ENTRY PLAN
BROCTON CENTRAL SCHOOL DISTRICT

Superintendent Development Program
SUNY Oswego
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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.
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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.
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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.
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.
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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.
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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.
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.