

# ASSISTANT SUPERINTENDENT OF SCHOOLS 100- DAY PLAN

Focus Area	Action Items	Updates
<b>Governance &amp; Board Relations</b>	<p><b>GOAL:</b></p> <p><b>Foster a deeply collaborative, transparent, and trusting relationship with all commissioners and district employees to establish a foundation of excellence. This commitment aims to enhance achievement and ensure efficient operations through unified efforts.</b></p> <p><b>OUTCOME:</b></p> <p><b>An effective governance team that elevates the district as an exemplary model for educational transformation through high performance.</b></p> <ul style="list-style-type: none"> <li>• Present a 100-day plan to Superintendent Feagins for input. – <b>Complete – July 19, 2024</b></li> <li>• Attend Board meetings/work sessions and collaborate accordingly – <b>On Going</b></li> <li>• Review policies, governance documents, and state accountability protocols thoroughly. – <b>July 30, 2024</b></li> <li>• Connect one-on-one with Directors and Principals to:               <ul style="list-style-type: none"> <li>○ Gain insight into their respective goals, visions, and concerns (district-wide departments and schools). – <b>Complete - July 30, 2024</b></li> <li>○ Discover avenues for creativity and school support – <b>Complete – July 30, 2024</b></li> <li>○ Set the expectations of the Superintendent in schools and departments – <b>Complete – July 30, 2024</b></li> <li>○ Organize campus and departments visits - <b>Ongoing</b></li> </ul> </li> </ul>	<p>July 1 – 30, 2024 July - On-going</p> <p>July 1- 30, 2024</p>
<b>Community Relations</b>	<p><b>GOAL:</b></p> <p><b>Build public trust and confidence by establishing robust communication structures and energizing the community. This includes maintaining a visible presence, implementing open feedback loops for transparency, and fostering shared accountability.</b></p>	

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	<p><b>OUTCOME:</b></p> <p><b>Create an engaged community of stakeholders that trusts the system and actively contributes support, ideas, and essential resources to enhance outcomes and experiences for everyone involved.</b></p> <ul style="list-style-type: none"> <li>• Accompany the Senior Leadership Team on school tours to prepare for the school openings. – <b>Complete – July 2, 2024</b></li> <li>• Participate in school events and board meetings. – <b>In Progress/On-going</b></li> <li>• Plan District Week Events to foster alignment across departments. – <b>Complete – July 12, 2024</b></li> <li>• Attend the Principals’ Institute/Meetings and New Teacher Academy/Professional Development sessions. – <b>Complete – July 26, 2024</b></li> <li>• Participate in Back-to-School Events and engage in meetings with parents and the community. – <b>Complete – August 3, 2024</b></li> </ul>	<p>July 2, 2024</p> <p>July 8 – Oct.11 July 8 – 12 July 12-19</p> <p>July 26 – Sept 6</p>
<p><b>Staff Relations &amp; Capacity</b></p>	<p><b>GOAL:</b></p> <p><b>Inspire department and school staff and cultivate a culture of collaboration, celebration, and surpassing expectations. I will help to create an environment that aims to attract, empower, and elevate high-performing leaders, and propelling the district from good to phenomenal.</b></p> <p><b>OUTCOME:</b></p> <p><b>A cohesive team of dedicated leaders who feel valued, recognized, supported, and included in the collective effort to elevate the district to unprecedented levels of success.</b></p> <p>Initiate one-on-one and small group engagements with the following:</p> <ul style="list-style-type: none"> <li>• Early Childhood Director and managers – <b>Complete – July 26, 2024</b></li> <li>• Advanced Programs and Academic Director and managers – <b>Complete – July 26, 2024</b></li> <li>• Curriculum and Instruction Director and managers – <b>Complete – July 26, 2024</b></li> </ul>	<p><b>July 10 – Aug. 9</b></p>

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	<ul style="list-style-type: none"> <li>• Performance and Leadership Development Director and managers – <b>Complete - July 26, 2024</b></li> <li>• Performance and Satisfaction managers – <b>Complete – July 26, 2024</b></li> <li>• Family Engagement Director and managers – <b>Complete – July 26, 2024</b></li> <li>• Ignite Principals and staff – <b>Complete – August 9, 2024</b></li> </ul> <p>Conduct reviews of the following:</p> <ul style="list-style-type: none"> <li>• Department Organization Chart – <b>Complete – August 12, 2024</b></li> <li>• Vacancies and school personnel to schools/network leaders – <b>Ongoing</b></li> </ul> <p>Evaluate communication, meeting protocols, and decision-making processes for effectiveness and clarity. – <b>Complete – August 2, 2024</b></p>	<p>July 1 – On-going</p>
<p><b>Operations and Finance</b></p>	<p><b>GOAL:</b></p> <p><b>Enhance organizational effectiveness and efficiency while establishing connections to resources aimed at elevating the district through a system of continuous improvement.</b></p> <p><b>OUTCOME:</b></p> <p><b>Implement processes, programs, and systems that maximize operational efficiency and performance effectively.</b></p> <ul style="list-style-type: none"> <li>• Assess plans, preparations, and protocols to ensure a successful school opening. – <b>Complete – July 31, 2024</b></li> <li>• Review department and school budgets to enhance efficiency. – <b>Complete Sept. 27, 2024</b></li> <li>• Evaluate school operations procedures and provide necessary support. - <b>Ongoing</b></li> <li>• Ensure schools and departments have streamlined access to funding for school opening needs. – <b>Complete – July 31, 2024</b></li> <li>• Collaborate with operations departments to strengthen relationships. – <b>Complete – August 2, 2024</b></li> <li>• Review learning platforms for all grades and subjects – <b>Complete – August 2, 2024</b></li> </ul>	<p>July 15- July 31 July 8 – Aug. 2 July 15 – Oct. 11 July 8- On-going</p> <p>July 5 – On-going</p>

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## Student Achievement

### GOAL:

Ensure that instructional programs and practices effectively boost achievement across diverse student groups, narrowing gaps and preparing all students for graduation with the necessary skills for success in life, while focusing on adequately supporting the needs of unique learners.

### OUTCOME:

Versatile and multilingual trailblazers who are confident in their ability to lead positive transformations within their community and globally, striving for a new standard of excellence.

- Evaluate K-12 achievement, perception, and student engagement data, including attendance, behavior, Insight and Panorama survey ratings (inclusiveness, belonging). – **Ongoing** July – October
- Assess school profiles and pathway/course offerings (STEM, Early College, Dual Enrollment, AP, IB, Primary & Middle Grades IB, etc.). – **Complete- July 31, 2024** July 15 – 31
- Review metrics such as dropout rates, chronic absenteeism, graduation rates, Ready Grad, and CTE. **Complete – August 27, 2024**
- Collaborate with district staff and principals to review 2024 TCAP and EOC data, providing support for school improvement plan implementation. – **Complete - August 27, 2024** August 1- 31
- Ensure all schools receive books and materials. – **Complete Sept. 24, 2024** Sept 15 – Oct 15
- Enhance fine arts programs across all schools. – **Completed Sept. 30, 2024** July 8 – Sept.2
- Provide support to the Early Childhood department in securing funding to increase early school enrollment opportunities for students. – **Complete – July 31, 2024** July 8 – On-going
- Expand family engagement opportunities for all schools – **Complete – July 31, 2024** July 1- Ongoing
- Ensure teachers have many modalities of professional development to help enhance teaching and learning – **In Progress** Aug 12 – Sept 30
- Ensure baseline testing is implemented with fidelity – **Complete -Sept. 6, 2024**