.-Sept. 2023
	<ul style="list-style-type: none"> <li>Finalize SIP and submit to Central Office</li> </ul>	September 15, 2023
	<ul style="list-style-type: none"> <li>Identify systems to continue to engage in school improvement work with the larger school community</li> </ul>	Aug.-Sept. 2023



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**Part III: Qualitative Data Collection--- Surveys**

*Outline of questions asked of stakeholders during initial meetings to build context regarding areas of strength, opportunity, and expectation. There are follow-up questions that can come up in September-October during follow-up meetings as necessary.*

Questions for Students	Questions for Staff	Questions for Families/Community Members
What do you love about coming to school?	What do you expect from me, as the school principal, this year?	What informed your decision to choose Williamsburg?
What would you like to see changed to make our school better?	What are some of the opportunities for improvement at Williamsburg?	How would you describe Williamsburg?
What would you like to do in your science or math class this year?	What are some strengths of Williamsburg?	What does your child love about attending Williamsburg?
What is one thing that you want your teacher to know about you?	Is there anything else that you think I should know to help to move the school program forward?	How can we improve partnerships between school and family in the coming year?
I know my teacher cares about me when s/he:_____.	How do you like to receive feedback?	What would you like to see Williamsburg do in the upcoming year to improve the learning experience for your child?