ENTRY PLAN

North Mason School District

Ms. Dana Rosenbach

August 2014

General Goals:
• Become familiar with the culture of NMSD
• Actively participate in the North Mason community.
• Critically listen to the needs of the parent and school community.
• Work to gain a sense of trust with the Board, staff and community.
• Immerse myself in dealing with the capital improvement project.
• Develop a process for communicating with the Board, staff and community.
• Create opportunities for community members to participate in their child’s education.
• Become a driving force and advocate for all students within the district.

ENTRY PLAN

PRIOR TO APPOINTMENT
BOARD OF EDUCATION:

• Begin to develop effective Board relationship.
• Meet with each Board member.
• Initiate contacts with area superintendents.

DISTRICT:

• Set up an appointment with the outgoing superintendent and talk about the District.
• Take my new secretary out to lunch.
• Conduct Administrative retreat and hold a Welcome Back dinner.
• Continue internet searches to gain information on the District and community.

COMMUNITY:

• Attend each of the various community summer events throughout the district.
• Visit businesses and introduce myself.
• Attend each of the community clubs and service organization meetings.
• Seek out and meet with stakeholders and influence wielders.
ENTRY PLAN

FIRST DAY
BOARD OF EDUCATION:

- Invite Board to attend the opening meeting with staff.
- Start developing my weekly communication tools for the Board.
- Call Board members and inform them of how the opening and closing went for the first day of school.

DISTRICT:

- Arrive early and attempt to meet as many staff members as possible.
- Meet with my secretary and outline a "tentative" plan for the day.
- Address staff and join for breakfast.
- Begin bus rides.
- Be as visible as possible throughout the day.
- Greet the students at the start of the day and say good-bye during dismissal.
- Meet with administrative team to review how the opening went.

COMMUNITY:

- Thank the Chamber of Commerce for providing breakfast and SWAG bags for staff.

ENTRY PLAN

FIRST WEEK
BOARD OF EDUCATION:

- Set up a meeting with the capital project architect.
- Receive update on negotiations and other bargaining unit concerns.
- Schedule monthly check-ins with bargaining unit leads.
- Complete the first weekly Board informational packet.

DISTRICT:

- Continue to remain visible throughout District.
- Meet with Classified Administrators.
- Meet with cabinet.
- Meet with Instructional Administrative team.
- Meet with capital projects team for weekly update on capital project.
- Meet with Finance and review status of current budget.
- Attend extra-curricular functions.
- Write notes to staff and students caught doing something great.
COMMUNITY:
• Set up an evening meeting to get to know district parents.
• Meet with PTA leadership.
• Meet with one area service organization.

ENTRY PLAN

FIRST MONTH
BOARD OF EDUCATION:
• Review Policy Governance Model.
• Ensure all Board members and appropriate staff receive Open Public Meetings training
• Plan for my first BOE meeting.
• Establish a superintendent’s advisory committee regarding disposition of Wetlands. capital renovation committee.
• Review meeting procedures with BOE President prior to the first BOE meeting.
• Start the process of getting to know BOE members on a personal level.

DISTRICT:
• Get out of the office and into the hallways!!
• Review Staff and Student Handbooks with Administrative team.
• Individual with Administrative team regarding personal goal setting.
• Attend evening functions.
• Pen letters to students who are showing excellent achievement in the first quarter.

COMMUNITY:
• Be visible at community functions.
• Update PTA leadership on capital project renovations and other areas of interest.
• Meet with local legislators and municipal leaders and more service organizations.
• Meet with media representatives.
• Tape television introduction
• LISTEN, LISTEN, LISTEN.

ENTRY PLAN

FIRST SIX MONTHS
BOARD OF EDUCATION:
• Provide the Board a report on my first half year as superintendent.
• Solicit input from the Board concerning my job performance.
• Complete all Policy reports.
• Capital project issues.
DISTRICT:

- Review budget history with administrative team.
- Meet with administrative team to discuss recruitment procedures to replace soon to be retiring staff.
- Meet with all standing committees.
- Continue writing congratulatory notes/letters to students and staff.
- Review instructional data and PLC process.

COMMUNITY:

- Create and provide opportunities for parent community to become involved in their child’s education.
- Update community on progress of capital project.
- Update community on Wetlands disposition.

ENTRY PLAN

FIRST YEAR
BOARD OF EDUCATION:

- Provide the Board with regular policy review reports.
- Start the planning process for next year.
- Orientate any new BOE members.
- Start budget planning process, including technology planning process.
- Continuing to provide leadership in moving the capital project forward.
- Build stakeholder involvement in the work to close opportunity gaps.

DISTRICT:

- Provide administrative staff coaching and evaluation support.
- Plan a retreat with the administrative staff.
- Share assessment results with staff.
- Start budget planning process including technology planning process.
- Build stakeholder involvement in the work to close opportunity gaps.

COMMUNITY:

- Remain visible in community.
- Educate the community about new assessment and college and career ready standards.
- Continue to involve the community in the capital projects program.
- Plan and hold community introduction to the new high school.
- Build stakeholder involvement in the work to close opportunity gaps.