

Introduction and Purpose:

Greetings Stoddert Elementary Families! I am excited to start a very strong 2021-2022 school year together and serve as your principal. Re-entering after a year of unprecedented challenges is on my mind and heart as we move forward together. As your school leader, I wish to convey my commitment to keeping our community safe and ensuring that our all our students and the Stoddert team thrive at school. Our school year 2021-2022 plans will continue to be well-developed, aligned with Stoddert's mission, vision and values and rooted in Stoddert's exemplar shared leadership across our community.

As I have gotten to know members of our special community, I am inspired our team's dedication, experience and commitment. For school year 2021-2022, we are very fortunate to welcome new talented team members bringing a depth of and variety of experiences and backgrounds. I see quite clearly that Stoddert's greatest strength lies in its feeling of family, reinforced by caring relationships amongst students, staff, families and community members. Our continued success this year will capitalize on the strengths already present while we identify areas for our continue growth. To drive forward our growth, I am sharing my goals and accompanying plans for my first 100 days in the following entry plan.

This entry plan's design gives context and information necessary for me to lead our wonderful Stoddert team and supportive stakeholders to further realize our vision, *to be a role model for academic excellence*. Sharing this plan supports our communication and creates public accountability. I welcome your thoughts, feedback and continued collaboration. It is going to be an incredible year at Stoddert Elementary, together!

In Partnership and education,

K Rivas, M. Ed., MEL

Goals and Objectives:

This entry plan will seek to accomplish three key goals from 7/6/21-10/6/21

1. **Establish and Build Relationships with all Stoddert Community Stakeholders:** Engage with all stakeholders to better understand the successes, challenges, and traditions of Stoddert ES to champion our successes, our culture and prepare for our growth to ensure we realize our values
2. **Refine Systems to Support All Stakeholder Safety and Well-being:** Develop, refine, and implement strong systems, protocols and supports to ensure health, safety and wellbeing fully realized; achieve strong reopening.
3. **Develop a Comprehensive School Plan:** Utilize historical data (numeric and anecdotal) to further develop goals for the 2021-2022 school year, determine actions and next steps, and create a plan for success.
4. **Expand and Reinforce Systems of Communication:** Engage with all stakeholders to better understand the successes and challenges of communications within the Stoddert ES to ensure our team is supported, aligned, and consistently well-informed.

Establish and Build Relationships with all Stoddert Community Stakeholders: Engage with all stakeholders to better understand the successes, challenges, and traditions of Stoddert ES to champion our successes, our culture and prepare for our growth to ensure we realize our values	
Actions	Timeline
Disseminate principal introduction letter to community	July
Meet with PTO Communication Lead	Late July
Hold initial meeting with LSAT Chair	Late July
Hold initial meeting with PTO co-chair	Early Aug
Meet Summer Acceleration Academy Staff and any staff working in person this summer	July
Conduct staff one-on-one meetings	July-August
Invite acceleration program summer students to write letters to the principal	Early Aug
Hold 3 community events within the first 90 days to engage various stakeholders: Family Meet & Greet (online and in person as feasible), Open House: Classroom Sneak Peek, One TBD in partnership with PTO	Aug/Sep
Engage in conversations with students during arrival, dismissal, recess and lunch	July-Oct

Refine Systems to Support All Stakeholder Safety and Well-being: Develop, refine and implement strong systems, protocols and supports to ensure health, safety and wellbeing fully realized; achieve strong reopening	
Actions	Timeline
Distribute to all summer staff COVID Safety Guidance	July
Rehearsal Walk through health/safety and emergency protocols and procedures with Summer Academy Team	Late July
Review master schedule to ensure all physical spaces are maximized, considerations for lunch, recess, etc are maximized	Early Aug
Develop and implement trainings for all staff working in building; Identify safety superstars to support carrying our social commitment to one another adhering to all protocols	Late July/Early Aug
Meet with Re-entry Community Corps (LSAT) to review re-entry plans	Early Aug
Conduct one-on-one meetings with staff to ascertain knowledge of current safety protocols and identify any areas of concern	July-Oct
Monitor protocols in action, deliver feedback and process improve	July-Oct
Survey staff during in service week on wellbeing, share feedback and collaborate on team wellness supports	Week of 8/23/21
Monitor wellness supports and adjust as needed	Weekly Sept-Oct

Develop a Comprehensive School Plan: Utilize historical data (numeric and anecdotal) to further develop goals for the 2021-2022 school year, determine actions and next steps, and create a plan for success	
Actions	Timeline
Collaborate with outgoing principal to gather context on the plan development to-date	July
Collaborate with staff and LSAT to complete plan and goals for the 21-22 school year	July
Prepare for beginning of year assessments	August
Share the CSP with all stakeholders	July-August
Establish grade level meeting dates for the year in which data for the CSP will be analyzed in order to monitor progress towards goals	August

Survey staff on individual goals (Staff will map own goals to CSP)	Late Aug
Review data in Panorama	ongoing
Conduct classroom walkthroughs to observe best practices that may be aligned to the CSP	September-October
Map in service sessions to key areas in CSP	Week of 8/23

Expand and Reinforce Systems of Communication: Engage with all stakeholders to better understand the successes and challenges of communications within the Stoddert ES to ensure our team is supported, aligned, and consistently well-informed.	
Actions	Timeline
Collaborate with outgoing principal to gather context systems of communication	July
Collaborate with staff, LSAT and PTO to gather context of systems of communication	July/Aug
Develop template and timeline for internal staff bulletin that aligns with weekly class templates and schedule	Aug
Develop template timeline and timeline for weekly family bulletin	July-August
Conduct monthly coffee (virtual or in person) with the principal	September
Gather feedback and data on effectiveness of established communication systems to share with the community and improve as indicated	September-October

Possible Staff Entry Interview Question

1. Tell me about yourself: Family (Kids, Pets), Hobbies, Etc.
2. What are some strengths of Stoddert ES?
3. What are some key issues that could impact your success this coming year?
4. What are your expectations of me?
5. How do you like to be recognized or rewarded?
6. What is your favorite song?
7. What suggestions/requests do you have for building a strong school culture as we return from a pandemic?
8. What concerns or suggestions do you have to support health and safety protocols?
9. What traditions would you like to see remain at Stoddert ES?
10. What is working with internal communications and what do you hope we can improve?



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