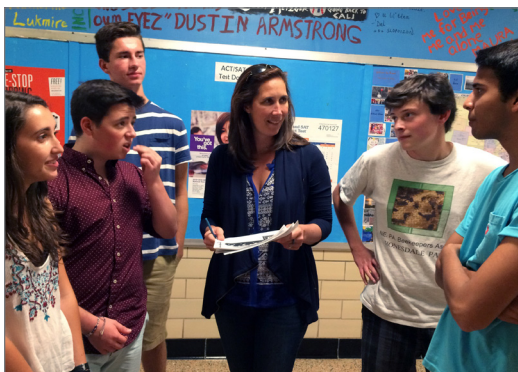


## A Transition Plan for the H-B Woodlawn Community



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This entry plan provides direction and structure for the H-B Woodlawn school community during this year's change in leadership. H-B Woodlawn is a highly successful program grounded in its core principles of trust, respect, self-governance, and student choice. The principal of H-B Woodlawn plays a critical role in creating an environment that is respectful of tradition but also open to innovation and new ideas. This transition plan outlines my goals for the coming school year and explains how I will work with the many constituencies that are integral to the success of H-B Woodlawn.

As I transition into the role of principal at H-B Woodlawn I will focus on several key questions.

- What are the core principles that guide instruction and student learning at H-B Woodlawn?
- What are the strengths of the program and how can we build upon them?
- What are the current challenges facing the program and how can we address them?
- What opportunities exist for innovation and new partnerships?

This plan charts my approach to collecting information from key stakeholders via individual, small group, and large group conversations. At H-B Woodlawn many administrative decisions are made with significant input from students and teachers. For example, administrators do not act alone in hiring new teachers or deciding which classes to offer. Each of these decisions is made through committee actions or Town Meeting with a strong voice from students and teachers. This plan highlights the value the H-B Woodlawn community places on shared decision-making and an environment that is open and collaborative.

Teachers, students, parents, central office administrators, and other community stakeholders will all provide helpful information to answer the guiding questions listed above. Each of these constituencies plays a critical role in the success of the H-B Woodlawn Secondary Program. Additionally, I will review key school documents including founding documents, management plans, climate surveys, grade reports, and various handbooks.

I look forward to working with the students, families and staff as we continue H-B Woodlawn's tradition of exceptional education.

Sincerely,

A handwritten signature in black ink that reads "Casey Robinson". The signature is written in a cursive, flowing style.

Casey Robinson  
Principal

## Specific Activities to Achieve the Objectives of the Entry Plan

The following chart outlines a timeline for the completion of this transition plan including pre-entry activities (June-August), entry activities (July-October), and post-entry activities (from October through the remainder of the 2015-16 school year).

| Constituency Group                       | Pre-entry Activities (July-August)  | Entry Activities (July-October)   | Post-Entry Activities (ongoing)   |
|--|---|---|---|
| <b>Administrative Team</b>               | <ul style="list-style-type: none"> <li>Meet daily for planning purposes</li> </ul>  | <ul style="list-style-type: none"> <li>Work to develop priorities and goals for the next year</li> </ul>  | <ul style="list-style-type: none"> <li>Establish weekly meetings and daily check-ins</li> </ul>   |
| <b>Staff</b>                             | <ul style="list-style-type: none"> <li>Meet with all new staff members</li> <li>Invite returning staff for individual and small group meetings</li> </ul>   | <ul style="list-style-type: none"> <li>Share goals and priorities for the coming year</li> <li>Facilitate group activities and encourage staff to develop collaborative relationships</li> </ul>  | <ul style="list-style-type: none"> <li>Meet regularly with all staff including grade level teams, departments, instructional team leaders to identify strengths, challenges, and opportunities</li> </ul> |
| <b>Students</b>                          | <ul style="list-style-type: none"> <li>Meet with students and families for individual and small group conversations</li> </ul>  | <ul style="list-style-type: none"> <li>Introduce myself to the school community at the all-school assembly</li> <li>Attend Town Meeting</li> <li>Visit student activities</li> </ul>  | <ul style="list-style-type: none"> <li>Attend Town Meeting</li> <li>Maintain a constant presence in the building with many opportunities to interact with students</li> </ul>                             |
| <b>Parents</b>                           | <ul style="list-style-type: none"> <li>Meet with students and families for individual and small group conversations</li> <li>Meet with PAC leadership</li> <li>Attend all-school transition events</li> </ul> | <ul style="list-style-type: none"> <li>Offer opportunities for parents to call/meet individually and in small groups</li> <li>Meet with parent groups (music boosters, Frisbee)</li> <li>Collaborate with PAC leaders</li> <li>Attend PAC meetings</li> </ul> | <ul style="list-style-type: none"> <li>Continue ongoing small group conversations</li> <li>Meet with parent advisory group</li> <li>Attend PAC meetings</li> </ul>  |
| <b>Community Members</b>                 | <ul style="list-style-type: none"> <li>Mail letters of introduction to community group leaders</li> </ul>   | <ul style="list-style-type: none"> <li>Attend community meetings and events as appropriate</li> </ul>   | <ul style="list-style-type: none"> <li>Attend community meetings and events as appropriate</li> </ul>   |
| <b>Central Office/ Other APS</b>         | <ul style="list-style-type: none"> <li>Meet with central office staff as needed to determine curriculum needs</li> </ul>  | <ul style="list-style-type: none"> <li>Collaborate on curriculum, support for teachers, and technology as needed</li> </ul>   | <ul style="list-style-type: none"> <li>Continue ongoing communication to support the needs of students and teachers</li> </ul>  |
| <b>Superintendent &amp; Senior Staff</b> | <ul style="list-style-type: none"> <li>Participate in pre-entry meetings</li> </ul>   | <ul style="list-style-type: none"> <li>Maintain open communication to ensure the needs of the H-B Woodlawn community are met</li> </ul>   | <ul style="list-style-type: none"> <li>Maintain open communication to ensure the needs of the H-B Woodlawn community are met</li> </ul>   |
| <b>Partners in Education</b>             | <ul style="list-style-type: none"> <li>Review existing partnerships and identify areas for growth</li> </ul>  | <ul style="list-style-type: none"> <li>Mail introductory letters to recurring and potential partners</li> </ul>   |   |
| <b>MS &amp; HS Principals</b>            | <ul style="list-style-type: none"> <li>Attend summer principal group meetings</li> </ul>  | <ul style="list-style-type: none"> <li>Attend monthly principal meetings</li> </ul>   | <ul style="list-style-type: none"> <li>Continue to collaborate with secondary principals to address issues in a timely manner</li> </ul>  |