



School District of the Menomonie Area

**School District of the Menomonie Area
Menomonie, Wisconsin**

District Administrator's Entry Plan

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District Administrator
School District of the Menomonie Area
July 1, 2014-June 30, 2015

PURPOSE AND INTRODUCTION

The purpose of any entry plan is to promptly establish a set of endorsed activities that will guide the Superintendent's transition. All district-level leadership transition is very important, but the transition of the Superintendent is of the highest importance in relation to Board expectations and relationships, team building, operational and systems awareness, and the list goes on. As much as this plan is designed for gaining understanding and assessing organizational competence, it is also designed to create a network of contacts and resources to assist in the work of supporting SDMA on its journey to be the premier school district in the state. The activities herein are submitted as a blueprint for entry; as with all blueprints, adjustments may have to be made as we progress with the project. This plan is not intended to be daunting to staff; however, the plan has been intentionally developed to acknowledge my areas of focus.

TIMELINE OF THE ENTRY PLAN

PHASE I: Entry Activities- July 1, 2014-August 30, 2014

Purpose:

- To develop an understanding of the school district and the community it serves, and to develop strategies to address the immediate priorities in the district.

PHASE II: Initial Directions- September 1, 2014-January 1, 2015

Purpose:

- To understand the stakeholder challenges, build on the district's strengths, and to develop a respectful, positive, and productive relationship with all stakeholders.
- To prepare the administrative team to lead with a results oriented focus and provide instructional leadership based upon our core values.

PHASE III: Development, Implementation, and Readiness- January 1, 2015-June 30, 2015

Purpose:

- To foster the conditions found in high-performing school districts with an emphasis on student outcomes, institutional integrity, and positive student learning culture.
- To accomplish the goals identified in the current strategic plan and ready the district for additional strategic planning goals with shared direction for the School District of the Menomonee Area based upon a vision of continuous improvement and excellence.

GOALS OF THE ENTRY PLAN

Goals have been developed based upon the initial information that I have gathered in the district, the adopted vision for the SDMA, and the objectives identified as core elements of the strategic plan. All goals are aligned to the essential practices of quality leadership and would serve to move the district forward. The goals are not in any prioritized order as all are essential to the success of the district.

Goal 1: Foster effective and positive Board of Education-District Administrator relations.

Goal 2: Build and enhance meaningful and positive relationships with the SDMA community and surrounding areas, which includes students, parents, staff, community members, the University, and community leaders.

Goal 3: Analyze and build supports for increasing achievement and success for all students.

Goal 4: Study the effectiveness and efficiency of district-wide systems and practices.

Goal 5: Provide direction and leadership for the successful completion of the SDMA construction projects.

Goal 6: Facilitate progress in the priority areas identified in the SDMA strategic plan (learning experience, technology, facilities, personnel, resources and community engagement).

ACTIVITIES TO SUPPORT THE GOALS OF THE ENTRY PLAN

The following activities are not intended to be an exhaustive list of my responsibilities and duties. They represent a plan of action for accomplishing my goals and help the board visualize the connection to the work I will do to support the board goals.

ACTIVITIES TO SUPPORT PHASE I

ACTIVITY	TIMELINE	GOAL ALIGNMENT
Oversee the management of daily operations in the school district	Ongoing	2,3,4,5,6
Become familiar with critical policies, emergency procedures and crisis preparedness plans	July 1-August 30	4
Weekly meetings with ASC Leadership Team	Mondays @1:00 pm	2,3,4,6

Join the Menomonie Rotary Club	July	2
Individual meetings with staff, community stakeholders, admin, Board members.	July 1-August 30 (see attached list of meetings)	1,2,4
Meet with the superintendents from Dunn County school districts and attend WASDA Legal Seminar	July 10 July 30-31	2,3,4,6
Summer Retreat with District Leadership Team	August 12 and 14	2,4,6
Plan with Patty W. for BOE communications/packets	Completed/As Needed	1,2,4,6
Review and oversee the schedule and budget for the improvement and maintenance of district facilities.	July 1-Sept. 1	5,6
Analyze and improve the district web presence, and improve the use of social media for better communication.	July 1-Sept. 1	1,2,3,6
Attend meetings of the Greater Menomonie Development Corporation and the Joint Town/City Planning Meeting	July 15 July 29	2,3,6

ACTIVITIES TO SUPPORT PHASE II

ACTIVITY	TIMELINE	GOAL ALIGNMENT
Weekly meetings ASC Leadership Team	Mondays @1:00	2,3,4,6,
Bi-weekly meetings with District Leadership	2 nd and 4 th Tuesday	2,3,4,6,
Monthly meetings with ASC Staff	First Tuesday	2,3,4,6,
Attend Monthly CESA 11 PAC meetings	Second Friday	2,3,4

Complete PhD Dissertation Study on the Strategic Planning Process in Menomonie	June 30, 2015	4,6
Create a schedule of visiting schools, activities, and community events	Sept. 1-June 30	2,3,4,6
Attend State Superintendent Convention and WASB Convention	September 24-26 January 21-23	1,2,3,4,6
Schedule Building staff listening sessions	November-June 30	2,3,4,6
Write a biweekly article for the DCN and work with the press to develop improved coverage of positive happenings in our district	July 1-June 30	2,3,5

ACTIVITIES TO SUPPORT PHASE III

ACTIVITY	TIMELINE	GOAL ALIGNMENT
Analyze and improve the recent changes to our staff supervision and evaluation system	Sept. 1-June 30	2,3,4,6
Analyze and improve crisis planning and security procedures.	Sept. 1-June 30	2,4,5,6
Continue to strengthen the systems in place for curriculum, assessment, and professional development	Sept. 1-June 30	2,3,4,6
Provide the professional development and empowerment necessary in administrative staff to provide instructional leadership resulting in rigorous and relevant programming.	Sept. 1-June 30	2,3,4,6

Attend WASDA Spring Superintendent's Convention	Spring	2,3,4,6
Assist the BOE in the development of a retreat for the purposes of working on governance issues.	Winter 2014	1,2,3,4,6
Analyze the current strategic plan and align strategies during 2014-15 that will further each action plan.	Jan 1-May 30	1,2,3,4,6
Analyze and share data collected on key measures, as well as data collection systems and timelines.	Nov. 1-June 30	1,2,3,4,6
Develop staffing and budget projections in a timely and efficient manner to demonstrate program costs as aligned with district priorities and based upon long-range funding projections.	Nov. 1-June	1,2,3,4,6
Analyze ongoing technology needs related to continuous improvement and the district long-range tech plan.	Nov. 1-June 30	2,3,4,6

ACTIVITIES FOR THE 2015-2016 SCHOOL YEAR AND BEYOND

ACTIVITY	TIMELINE	COMMENTS
Analyze current system of policy review and development. Recommend changes/updates as needed.	2015-2016	The policy revision process needs attention. There is a need to update many policies (e.g. recent work on the tech plan).
Assist the BOE in the development of a standards-based District Administrator evaluation system	2015-2016	

Continued analysis of state funding formula and projected revenue.	2015	Hold on to your hats as this is the last year of the biennial budget.
Continued Updating and Alignment of Strategic Planning Goals	Ongoing	Aligning limited district resources to needs and expectations is critical to the success of the school district.

Credits: This Entry Plan was modeled after a number of key resources, including entry plans from Brad Saron (Chippewa Falls) and Christine Stratton (retired- Menomonie).