



Pineville Community:

I am honored to be named the principal of Pineville Elementary. As a product of Pineville Elementary myself, I am excited to return home and become a member of the Pineville Smiler community. Since my appointment, I have already had the opportunity to meet some of the wonderful staff members in the school, and I am excited to continue meeting the rest of the faculty within the upcoming weeks. The emails and kind words that I have received from the staff have made me feel extremely welcomed at Pineville.

One of my commitments to Pineville Elementary is to get to know the staff, students, parents, and community partners, so that we can establish a trusting relationship to work toward achieving our school goals. In order for me to best understand you and your beliefs and hopes, I have developed an Entry Plan that will guide my first months at Pineville. It is my goal to learn as much about our school through your perspective. Your insight and beliefs will help me in identifying the core beliefs of our school community so that we can collectively determine a mission and vision for our school. Your feedback and participation will be a valuable way for us to work collaboratively as a highly functional team in an effort to provide the best education possible to our students.

This plan details my action steps for getting to know the school. It includes interviews and meetings with our key stakeholders. I will be meeting with team instructional leaders, teachers, support staff, parents, students, and community partners. All meetings and information shared will be held in confidence but will help me in determining the path for the future vision of our school. As we begin this process, my hope is that you can establish trust in me so that we can work collaboratively to help Pineville Elementary continue its success and growth.

Please feel free to contact me through email at earl.french@cms.k12.nc.us or phone 980-343-3920.

With a Smile,

Bobby French
Principal
Pineville Elementary



Commitment	Actions
Commitment 1: Create relationships with all stakeholders in the school community to promote a positive learning and working environment.	Meet with teachers, students, parents and community partnerships to determine how I can best support our goals for Pineville Elementary.
Commitment 2: To identify the areas of need to impact student achievement and provide necessary support systems for growth	Provide support through Professional Development, resources, walkthrough feedback and instructional coaching.
Commitment 3: To 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.

<i>June 2019</i>		
<i>Time Frame</i>	<i>Activity</i>	<i>Allotted Time</i>
On-going	Meet with Teachers	45 minutes each
June 11	Meet with HR Lead, Michelle Jean-Jumeau	1 hour
June 12	Meet with Brian Doer, former principal, to learn more about Pineville's academic history and traditions.	
June 12	Meet with AP, Kathy Trotter to learn more about Pineville's procedures, traditions and academic history.	
June 12	Meet with Financial Secretary, Kay McCoy to discuss plans for the upcoming school year.	
June 14	Attend Continuous School Improvement with NC Star Professional Development	
June 18-19	Attend Leadership Conference	
June 25	Meet with Pineville United Methodist to learn about community partnership.	8-10
June 25	Meet with PTA President, Cynthia Karim	2 hours
June 25	Meet with Crystal Anderson, former academic facilitator of Pineville to learn about Pineville's academic history and traditions.	
June 25	Meet with Pineville Church of the Nazareth to learn about community partnership.	1 hour
June 26	Meet with Principals Regarding Data Driven Instruction Strategies	
June 27	Meet with Pineville Neighbors to learn about community partnership.	1 hour
June 28	Meet with Mayor Jack Edwards to learn more about the Pineville community	1 hour
June	Speak with Maria Zancanaro, former academic facilitator of Pineville to learn about Pineville's academic history and traditions.	
On-going	Interview and hire new staff as needed	



July 2019		
Time Frame	Activity	Allotted Time
On-going	Meet with Teachers	45 minutes each
July 11	TD Professional Development	
July 16	EL Education Training	
July	Interview and hire new staff as needed	
July	Review Pineville Elementary School Policies and Procedures to prepare for the upcoming school year.	
July	Meet with Custodial team	45 minutes
July	Meet with ASEP Site Coordinator	45 minutes
July	Meet with School Nurse, Karen Abruzino	45 minutes
July	Update Website with pertinent information	
July	Create communication plan for all stakeholders	
August 2019		
Time Frame	Activity	Allotted Time
August 1	Meet with Assistant Principal, Kathy Trotter	
August 1 st -31 st	Begin School Improvement Plan 2019-2020	
August	Create Comprehensive Calendar for 2019-2020	
August	Meet with Cafeteria Manager and Team	30 Minutes
August	Meet with Instructional Assistants	1 Hour
August	Communicate all back to school information	
August	Meet with PTA-Calendar/Opening of School	
August	Popsicles with the Principal-Meet and Greet for Kindergarten Families	
August	Meet with Administrative Team to develop norms, roles and expectations	
August	Meet with Instructional Leadership Team to develop norms, roles and expectations	
August	Meet with Teacher Leaders to develop norms, roles and expectations	
August	Finalize master schedule, duty schedule, planning schedule, special area schedule and classes	
August	Beginning of Year Staff Meeting/Share Findings	
August	Professional Development	
August	Establish committees and meeting dates	
August	Attend Planning Meetings	
August	Meet with New Teachers	
August	Host a Parent Meeting to learn about community needs and expectations of the principal role.	



Teacher Interview Questions

- Before we talk about you as a professional, tell me a little about yourself.
- What is the one thing that you'd like me to know about you?
- Why did you select education as a profession?
- If you could change one thing about Pineville what would it be? (Why?)
- What can I do to help you be the best you can be?
- What do you believe are some of the priorities that I need to pay attention to in my new role?
- What kind of leadership are you looking for from me? What will be the cues that tell me if I am on or off track? What are the norms for giving feedback?
- What does planning look like for your team?
- What are some ways that you feel connected to our school community? What are some ways that we can continue to develop and strengthen our sense of community?
- There are often certain traditions, activities, and events that are very important to the school culture. What about our school would you never want to change?
- In what ways do you like to be shown appreciation?
- What does a good day look like? What does a bad day look like?
- Is there anything else that would be helpful to know, or is there anything you would like to ask me?

Parent Interview Questions

- How many of your children attend Pineville? What grades are they in?
- Describe the academic experience your child/children has/have experienced at our school.
- What does this school offer or fail to offer your child beyond its academic program?
- What are your expectations for Pineville Elementary School?
- How do you see the principal's role in the partnership between home and school?

Student Interview Questions

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

Community Partnership Questions

- What is important about Pineville Elementary School from your perspective?
- How has Pineville Elementary impacted the Pineville community?
- In what ways have you partnered with Pineville Elementary in the past?
- In what ways would you like to grow our partnership?
- Are there any traditions that you are aware of that are important to the community?
- When the community discusses Pineville Elementary, what words are most commonly used?
- What would you like to see from the principal to continue to develop partnerships in the community?
- Are there community partnerships that we may not have connected with as of yet?