



SPECIAL ASSISTANT

to the

SUPERINTENDENT

100-Day Success Plan



Prepared For :

Dr. Marie N. Feagins

Superintendent,
Memphis - Shelby County Schools

Prepared By :

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Plan Lifecycle

Execution will progress through three (3) strategic phases that promote collaboration to elevate the Superintendent's Office impact through evidence-based analysis. The habits of mind that underlie the work include:

- (1) a shared commitment to action, assessment and adjustment;
- (2) intentional collaboration; and
- (3) a relentless focus on evidence.



01

Engage & Examine

Days 1-30

Foundation Building

- Listening Tour
- Protocol Review
- Identify Opportunities for Growth
- Identify Opportunities for Supt. to Cascade Vision

02

Implement

Days 31-70

Support & Systems

- Partnership Collaboratives
- 1:1 Protocol
- Automate Project Management Workflow

03

Ensure

Days 71-100

Continuous Improvement

- Data-review
- Reflection
- Evaluation
- Solicit. Feedback
- Adjust Protocols
- Identify new growth opportunities

NEXT IS NOW

PURPOSE

The 100-day plan acts as a cornerstone for the long-term success of the Special Assistant in aiding the Superintendent and furthering the objectives of Memphis-Shelby County Schools. This blueprint delineates a structured path for the initial period of service, laying the groundwork for subsequent development, influence, and value addition to support the five focus areas:

1. Student Achievement
2. Business Operations
3. Strategic Communications & Partnerships
4. Next-Level Readiness
5. Inclusive Excellence



GOALS

- To proactively strategize for the advancement of Memphis Shelby County Schools
- Engage the district community for an understanding of the successes and challenges of MSCS
- Evaluate practices, processes, and essential data supporting and impeding district growth
- Energize the 901 community and supporters through a bold commitment to transformation

OUTCOMES

- Increased Efficiency and Responsiveness
- Expanded Collaboration
- Enhanced Governance
- Amplified Strategy and Innovation
- Equitable Learning Environments.
- Advanced Partnership Collaborative
- Modernized Policies and Procedures



Timeline

Phase	Focus Area	Action Item
1: Foundation Building	Day 1-5: Orientation and Introduction June 17- 21, 2024	<ul style="list-style-type: none"> • Meet with District Leaders to understand history and growth opportunities for Memphis Shelby County Schools (MSCS). • Schedule introductory meetings with senior leaders and community members to establish rapport and understand their ongoing initiatives.
	Day 6-15: Establishing Communication Channels June 24-29, 2024	<ul style="list-style-type: none"> • Set up regular check-ins with Senior Leaders to ensure alignment with goals and priorities. • Leverage Strategy & Innovation department to discern system data and prioritize urgent opportunities for improvement. • Communicate Plans for Support and Leadership Expectations.
	Day 16-30: Immersion in Department Initiatives July 1-6, 2024	<ul style="list-style-type: none"> • Dive into ongoing department initiatives and special projects, providing support and coordination as needed. • Assist in planning upcoming departmental meetings and events, ensuring they align with District vision. • Begin building relationships with key stakeholders across departments to facilitate collaboration and effectiveness.
2: Strategic Implementation	Day 31-40: Taking Ownership July 15-20, 2024	<ul style="list-style-type: none"> • Prioritize tasks and projects based on needs assessment • Proactively identify areas for improvement and propose solutions to enhance efficiency and effectiveness.
	Day 41-60: Advisory Role July 22 - Aug 16, 2024	<ul style="list-style-type: none"> • Serve as a trusted advisor to Superintendent providing insights and recommendations on strategic decisions. • Work closely with senior leaders to ensure coordination and collaboration across departments. • Participate in strategic planning sessions to contribute ideas and initiatives aligned with MSCS goals.

Timeline

Phase	Focus Area	Action Item
	Day 61-75: Leadership in Action Aug 19 - Sept 20	<ul style="list-style-type: none"> Foster a culture of collaboration and teamwork, encouraging innovative approaches to problem-solving. Continuously monitor progress on initiatives and projects, making adjustments as needed to ensure success.
Phase 3: Continuous Improvement	Day 76-80: Performance Evaluation Sept 23 - present	<ul style="list-style-type: none"> Conduct a thorough evaluation of ongoing projects and initiatives, identifying successes and areas for improvement. Solicit feedback from Dr. Feagins, senior leaders, and colleagues to inform future actions and strategies. Implement changes and adjustments based on feedback and lessons learned.
	Day 81-90: Professional Development	<ul style="list-style-type: none"> Invest in ongoing professional development opportunities to enhance skills and knowledge of Direct Reports. Attend workshops, seminars, and training sessions focused on leadership, communication, and organizational management. Share insights and best practices with colleagues to promote a culture of continuous learning and growth.
	Day 91-100: Reflection and Forward Planning	<ul style="list-style-type: none"> Reflect on achievements and challenges encountered during the first 100 days, celebrating successes and learning from setbacks. Set new goals and objectives for the next phase. Develop a roadmap for ongoing success, outlining priorities and strategies for the months ahead.