



Joshua Eaton Elementary School
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July 6th, 2021

Dear Joshua Eaton Community: Families and Staff,

It is an honor to introduce myself as Principal of the Joshua Eaton Elementary School. To accept the opportunity to serve the Reading community in this capacity is in many ways, a dream come true.

I have enjoyed the time I have been able to spend seeing this community in action! In my visits at JE in June, I saw smiles on our students' faces as they sang end of year songs and staff who set energy for excitement and care-- in classrooms, in the hallways and outside. It is evident that learning happens both in *and* outside of our classroom walls at Eaton. In our open sessions, I was pleased to engage conversations around my stance on inclusion, stakeholder involvement in decision making and vision for instruction. Because of this community's strong commitment to students, I anticipate that we will support each other to reach high standards for excellence.

As a new member to this community, I commit to onboarding myself in a way that is grounded in learning. I look forward to creating opportunities to understand your experience at Joshua Eaton and begin to see our school through your eyes. My first quest at JE is to gain a deep understanding of our areas of strength, specifically in habits for teaching and teaming. I have found that when we pour into strengths, we can both celebrate and bridge islands of success--ultimately fostering a community that feels aligned and intentional. My entry plan begins with a series of learning conversations, continues with observations, and culminates with an analysis and reflection activity that will involve all of you: staff, families, and students. I have shared my entry plan at-a glance below, along with an opportunity to participate in opt-in learning conversations this summer.

Finally, we are all experiencing change. Some elements of this change may feel timely and exciting while other elements may feel abrupt and overwhelming. You will find that I prioritize understanding the natural tension between change and continuity that our community is feeling and will aim to create spaces for input, discussion, and reflection throughout the fall and beyond.

With respect and excitement,

Caitlin Shelburne
Principal, Joshua Eaton Elementary School
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 **Opportunity: Participate in a Learning Conversation** 

I look forward to hosting opt-in learning conversations, both in person and virtual. This is a space to share your experience at JE and a chance for us to build a foundation for strong partnership ahead.

Here are some of the questions I look forward to asking:

Staff:

- What about your career brings you the most joy?
- What are your greatest strengths? Where are you hoping to grow this year?
- What practices make JE effective? What areas need improvement?
- What do you look for in an effective principal? How do you learn best?
- What is top of mind for you as we start the school year?

Families:

- What do you value most about JE? Describe an experience to bring that value to life.
- What are your child's strengths and aspirations?
- What practices support your child's growth?
- What does effective school/family partnership look like to you?
- What is top of mind for you as we start the school year?

If you are interested, please send me an email with a 30-minute time slot within the windows below and if you would like to meet in person at JE or virtual. I will confirm with you via email.

Staff:

July 12th, 13th, and 14th between 9:00am and 12:30pm
August 10th, 11th, and 12th between 2:30pm and 6:00pm

Families:

August 2nd, 3rd, and 4th between 9:00am and 12:30pm
July 20th, 21st and 22nd between 2:30pm and 6:00pm

**If you are unavailable during these times and want to meet, please send me an alternative time. There will be additional time slots offered in the fall.*

Entry Plan at a Glance

July	
<i>Learning Opportunity</i>	<i>Goals</i>
<ul style="list-style-type: none"> ● Engage in learning conversations with staff, families, and students. ● Engage in learning conversations with RPS principals and district administrators. ● Visit community organizations and city departments. ● Study curriculum and get to know the building. 	<ul style="list-style-type: none"> ● To understand strengths in practice and mindset for teaching and teaming. ● To provide space to start building relationships. ● To understand the goals that all stakeholders have for our students.
August	
<i>Learning Opportunity</i>	<i>Goals</i>
<ul style="list-style-type: none"> ● Engage in learning conversations with staff, families, and students. ● Engage in learning conversations with RPS principals and district administrators. ● Develop a deeper understanding of curriculum. ● Read IEPs and student files. ● Use learning and input to plan staff learning opportunities for 8/30 & 8/31. 	<ul style="list-style-type: none"> ● To understand strengths in practice and mindset for teaching and teaming. ● To provide space to build relationships. ● To get to know our student's learning needs. ● To set a foundation for a strong start to the 21-22 school year.
September/October	
<i>Learning Opportunity</i>	<i>Goals</i>
<ul style="list-style-type: none"> ● Engage in learning conversations with staff, families, and students. ● Observe and participate in classroom instruction. ● Observe and participate in school operations: drop off & pick up, lunches, recess and hallway routines. 	<ul style="list-style-type: none"> ● To understand strengths in practice and mindset for teaching and teaming. ● To provide space to build relationships.
November/December	
<i>Learning Opportunity</i>	<i>Goals</i>
<ul style="list-style-type: none"> ● Share and plan from learnings by engaging in an analysis, synthesis and priority setting activity with families, students, and staff. 	<ul style="list-style-type: none"> ● To facilitate a session for reflection and priority setting with key stakeholders. ● To model and seek feedback on a process for engaging stakeholders in input and decision making.