

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.
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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.
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