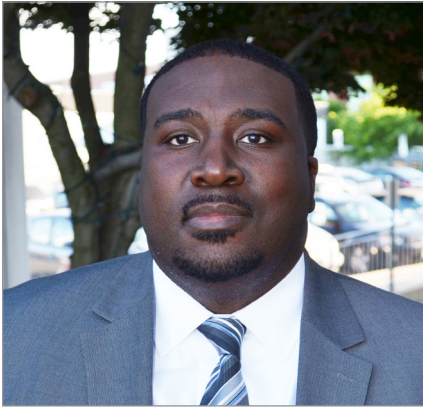


Williamsburg Middle School Transition Plan



Bryan Boykin

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It is an honor to be selected as the principal of Williamsburg Middle School and a privilege to serve the students, families, and staff of the WMS community. My goal in the coming weeks and months is to learn as much as possible about the school's culture, traditions and strengths while also working to ensure continued success in the future. This entry plan is designed to provide structure to the transition process, and to help alleviate some of the uncertainty that is sometimes associated with a change in leadership for a school community.

My entry plan focuses on three primary areas: building relationships, determining strengths and growth opportunities for the school, and developing/communicating our school goals with all stakeholders. This plan also provides me with a chance to gain an understanding of the school's operational structure and to get a comprehensive view of student performance through a variety of data sources. To help us through this process, my primary goal is to remain transparent in communication and to develop a spirit of community with ongoing collaboration with all stakeholders in the Williamsburg Middle School community. This plan is divided into three phases with three goals containing specific details of the entry process.

Phase 1: Entry (July 2017 – August 2017)

The goal of this phase is to re-acclimate myself with the school community. Faculty members will be invited to participate in introductory meetings with me to discuss the unique characteristics of Williamsburg and ideas on the best way to move forward. If they are unable to attend, there will be an online option available for staff members to provide feedback. I will also take time during this phase to assess the current state of the school as it relates to school culture, student achievement, and staff development needs. Parents will also complete a survey designed to find out how they would like to be involved in their child's education and how we can support them in doing that. WMS families will also be invited to attend a Meet & Greet event with the staff and myself at a date to be determined.

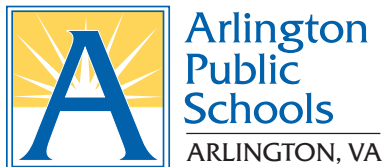
Phase 2: Development of Action Plan (July 2017 – Sep 2017)

The goal of this phase is to analyze the data collected during the entry phase and to refine my 90-day plan. I will work with the instructional leadership team and school leadership team to ensure the plan aligns to our school improvement goals / APS Strategic Plan and provides the appropriate supports to ensure the success of students and staff.

Phase 3: Execution of 90-Day Action Plan (July 2017 – Sep 2017)

I will monitor the execution of our 90-day plan through the use of progress monitoring tools, and provide additional opportunities for staff/stakeholder collaboration if adjustments are needed.

Once again, I look forward to working collaboratively with the Williamsburg Middle School community to ensure the continued success of our students.



A handwritten signature in black ink that reads 'Bryan Boykin'.

Goal 1: Foster collaborative professional relationships with all members of the WMS community to minimize potential disruption caused by a change in administrative leadership and to maximize the focus on learning for all students.

Objective	Activities to Accomplish Objective	Timeline
1: Establish strong professional relationships with all school staff to ensure our work is focused on raising student achievement.	<ul style="list-style-type: none"> • Send introductory letter to all staff and parents 	July 2017
	<ul style="list-style-type: none"> • Share initial principal entry plan with stakeholders 	July 2017
	<ul style="list-style-type: none"> • Arrange 1 on 1 meetings with staff 	July 2017
	<ul style="list-style-type: none"> • Create and distribute staff needs assessment 	July 2017
	<ul style="list-style-type: none"> • Plan and hold ILT retreat to set expectations, review school data, build team rapport and develop goals and action plans for the year 	August 2017
	<ul style="list-style-type: none"> • Plan first staff meeting with a focus on setting expectations, review of staff handbook and team building activity 	August 2017
	<ul style="list-style-type: none"> • Establish staff recognition and team building schedule for each staff meeting 	August 2017
	<ul style="list-style-type: none"> • Conduct regular walk-throughs of classrooms 	Ongoing
	<ul style="list-style-type: none"> • ILT Meetings 	Ongoing
	<ul style="list-style-type: none"> • Analyze master schedule to ensure maximized use of instructional time 	July - Aug 2017
	<ul style="list-style-type: none"> • Create professional development calendar 	August 2017
2: Establish positive and cooperative relationships with parents and families.	<ul style="list-style-type: none"> • Send and post to the website an introductory newsletter for families 	July 2017
	<ul style="list-style-type: none"> • Update school website 	July 2017
	<ul style="list-style-type: none"> • Meet with the PTA president and executive board to review policies and procedures 	July 2017
	<ul style="list-style-type: none"> • Share Principal Entry Plan 	July 2017
	<ul style="list-style-type: none"> • Co-host parent information sessions with the PTA 	August 2017
	<ul style="list-style-type: none"> • Establish home-school communication protocol, including school newsletters 	August 2017
	<ul style="list-style-type: none"> • Host Williamsburg community social for staff and families 	August 2017
	<ul style="list-style-type: none"> • 6th Grade Orientation "PALS Day" 	August 2017
3: Establish relationships with the APS Central Office.	<ul style="list-style-type: none"> • Meet with the Central Office staff, to gather information on county resources, expectations, and division goals for the school 	July - Aug 2017
	<ul style="list-style-type: none"> • Meet with content supervisors to discuss county priorities/initiatives/support 	Ongoing
	<ul style="list-style-type: none"> • Attend New Principal Trainings and Middle School Principal's meetings 	Ongoing
	<ul style="list-style-type: none"> • Meet with Human Resources to ensure staffing allocations meet school needs 	July - Aug 2017
4: Establish positive and cooperative relationships with community partners	<ul style="list-style-type: none"> • Work with Assistant Principals and the PTA leadership to compile a list of current partners and their contributions to the school 	July 2017
	<ul style="list-style-type: none"> • Meet with community partners to introduce myself and discuss future work 	July - Aug 2017
	<ul style="list-style-type: none"> • Work collaboratively with the PTA to develop and distribute a parent needs assessment 	July - Aug 2017
	<ul style="list-style-type: none"> • Update school website weekly to communicate events/stories and identify one individual to serve as the school communication/media liaison 	Ongoing
5: Establish positive and cooperative relationships with the student body.	<ul style="list-style-type: none"> • Introductory walk-through and morning announcement appearances 	Sept 2017
	<ul style="list-style-type: none"> • Host/attend grade level assemblies 	Ongoing
	<ul style="list-style-type: none"> • Continue quarterly student recognition program WOLF PAWS 	Ongoing
	<ul style="list-style-type: none"> • Be visible/accessible during the school day, and attend extra-curricular activities 	Ongoing
	<ul style="list-style-type: none"> • Host principal's breakfast with students 	Quarterly
	<ul style="list-style-type: none"> • Establish Students of the Week recognition on morning announcements 	Sept 2017

Goal 2: Build a foundation for continuous improvement by identifying Williamsburg's strengths and targeted areas for growth.		
Objective	Activities to Accomplish Objective	Timeline
1: Identify Williamsburg's strengths and targeted areas for growth in the area of curriculum and instruction	• Meet with the ILT to assess the current status of student progress and review historical data to identify trends	July 2017
	• Meet with staff members to determine instructional program strengths	July – Aug 2017
	• Review staff feedback and insure needs are being met	Ongoing
	• Review staff evaluation schedules, conduct 2-3 evaluations together to calibrate views of quality instruction and communicate that information with staff	September 2017
	• Update coaching case loads based on current practices and needs moving forward	September – October 2017
	• Notify staff of new 90 day plan as well as systems/processes that will support the success of the plan	October 2017
	• Conduct coaching for case load	Ongoing
	• Hold ILT meetings to discuss instructional practices and teacher professional development needs	Ongoing
	• Review and analyze master schedule for maximized instructional time	August 2017
	• Attend grade level planning meetings to determine the structures and systems already in place and make recommendations for changes if necessary	Ongoing
	• Develop a second semester PD calendar aligned to demonstrated needs and teacher survey responses	January 2018
	• Attend and share information from Administrative Council / Principal meetings	Ongoing
	• Attend team meetings to determine the current intervention practices and support	Ongoing
	• Work with the student services team to review current services provided and analyze strengths and gaps in current delivery models	Ongoing
	• Set goals for addressing positive student culture	Ongoing
• Develop/Implement a system for progress monitoring toward goals	August – September 2017	

Goal 3: Create a shared action plan for Williamsburg Middle School that best serves current/future students, families, staff, and community members to achieve to achieve school goals.		
Objective	Activities to Accomplish Objective	Timeline
1: Gather data	• Compile data from goals #1 and #2	August 2017
	• Draft a written report outlining the results for each goal	August 2017
	• Develop a presentation to summarize the written report	August 2017
2: Communicate the results with stakeholders	• Meet with WMS PTA to share findings	September 2017
	• Meet with WMS Leadership Team to share findings	August – September 2017
	• Present findings to the staff	August – September 2017
	• Present findings to community stakeholders	September 2017
3: Develop an action plan based on the compiled data	• Create a committee to develop an action plan for Goals #1 and #2	August - September 2017
	• Present and discuss the action plan with the staff	September - October 2017
	• Present and discuss the action plan with other community stakeholders	September - October 2017
4: Share the final action plan data with stakeholders	• Share results with Central Office Leadership	EOY Meeting 2018
	• Share results with the PTA / Community Partners	EOY Meeting 2018
	• Share results with WMS Staff	EOY Meeting 2018

