

# D64 SUPERINTENDENT ENTRY PLAN

*Together we discover, learn, grow & care*

## *Introduction*

The purpose of this entry plan is to communicate my beliefs about learning, communicating, and leading in District 64. This plan will serve as a guide to make sure the beginning of my work as superintendent is purposeful and transparent. By planning with intentionality, my time will be efficiently and effectively used to ensure that District 64 continues its tradition of academic excellence as well as continue on a path of continuous improvement that prepares all students for success.



## *Belief Statements*

All students can learn at high levels and it is our collective responsibility to ensure our systems challenge each student to their full potential and support their overall growth.

All students deserve a school community with educators who are consciously aware of student developmental needs and who deliver curriculum that is culturally responsive, engaging, and empowering.

Our district will achieve excellence in everything that we do. We will achieve our goals through intentional planning, collaboration, and reflection.

Public education works best when there is deliberate and ongoing community engagement that brings all voices into the decision making process and overall vision for our district.

### **In the first 100 days, four goals will guide my transition**

- 1 Build strong foundational relationships and norms with the School Board and district office staff
- 2 Cultivate strong understanding of staff working environments and student impressions of learning
- 3 Engage community members and audit current systems of communications
- 4 Establish clear objectives for continuing to improve and execute the Strategic Plan 2026



Goal 1	Action Steps	Timeline
Build strong foundational relationships and norms with the school board and district office staff	Individual meetings with Board Members and collaboratively finalize entry plan together	April/May
	Individual meetings with Associate Superintendents and Directors	April/May
	Individual meetings with Principals	May
	Individual meeting with Union President	May
	Team meetings with each school's administrative team	July
	District office clerical employee town hall	July
	Board retreat and workshop with IASB	July
	Bi-Monthly Principal meetings (one goals update and one building walk/celebration)	Ongoing

**Measures:**

Log of events and meetings attended for introductions  
 Agendas and attendance at meetings, +/- feedback from meetings  
 Review of weekly communication, including analytics of its use

Goal 2	Action Steps	Timeline
Cultivate strong understanding of staff working environments and student impressions of learning	Building tours and property reviews	July
	Department meetings with each school's maintenance staff	July
	Student leadership/listening meetings in every school and superintendent/student advisory group formed	August/September
	Teachers/Student Services meet & greet in every school & staff advisory/transition group formed	August
	Bus driver meet & greet	August
	Food service meet & greet in every school	August
	Shadow student/shadow teacher	September
	Bus route rides	September
	Begin regular classroom visits	October

**Measures:**

Lists of attendees for each event  
 Agendas and attendance at meetings, +/- feedback from meetings  
 Staff and student survey data (existing and new)

Goal 3	Action Steps	Timeline
Engage community members and audit current systems of communications	Individual meetings with benchmark superintendents	April-June
	Individual meetings with Mayors	June/July
	Police and Fire Chief meetings	June
	Full audit of external communications district-wide	July
	Recent graduate listening sessions	October
	Form parent transition team (representatives from each school)	August
	Park District Directors individual meetings	August
	Area Superintendent meetings for mentorship and support	Ongoing
	Begin community coffees (9:00-10:30 a.m., offered six times)	September

**Measures:**

- Lists of attendees for event
- Notes from listening sessions (shared with board)
- Leadership coaching meetings, agenda, and notes

Goal 4	Action Steps	Timeline
Establish clear objectives for continuing to improve and executive the Strategic Plan 2026	Cabinet planning retreat	July
	Administrative visioning retreat and strategic plan status review	August
	Safety protocols/procedures, threat assessment, crisis plan audit	August
	Principals planning retreat	August
	Quarter 2 retreat for Cabinet	November
	100 day transition report to board	December

**Measures:**

- Event agendas and planning documents
- Retreat surveys, +/- feedback from meetings
- Board presentations and communication to the strategic plan

*Summary*

This plan represents my commitment to District 64 and provides a roadmap to ensure that my first actions as superintendent are intentional and transparent. Through collaboration, communication, and collective accountability, District 64 can work together for continued achievement in student academic outcomes and engagement in school. This plan outlines how I will first seek to understand the school communities, spend time researching and learning about the schools and collaboratively find ways that we can improve. I commit to modeling and serving every member of our community through compassion, support, and a positive learning environment.

*Chronological Entry Plan | My First Year in D64*  
*Ready to Discover, Ready to Learn, Ready to Grow, Ready to Care*



**Phase 1 | Pre-Employment**

- Individual meetings with Board Members and collaboratively finalize entry plan together
- Individual meetings with Associate Superintendents and Directors
- Individual meetings with Principals
- Individual meeting with Union President
- Complete Administrative Hiring

**Phase 2 | Summer 2023**

- Team meetings with each school's administrative team
- Building tours and property reviews
- Department meetings with each school's maintenance staff
- District office clerical employee town hall
- Introductory meeting with law firm(s)
- Individual meetings with surrounding superintendents (benchmark districts)
- Individual meetings with Mayors
- Cabinet planning retreat
- Principals' planning retreat
- Board retreat and workshop with IASB
- Police and Fire Chief meetings
- IASA New Superintendent Workshop
- Recent graduate listening sessions
- Form parent transition team (representatives from each school, meet three times each semester)
- Safety protocols/procedures, threat assessment and crisis plan audit

**Phase 3 | Beginning of School through November**

- Student leadership/listening meetings in every school and superintendent/student advisory group formed
- Bi-Monthly Principal meetings (one goals update and one building walk/celebration)
- Individual School Board meetings continue as needed
- Teachers/Student Services meet & greet in every school & staff advisory/transition group formed
- Bus driver meet & greet
- Full audit of external communication, district office and all schools
- Food service meet & greet in every school
- Administrative visioning retreat and strategic plan status review
- Shadow student/shadow teacher
- October 2nd: Day 64 in D64!! Time to celebrate!
- Park District Directors individual meetings
- Area Superintendent meetings for mentorship, advice, and support

Quarter 2 retreat for Cabinet  
Bus route rides  
Begin community coffees (9:00-10:30 a.m., offered three times each semester)

**Phase 4 | December through February**

100 Day Transition report to the School Board  
Student leadership/listening sessions in every school  
Staff of color district-wide listening session  
PTO meetings in every school and BOPA board meeting  
Parent listening sessions in every school  
Individual School Board meetings continue as needed  
Community service organizations meetings and visits  
Shadow ESP staff member  
Observe every principal in evening parent event(s)  
“State of the District” report provided to school board before community town halls  
Quarter 3 retreat for Cabinet

**Phase 5 | March through May**

Community town halls with strategic plan updates  
Hold first community advisory council meeting  
Shadow maintenance staff member  
Special Education listening sessions  
Multi-lingual listening sessions  
Skip level interviews with principals and cabinet officials, results presented to school board  
Quarter 4 retreat for Cabinet and annual review  
New Kindergarten parent preview night

**Ongoing Communication**

Weekly School Board updates  
Weekly leadership team updates  
Monthly all-staff Superintendent transition update  
Regular parent and community member video updates  
Regular parent newsletters  
Regular presence at district events, important building events, and community events

