

## Superintendent Entry Plan Dashboard

Updated: June 20, 2019

<b>Goal: 1. ESTABLISH PRODUCTIVE SCHOOL BOARD, SUPERINTENDENT AND COMMUNITY RELATIONS</b>	
<b>Rational:</b> A positive relationship between the school board members, superintendent and municipal administration is vital to creating a foundation on which to build a framework of success. Collaboration based on trust and mutual respect, and the quality of relationships within an organization will largely determine how well that organization performs.	
<b>Entry Action:</b> Introduce an entry/transition plan to the school board for recommendations and modifications.	<b>Status: Completed and Approved by Board</b>
<b>Entry Action:</b> Meet with all school board members individually to get to know them and to learn about their goals, perspectives, and aspirations for the school district.	<b>Status: Completed, met with those Board members who agreed to meet</b>
<b>Entry Action:</b> Establish a regular meeting time with the board leadership (weekly or bi-weekly) during the entry/transition period and beyond.	<b>Status: Completed</b>
<b>Entry Action:</b> Schedule a school board retreat to discuss board procedures/protocols, roles, and responsibilities, expectations for the first year, development of a formal meeting agenda and calendar.	<b>Status: In Progress, rescheduled again for 6/23/19</b>
<b>Entry Action:</b> Meet and discuss goals and Key Performance Indicators (goals), etc.	<b>Status: Completed</b>
<b>Entry Action:</b> Develop and utilize appropriate communication protocols and expectations between the school board and the superintendent.	<b>Status: In Progress, still in continuous improvement stage. The Weekly Report was modified, and a number of policies have been updated along with communication directly to the Board related to PSBA best practices.</b>
<b>Entry Action:</b> Establish process and procedures for regular communication with the proper municipal leadership.	<b>Status: Completed discussion/meeting (12/12/2018) with municipal leadership (those who attended), agreed to an</b>

	annual meeting and to dialogue and collaborate as necessary
<b>Entry Action:</b> Establish a structure and expectations for constituent services (response and assistance).	<b>Status:</b> To be developed next school year.
<b>Entry Action:</b> Schedule a meet and greet, in partnership with school board members, to engage external constituents.	<b>Status:</b> Completed 10/30/18
<b>Key:</b> Goal Accomplished, Goal in Progress, Goal Not Started	
<b>Goal: 2. ACQUIRE KNOWLEDGE AND UNDERSTANDING OF BOYERTOWN AREA SCHOOL DISTRICT</b>	
<b>Rational:</b> The success of every student can be achieved by gaining insight into the needs of the community, regularly collaborating with community leaders, and mobilizing community resources to benefit students academically, emotionally, and socially.	
<b>Entry Action:</b> Conduct meetings with professional associations/organizations to discuss their views and thoughts on the school district.	<b>Status:</b> Completed – monthly calendar established
<b>Entry Action:</b> Conduct meetings with principals to get their perspectives and ideas for moving the Boyertown Area School forward.	<b>Status:</b> Completed
<b>Entry Action:</b> Conduct school visits (before and after school) using a structured protocol to gather insights. Engage teachers and support personnel during these school visits.	<b>Status:</b> Completed – conducted various times & completed before Thanksgiving break
<b>Entry Action:</b> Meet with student leadership from the district’s secondary schools.	<b>Status:</b> Completed – established Student Advisory Council. First meeting held on 12/6/18
<b>Entry Action:</b> Conduct a central office department listening session using a structured protocol.	<b>Status:</b> Completed during first quarter of school year
<b>Entry Action:</b> Develop process and procedures to establish (if not existing) advisory groups representing the business community, parents, teachers/staff, and students.	<b>Status:</b> Partially completed (SAC, PAC formed), work still needs to be done to form a BAC.

Key: **Goal Accomplished**, **Goal in Progress**, **Goal Not Started**

**Goal: 3. ENGAGE IN CRITICAL ISSUE ANALYSIS**

**Rational:** An examination of academic, operational, and support services that exist is necessary to address barriers and opportunities, including fiscal and capital/facility resources. Once identified, the most critical issues requiring immediate attention should be addressed first using strategies that are collaboratively developed and prioritized. The process may include a root-cause analysis process of the performance of several departments, schools, and performance/achievement gaps.

<p><b>Entry Action:</b> Conduct briefing meetings with staff on critical issue areas: facilities/construction, budget, litigation, data information systems and technology, any recent reorganization or audit, academic plans, etc. to review significant decisions needed in one month, three months and six months.</p>	<p><b>Status – Completed, key staff provide Weekly Status Reports</b></p>
<p><b>Entry Action:</b> Review upcoming key and required school board approvals, reports, and presentations.</p>	<p><b>Status: Completed, however some information can only be learned via the actual process as there does not always exist documentation</b></p>
<p><b>Entry Action:</b> Review of key critical documents related to student achievement.</p>	<p><b>Status: Completed</b></p>
<p><b>Entry Action:</b> Review the District Comprehensive Improvement Plan, initiatives for improvement, progress and key data (assessments, attendance, achievement gaps, dropout, graduation, etc.).</p>	<p><b>Status: Completed DCIP</b></p>
<p><b>Entry Action:</b> Review and analyze current internal communication process and procedures (vs. how it has always been done).</p>	<p><b>Status: Remains a continuous process, several areas are being addressed to improve performance</b></p>
<p><b>Entry Action:</b> Review and analyze current human resources systems, procedures, processes, etc.</p>	<p><b>Status: In Progress, Employee Handbook to be developed</b></p>
<p><b>Entry Action:</b> Review and analyze special education systems, procedures, processes, etc.</p>	<p><b>Status: Completed, Tier 1 procedures are currently being updated and modified</b></p>

<b>Entry Action:</b> Analyze previous and proposed budget documents (short-term and long-term plans).	<b>Completed, however given our current fiscal challenges, this will continue</b>
<b>Entry Action:</b> Review and analyze current policies, procedures, and programs related to school climate, culture, and safety.	<b>Status: Several process &amp; procedures being developed to improve school safety, Social Emotional Learning, etc.</b>
<b>Entry Action:</b> Review existing and proposed grants to evaluate their purpose, timelines, effectiveness, and plans for sustainability.	<b>Status: Continuous Process</b>
<b>Entry Action:</b> Meet and review with legal counsel any current and pending legal matters.	<b>Status: Completed, but continuous</b>
<b>Entry Action:</b> Review plans for professional development, extended learning, and programs for the start of the 2019-2020 academic year.	<b>Status: Completed, 11/19/2018 with Dr. Obarow</b>
<b>Key: Goal Accomplished, Goal in Progress, Goal Not Started</b>	
<b>Goal: 4. ESTABLISH EFFECTIVE COMMUNICATION AND ENGAGEMENT PROCESS AND PROCEDURES</b>	
<b>Rational:</b> Effective communication and authentic community engagement critical for building and maintaining trust and confidence in Boyertown Area School District.	
<b>Entry Action:</b> Review the results of any key annual surveys.	<b>Status: N/A</b>
<b>Entry Action:</b> Review the district's safety and security plan, including the plans for crisis communication.	<b>Status: Completed, ongoing</b>
<b>Entry Action:</b> Schedule meetings with members of the municipal government leadership along with the commensurate district School Board member.	<b>Status: Completed 12/12/18</b>
<b>Entry Action:</b> Meet with key community leaders, including those from local service organizations, business (Chamber of Commerce) regarding the school district brand image and relationships.	<b>Status: Continuous Process</b>

<b>Entry Action:</b> Meet with members of faith-based organizations regarding opportunities for engagement and support.	<b>Status:</b> Met with BAMA on 11/21/2018
<b>Entry Action:</b> Develop and avenue for regular outreach to under-represented communities and constituents.	<b>Status:</b> Partially completed via advisory councils and community meetings, will further develop with communications specialist
<b>Entry Action:</b> Establish introductory engagement with key representatives from state government, Pennsylvania Department of Education, higher education, and other area education officials.	<b>Status:</b> Completed, met (or phone conference) with State Legislators and PDE Sec. of Ed. Visited with key Berks County Law Enforcement and Family/Mental Health Governmental Service, this will be continuous
<b>Entry Action:</b> Schedule meets and greets with local media to listen and discuss process/procedures for communication to establish a healthy, honest, and collaborative framework for communication.	<b>Status:</b> Completed, meet and greet coordinated in conjunction with school board
<b>Entry Action:</b> Schedule listening sessions with parent representatives from the district's ten schools to hear their views and suggestions regarding school district opportunities for improvement with communication and engagement.	<b>Status:</b> Completed as part of PAC
<b>Entry Action:</b> Establish and use social media tools to gather input and ideas on ways to make the Boyertown Area School District the very best it can be.	<b>Status:</b> Completed, but this will remain an area of continuous process
<b>Entry Action:</b> Review the current external communication process, procedures, data, etc. currently being used and to assess the effectiveness.	<b>Status:</b> Review completed, changes being developed
<b>Key:</b> Goal Accomplished, Goal in Progress, Goal Not Started	