

Becoming the Principal of Hoffman-Boston: Collaboratively Building a Community of Excellence



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Greetings Parents and Guardians of the Hoffman Boston “All Stars”:

Welcome to a new and exciting school year!

I believe wholeheartedly that as educators we hold the tremendous responsibility of shaping the minds of the future leaders and innovators of the world. In order for students to have access to increased options and opportunities, it is critical that they acquire the necessary knowledge and skills to compete in a global society. It is the responsibility of parents, teachers, administrators and the community to establish learning environments where students can flourish with all of their cultural, spiritual, intellectual and physical diversity, with the richness of their personalities and interests, and with the certainty that their place in the world is honored. These beliefs have driven my work as an instructional leader and will guide me as we collectively embark upon the journey of building a community of excellence at Hoffman-Boston.

My entry plan is designed to explore and learn about the culture, history and tradition of the Hoffman-Boston community; build assurance amidst the change of leadership; engage the community to gain understanding and perspective on the successes and opportunities for growth, and elevate the instructional programs and academic achievement of the students.

My entry plan will address the following key objectives:

- Cultivating positive and constructive relationships with the Hoffman-Boston staff and community to ease the transition of new leadership.
- Establishing a foundation for continuous school improvement by identifying Hoffman-Boston strengths and targeted areas of growth.
- Creating a community of trust, respect, and camaraderie built around effective and open communication.
- Reviewing organizational structure, climate, and the key components that support the instructional and academic aspects of school excellence.

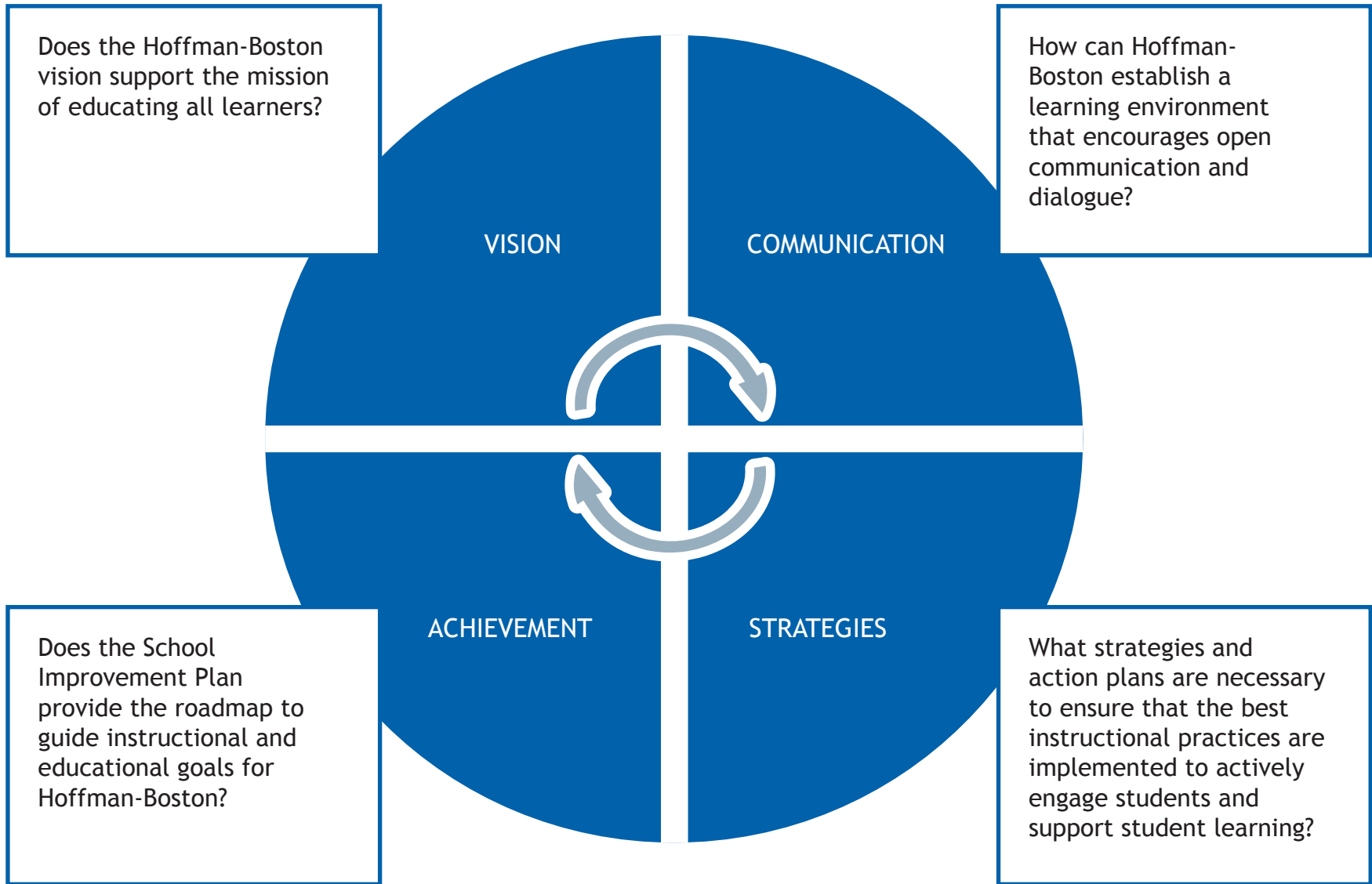
I am thrilled to join the Hoffman-Boston community and look forward to working collaboratively to elevate Hoffman-Boston to a higher level of academic achievement and distinction. The atmosphere here is full of excitement and anticipation for continued achievement for our students. It's truly a great time to be at Hoffman-Boston!

Kimberley Graves
Principal, Hoffman-Boston Elementary School



**Arlington
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Detailed Entry Plan Objectives By Constituency Group

	Pre-Entry Phase July 1st to August 15th <i>Preliminary and Exploration Phase</i>	Entry Phase August 15th to October 15th <i>Early Implementation and Evaluation</i>	Post Entry Phase October 15th to November 30th <i>Strategies for Success</i>
Staff	<ul style="list-style-type: none"> • Send Welcome Letter • Meet individually with staff members • Review APS Site Survey Results • Work collaboratively with Instructional Lead Team to establish strategic goals and plans to prioritize work for the 2012-13 school year • Explore training on data analysis and PDSA • Attend STEM and SIOP training sessions • Collaboratively plan professional development trainings throughout the school year to support implementation of STEM • Collaboratively develop school vision and mission 	<ul style="list-style-type: none"> • Establish Professional Learning Goals and Student Achievement Goals • Conduct daily classroom observations and “walk throughs” • Conduct needs assessment to streamline professional learning needs • Strengthen Professional Learning Committees • Create opportunities for Peer Observations • Engage in data analysis and collaborative assessment of student work • Regularly review and discuss strategic goals and plans • Establish ways to celebrate staff success 	<ul style="list-style-type: none"> • Conduct mid-year reviews of Professional Learning Goals and Student Achievement Goals • Distribute surveys to obtain feedback on school culture, climate, instructional program and administration • Continue daily classroom observations and “walk throughs” • Continue to celebrate staff successes • Participate in PLC and grade level meetings • Analyze benchmark student performance data • Schedule visits to exemplary STEM schools
Students	<ul style="list-style-type: none"> • Send Introduction Letter • Conduct home visits and neighborhood walks 	<ul style="list-style-type: none"> • Conduct classroom visits during 1st week of school to welcome students and review school vision, expectations and procedures • Interact with students throughout course of school day including morning arrival, lunch, recess and dismissal • Enhance character education and student recognition activities and programs • Explore implementation of positive behavior management systems (PBIS, Responsive Classroom, etc.) 	<ul style="list-style-type: none"> • Highlight and celebrate student success • Enhance enrichment and remediation afterschool programs • Develop opportunities for students to showcase projects and activities from the exploration of STEM
Parents/ Guardians	<ul style="list-style-type: none"> • Send Introduction Letter • Communicate information to prepare parents for the beginning of school • Meet with PTA Executive Board to discuss strategies to increase parental involvement and engagement 	<ul style="list-style-type: none"> • Hold monthly principal “chats” • Attend monthly PTA meetings • Schedule regular parent engagement meetings and activities • Distribute monthly school newsletter • Distribute surveys to obtain feedback from parents and guardians • Explore options to engage the multiple ethnic parent groups represented at Hoffman-Boston 	<ul style="list-style-type: none"> • Continue participation with PTA meetings and activities • Extend scheduled principal chats and community meetings • Continue hosting school-wide activities to involve parents and families • Work collaboratively with city and school agencies to provide parents with resources/ guidance to support their children

Detailed Entry Plan Objectives By Constituency Group (cont'd.)

	Pre-Entry Phase July 1st to August 15th <i>Preliminary and Exploration Phase</i>	Entry Phase August 15th to October 15th <i>Early Implementation and Evaluation</i>	Post Entry Phase October 15th to November 30th <i>Strategies for Success</i>
Community and Business Partners	<ul style="list-style-type: none"> • Send Introduction Letter • Arrange individual meetings with key community members and business partners • Expand outreach to actively engage business and community partners 	<ul style="list-style-type: none"> • Provide community and business partners with donor and volunteer list • Create a Public Relations folder for distribution to potential and existing partners • Attend and participate in civic and community meetings and activities • Initiate partnerships with businesses and organizations in the science, technology, engineering and mathematics field 	<ul style="list-style-type: none"> • Hold volunteer, business and community partner reception • Maintain active involvement in civic and community meetings and activities
Central Office Leaders and Staff	<ul style="list-style-type: none"> • Contact Curriculum and Department Leaders to become familiar with various roles, responsibilities and available resources • Schedule meetings with ESOL, Special Education, and Content Coordinators/ Specialists to target strategies, resources and support • Attend professional development sessions and trainings to become abreast of Arlington County policy and procedures • Work collaboratively with Facility department to address building needs 	<ul style="list-style-type: none"> • Continue collaboration with ESOL, Special Education and Content Directors to ensure division level support is provided • Collaboratively plan professional development trainings to support implementation of STEM and principles of SIOP • Participate in UVA Turn-Around Specialist Training Program 	<ul style="list-style-type: none"> • Continue participation in UVA Turn-Around Specialist Program • Continue collaboration for professional learning opportunities

Documents to Review

	Pre-Entry Phase	Entry Phase	Post Entry Phase
	<ul style="list-style-type: none"> • Vision and Mission Statements • School Improvement Plan/Indistar Plan • VDOE Quarterly Reports • School Website • Site Survey Results • Parent, Student and Staff Handbooks • Community and Business Partner List 	<ul style="list-style-type: none"> • Student Testing Data • Assessment Data • Personnel Observations and Documentation • Professional Development Plans • Emergency Management Plans • Operating and Title I Budgets 	<ul style="list-style-type: none"> • Quarterly Reports on Student Progress • Parent, Student and Staff Survey Results • Grade Level and PLC meeting notes