

# Jeffrey Wihbey

---

## RSD 17 Superintendent Entry Plan

---

### Entry purpose:

The entry plan purpose is to support effective transition into the role of superintendent. The plan is designed for the first days as superintendent and utilizes a reflective inquiry approach to form and possibly prove hypothesis for continued district growth. The entry plan provides the structure to support the Superintendent's transition by listening and learning from students, teachers, staff, unions, administrators, families, industry leaders, and Board members about their aspirations for the RSD 17. The initial plan would be followed by a strategic planning process undertaken by the Board of Education, stakeholders, and the Superintendent.

Entry work is designed to accomplish the following:

1. Begin building trusting relationships with stakeholders
2. Deeply understand all aspects of the RSD 17
3. Collaboratively plan for the future

### Week 1

- Communicate Entry Plan to all stakeholders and the media

### First months

These initial days are important to set expectations across the district. During this time the Superintendent will conduct a comprehensive review of district artifacts and data sets. The review would include:

- Student Data Analysis
- Policy Analysis
- Facility inspection
- District organizational structures
- Document Review
  - Contracts
  - District Responsibility chart
  - Budget
  - Written evaluations
  - Meeting minutes
  - Other

Superintendent will conduct interviews with stakeholder groups utilizing Keep, Stop, Change, Priority Framework for questioning with all groups.

- Superintendent will schedule interviews with every individual BOE member
  - Identify individual Board member priorities and aspirations for the district
- Principal Interviews
  - Assign site visit conditions
  - Attain campus priorities & needs from principals
- CO Interviews
- Teacher Union Executive Board Interviews
- Other Union Presidents
- Schedule BOE Retreat
- Schedule Admin Retreat

The Superintendent will make an all-day site visit at all schools at RSD 17 during the entry phase.

- During the school site visits The Superintendent will conduct:
  - Focus Groups
    - Parents
    - Teachers
    - Students
    - Administrative Teams
    - Union stewards
- Community member meetings
  - Business leaders
  - PTO
  - Community advocates
  - Governmental officials
  - Media

During the entry phase the Superintendent will conduct a nationally normed climate survey, based on climate standards, of the following stakeholder groups:

- Parents
- Teachers
- Staff
- Strategy
  - Relationship building
  - Assess Order of Change Level
- Confidence phase of professional capital plan
- Information reconciliation with leadership cabinet
- Update Theory of Action
- Convene meeting with BOE to share Entry Report findings

At the completion of the entry plan, the Superintendent's observations, data analysis, and stakeholder feedback will be shared formally with the Board and at PTO and faculty meetings across the district. The Superintendent will revisit the theory of action hypothesis at this point as well. After the completion of the plan the Board should convene a session of retreat work with the Superintendent to define the Strategic Goals for the RSD 17. These goals will then lead to development of a three year strategic operating plan.

**Follow up Strategic Planning:**

Strategic Plan Benchmarks

- Develop vision, mission, goals
- Select steering committee
- Develop strategies to support the goals within goal subcommittees
- Deliver a final SOP to Board for approval