



Superintendent Entry Plan – Phase 1 (0–6 Months) Checklist

Board Relationships

- ✓ Meet individually with each board member
- ✓ Identify communication preferences
- ☐ Clarify Board goals & data checkpoints
- ☐ Provide written status reports (2mo, 4mo, 36mo)

District Finances & Projects

- ☐ Review past 3 years of budgets with CFO
- ☐ Analyze financial reports
 - ✓ Review business office procedures
- ☐ Review supplier contracts
 - ✓ Review investment procedures
- ☐ Evaluate budget development effectiveness
- ☐ Review long/short-range planning
- ☐ Hold project review sessions
- ☐ Review bond projects & bid specifications

Campus/Staff/Parent Relationships

- ☐ Schedule 2-hour initial campus visits
- ☐ Request facility tours from principals
 - ✓ Observe teachers & students in fall
- ☐ Begin ongoing classroom visits
 - ✓ Greet parents/students at 2–3 campuses weekly

District Leadership & Academic Review

- ✓ Establish bi-monthly leadership meetings
- ☐ Review NWEA results & School Report Cards
- ☐ Review curriculum & PD plans
 - ✓ Meet with district leaders
 - ✓ Meet with tech/athletics leaders
 - ✓ Establish media relationships

Vision & Mission

- ✓ Send staff introduction letter
- ✓ Host meet & greet
- ☐ Observe heavily Year 1
- ☐ Team of 8 revise vision/mission/portrait of graduate



Community & Key Communicators

- ✓ Meet with local government & civic leaders
- ☐ Host realtor breakfast
- ☐ Meet with service orgs

Attendance Zones & Demographics

- ✓ Tour district with Transportation Director
- ☐ Review demographic data

Athletics, Arts, & Co-Curriculars

- ✓ Attend weekly events (sports/arts)
- ☐ Meet with sponsors & coaches
- ☐ Evaluate student/parent participation

Student Voice

- ☐ Meet with secondary student orgs
- ☐ Create Superintendent's Student Advisory Group
- ☐ Eat lunch at elementary schools

Legal Matters

- ✓ Establish relationship with legal counsel
- ✓ Review current litigation
- ✓ Review potential legal issues
- ✓ Set ongoing communication with law firm