



MAMARONECK UNION FREE SCHOOL DISTRICT

Superintendent's Entry Plan

Dr. Charles B. Sampson

Purpose

- Ensure a **seamless transition** of leadership
- Determine the most effective means of building upon the work of the previous administration in order to establish a framework that ensures **sustained excellence** and meets the needs of ALL students
- Provide the school community with a **detailed and clear outline** of my transition process to MUFSD
- Establish **relational trust** with all members of the MUFSD school community
- Establish **proactive Board-Superintendent relations** that allow for an effective leadership team





Four Phased Approach for 2023-2024 School Year



PRE-ENTRY

June-November 2023

PHASE I

November 1-
December 31, 2023

PHASE II

January 1-
March 31, 2024

PHASE III

April 1-June 30, 2024



Pre-Entry

June-November 2023

ACCLIMATION

Connect on individual level(s)
to establish relational trust

LISTENING

Understand the stories within
the MUFSD

LEARNING

Student and community experiences
within the MUFSD- what are our
metrics of excellence?

Phase I

NOVEMBER 1-
DECEMBER 31, 2023





Off & Running

- **Listening tour** through focus groups and individual meetings
- **Meet and greets** with municipal and community leaders
- Review district data and performance by school and subject. Review organizational snapshots
- Establish a process for **regular school visits**
- Initiate and finalize the selection of Assistant Superintendent
- Build upon established processes for productive Superintendent and board relations
- Work through **initiative framework** at leadership meeting to identify core work and establish large scale wonderings
- Establish executive superintendent **student advisory** council
- Establish **clear communicative feedback loops** throughout organization
- Implement regular means of interfacing with the school community

PHASE I
Actions



Listening & Learning

- Develop familiarity with board meeting/committee structure in order to **assess the status of ongoing initiatives** and district needs
- Establish regular and consistent meetings with the board president to facilitate a clear understanding of roles and responsibilities
- Develop **clear communication protocols** with the board regarding written reports, phone calls, electronic communication, and meetings
- Review the performance evaluation of the superintendent to determine mutually desirable expectations
- Review operating budget for effectiveness in promoting alignment to educational goals
- Establish regular meetings with business administrator and district leadership to assess current and future budgetary needs in order to cultivate a thorough understanding of the budget process

PHASE I
Actions

Phase II

JANUARY 1-MARCH 31, 2024





Building Blocks Established

- **Listening tour** through focus groups and individual meetings
- **Public presentation** of Entry Plan status/Wonderings
- Continual utilization focus groups/continued community immersion
- Establishment process **regular school visits/feedback loops** across community
- Budget and critical staffing priorities established
- Disaggregate all individual student data/heat maps for student journeys
- Identify gaps/needs/strengths of all current district work

PHASE II
Actions

Phase III

JANUARY 1-MARCH 31, 2024





Long Term Planning Commences

- Establish framework for **Five Year Strategic Plan**, including internal and external teams for 24/25 and beyond
- Establish processes for on-going school and community feedback
- Continue to immerse myself in the MUFSD community

PHASE III
Actions



thank you

