

BVCPS Superintendent Entry Plan



School Board Retreat
Thursday, August 5, 2021

Timeline

This entry plan extends over 8 months and is divided into four phases



- Phase I: Pre-entry (May – June, 2021)
- Phase II: Introduction (July – August, 2021)
- Phase III: Listening and Building Relationships (September – October, 2021)
- Phase IV: Analyzing Input and Presenting Findings (November – December, 2021)
- Strategic Planning (January – May, 2022)

Goals of Entry Plan



- Develop working relationships and build trust with stakeholders.
- Learn current standard operating procedures for Buena Vista City Public Schools.
- Become familiar with the district's initiatives, values, norms and expectations.
- Communicate expectations and leadership style to school and community members.
- Develop a report based on findings that will be shared with the School Board and community leaders.
- Use the input and information gathered to update the division's strategic plan.

Phase I: Pre-Entry (May – June, 2021)



Learn about the division's operating procedures and current initiatives before assuming the position of Superintendent. This will be accomplished by meeting with the current Superintendent and reviewing the following documents:

- Organizational chart
- Budget
- Capital Improvement Plan
- Strategic Plan
- Graduation Rate and Enrollment Trends
- Central Office Staff and Principals' Resumes
- Employee Turnover Rate
- Scheduled meetings with Dr. Keeler

Phase II: Introduction (July - August, 2021)



Provide direction for the first two months of entry into the Superintendent position. Provide personal introductions and establish relationships with school and community stakeholders. Meet with the following groups:

- School Board members (Retreat with Board)
- Principals
- Support Staff
- Parents and Students
- City leaders (Mayor, City Manager, City Council Members, Chief of Police, and faith-based leaders)
- News and Media outlets
- Surrounding School Superintendents

Phase III: Listening and Building Relationships (September - October, 2021)



Hold intentional meetings with various groups and individuals such as school board, principals, central office staff, parents, students and community members. Ask the following:

- What do we currently do well?
- What could be improved upon?
- What are the challenges facing BVCPS?
- Where should BVCPS be in five years?
- Where do you see yourself in five years (staff and school employees)?

Phase IV: Analyzing Input and Presenting Findings (November - December, 2021)



Formulate ideas and frame strategies for improvement based on information gathered. Collaborate with stakeholders and begin to develop a vision for the future of BVCPS. Use this information to update and refine the Division's Strategic Plan (January – May, 2022)

- Work with central office/school staff to analyze the data gathered to develop a concise report of findings.
- Present report to the school board in open session and discuss findings.
- Share report publicly with school and community stakeholders to identify and create action steps to move the division forward.
- Update and refine Strategic Plan and other guiding documents such as the Capital Improvement and Crisis Plans.