

STACY A. PHELAN

Dedicated to building an effective, vibrant school community and learning environment through strong relationships

Innovative, forward-thinking educator with a proven track record of success in both suburban and urban districts. Strong background in curriculum and assessment practices. Evidenced ability to successfully implement diverse types of student achievement data. Led successful turnaround of a large level 4 urban elementary school under high pressure and scrutiny. Possess the core values and personal characteristics required to lead. Willingness to self-reflect and grow professionally while encouraging constructive criticism. Understands the importance of a nurturing, exciting, community based educational environment for perpetual learning.

Strong Leadership/Mentoring Skills / Effective Team/Community Building Skills
Excellent Communication Abilities / Curriculum Planning & Implementation
District/State Assessment Administration
Budget Development/ Management / Effective Special Education Programming
Professional Development / Creative Problem-Solving Strategies

"I am thrilled for you on your recent appointment, but I am saddened by our loss. You will be sorely missed by the Lynn Public Schools and by me. Your intelligence, professionalism, leadership skills, work ethic and willingness to do whatever it takes are amazing traits. We have lost a wonderful leader, and Swampscott has truly gained a star."

Catherine C. Latham, Ed. D. Superintendent, Lynn Public Schools

EDUCATION

Educational Leadership Certificate: Commonwealth Leadership Academy, Boston MA	2012
M.S. Elementary Education, Salem State University, Salem MA	2010
B.S. Business Administration, Salem State College, Salem, MA	1991

EDUCATIONAL AFFILIATIONS

BOARD OF OVERSEERERS, Salem State University Office of Institutional Advancement, Board Member	2014-Present
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PROFESSIONAL EXPERIENCE

SWAMPSCOTT PUBLIC SCHOOLS, Swampscott, MA <i>Principal – Hadley Elementary School</i>	2014-Present
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- Oversee all responsibilities of 300 student, Grades K-4, Level 1 School.
- 100% CPI for high need students.
- Restructured existing school library into a community based library with extended hours.
- Developed a multi-media communication system for students, parents, and staff.
- Wrote and Implemented Crisis Response Plan utilizing the A.L.I.C.E. protocols.

- Established a Parent Forum Series for parents/staff focusing on initiatives and intervention.
- Implemented Lucy Calkins Readers' and Writers' Workshop for all Grades.
- Successfully created a two tier behavior program supporting students with social/emotional/self-regulating needs based on the Zones of Regulation curriculum by Leah M. Kuypers.
- Evaluated 17 professional & 9 non-professional teachers, 6 tutors, school psychologist, nurse, speech pathologist, secretary, 3 custodians and 11 paraprofessionals using Teach Point.
- Member of the District Senior Leadership Team.
- Principal Designee Member of the New School Task Force.
- Built quality relationships with administration, school committee, union leadership, and PTA.
- Created a trusting, positive climate for social, emotional and academic success.

LYNN PUBLIC SCHOOLS, Lynn, MA

2011-2014

Vice-Principal/Program Specialist – William P. Connery Elementary School

- Administrator for 625 student, Grades Pre-K to 5 elementary turnaround school.
- Developed/Implemented school's comprehensive Turnaround Plan by reorganizing staff, initiating differentiated purposeful teaching practices and lesson plan delivery. Annual Measurable Targets reached for 3 consecutive years thus improving school designation from Level 4 to 3 in a diverse 91 % minority, 650 student environment.
- Member of the District Teacher Evaluation Team that developed, implemented and facilitated program for entire district.
- Lead author for initial and renewal Redesign Grant awards (3) totaling over \$ 1.5 million. Led successful Redesign implementation.
- Formulated a school vertical team of leaders. Created school based structures to support horizontal & vertical alignment of strategies for test score improvements directly resulting in increases from the 59th to 75th percentile in math and 61st to 76th percentile in ELA.
- Devised data team of lead math teachers from each grade and guided analysis for district/state assessments.
- Attracted community partnerships with Greater Boston Food Bank, Systems for Creative Reuse and Lynn Community Health Center.
- Led implementation of Wrap-Around Zone initiatives. Managed school's budget to ensure district goals were met. Consistently aligned school strategies for academic stability & uniformity of student's learning process.
- Developed plan to guarantee maximum instruction time and facilitated grade level common planning.
- Implemented weekly staff newsletter (Monday Minutes) to broaden communication.
- Evaluated/mentored teachers & support staff. Assisted in creating a culture which recognizes the importance of student data disaggregation and data driven instruction.

LYNN PUBLIC SCHOOLS, Lynn, MA

2010-2011

Curriculum Instruction Teacher – William P. Connery Elementary School

Coordinated curriculum instruction and all district and state assessments for grades K-5. Planned and facilitated grade level common planning meetings for classroom teachers and specialists. Planned/implemented after-school intervention programs and school staggered schedule program for tier III instruction. Modeled best practices for teachers focusing on reading strategies and small group instruction.

LYNN PUBLIC SCHOOLS, Lynn, MA

2001-2010

Elementary School Teacher

Cobbett Elementary - Grade 4 Departmental English Language Arts Teacher
 Brickett Elementary - Grade 3 Classroom Teacher
 Tracy Elementary - Math Curriculum Instruction Teacher
 Sisson Elementary - Grade 2 Classroom Teacher
 Tracy Elementary - Grade 1, 4, and 5 Classroom Teacher

Lynn Public Schools Summer Clinic Coach
 Project Learn, City of Lynn, Summer Teacher

2010
 2008 & 2009

PROFESSIONAL DEVELOPMENT

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| ✓ Understanding by Design. | ✓ Leadership Team Book Clubs. | ✓ Collaborative Inquiry and Decision Making. |
| ✓ Leadership Academy-Vertical Team. | ✓ Next Generation Science Standards. | ✓ Formative Assessment for Results F.A.R. |
| ✓ Trauma Sensitive Classroom. | ✓ Massachusetts Education Law. | ✓ Special Education Inclusion Model. |
| ✓ Norms of Collaboration. | ✓ Massachusetts Teacher Evaluation-Department of Education. | ✓ Math Progressions Vertical Planning. |
| ✓ Data Coaches Guide to Improve Learning for All. | ✓ Evaluations and Walkthrough. | ✓ Response to Intervention RtI. |
| ✓ Lucy Calkins Readers and Writers Workshop. | ✓ Standard Based Lesson Planning. | ✓ Technology to Enhance Instruction. |
| ✓ Higher Order Thinking. | | ✓ Learning Walks. |
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MA. EDUCATOR LICENSURE # 392014

Principal/Asst. Principal, Pre K-6 Initial
Principal/Asst. Principal, 5-8 Initial
Superintendent/Asst. Supt., Preliminary
Elementary, 1-6 Professional
Sheltered English Immersion – Administrator

Massachusetts Elementary School Principals Association
Member

2014-Present

Gumdrops and Lollipops, Inc.
Director Early Childhood Center

1997 - 2001

Founded & created an early childhood center focusing on pre-k educational skills, peer interaction as well as social development for toddlers ranging in age from 2 - 5 years old.

Sodexo, USA
Account Operations Manager

1991 - 1997

Implemented budget of \$ 2.5 million. Hired, trained/managed 65 exempt/non-exempt staff. Created/facilitated professional development for staff. Oversaw service operations for large urban hospitals including New England Medical Center, Union Hospital, Atlanticare Medical Center, & Holy Family Hospital. Highlights include: Recipient of New England Region “Mentor Magic” Award for mentoring/professional management. Showcase Account of the Year, Circle Competition Winner, Our People Award & Advantages in Marketing Winner.

Stacy A. Phelan

February 17, 2017

Reading Public Schools
82 Oakland Road
Reading, MA 01867

Dear Sir/Madam:

I am responding, in confidence, to your February 15, 2017 job posting and would like to be considered for the Principal Position at the Joshua Eaton Elementary School. I am currently the Principal at The Hadley Elementary School in Swampscott and am looking to increase my responsibilities and challenges in a District such as Reading that recognizes the importance of a dynamic, nurturing environment of perpetual learning.

As current Principal of a Level I school, I understand the value of creating a shared vision of a community based school with substantial parental engagement and a robust PTA, combined with high achievement expectations. Positive relationship building, with students, families, the administration, unions and school committee are one of the hallmarks of our success. Having extended day both before and after school, PTA after school clubs and enrichment events, hosted library events or partnering with local theatre groups, it is a collaborative and culturally rich environment focused on the whole child. This coupled with the implementation of a multitude of programs and curriculum has proven successful. For example, Lucy Calkins' Readers and Writers Workshop was utilized to respond to the increased demand for students to demonstrate critical thinking skills as well as the transformative process of adopting the Next Generation Science Standards, which integrate Science and English Language Arts standards and culminate with a Common Educational Proficiency Assessment (CEPA). Our use of technology across the curriculum is vast, teaching and exposing children early to its ever-changing landscape. I am a certified RETELL as administrator, have vast experience in data-informed decision making as well as teaching/leading ELL instruction.

As a previous administrator at a Level 4 urban school I successfully led the turnaround process during a complex time in education. I implemented the new teacher evaluation system now being used throughout the commonwealth. Initially trained to do so by WestEd., I subsequently became a district leader designing and facilitating professional development for principals and teachers in the City of Lynn. I was fortunate to work closely with Susan Berglund, Educator Evaluation Implementation Project Lead at the MA DESE during this time. I led the smart goal setting process for classroom teachers in Pre-K-5 which included facilitating the goal setting process for specialists and school leadership team. I wrote tenured/non-tenured teacher's educational plans and summative assessments for 25 classroom teachers and have extensive professional development, training and experience on unpacking the Common Core with specific attention to the progression of standards from grades K-5 over the past several years. I was responsible for school curriculum as well as vertical and horizontal alignment of unit planning and coordinated, planned, and provided professional development for the staff focusing on backwards design unit planning (UbD), Higher Order Thinking Strategies, as well as Reading to Learn (RtL).

Leading both a Level 1 school and having successfully gone through the process of turning around a Level 4 school uniquely qualifies me for this great opportunity. I am both excited and ready to undertake the rewarding charge of leading a new school in such a wonderful community. My energetic love for education and proven ability in creating a positive learning culture with high expectations inspires me to bring out the highest levels of achievement in students, teachers and myself.

I would appreciate the opportunity to discuss my experience and vision at a time of your convenience.

Cordially,

Stacy A. Phelan
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