



MURCH ELEMENTARY SCHOOL

Entry Plan Timeline

Purpose: The purpose of this Entry Plan is to ensure a thoughtful transition into the Interim Principal role by building trusting relationships, assessing current systems and practices, and establishing a strong foundation for continuous improvement through the Comprehensive School Plan (CSP). This plan reflects a commitment to listening, learning, collaborating, and leading alongside students, staff, families, and community stakeholders.

Objective 1: Establish and Strengthen Trusting Relationships

Goal: Build trust across the Murch community through listening, visibility, and strengthening authentic relationships.

Action	Purpose	Timeline
Conduct 15-minute 1:1 meetings with all staff	Learn strengths, priorities, and perspectives	Mid Jul-Mid Sep
Set goals with Assistant Principal and delegate leadership responsibilities	Create clarity, ownership, and shared leadership	Jul-Aug
Conduct walkthroughs with Director and Coordinator of Strategies and Logistics, and Foreman	Understand operational systems and readiness	Jul-Aug
Meet with parents, Home School Association, Local School Advisory Team, and stakeholders	Listen and strengthen partnerships	Jul-Sep
Meet regularly with ALT through team and individual meetings	Build a strong leadership culture	Jul-Sep
Send weekly principal newsletters	Maintain clear communication with staff and community	August- Ongoing
Host Meet the New Principal events, coffee chats, lunch bunches and classroom visits	Increase visibility and connection	Aug-Sep

Host Back to School Night	Offer parents the opportunity to learn more about the Upcoming School Year	September
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Objective 2: Assess Current Systems and Establish a Shared Vision for Murch ES

Goal: Develop a clear understanding of school systems and align staff around a shared vision for excellence.

Action	Purpose	Timeline
Meet with Academic Leadership Team and schedule recurring meetings	Align priorities and expectations	August
Meet with every grade-level team	Understand strengths and areas for growth	August – Ongoing
Attend grade-level meetings monthly	Ensure alignment and support needed to accomplish goals set forth in our CSP	Sep-Ongoing
Visit at least five classrooms daily	Remain close to teaching and learning. Be visible.	Sep-Dec
Analyze achievement, attendance, behavior, and engagement data with ALT, MTSS and LSAT teams.	Utilize data to drive decision making and gain feedback	Sep-Ongoing
Adjust systems based on data and feedback	Support continuous improvement	Ongoing

Objective 3: Develop A Comprehensive School Plan (CSP)

Goal: Create and monitor a focused, data-driven plan that advances achievement, belonging, and continuous improvement.

Action	Purpose	Timeline
Analyze the 2025-26 CSP with ALT	Identify high-leverage gaps and priorities	Aug

Align 2026-27 goals to priority needs	Focus efforts on greatest impact	Aug
Review Panorama data	Develop goals around safety and belonging	Aug
Draft Initial CSP	Have draft of plan completed to share with ALT and Cluster Support for Feedback	Late Aug
Finalize CSP	Utilizing the feedback received, publish finalized CSP to Staff, Stakeholders and Instructional Superintendent	Early Sep
Delegate coaching cycles, MTSS, data meetings, and planning work to ALT	Build leadership capacity and accountability	Sep-Jan
Review CSP progress with ALT and Cluster Support Team	Monitor implementation and adjust	Oct-Jan
Keep CSP visible in staff meetings and newsletters	Maintain focus and transparency	Sep-Jan

As Interim Principal, my commitment is to listen first, build trust intentionally, and lead collaboratively. Through strong relationships, a clear vision, and focused improvement planning, we will continue Murch Elementary School's tradition of excellence while ensuring every student feels challenged, supported, valued, and empowered. Together, **At Murch, We Do the Work.**

In Partnership,

Devario Hawkins

Interim Principal, Murch Elementary School