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**Editor's Note: On the following page is a one page entry plan. The plan was developed by an administrator at the request of the Board of Education as part of the superintendency interview process. The administrator was successful in securing his first superintendency.**

**This is entry plan is much shorter than most.**

**The print is small [and should never be less than 10 point for readability].**

**J M Merrins, Ed.D.**

# [Name] School District

## [Name] - Superintendent's 120 Day Entry Plan

Executive leadership transition is a critical step to success. This entry plan is to set activities that will guide my transition into the role of Superintendent of the [school district] school community. These activities will enable me to gather information about the school community and its organization; establish a strong community presence early on; assess the district's strengths; identify critical issues; attack areas of immediate concern; build upon staff strengths; and create a network of contacts and resources that will assist me in my work.

The primary purpose and preliminary activities are as follows:

### **Board of Education**

**Purpose:** Establish a strong team-oriented working relationship with the Board in its entirety and with individual Board members as a part of the corporate body.

**Activity:** Discuss with the Board the expectations for the superintendent and board relationship. Clarify our goals for the school community. Discuss and schedule with the Board a format and agenda for two Board/Superintendent retreats, one in July and one in mid-January.

### **District Executive Leadership Staff**

**Purpose:** Establish strong professional relationships with key District personnel and begin to assess their strengths, and how to best support the administrative/supervisory team.

**Activity:** Meet and build positive relationships with all administrative and supervisory leaders. Learn the District culture. Establish patterns of regular meetings evaluate, and establish processes important and critical to the District's success.

### **Instructional and Support Staff**

**Purpose:** Establish strong and collaborative relationships with the leadership of the District's professional associations and groups of employees.

**Activity:** Conduct an academic review and analysis of the instructional program, practices, curriculum and support materials for evidence of effectiveness in improving student achievement for all and closing the gap between all student populations.

### **Local Community Relations**

**Purpose:** Meet with leaders of the community – governmental, service, business, and parent organizations to generate good will, build support, and open communication channels.

**Activity:** Identify and meet the school parent and community's leaders, service clubs/ organizations, Chambers of Commerce, largest corporations, key businesses, foundations, not for profit, philanthropic leaders, public safety chiefs, college and university presidents and their professional organizations and affiliations. Meet with each for an initial listening and learning session. Establish a communication protocol with these individuals and groups.

### **Student Engagement**

**Purpose:** Establish relationships with students to generate good will and establish communication channels.

**Activity:** Schedule meeting with each Student Government Association. Be visible in the halls, playground, extra-curricular activities and PTA and Community sponsored events that involve our children.

### **Inter-Governmental Leadership**

**Purpose:** Establish relationships with local, state, and national political leaders and open regular communication.

**Activity:** Identify, meet, and create strong collaborative relationships with the government leaders in the hamlet, towns, county, and state to establish clear lines of communication, advocacy, and support for the District's students.

### **Media Relations**

**Purpose:** Establish my goals early so that the public, press, and education community knows what to expect. Generate publicity for early "listening and learning" efforts. Establish strong professional relationships with the media.

**Activity:** Establish routine communication protocols and meeting protocols. Offer to meet with the editorial boards of local media. Assure media that they are welcome and encourage communication and reporting that is open and honest.