

<p>Sample Unified School District Superintendent Entry Plan</p>

Outcomes:

- Establish a plan for approaching the first ninety days as superintendent;
- Gather information about the community and the organization in a systematic and thorough manner;
- Assess the system’s strengths and challenges;
- Identify and prioritize critical issues;
- Create a network of contacts and resources

Board Activities:

Task	Constituency Group	Timeline
Review roles and responsibilities of the Board and Superintendent (Review operating protocol)	Board & Superintendent	July
Clarify the Board President role as compared to the entire Board	Board & Superintendent	July
Establish an entry plan with input from the Board and others	Superintendent, Board & Others	July

District Office Activities:

Task	Constituency Group	Timeline
Clarify roles and relationship of each person in district office	Superintendent & District Office Staff	May, June, July
Determine current organizational and operational norms	Superintendent & District Office Staff	May, June, July
Meet with key district office personnel (CFO, HR, Ed. Svs., ESS., technology...etc.)	Superintendent & Others	June & July
Meet with each operational department: Food service, transportation, bldgs. & grounds	Superintendent & Various Department Staff	July & August

Building Administrator Activities:

Task	Constituency Group	Timeline
Discuss School Improvement Plans for the upcoming year	Superintendent & School Principal	June & July
Discuss last three years of AzM2 results and any other pertinent data	Superintendent & School Principal	June & July
Discuss current status and focus of strategic plan	Superintendent & School Principal	June & July
Gain understanding of each school's context; academic and operational	Superintendent & School Principal	July
Listen to key issues and concerns school faces in the coming year	Superintendent & School Principal	June & July
Listen to how the work of principals can best be supported	Superintendent & School Principal	June & July
Distribute entry plan survey to gather information on the operation of the District	Superintendent & School Principal	June
Conduct administrative retreat to establish rapport, procedures and expectations	Superintendent, Principals and other administrators	July

Student Activities:

Task	Constituency Group	Timeline
Establish Superintendent/Student Advisory Council	Superintendent & Student Leaders	Fall
Listen to issues which are important to students	Superintendent & School Leaders	Fall

Teacher Activities:

Task	Constituency Group	Timeline
Understand structure, membership and responsibilities of teacher groups (Collaboration process, grade level teams, department teams, committees...etc.)	Superintendent, Teachers and Bldg. Administrators	Fall
Distribute entry plan survey to gather information on the operation of the District	Superintendent & Teachers	May
Visit each classroom during the first two days of the school year	Superintendent & Teachers	August

Parent Activities:

Task	Constituency Group	Timeline
Establish relationship with school-related organizations	Superintendent & Parents	Fall
Engage parents at different school activities to elicit their hopes and dreams for the District	Superintendent & Parents	Fall

Community Activities:

Task	Constituency Group	Timeline
Gather perceptions of the school district from within the community	Superintendent & Community Members	Summer & Fall
Establish opportunities to listen to various community groups	Superintendent & Community Members	Summer & Fall

Feeder School District Activities:

Task	Constituency Group	Timeline
Meet with feeder school district superintendents	Superintendent & Tuition District Superintendents	Summer & Fall
Determine how feeder districts are preparing students to enter Sample H.S.	Superintendent & Tuition District Superintendents	Summer & Fall, 2009

Data Collection Methods:

<ul style="list-style-type: none">• Identify and interview key personnel (Listed below)• Review data related to student achievement and student activities• Visit district schools• Analyze survey data using Wordle• Individual and group discussions
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Interviews to be Scheduled/Individuals to Meet:

<ul style="list-style-type: none">• Board members• Building administrators• Business manager• Educational Services Director• Exceptional Student Services Director• Technology Director• Athletic Director• Association Presidents• Community:<ul style="list-style-type: none">○ City officials
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- Police chief
- State representatives
- Service organizations
- Clergy
- Select Individuals
 - John Edwards – City Manager
 - Julie Evans – Chamber Director
 - Rick Holm – Former Mayor & School Bd. Member
 - Ken Bland – Mayor
 - Kristi Harrington – Councilwoman
 - Paul Lith – Former Bd. Member & Override Chairperson
 - Rick Jones – Former Bd. Member
 - Clem Richards – Editor, Sample City News
 - Debbie Kott – Former Editor Sample City News & Override Comm. Member
 - Al Greenlough – Former Superintendent
 - Bill Ricks – Real Estate Broker & Developer
 - Barbara McKinsey – Attorney, Former Council Member & Sch. Bd. Member
 - Helen Edwards – Former Councilwoman
 - Jerry Brick – Businessman
 - Don & LeAnn Everett – Parents of School-Aged Children
 - Len Markle – Businessman
 - Don Jenkins – Clergyman
 - William Boe – Boe Manufacturing
 - Ted Brown – Police Chief
 - Bernie Wilkins – Elks Lodge
 - Cindy Wick – Rotary Club
 - Les White – Consultant
 - Earl Lipinski – Former H.S. Principal
 - John Moore – Former Bd. Member
 - Liz Forman – Former Bd. Member
 - Fitz Raymond – Sample Education Academy

Document Review:

- Strategic plan/Standards for Success
- District budget
- District financial audit
- Salary schedules/placement guides
- Administrative procedures
- Board policies, regulations and exhibits
- Administrator job descriptions
- Key personnel evaluations

Document Review – continued:

- Content standards, curriculum maps and pacing guides
- School improvement plans
- Student and faculty handbooks
- Federal grants and other funded grants
- Capital Improvement Plan
- Technology Plan
- Crisis Management Plan

Emerging Issues:

- M & O override election in November
- Organizational efficiency at high school level
 - Financial procedures
 - Student discipline
- Balancing the FY 2019 budget
- Curriculum, assessment, instruction and leadership next steps