



Berlin Brothersvalley School District

Superintendent Entry Plan

Casey Long, Ed.D.
Superintendent of Schools



Arts

Academics

Athletics





Berlin Brothersvalley School District



Berlin Brothersvalley School District

Mission Statement:

The mission of the Berlin Brothersvalley School District is to prepare students for the future by challenging their desire to learn and creating an environment that nurtures their diversity of talents.





Berlin Brothersvalley School District

Entry Plan Goals:

The entry plan is designed to ensure my successful transition into the Berlin Brothersvalley School District and to identify my strategic responsibilities. The entry plan focuses on listening and learning with the Board of Education; staff; parents; students; community and business stakeholders; and, town officials about the strengths, challenges and opportunities for Berlin Brothersvalley.

The entry plan has five broad goals:

1. Build trust through transparent, consistent, and collaborative conversation with staff, students, families, board members, and community members.
2. Show visibility and community engagement by maintaining and active presence throughout the district while building strong relationships with local businesses and industries.
3. Conduct stakeholder and employee assessments to better understand district strengths and growth areas.
4. Assess building, grounds, and technology to identify sustainability needs and communicate improvement recommendations.
5. Evaluate the financial health and resource allocation to support curriculum and instruction as well as overall operations of the district.



Berlin Brothersvalley School District

Pre-Entry Plan Activities (June-July)

Listen / Learn / Analyze / Meet / Collaborate

- Meet with district leadership and administrative personnel to begin the transition of responsibilities from operational, instructional, and historical perspectives.
- Review district organizational structures, operational systems, and key documents.
- Review current labor agreements, negotiations, and staffing needs.
- Meet with building principals to discuss summer expectations, district priorities, and entry plan goals.
- Review district budget priorities, federal programs, grants, and financial reconciliation processes.
- Collaborate with facilities, maintenance, transportation, and technology departments regarding summer projects and timelines.
- Develop an introductory communication to staff, families, and community stakeholders.
- Have visibility throughout all school buildings.
- Meet with district secretaries, business office personnel, and support staff to better understand operational procedures.
- Begin outreach to community organizations, booster groups, educational foundations, and key community stakeholders.



Berlin Brothersvalley School District

Phase I (July-August)

Listen / Meet / Assess / Collaborate

- Meet regularly with administrative team members to review district operations and summer readiness.
- Review curriculum initiatives, student achievement data, and district comprehensive planning goals.
- Conduct meetings with transportation, food service, nursing, facilities, and technology departments.
- Establish regular communication with school board members regarding district updates and transition progress.
- Review safety and security protocols, emergency procedures, and district preparedness.
- Collaborate with administrators on professional development planning and opening-of-school activities.
- Assess district communication systems and public relations practices.
- Organize administrative retreat focused on district vision, mission, leadership expectations, and strategic priorities.
- Review staffing recommendations and hiring needs for board approval.
- Engage with local career and technical education partners, community agencies, and educational organizations.



Berlin Brothersvalley School District

Phase II (August-September)

Prepare / Strategize / Collaborate / Communicate

- Finalize teacher in-service programming and opening-day preparations.
- Support new teacher induction and mentoring initiatives.
- Collaborate with principals regarding building readiness and student transition supports.
- Review federal programs compliance requirements and communication expectations.
- Maintain visibility at faculty meetings, trainings, and opening-day activities.
- Continue regular communication with the Board of School Directors.
- Meet with department leaders and instructional staff regarding district goals and expectations.
- Assist administrators with operational needs and student-focused problem-solving.
- Ensure all communication systems and district messaging are aligned and consistent.
- Promote positive school culture and stakeholder engagement across all buildings.



Berlin Brothersvalley School District

Phase III (September-October)

Support / Implement / Assess / Adjust

- Conduct regular walkthroughs of all district buildings and classrooms.
- Meet consistently with principals to review instructional leadership, school climate, and operational progress.
- Attend school events, PTO meetings, athletic contests, and community activities to increase visibility and stakeholder engagement.
- Provide leadership and support during school board meetings and committee meetings.
- Monitor implementation of district goals, strategic initiatives, and professional development expectations.
- Review student achievement indicators, attendance data, behavior trends, and safety concerns.
- Collaborate with district solicitor and leadership team regarding policy, legal, and operational matters.
- Evaluate communication systems and make adjustments as needed to improve stakeholder outreach.
- Continue relationship-building with students, staff, families, and community organizations.
- Develop recommendations for long-term district improvement and strategic planning.