

## Superintendent's Entry Plan (Draft)

### 2022-23

Priorities	Activities
1. Establish a successful and productive superintendent/board relationship.	<p><u>Entry Plan</u> Review entry plan with the board; share publicly.</p> <p><u>Interviews</u> Conduct 1:1 interviews with board members.</p> <p><u>Retreats</u> Superintendent meets with the board to provide legal updates, establish priorities, review superintendent goals and engage in professional learning opportunities for the board/superintendent team. Hold 1-2 retreats with the BOE for the 2022-23 school year.</p> <p><u>Norm Setting</u> Reaffirm/set norms for meeting and for working collaboratively. Meeting norms and protocols are refined and outlined in writing. Review protocols and expectations for responding to stakeholder concerns.</p> <p><u>Communication</u> With input from the BOE, discuss and agree upon strategies for effective communication. Establish modes of effective communication with the chair, board and school community.</p> <p><u>BOE committees</u> Discuss committee goals, structure and effectiveness of the current model with the board.</p>
2. Establish relationships with stakeholders and gather feedback to inform goal setting and strategic planning.	<p><u>Meetings &amp; Interviews</u> Meet with internal and external stakeholders individually or in groups through meet and greets, focus groups, and classroom visits. Using a set of semi-structured interview questions, gather information regarding strengths, areas of growth and opportunities for the district.</p> <p><u>Identify Themes and Patterns</u> Look for trends in the feedback received from administrators, staff, parents, students and community members. Questions used to elicit feedback are shared publicly along with key themes identified.</p> <p><u>Reflect on Feedback</u> Feedback from stakeholders will be used to inform strategic planning. Information gleaned will be incorporated into the district goals and the strategic planning process.</p>

<p>3. Successfully open and complete Cons/MHHS building project.</p>	<p><u>Open the Cons/MHHS Campus</u> Closely monitor the building project to receive clearance to open Cons/MHHS on time.</p> <p><u>Teacher Meet &amp; Greets</u> In collaboration with head campus principal, teachers will host informal meet and greets with students and their parents.</p> <p><u>Site Tours</u> Coordinate with Cons/MHHS administration community tours of the expanded facility.</p>
<p>4. Engage in understanding New Fairfield's tradition of academic excellence.</p>	<p><u>Review Academic Programs</u> Meet regularly with the assistant superintendent and the director curriculum to discuss academic programs.</p> <p><u>Review Documents</u> Review curriculum maps, professional learning plan, and program of studies.</p> <p><u>Classroom Visits</u> Visit classrooms in all schools and engage in ongoing conversations with students, teachers, paraprofessionals, administrators.</p> <p><u>Special Education</u> Meet regularly with special education administrators; engage in ongoing conversations with special education teachers and related providers. Review any recent evaluations conducted on our special education programs and services.</p> <p><u>Committee Meetings</u> Periodically attend BOE Curriculum and Special Education Committee meetings regarding instructional topics.</p>
<p>5. Actively gather information regarding school security, facilities and the budget.</p>	<p><u>School Security</u> Review school safety and crisis management plans. For the start of the year, coordinate with the Resident State Trooper regarding the expansion of the School Resource Officer program with the addition of an SRO at Cons/MHHS.</p> <p><u>Facilities</u> Conduct periodic walk throughs of school facilities, grounds and athletic complexes. Periodically attend building construction meetings for Cons/MHHS and the new high school.</p> <p><u>Budget Planning</u> Review FY23 budget and capital plan documents, as well as meeting videos. Become familiar with multi-year facilities, energy, transportation and technology contracts. Engage in periodic meetings with the Director of Business and Operations on the allocation and monitoring of resources for the FY23 budget.</p>

<p>6. Effectively communicate with stakeholders.</p>	<p><u>Listening</u>  “Hitting the ground listening.” Foster two-way communication through various strategies, such as informal chats, coffees, surveys, and forums. Feedback received informs the communication plan and strategic plan.</p> <p><u>Introductory Communications</u>  Reach out to stakeholders with introductory communications and e-newsletters.</p> <p><u>Social Media</u>  Identify which platforms to be employed and the frequency for each (i.e. Facebook, Twitter, Website), based on the needs of consumers. Social media data analytics will provide valuable information on the effectiveness of certain tools.</p> <p><u>Videos/Podcasts</u>  Employ methods, complementary to written communications, such as videos or podcasts.</p>
--	---