



# Superintendent's

## 100 Day Entry Plan

Presented to the  
TUFSD Board of Education

Dr. Raymond Sanchez







# Introduction

I have developed this entry plan to serve as a guide to the process of listening, learning, sharing, collaborating, and planning as I transition into the role of Superintendent.

The entry plan will represent my strong desire to make a thoughtful and deliberate transition into this highly successful school system. This plan will serve as a guide to ensure that adequate time is dedicated to listening and learning about the Public Schools of the Tarrytowns.

I look forward to the opportunity to meet and learn from many individuals throughout the community.



# Mission Statement

The mission of the Public Schools of the Tarrytowns is to empower students to make informed choices and assume responsibility for their own actions as they become self-directed, lifelong learners who are committed and able contributors to a sustainable local and global society. In partnership with our diverse community, we promote continuous growth through active engagement in a personalized learning environment characterized by high expectations and academic rigor in a climate of collaboration and mutual respect.





# Promoting Equity and Racial Justice in Tarrytown

The Public Schools of the Tarrytowns has made an ongoing commitment to the process of promoting equity and racial justice in our school community. This commitment is currently focused on five key areas as determined by the District Equity Team:

1. Communications
2. Curriculum
3. Recruitment, Hiring, and Retention
4. Professional Development
5. Student Leaders







# Overview

**Priorities**

**06**

**Goals**

**07**

**Guiding  
Questions**

**08**

**Entry Plan Phases**

**09–13**



# Priorities

1. Effective Board Relations
2. Strong Leadership Team
3. Effective Finance and Operations Systems
4. Impactful Instruction
5. Inclusive Engagement with Families and Community





# Goals

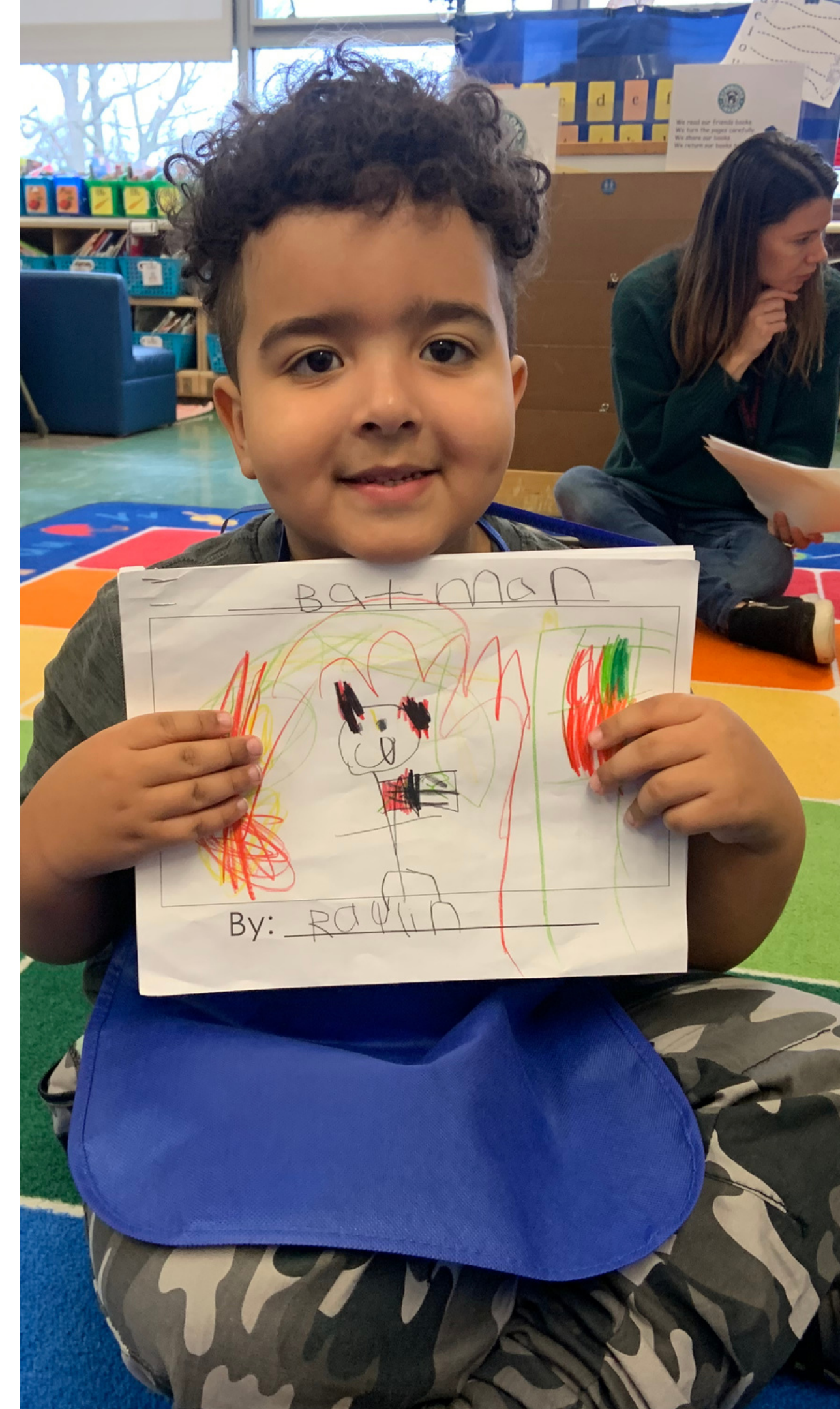
1. Commence a smooth leadership transition.
2. Establish a strong working relationship with the Board of Education, administrators, and the entire faculty.
3. Build relationships with students, families, community groups, local leaders and elected officials.
4. Create space to hear from multiple perspectives.
5. Develop the foundation for strong collaboration in building a strategic vision for teaching and learning of the future.





# Guiding Questions

1. What are the strengths and achievements of the Public Schools of the Tarrytowns?
2. What are the needs and challenges of the Public Schools of the Tarrytowns?
3. What are the opportunities for support? Anything we should shed or abandon?
4. If you were superintendent, what three areas would you focus on strengthening?
5. What would you like to know about me?







# Phase I: Transition (June)

During this phase, I will begin arranging meetings with various stakeholders, and collect all available district documents. This phase will occur prior to my start date of July 1, 2023.

## ACTION STEPS:

- Provide the Board of Education with a draft copy of the entry plan for feedback
- Prepare a schedule to meet individually with Board of Education members
- Collect pertinent district documents such as: Professional Development Plan, Audit Reports, Organizational Chart, NYS School Report Cards, Technology Plan



- Prepare a schedule to meet with various stakeholders:
  - Union Leaders
  - Village, faith-based, business and other community leaders
  - Central Office team
  - Students
- Meet with the Board of Education to review the norms for communication
- Continue to meet with Superintendent Chris Bosari to learn and ensure a smooth transition
- Schedule school visits





## Phase II: Entry (July–Sept)

During this phase, I will officially begin the stakeholder engagement process, review strategic plans with staff, analyze data, and continue assessing the district's strengths, needs, and opportunities.

### ACTION STEPS

#### Priority 1: Effective Board Relations

- Participate in a summer Board Retreat to review norms, roles and responsibilities, and priorities
- Conduct individual meetings with members of the Board of Education

#### Priority 2: Strong Leadership Team

- Facilitate the Leadership Team summer retreat
- Conduct entry interviews with all members of the administrative team
- Meet with the leadership of all bargaining units
- Schedule entry meeting with school attorney





# Phase II: Entry (July–Sept)

## ACTION STEPS CONTINUED

### Priority 3: Effective Finance and Operations

- Meet with the Assistant Superintendent for Business to review district finances
- Tour all facilities with the Director of Facilities, Head Custodians, and Assistant Superintendent for Business
- Meet with the Director of Facilities and Assistant Superintendent for Business to review capital projects, and Building Condition Surveys
- Meet with the Director of Personnel to review the procedures within the department
- Meet with the Assistant Superintendent for Pupil Personnel to review the procedures within the department
- Review the district organizational chart

### Priority 4: Impactful Instruction

- Meet with the Assistant Superintendent for Curriculum, Instruction and Equity to review procedures within the department
- Review the district's recently developed Strategic Coherence Plan
- Review student data - attendance, achievement, behavior, high school completion, program participation
- Review the ENL / Dual Language process, curriculum, and student data with the Supervisor for ENL
- Review MTSS plan, Section 504, Technology Plan, etc
- Meet with the Director of Technology and Director of Athletics to conduct a review of the process and procedures within the departments
- Conduct school visits
- Visit summer programming in the schools and community



# Phase II: Entry (July–Sept)

## ACTION STEPS CONTINUED

### Priority 5: Inclusive Engagement with Families and Community

- Conduct entry interviews with PTA and Education Foundation Leadership
- Send an introduction letter to leaders within the community
- Meet with the Mayor, Police Chiefs, Director of Recreation, Fire Chief, and all other key government officials
- Schedule various opportunities to meet with the Superintendent - formal and informal
- Meet with faith-based leaders in the community
- Meet with local media outlets to establish a strong and collaborative framework for communication
- Assess protocols and culture of communicating with all families (including multilingual families, parents with reading challenges, etc.)







## Phase III: Analysis and Future-Driven Planning (mid-Sept)

During this phase, I will analyze all the information I was able to gather from the various stakeholders meetings and district documents.

The results will be shared with the Board of Education and community in order to inform the action plans that support the district's Strategic Coherence Plan.



### ACTION STEPS

- Report the results to the Board of Education and administration
- Present the results to the staff and community
- Conclude the 100-day period with collaboratively developed priorities for near & future success (short-term and long-term “wins”)
- Continue or enact a system to monitor progress, on a quarterly basis, to ensure accomplishment of yearly goals (Report to BOE)



# Thank you

