

**ENTRY  
PLAN  
BROCTON  
CENTRAL  
SCHOOL DISTRICT**

**Superintendent Development Program  
SUNY Oswego  
Mr. Tom Mele  
North Team Associate  
May 3, 2001**

# BROCTON CENTRAL SCHOOLS ENTRY PLAN INFORMATION SHEET

## General Goals:

- Work extremely hard to reach my full potential as a chief school officer.
- Become familiar with the culture of Brocton CSD.
- Actively participate in the Brocton community.
- Critically listen to the needs of the parent and school community.
- Work to gain a sense of trust with the BOE and the Brocton CSD staff.
- Immerse myself in dealing with the capital improvement project.
- Work to improve eighth grade and regents math scores.
- Develop a set of procedures for BOE meeting decorum.
- Develop workable operating procedures for the central office.
- Develop a process for communicating with the BOE and staff.
- Create opportunities for community members to participate in their child's education.
- Become a driving force and advocate for student achievement within the district.

# BROCTON CENTRAL SCHOOLS ENTRY PLAN INFORMATION SHEET

## PRIOR TO APPOINTMENT

### ***BOARD OF EDUCATION:***

- Start process of delineating lines of communication between myself and the BOE.
- Meet with the BOE President..
- Work out a three year contract equitable to both parties.
- Work diligently to learn how issues are introduced and decided.
- Meet with District Superintendent.
- 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.
- Meet the administrative team for dinner.
- Continue internet searches to gain information on the District.

### ***COMMUNITY:***

- Work closely with my family to decide on our new home's location.
- Take an extended tour of the Brocton CSD community.

# BROCTON CENTRAL SCHOOLS ENTRY PLAN INFORMATION SHEET

## FIRST DAY

### ***BOARD OF EDUCATION:***

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

### ***DISTRICT:***

- Eat breakfast with my family.
- 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.
- Visit classrooms.
- Eat lunch in the cafeteria.
- 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.
- Pen notes to staff and students who were caught doing something great.

### ***COMMUNITY:***

- Go home and crash.

# BROCTON CENTRAL SCHOOLS ENTRY PLAN INFORMATION SHEET

## FIRST WEEK

### ***BOARD OF EDUCATION:***

- Begin BOE interviews
- Set up a meeting with the capital project architect.
- Set up a meeting with District Superintendent.
- Receive update on negotiations with Secretary's bargaining unit.
- Have lunch with the Board President.
- Complete the first weekly BOE informational packet.
- Set a date for a BOE planning session.

### ***DISTRICT:***

- Continue to remain visible throughout District.
- Meet with Head Custodian and Cafeteria Manager.
- Meet with high school principal.
- Meet with administrative team to cover the following:
  - Update on capital project.
  - Begin planning as to how to address deficient math results.
  - Decide on other instructional or non-instructional areas of need
  - Set procedures for communication with BOB and other district leaders.
  - Start discussion on budget planning process.
  - Status of Shared Decision Making Teams
- Meet with Business Official 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.
- Initiate the creation of a Superintendent Parent Forum
- Meet with one area service organization.

# BROCTON CENTRAL SCHOOLS ENTRY PLAN

## FIRST MONTH

### ***BOARD OF EDUCATION:***

- Continue BOE interviews.
- Review any tax certiorari cases that may be pending.
- Start process of orientating BOE members with help from the School Board Association.
- Establish procedures leading to my annual evaluation process and format.
- Plan for my first BOE meeting.
- Share soon to be released Parent Survey with BOE.
- Establish a BOE capital renovation committee.
- Have the BOE Renovation committee meet with architect and construction manager.
- Review meeting procedures with BOE President prior to the first BOE meeting.
- Review BOE Policy Handbook (if possible).
- Start the process of getting to know BOE members on a personal level.

### ***DISTRICT:***

- Get out of the office and into the hallways!!
- Review Administrative Regulation Handbook (if possible)
- Review elementary and secondary Parent/Student Handbook information
- Meet with the elementary principal to determine:
  - Avenues of communicating with the BOB.
  - Needs to continue path toward excellence by this building.
- Begin to set up process of allowing staff input into the capital project process.
- Meet with math department to plan process to meet the needs of students in this area.
- Meet with HS principal about low number of students taking the Global Studies regents.
- Merge into the school culture.
- Review Code of Conduct (Project SAVE)
- Have lunch with Teacher's Association President.
- Start a district volleyball tournament for instructional and non-instructional staff.
- Attend evening functions.
- Pen letters to students who are showing excellent achievement in the first quarter.
- Meet with district auditors.

### ***COMMUNITY:***

- Be visible at community functions.
- Update PTA leadership on capital project renovations and report card results.
- Meet with local legislators and municipal leaders and one more service organization.
- Meet with media representatives.
- LISTEN, LISTEN, LISTEN.

## BROCTON CENTRAL SCHOOLS ENTRY PLAN

### FIRST SIX MONTHS

#### ***BOARD OF EDUCATION:***

- Provide the BOE a report on my first half year as superintendent.
- Solicit input from the Board concerning my job performance.
- Share Parent Survey with BOE.
- Do a review of current condition of facility.
- Review current condition of transportation facility and process.
- Discuss with the BOE the need to professionally develop staff.
- Complete first BOE planning session:
  - BOE goals for the coming year.
  - Bargaining unit negotiations for bus drivers and CSEA staff.
  - Teacher recruitment criteria and goals.
  - Capital project issues.
  - Report Card results
- Start process of preparing the budget for the public vote.

#### ***DISTRICT:***

- Review budget history with administrative team.
- Meet with administrative team to discuss recruitment procedures to replace soon to be retiring staff.
- Start process of observing teachers up for tenure.
- Meet with all standing committees.
- Meet with SUNY Fredonia to initiate staff development opportunities.
- Read any Parent/Student Handbooks.
- Continue writing congratulatory notes/letters to students and staff.

#### ***COMMUNITY:***

- Work hard to create and provide opportunities for parent community to become involved in their child's education.
- Sit in on Shared Decision Making Team meetings.
- Update community on progress of capital project.

BROCTON CENTRAL SCHOOLS ENTRY PLAN  
FIRST YEAR

***BOARD OF EDUCATION:***

- Provide the BOE with an annual “State of the District” presentation.
- Secure my first annual evaluation from the BOE.
- Start the planning process for next year.
- Discuss negotiations goals for teachers and cafeteria workers.
- Share Parent Survey results with BOE.
- Plan a retreat with the BOE to discuss issues of relevance.
- Orientate any new BOE members.
- Start budget planning process.
- Continuing to provide leadership in moving the capital project forward.

***DISTRICT:***

- Provide administrative staff with annual job performance reviews.
- Plan a retreat with the administrative staff.
- Share Parent Survey results with staff.
- Start budget planning process.
- Review progress of action plan concerning math deficiencies.
- Review plan of action regarding students faced with the Global Studies regents.

***COMMUNITY:***

- Remain visible in community.
- Start process of educating community to budgetary needs that will arise once the capital project is completed.
- Share Parent Survey results with parent community.