



Principal Entry Plan:
July, 2017 – January, 2018



Thad A. Lacasse
Principal, Forest Hills Consolidated School

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Principal Entry Plan

Introduction

Forest Hills is a school dedicated to meeting the needs of individual students. Forest Hills ensures that mastery of learning happens by engaging students in lessons and activities which challenge all learners to meet learning targets. Forest Hills is student-centered, community-minded, and courageous. The stakeholders embrace challenge and change. I am confident that I can lead Forest Hills in a proficiency-based model of teaching and learning so that increases in student achievement and community involvement are realized.

Margaret Mead once said “Children must be taught how to think, not what to think.” Through our hard, but rewarding work with curriculum development, Habits of Mind and Complex Reasoning skills, students will graduate from Forest Hills as strong, confident thinkers. We will accomplish this by keeping students at the center of everything we do and by creating a culture that embraces change and cultivates positive relationships. With the following plan, I will highlight for you the first several months of my role as your instructional leader, school manager, and community representative.

Goals

1. To deepen relationships that are based upon open communication and that fosters a culture of trust and belonging.
2. To strengthen stakeholder involvement.
3. To build a foundation for continuous improvement by identifying the strengths and targeted areas of growth as identified by the Forest Hills community.

Action Plan

Goal #1 – To deepen relationships that are based upon open communication and that fosters a culture of trust and belonging.

A. Forest Hills School Staff

Action to complete goal	Timeline
Introductory letter and “Back to School” packet mailed to staff	Completed by August 15, 2017
Meet with each staff member to gain an understanding of their specific job responsibilities, their joys, and areas they believe needs growth.	Completed by October 15, 2017
Meet by wing-level to identify wing specific areas of strength and targeted areas of growth.	Completed by November 1, 2017
Distribute and review staff handbook and expectations	All staff meeting on opening day of school 2017-2018
Meet with custodial staff, food service, support staff, and bus company to discuss planning, communication, and effectiveness.	Ongoing 2017-2018 School Year
Weekly learning walks in classrooms and non-academic areas	Ongoing 2017-2018 School Year

B. Forest Hills School Students

Action to complete goal	Timeline
Parent information packet which will include an introductory letter from the principal mailed to parents	Completed by August 15, 2017
Introductory read-aloud and discussion of expectations (Grades K-4)	Completed by September 15, 2017
Introductory assemblies (Middle School and High School)	Completed by the end of the first week of school
Create “Lunch Bunch” Schedule for K-4 students	Completed by October 1, 2017
“Meet and Eat” with both Middle School and High School Student Councils to identify strengths and targeted areas of growth for the school	Completed by November 1, 2017
Be visible in the cafeteria and halls during lunch and transitions	Ongoing 2017-2018 School Year

C. Forest Hills School Parents and Community Stakeholders

Action to complete goal	Timeline
Introductory letter mailed to Jackman and Moose River leadership	Completed by September 1, 2017
Meet with Parent-Teacher Committee to identify strengths and areas of growth.	Completed by November 15, 2017
Meet with randomly selected parents to discuss strengths and areas of growth.	Completed by December 15, 2017
Attend monthly Leadership Team meetings	Ongoing 2017-2018 School Year
Have a visible presence at school and community events	Ongoing 2017-2018 School Year

Goal #2 To strengthen stakeholder involvement.

A. Forest Hills School Parents and Community Leaders

Action plan to complete goal	Timeline
Meet with Parent-Teacher Committee to develop a year-long calendar of PTC sponsored events and fundraisers.	Completed by October 15, 2017
Meet with Jackman Town Manager and Moose River Selectmen to identify strengths and areas of growth.	Completed by January 1, 2018
Survey parents on how they could be involved in school events	Completed by October 31, 2017

Goal #3 To build a foundation for continuous improvement by identifying the strengths and targeted areas of growth as identified by the Forest Hills community.

A. Forest Hills Staff

Action plan to meet goal	Timeline
Ensure continued vertical and horizontal alignment of measurement topics by making time for teachers to meet during instructional team meetings.	Ongoing 2017-2018 School Year
Conduct weekly learning walks and provide feedback to teachers	Ongoing 2017-2018 School Year
Review all policies, contracts, personnel files, and previous administrator's files to gain an understanding of strengths and targeted areas for growth	Completed by August 1, 2017
Plan and provide professional development on Forest Hills RTI process	Completed during teacher workshop week in August 2017
Attend RTI meetings and monitor the RTI process	Ongoing 2017-2018 School Year
Develop and implement professional development to Educational Technicians on best practices and current educational initiatives	Ongoing 2017-2018 School Year
Meet with the Focus School Team to set goals for the school year	Completed by September 30, 2017

Entry Questions

Below are what I call my *entry questions*. These questions will be used to guide discussions when meeting with various stakeholders to begin to develop a comprehensive list of strengths and targeted areas of growth.

- What are the strengths of Forest Hills?
- What are the three most positive aspects of Forest Hills?
- What is most important to preserve at Forest Hills? To change?
- What do you see as the three key issues, in order of importance, that we need to work on here at Forest Hills?
- What do you see as the most satisfying aspect of your role here at Forest Hills?
- What do you need from me as Principal?