Ridge Road Middle School

"Excellence through High Expectations."

Goals	Actions
Goal 1: Create relationships with the stakeholders to promote a positive learning and working environment	Meet with teachers, students and parents of the school community to determine how I can best support our goals for the school.
Goal 2: Ensure that our school norms and practices align with CMS goals and Guardrails.	Analyze school data in the form of test results, surveys, resources and interviews to ensure our vision and mission continues to support the school goals. Collectively we will ensure that we have the correct supports in place to strive for continued success.
Goal 3: Identify the areas of need to impact student achievement and provide necessary support systems for improvement.	Provide support in the form of Professional Development, resources walkthrough feedback, and instructional coaching.
Goal 4: Build trust within the school community to be an effective leader.	Listen and learn from all stakeholders, create surveys for feedback, and meetings to determine progress of goals.

Ridge Road Middle School
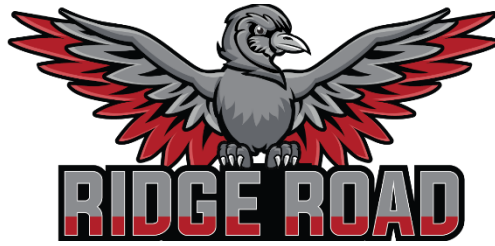
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Individual Interview Questions:

- Tell me about yourself. and what lead you to this school.
- Why did you join Ridge Road Middle?
- How would you describe the climate and culture at Ridge Road?
- What would you like to see changed at Ridge Road
- What is something that MUST be continued?
- What are you most proud of about this school?
- What can I do to help you be the best that you can be?
- What advice do you have for me as the new principal?
- What are your expectations of me?
- Is there anything I didn't ask that you would like me to know?

Team Interview Questions:

- What is most satisfying about working here?
- What practices need to be preserved to ensure our continued effectiveness with children?
- What changes are needed to provide the best education possible for our students?
- What do you see as the three key issues, in order to importance, that we need to work on at the school?
- Identify what you see as the most important aspects of a successful relationship between the principal and members of the school community.
- Give me 3 pieces of advice that you think will help me as I begin my tenure as principal of the school.
- What does effective planning look like to your team?
- What does administrative support look like to you?
- What kind of leadership are you looking for from me? What will be the cues that let me know if I am on track? What are the norms for given/receiving feedback?

Parent/Community Interviews:

- How many of your children attend (have attended) Ridge Road Middle?. What are their current grades? (When did they attend?)
- How do you describe Ridge Road to your family and neighbors?
- What do you think is important for me to know about this school and its role in the community?
- How would you describe communication at the school? What is good and what needs improvement?
- What would make our partnership even more effective?
- Is there anything else I should know?

Student Interviews:

- What do you like about Ridge Road?
- If you could change anything about our school what would it be?
- What questions do you have for me as your new principal?

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Month	Date	ACTIVITY	Allotted Time for meetings
Jul/Aug 2023	6/26/23	● Meet with Mr. Reeves current Principal, Tour the facility	Spending the day at RRMS
	Week of 6/26	● Meet with Amy Salley (financial secretary) ● Meet with Craig Higgins, Lauren Timblin, Elyse West (Admin Team) ● Meet with Harvey Ballard (head custodian)	1 hour each
	7/3/23	● Review Safety Plan and Duty Assignments	
	TBD	● Meet with ILT team	3.5 hours
	Week of 7/10	● AP interviews	
	Week of 7/10	● Meet with DUSI to discuss and request a comprehensive school data review for Principal and then ILT/Admin	2.5 hours
	By 7/21	● Meet with NELC leaders to review school needs, gain insight and direction	TBD
	By 7/21	● Review Master Calendar ● Review/Finalize Master Schedule ● Review Student Schedules	
	7/10/23	● Post Entry Plan on School Website	
	8/9/23	● Meet and Greet for families	1.5 hours
	By 8/11	● Complete hiring for any remaining vacancies	
	8/16/23	● Opening Staff meeting	
	Week of 8/16	● Meet with Support staff (counselors, social worker, nurse, EC)	30 min each
	Week of 8/21	● Team meetings	30 min each
	8/23/23	● Open House	
	By 8/31	● SLT planning for SIP	1.5 hours
	Beginning week of Aug 7	● Meet with current and potential community partners to maintain and establish relationships	45 min each

Month	Date	ACTIVITY	Allotted Time for meetings
Sep 2023	Week of Sep 4	● 1-1 meetings with staff	30 min each
	Week of Sep 4	● Settings visits: Classrooms, front office, support staff, custodian observations	
	Week of Sep 9	● Schedule meeting with Ernie Saxton ● Schedule meeting with Jarod Thompson	1 hr each
	Sept 11	● Send out staff survey regarding opening of school	
	Week of Sept 9th	● Walkthrough and Observation Norming with Admin Team	
	Week of Sept 19th	● Visit all 6th and 7th grade classes	
	Week of Sept 26	● Visit 8th grade, EC, electives	
	Sept ongoing	● Meetings with families as requested	
	Sept-end of year	● Weekly coaching meetings with MCLs, Facilitators, Admin	
Month	**Date**	**ACTIVITY**	**Allotted Time for meetings**
Oct 2023	Week of Oct 2	● ILT data dive	1.5 hours
	Week of Oct 9	● Review Entry Plan to ensure all activities have been completed	

Ridge Road Entry Plan Checklist

Human Resources

- o Review Staffing Roster
- o Staff Allotments/Exchanges
- o Review SbD Plan (Staff 1-1 Interviews
- o Support Staff Responsibilities?
- o Support Staff schedule
- o Evaluation Schedule
- o BTSP/Mentor Plan
- o Teacher leaders?
- o Vacancies
- o Walkthrough Form
- o Walkthrough Schedule
- o Anyone on a MIP? PCL?

Data

- o Portal Data meeting with ILT
- o EVAAS Data for all teachers
- o MAP Data
- o Chronic Absenteeism Data
- o Last year EOG Data
- o Last 3 years EOG Data
- o Ready Report
- o Last 2 years Fall Insight Data
- o Last year Spring Insight Data
- o MAP data
- o Literacy Data
- o Math Data

EC Review

- o Meet with Team
- o Meet with ICT
- o December 1 and April 1 Child Count Results
- o Approved LEAs
- o ALL EC deadlines
- o Recent MDRs
- o EC progress report data
- o EC teaching plan

Title I

- o Review Title I budget
- o Review Title I Planning Allotment Sheet
- o What Title I funds remain?
- o Identity Title I Coordinator at school
- o Meet with Title I District Support
- o Indistar Training
- o Indistar Deep Dive

PTSA

- o Meet with PTSA president
- o Schedule of meeting dates & times
- o Review PTSA meetings this year

Master Schedule

- o Review Master Schedule
- o Lunch schedule
- o Who does the Master Schedule?
- o 23-24 Scheduling Timeline
- o Review electives, staggered class change

SIP

- o School Improvement Plan 21-22
- o School improvement Plan 22-23

SLT

- o Review SLT Minutes
- o Meet with SLT Chair
- o SLT meeting dates & times

Safety

- o Complete/Review Safety Plan
- o Has the staff had Active Survival Training?
- o New Safety Plan requirements?
- o Fall Safety Audit Report
- o Fire Drill Schedule
- o Fire Drill Plan
- o Fire Marshall Report
- o Duty Roster/Posts
- o Arrival/Dismissal Plans
- o Fire Alarm Directions
- o Location of Fire Extinguishers
- o Camera locations
- o Blind spots?
- o Call Order List for Emergencies
- o All school entries/exits
- o Front Entrance Plan? Process for signing parents out?
- o Where is the panic button?
- o Where is the emergency phone?
- o Crisis box? Schedules updated in box?
- o Meet with SRO

Discipline

- o Review school-wide discipline plan
- o What is the cell phone policy?
- o School dress code review
- o PBIS plan
- o Review OSS data
- o Review ISS data
- o Administrative discipline process
- o What is the referral process
- o Process for getting students their work if serving OSS?
- o Process for classroom removals? ISS?
- o BMT, BST, CSA responsibilities?
- o What are the alternatives to suspension?
- o Restitution practices
- o Teacher capacity for classroom management
- o School-wide discipline PD

Building Services

- o Walk the building
- o Walk the building Head Custodian
- o Learn the entire property
- o Understand how property is shared with Highland Creek
- o Outstanding work orders

PD

- o PD focus
- o PD calendar
- o Discuss with ILT/Admin the focus of past years and determine highest leverage going forward
- o Targeted support
- o Coaching plan revisions as needed

Technology

- o Technology Associate meeting
- o Who is our district person?
- o Inventory of all devices?
- o Tracking of all the devices?
- o MMIS
  - o Website

Budget

- o Review school funds/budget/codes
- o Request Financial Audit
- o Any outstanding invoices? Debts? POs? Service Contracts?
- o Last 3 years of financial audits
- o Current checking account balance/bank reconciliation
- o Extended Day Plan/Budget

Students

- o Interview students
- o Student recognition?

Transportation

- o How many buses do we have?
- o Transportation contact? Phone number?
- o What has been the time of our last bus leaving?
- o Who is over transportation at the school?
- o List of Bus Slots?
- o Car rider and bus rider procedures morning/afternoon

Questions

- o Weekly communication from principal?
- o Is our building used for community use?
- o Who is our Testing Coordinator?
- o What supports do we need from zone/district

Feeder Pattern

- ○ Visit feeder elementary schools
- ○ Visit Mallard Creek

Documents to review

- o School Master Calendar
- o Testing Schedule (MAP, NC Check-Ins, NAEP)
- o Intercom Directions
- o FAC Concerns/outcomes this year
- o Committees?
- o Staff Appreciation?
- o Spirit Wear
- o Meeting schedule

Access Needed

- o Alarm Code (CMS Police)
- o Portal (Danielle Miller)
- o Blackboard Connect (CMS Communications)
- o EVAAS (Danielle Miller)
- o MyApp (HR Team Lead)
- o MyTalent (Cherwell Ticket)
- o PowerSchool (Cherwell Ticket)
- o PowerTeacher Pro (Cherwell Ticket)
- o School ID
- o Sharepoint
- o Principal Emailer
- o MAP/NWEA (Danielle Miller)
- o ELlevation
- o Cherwell
- o Building Services MP2 (Cherwell)
- o Cameras (Scott Archer)
- o Lawson
- o P Account (Cherwell)
- o SmartFind
- o School Shares (Intranet)
- o Kronos/MyTime
- o EveryInfo/CMS Bus Info
- o Ed Journey
- o Suntrust P Card

Middle School thought partners

- o Jessica Savage
- o Chris Bernard
- o Leisa Christian

Feedback and Changes

- o Continual cycles of feedback through surveys, conversations, meetings to determine any missing steps, needed changes and/or adjustments to the plan through the process