July 22, 2019

Dear Gibbons School Community:

Over the past three months I have spent a lot of time listening to members of this wonderful school community: teachers, counselors, custodial staff, school leaders, food service personnel, bus drivers, parents, students and people that live in the neighborhood (among many others). Based on this feedback, I have developed an entry plan that will serve as a guide as I make the transition from the middle school level back to elementary school.

This entry plan is based on these core beliefs:

1. Building strong, effective relationships with all stakeholders will lay the foundation for a successful school year.
2. Data helps tell the story of the Gibbons School- but not the whole story.
3. The social-emotional well-being and safety of all students and staff members always needs to be considered when developing plans and goals for the school.
4. A school culture that promotes hard work, creativity and high expectations will help all of us reach our potential.

I encourage you to stop by the school this summer, if only to say hello. Before the school year begins, there will be multiple opportunities (both formal and informal) to discuss the Gibbons School and the important work ahead.

Dave Guglia
Goal #1: Establish Relationships with School Staff (July-August)

1. Start to meet with each member of the Gibbons School staff and get their perspective on the school. What are their hopes and dreams for the Gibbons School? What are their ideas? Start discussing the vision statement. What do we want to stand for as a school?
2. Work with Mrs. Marinelli (school secretary) to understand the idiosyncrasies of the office including but not limited to the registration process, transportation and back-to-school procedures.
3. Work with the elementary leadership team to plan events for the school year and discuss logistics (i.e. MCAS, other major school events)
4. Work with the elementary leadership team to gain a better understanding of current programs and practices in place and the history behind these programs and practices.
5. Meet with the elementary curriculum coordinators and data specialist to discuss goals for the upcoming year and establish a regular time for us to meet once the school year begins.
6. Work with Mr. O'Donoghue (senior custodian) to identify the physical needs of the building over the summer.
7. Meet with Dr. Marcus to gain a better understanding of his expectations for the Gibbons School for the 2019-2020 school year.
8. Meet with teachers in small grade-level groups when possible to discuss goals for the year, including Reading/Writing Workshop and how it will be implemented.
9. Gain a better understanding of how Responsive Classroom works in action and how it supports the “Character Counts” initiative.
10. Acclimate new staff to the building and the Gibbons School community by taking them out to lunch and a driving tour of the Gibbons School district.
11. Meet with the new ELL Coordinator and review the ELL program and plan to meet the needs of our ELL student population.

Goal #2: Establish Relationships with the Gibbons School community (July-August)

1. Establish a “Coffee with the Principal” event in mid-August to meet parents, guardians and other members of the school community. What are their hopes and dreams for the Gibbons School?
2. Establish an evening event (Ice Cream Social) in late August-mid September to meet parents, guardians and other members of the school community.
3. Use social media (Gibbons School twitter page, Facebook and website) to provide parents and community members with important information about the school.
4. Actively participate in the Kindergarten “Meet and Greet” at the end of August.
5. Share “My Story” with the Gibbons School community
6. Personally call/meet each Gibbons School family and introduce myself to them.

Strong Schools

Strong Community
7. Meet with the executive board of the Parent-Teacher Association to develop common goals for the upcoming school year.
8. Encourage the Gibbons School students to complete their summer reading and math work through social media and other creative ways (develop incentives, rewards, etc.).

Goal #3: Review all building safety procedures (August)

1. Review plans that have been developed in the event of a fire, active shooter or any other type of school emergency.
2. Identify members of the Gibbons School crisis team and set a meeting schedule for the school year.
3. Check to make sure trauma kits are in place, all doors can be locked and the camera system is working correctly.
4. Review drop-off and pick-up procedures and then clearly communicate this to the school community.
5. Meet with Mrs. Quinn (school nurse) and review specific student medical needs.
6. Meet with special education teachers and review specific medical needs for the students in our substantially separate programs.

Goal #4: Build on summer momentum and start the year off strong (September)

1. Recognize students for taking part in summer reading and math program.
2. Learn the name of every student at the Gibbons School.
3. Meet with grade level teams and develop a deeper understanding of their goals for the year.
4. Analyze all relevant data pertaining to the Gibbons School including, but not limited to historical MCAS results, performance on common assessments, WIDA data, demographic data and other data points that help paint a picture of the Gibbons School.
5. Provide training for teachers with the evaluation system and set aside time to meet with individual teachers regarding their student learning and professional practice goals.
6. Roll out the character counts program.
7. Review the mission statement and core values of the Gibbons School with teachers, students, parents and community at-large.
8. Review professional development goals for the school year.