

Secondary Principals' Entry Plan

"The First 100 Days"



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Port Jefferson Union Free School District
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Objective One – Middle and High School Alignment:

- I. Evaluation Procedures (Annual Professional Performance Review / APPR):
 - a. Ensure Inter-rater reliability
 - b. Establish expectations for the submission of supporting materials (Lesson Plans, Artifacts, etc)
 - c. Delineate expectations for classroom instruction
 - d. Obtain Charlotte Danielson certification
 - e. Establish schedule for announced classroom observations
 - f. Inform faculty of the key components of the teacher’s Annual Professional Performance Review

- II. Parent / Community Communication:
 - a. Establish protocol for effective communication
 - b. Establish expectations for parent communication via e-mail and telephone with staff
 - c. Establish guidelines for the use of School Messenger
 - d. Meet with PTSA representatives, and heads of each bargaining unit
 - e. Audit and update website
 - f. Create and send an introductory welcome letter to the community
 - g. Establish protocol for the posting of extracurricular / club meeting dates and extra help schedules

- III. Staff Management:
 - a. Establish protocols for effective communication amongst stakeholders
 - b. Collaborate with Director of Music & Fine Arts to review and update protocols for music lessons / rehearsals
 - c. Establish protocols for the scheduling for field trips, evening and weekend events, and school assemblies
 - d. Audit, revise and implement secondary school’s Attendance Policy
 - e. Ensure substitute teacher plans are comprehensive and readily available
 - f. Establish expectations for teachers:
 - i. Grade keeping and reporting
 - ii. Attendance reporting
 - iii. Parental communication
 - iv. Extra help schedules

- IV. Student Management:
 - a. Review and update District Code of Conduct
 - b. Review and implement District Attendance Policy
 - c. Establish clear expectations for student decorum
 - d. Ensure effective implementation of DASA mandates
 - e. Establish forum for students to communicate concerns

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Objective One – Middle and High School Alignment: *continued*

- V. Building Management:
 - a. Develop and implement a new bell schedule
 - b. Establish protocols for use of shared spaces
 - c. Establish protocols for building use
 - d. Establish protocols for building access
 - e. Prioritize building improvement plans
 - f. Establish protocols for safety plans, including but not limited to; fire drills, lock-out drills, and lock-down drills
 - g. Establish protocols for absences using AESOP and substitute plans

Objective Two – Curriculum and Assessment Review

- I. Curriculum
 - a. Support the implementation of Common Core Standards
 - b. Collaborate with District leadership to establish instructional goals
 - c. Provide on-going Professional Development on instructional shifts related to the Common Core Standards
 - d. Establish suggested criteria for acceleration
- II. Assessments
 - a. Ensure the administration of local and state assessments is conducted in a manner that optimizes conditions for student success and is efficient in terms of staff use
 - b. Ensure that Student Learning Objectives (SLO) are aligned with Common Core Curriculum
 - c. Ensure the rigor of all local assessments is appropriate for respective grade level and course

Objective Three – Financial Review

- I. Building Budget Review
- II. Line by line budget review with appropriate clerical staff
- III. Develop protocols for cost effectiveness and fiscal responsibility:
 - a. Chaperones
 - b. Extracurricular Events
 - c. Use of Substitute Personnel
 - d. Field Trips / Transportation
 - e. Miscellaneous Materials and Supplies

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Objective Four – Establish Key Relationships

- I. Superintendent
- II. Board of Education
- III. Leadership Team
 - a. District Administrators
 - b. Cabinet
- IV. Association Leadership
 - a. Administration
 - b. Teachers
 - c. Paraprofessionals
 - d. Technology Supervisors
 - e. Clerical
 - f. Custodial
- V. Parents
 - a. P.T.S.A (Town Hall Meeting with Secondary School Principals)
 - b. Boosters
 - c. Welcome Barbecue (Middle School)
 - d. Community:
 - i. Village Leadership
 - ii. Rotary
 - iii. Royal Education Foundation
 - iv. Syntax (Public Relations)
 - v. Police Department (School Youth Officer)
 - vi. Community Service Organizations
 - e. Teachers
 - i. Classroom visitations for all teachers
 - ii. Faculty meetings
 - iii. Department meetings
 - f. Students
 - i. Student Leadership Group
 - ii. Entire student population by virtue of visibility and access
 - iii. Attend school functions, including but not limited to: sporting events, concerts, and dances.

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Objective Five – Schedules / Extra-Curricular

- I. Ensure all students have full and complete schedules
- II. Establish and implement duty rosters
- III. Work with District administration ensuring all TA's and monitors are assigned to positions that will best meet the needs of the students
- IV. Recruit and fill all extra-curricular positions

Objective Six – Establishment of Goals

- I. Board of Education Goals
- II. District Goals
- III. Building Goals
- IV. Departmental Goals
- V. Individual teacher goals
- VI. Personal goals