

West Liberty
Community School District



Joe Nelson

SUPERINTENDENT
ENTRY PLAN

A Blueprint for First 100 days and Beyond

TABLE OF CONTENTS

Entry Plan

Introduction and Purpose

Entry Plan Goals

Actions:

- Interview Questions
- Visits
- Document Review/Data Analysis
- Board Work Sessions
- Action Plan Development
- Accomplishments and Goals
- Conclusion

Information and Calendar

Monthly Calendar of Tasks and Responsibilities

Critical Filing Dates (IASB document)



INTRODUCTION AND PURPOSE

The purpose of this entry/continuation plan is to provide a framework and structure that will guide my transition as the Superintendent of the West Liberty Community School District.

ENTRY PLAN GOALS

1. Establish and build positive relationships with the staff, students, parents and community partners, identifying critical information relating to values, beliefs, culture, structure, and instructional program.
2. Identify the district's strengths and potential areas for improvement.
3. Continue a trusting relationship with key individuals in the community for the purpose of communication and cooperation.
4. Establish a process of creating short-term goals (1-2 years) and developing an action plan that articulates a central focus on improved academic achievement, quality professional development, and efficient use of existing resources including the district facilities.
5. Establish protocols with the board for meeting agendas, internal communications, board decisions, emergency communications, and addressing personnel issues.

INTERVIEWS

Accomplishing the goals above will require significant time spent listening and learning. I will begin this process by conducting a series of meetings, interviews, and surveys. This will include face-to-face conversations and district wide surveys with teachers, administrators, secretaries, cooks, custodians, associates, bus drivers, and coaches in the district for the purpose of identifying critical information relating to values, beliefs, culture, structure, and instructional program.



KEY QUESTIONS FOR INTERVIEWS WITH STAFF

1. Please tell me a little about yourself to help me get to know you; including your job responsibilities with the district, and how your job supports the success of West Liberty students.
2. In your work with the West Liberty Community School District what are you most proud of? Complete the following; “One thing I hope you don’t change is...”
3. What are some areas of concern that may need improvement? Complete the following; “One thing I hope you change is...”
4. What is one goal you have personally? Professionally?
5. What do you expect of me as Superintendent? How can I support you?
6. What do I need to know about the district that we haven’t already mentioned?

In addition to meeting and interviewing staff members I will also be conducting meetings with parents, community members, faith leaders, elected officials, and business leaders for the purpose of establishing trusting relationships built on open communication and cooperation. In addition, the process of determining who to interview will allow me to gain significant understanding about the formal and informal influential structures within the community.

KEY QUESTIONS FOR INTERVIEWS WITH COMMUNITY LEADERS AND PARENTS

1. What are the strengths of the West Liberty Community School District?
2. Complete the following; “One thing I hope you don’t change is...”
3. What are some areas of concern that may need improvement? Complete the following; “One thing I hope you change is...”
4. How can the district communicate our successes and needs better?
5. How can we work together to improve educational opportunities and academic achievement for students?
6. What do you expect of me as Superintendent? Is there anything else I need to know about the district that we haven’t mentioned already?
7. Is there anyone else with whom you think I should visit?



CLASSROOM VISITS

I will continue to visit classrooms across the district at least weekly. These visits will give me a first-hand perspective of district strengths and allow me to understand the challenges that teachers and administrators face.

DOCUMENT REVIEW AND DATA ANALYSIS

I will continue to work with staff and Curriculum Director to review all critical documents and data within the district, particularly student achievement data, to identify trends, patterns, areas of accomplishment and opportunities for improvement. Document review will include:

- Student Achievement Data
- Current and Past Budgets
- Enrollment Trends
- Annual Progress Reports & Comprehensive School Improvement Plan
- Board Policies
- Recent Board Agendas and Meeting Minutes
- District Professional Development Plan
- Master Contract/Collective Bargaining Agreements
- Emergency Management Protocols and Manuals
- Teacher and Administrator Evaluation Instruments
- Building Improvement Plans
- Building Level Student and Teacher Handbooks
- Standards, Benchmarks, and Curriculum Guides
- Job Descriptions and Personnel Files
- Other Pertinent Information and Documents



BOARD WORK SESSIONS

During this initial transition period, I will work with the board to examine and clarify expectations and reach consensus on the philosophy and logistics of establishing board meeting agendas, internal communications, board decisions, emergency communications, and addressing personnel issues. I will also work with the board to begin the process of establishing short-term goals (1-2 years) and developing an action plan that articulates a central focus on the district's mission.

ACCOMPLISHMENTS AND GOALS

As Superintendent of West Liberty Community Schools I will meet the Board of Education goals for the district, as noted by the following accomplishments:

- Weekly updates to the Board of Directors to ensure effective communication and transparency.
- Attend regional Superintendent meetings.
- Continue to build relationships with community and business leaders.
- Research and update job descriptions for all vacancies.
- Monthly lunches with West Liberty students.
- Work with school counselors, juvenile court liaison officers and AEA staff focusing on at-risk student behaviors, such as poor student attendance.
- Personally ensure that references have been contacted through the hiring process for all substitute teachers and associates.
- Continue with the development and leadership to increase the security of all district facilities.
- Work with local and state media showcasing West Liberty Community Schools.
- Contact families requesting open enrollment from West Liberty encouraging them to continue their child's education at West Liberty.
- Develop short and long term district technology goals.
- Communicate with state legislators regarding issues such as school funding, district calendar start dates, etc.



ACCOMPLISHMENTS AND GOALS CONTINUED

- Maintain a positive presence at activities such as music concerts, carnivals, school assemblies, dances, athletic events, banquets, talent shows, and student officer election panels.
- Work collaboratively with district Curriculum Director developing short and long term curriculum goals.
- Maintain accurate communication with the Board of Directors regarding critical issues relative to student(s), staff, and finance.
- Continue building trusting relationships with all district stakeholders.
- Continue building district pride throughout the entire community.
- Lead by example.
- Be progressive and forward thinking.
- Have high expectations for myself and all associated with the school district. Create positive momentum and pride with West Liberty students, staff, administration, parents, community, and businesses.

ACTION PLAN DEVELOPMENT

Using the findings from interviews, observations, document review, and the board work sessions, the entry plan culminates with the development of short-term goals and an action plan that will guide my responsibilities and vision as West Liberty Schools Superintendent and the direction of the school system for the future. I will provide periodic updates on the attainment of the goals associated with the action plan development.

CONCLUSION

The activities in this entry plan will allow me the opportunity to listen, observe and learn from a variety of stakeholders while gaining an understanding of the local context of the school system and community. This plan will also help me as I formulate ideas and strategies for improving the school system while remaining clearly focused on the mission of the West Liberty Community Schools.



PRIOR TO JULY 1

Attend regular session board meeting

Visit district to observe routine operations

Develop spreadsheet of names/organization leaders to ask entry plan questions

Screen, schedule, conduct interviews for new hires

Review IASB site and district website for financial indicators:

- Solvency Ratio
- Enrollment Trend
- Unspent Balance
- General Fund Expenditures
- Current or future building projects
- Maximum Spending Authority

JULY CALENDAR

What do we need to do to prepare for professional development for the coming year?

What are the successes of the students and staff?

How can I get organized for the next year so I can focus more time in instruction?

What is the most important area for me to advance my skills or learning?

How can I work with colleagues to learn from their experience?

Completed	L. Std	Task as it Relates to State Leadership Standards
	2, 3	Document Review, including district calendar of events and building and district plans regarding:
	3	SAI mentor assigned
	11, 2	Attend SAI New Superintendent training
	2	Read – Professional material, Research, diversity, and culture/climate
	3	Set up business phone and calendar
	1, 2, 5	Develop Administrator Professional Growth Plan
	1, 2	Review/update District Level Prof. Development Plan
	1, 3	Screen, schedule, interview and hire staff vacancies
	1, 3	Plan welcome back district event, plan welcome back speech to district staff



3, 5	Examine department and district budgets
1, 3	Write staff summer letter
1, 2, 3, 5, 6	Contact IASB regarding resources for board and administrator training
1, 3	Prepare new school year newsletter to parents
1, 3	Plan board work session to develop board and administrative goals
3	Review/revise crisis management plan
6, 2	Review current professional information: trends, research, data
6, 3	Meet with Transportation Director (entry plan interview)
6, 3	Meet with Curriculum Director (entry plan interview)
1, 4, 6	Market the school district
3, 6	Meet with Business Manager (entry plan interview)
1	Set meetings schedule—AEA Leadership, Leadership, etc.
3, 6	Meet with individual board members (entry plan interview)
3, 6	Review child nutrition accounts with Food Service director(entry plan interview)
3, 6	Meet with Secretary (entry plan interview)
2, 6	Professional Organization Memberships
1, 3	Work with secretary and board president to solidify board agenda for July board meeting
3	Review last year's financial audit with board secretary
2, 3	Review district's CAR
3	Review IASB site and district website for financial indicators:
3, 6	Note important voting dates (Property taxes, levies, etc.)
3	Meet with district office staff to solidify routines and communication expectations
3, 6	Meet with local Area Education Agency (entry plan interview)
2, 3	Tour of facilities
3	Review board policies and master contract
3, 6	Compare certified budget to enrollment trend
3, 6	Meet with town(s) mayor (entry plan interview)
3	Review line item budget including activity account
3	Have secretary compile a list of employee birthdays



AUGUST CALENDAR

Do students and families feel welcome at school?

Do parents/guardians have the information that they need to have a great first week of school?

Are there established procedures for positive discipline?

Do parents/guardians know how to communicate with school personnel?

Are all parents/guardians given equal access to forms and information?

Are there good signage and maps for orienting students and families?

How can you support transportation and the safety of students walking?

Do teachers have the materials that they need to teach the essential objectives?

Completed	L. Standard	Task as it Relates to State Leadership Standards
	3, 6	Meet with District Administrators: HS principal, MS principal, Elementary principal, PS Director (entry plan interview)
	2, 3	Work with administrative team to plan pre-service agenda/workshops
	6, 3	Update your "CONTACTS" file to include current names of community & school leaders
	4, 3, 6	Examine signage in building and on grounds-appropriate languages represented (Spanish,) in addition to English
	3, 4, 6	Meet with faith-based organization leaders (entry plan interview)
	1, 2	Develop mentorship agenda for new administrators
	1, 3, 6	Meet with West Liberty Police Department to establish collaborative safety efforts
	3, 6	Create plan with principals to complete state reports
	3	Review special education budget
	1, 4	Prepare new school year letter to parents
	1, 3, 6	Introduce myself to West Liberty service groups (Kiwanis, Rotary, etc.)
	2, 3, 6	Review most recent department of education site visit
	1, 3	Work with secretary and board president to solidify board agenda for August board meeting



2, 3	Review state reports (AYP, Beds, etc.)
2, 3	Plan testing, etc district-wide dates
1, 3	Conduct welcome back activities
1, 3, 6	Review legislative statute changes with the board and administration
2, 1, 3	Host a school board workshop
3	Develop inclement weather procedures
3	Ask business office to prepare monthly superintendent finance reports: revenue, expenditures, enrollment
2, 1	Visit all classrooms first month of school
3	Monthly E-Calendar for staff-enter known activities
3	SBRC hearing requests due (if necessary)
3, 5, 6	Meet with school attorney to communicate procedures and philosophies
3, 1, 6	Develop plan for school visits throughout the school year
3, 1	Finalize staffing plan for school year
3, 1, 2, 5	Meet with district association/union leaders
1, 2, 3	Determine plan for Teacher Quality Funds
3	Review budget
3	Review/ revise emergency and evacuation plans-Safety chairperson
3	Approve PO's
1, 4, 6	SIAC
4, 1	Attend Open House events
1, 3	Schedule monthly meeting with individual building administrators
3, 5	Time Sheet approvals
5	Be equally available to staff.
6	Stay current with events and issues that may impact students, families, and schools
5, 3	Inform staff of expectations, policy/procedure changes in timely manner
3, 6	Enrollment report reviewed
1, 2, 6	Attend SAI annual conference
6, 5, 1	Have "full" representation for Leadership Team and committees
1, 2, 3	Maintain high visibility in classrooms and hallways
3, 4, 6	Prepare Infinite Campus Messenger notices for year-with Secretary



SEPTEMBER CALENDAR

Have all staff been informed of the safety plan?

Have all staff been informed of the expectations for their behavior regarding complaints?

Does staff know about the Title I plan? DOE visits? Individual Career Dev. Plans?

How will you communicate your professional goals to staff and community?

How do individual staff members prefer to get feedback from you?

Do schedules allow for collaboration?

Do staff and families know where to get answers to their questions?

Has AEA consultant been involved in Staff Development planning?

Completed	L. Std	Task as it Relates to State Leadership Standards
	2, 3	Work with secretary and board president to solidify board agenda for September board meeting
	1, 2, 3, 6	Host round table discussions/updates for building staff (entry plan interview)
	2, 1	Review student enrollment versus budgeted enrollment
	3	Safety/Emergency committee
	3	E-Calendar for staff updated
	1	Leadership Team Meeting
	3	Attend Football and Volleyball games
	1, 6, 3	Meet with local chamber of commerce director (entry plan interview)
	2	Monthly school visits-classroom walkthroughs
	2, 1	Work with principals to develop personal and building goals
	3	Check with district administrators/directors for instructional needs
	3	Review evaluation procedures for directors and administrators
	3	Develop calendar of state and federal report due dates for administrative team
	1, 2	Plan staff development for Admin-Leadership team
	3	Review evaluation schedule and responsibilities with principals
	2, 1	Review district-level and building improvement plans for the school year
	3	Monthly enrollment report
	3	Meet with athletic director to plan for inclement weather during school year



2, 1	Conduct building walkthroughs
3, 2	Meet with curriculum director to evaluate curriculum alignment
6	Stay informed about district, state, national, world news and events
6	Be not only present, but an active participant in staff development activities.
6, 3	Full representation at Leadership team meetings
2, 5	Provide opportunity for all staff to review school mission and vision statement
5, 3	Time sheets reviewed
5, 3	Reconcile budget, approve po's
3, 6	Prepare Fall BEDS report due October



OCTOBER CALENDAR

What activities are we doing that are moving us toward accomplishing our goals?

What data do we have on students who may need special services?

Is the process for getting services to students working smoothly?

Are PLCs functioning?

Are you meeting your own professional time and goals?

Completed	L. Std	Task as it Relates to State Leadership Standards
	2, 1	Host board workshop
	3, 6	Continue entry plan interviews
	4, 6	Send welcome letter to parents of in-coming preschool age children about the West Liberty Community Schools(3 years, 4 years)
	4, 1, 2	Establish district committees, revise committee guidelines if necessary
	5	Attend District Cross Country Meet
	5, 4	Consider setting up meetings with local legislators
	1	Review goals and determine success- Complete action steps toward goal
	1	Leadership Team Meeting
	3, 5	Ask for a review of previous year's audit with the district's auditor
	3	Update long-range financial projections based on completed audit
	2	Celebrate National School Lunch Week
	2	Hold "standards" meetings. with administrators 1 on 1 each month
	2	Complete class walk throughs
	6, 1	Recognize National School Bus Safety Week
	2, 1	Meet with association leadership
	3, 1	Certified enrollment count due
	3	E-Calendar updated for staff
	3	Emergency Drills held
	3	Certified enrollment report due
	6	Fire Prevention week



2, 1	Conduct building walkthroughs
3, 2	Meet with curriculum director to evaluate curriculum alignment
6	Stay informed about district, state, national, world news and events
6	Be not only present, but an active participant in staff development activities.
6, 3	Full representation at Leadership team meetings
2, 5	Provide opportunity for all staff to review school mission and vision statement
5, 3	Time sheets reviewed
5, 3	Reconcile budget, approve po's
3, 6	Prepare Fall BEDS report due October
4, 6	Share school C-SIP and progress with parents/community.



NOVEMBER CALENDAR

What activities are we doing that are moving us toward accomplishing our goals?

Is there a plan for what information will be shared at conferences?

Are students and families receiving positive communication about student progress?

Have staff members be recognized and thanked for their work with projects or students?

Is our building professional development meeting the staff needs?

How are you infusing Administrative Team learning into coaching conversations?

Have you observed implementation of core academic areas vertically through grade levels?

Completed	L. Std	Task as it Relates to State Leadership Standards
	3, 6	Continue entry plan interviews
	1, 2	Find a professional article related to school's goals, share with staff and set up informal "cracker barrel" session.
	3	Emergency drills conducted, Lock Down Fire drill Tornado drill
	6	Promote the work/effort of others by spotlighting them in bulletins, faculty meetings, etc.
	4, 6, 2	Assess student activities account
	4	Meet with association leadership
	1	Leadership Team Meeting
	1	Review goals for achievement, Review progress on district goals
	1	Review board and district goals with principals
	2, 1	Meet with curriculum director to evaluate curriculum alignment
	2, 1	Be a visible presence in classrooms.
	2	Meet with administrators to discuss standards
	2	Complete classroom walk throughs
	3	Revise current year's budget
	1	Draft budget development assumptions for upcoming year
	2, 1, 6	Celebrate American Education Week



2, 1	Be a visible "Lead Learner" by studying, reading, sharing, collaborating
3	E-Calendar updated for staff
2, 1, 6	Celebrate National Community Education Day
3	Prepare a written communication to the community celebrating the district's educators
3	Enrollment report due
3	Conduct review of first 100 days with board
2, 4	Give principals strategies for dealing with families/ students during holiday stress
6	Participate in community service activities
5, 3	Reconcile Budget, approve po's,
5, 3	Time sheet review
4, 6	Plan school marketing plan



DECEMBER CALENDAR

Have all staff been informed of the expectations for their behavior regarding harassment complaints and work environment?

How are you ensuring that competing commitments do not interfere with your actions?

Are you making adequate progress on your Administrator Professional Development Plan? What artifacts have you collected?

Completed	L. Std	Task as it Relates to State Leadership Standards
	1, 2	Set up January Meeting with legislators
	1	Develop upcoming year's school calendar
	3	Emergency drills conducted
	6	Understand purpose and procedures for April DOE audit visits. Identify representatives of staff, students, and community for possible interviews.
	6	Ask staff to help you identify ways to obtain good follow-up information on former students. (Survey? Progress/ achievement checks?)
	6	Examine district demographics and achievement for last 3-5 years to identify possible trends.
	1	Leadership Team Meeting
	2	Complete classroom walkthroughs
	3	E-Calendar updated for staff
	1, 2	Board Workshop-Achievement report prepared
	6	Study legislation
	2, 5, 1	Continue your personal professional growth activities
	5, 3	Reconcile Budget, approve po's,
	5, 3	Time sheets reviewed



JANUARY CALENDAR

Does the staff have the winter emergency plans readily available?

Is there equitable distribution of your professional time?

What evidence do you have that changes in instruction are taking place as a result of the Building Level Professional Development Plan?

How are the individual talents of teachers recognized?

Completed	L. Std	Task as it Relates to State Leadership Standards
	3	Emergency Drills-Review emergency and evacuation procedures
	4, 2	Conduct mid-year review of goals and performance measures
	3	Enrollment report projections K/4th especially
	1	Leadership Team Meeting
	1	Celebrate mid-year successes
	1, 3	Distribute building budget allocations
	3	Review district and administrative goals
	2	Complete classroom walk throughs
	3	Begin review of personnel requests for upcoming year
	1, 2	Review Goal activity and progress on district plan/update action plan
	2, 1	Review and update long-range capital projects plan including technology
	3	E-Calendar updated for staff
	5	Review Budget, approve po's,
	6	Attend Neighborhood Association Meeting-something similar
	2, 5	Visit classrooms that are not due for evaluation and leave feedback
	5, 3	Time sheets reviewed
	2, 1, 6	Mid year report on action plan prepared, due Jan



FEBRUARY CALENDAR

Because you know this is a high stress time for families and staff, what plans for positive communication are in place?

What evidence do you have that changes in instruction are taking place as a result of the professional growth activities?

What makes this district a great place for students?

How many students/staff are smiling when you enter classrooms or walk in the hallway?

How are you using a variety of coaching strategies with staff?

Completed	L. Std	Task as it Relates to State Leadership Standards
	3	Emergency Drills conducted
	1, 6	Make a conscious effort to PLAY! BE THERE! CHOOSE YOUR ATTITUDE! And MAKE THEIR DAY!
	4, 2, 1	Compile retiree list for budget purposes and end of year recognition
	2	Revise district facility use and activity fee levels for upcoming year
	4, 1, 6	Revise/ finalize enrollment projections for upcoming year
	1	Leadership Team Meeting
	2	Complete classroom walk throughs
	1, 2	Review Goal activity and progress on district plan
	3	E-Calendar updated
	3	Monthly enrollment report
	2,	Evaluations complete and turned in
	6	Provide and protect procedures to involve others in shared decision-making
	5, 2	Complete administrative evaluations
	1, 2, 5	Continue your professional growth plan and reading
	5, 3	Reconcile Budget, approve po's,
	5, 3	Time sheets review



MARCH CALENDAR

What activities are we doing that are moving us toward accomplishing our goals?

Is instructional time equitable for all staff?

Are competing commitments becoming a barrier for changes?

Are students and families receiving positive communication about student behavior?

Completed	L. Std	Task as it Relates to State Leadership Standards
	2, 3	Conduct annual employee evaluations
	3	Monthly enrollment report due with projected enrollments, K/4th gr
	3	Emergency Drills conducted
	1	Review progress toward building goals/rewrite goals/strategies for C-SIP
	1	Leadership Team Meeting
	2, 3	Complete evaluations
	2	Classroom walk throughs
	2	Finalize upcoming year's draft staffing plan
	1, 2	Prepare written news article for spring activities
	2, 1	Share a new piece of research with colleagues or teachers
	3, 1	Feb-Begin salary/language contract negotiations with the teacher's association
	3, 1	Annual audit submission
	3	Open enrollment deadline
	3	E-Calendar updated for staff
	2, 1	Staffing meeting for Elementary Principals
	6	Study NCLB and how your district and buildings compare to expectations
	6	Last minute review of DOE audit visit requirements and procedures
	1, 5	Plan teacher appreciation for first week of May
	5, 3	Remind staff of professional use of internet/school equipment/facilities



	5, 3	Time sheets review
	5, 3	Reconcile Budget, approve po's,
	5, 2, 1	Allocation plan/establish a procedure for decision making
	4, 6	Plan celebrations/recognition for volunteers/business partners



APRIL CALENDAR

What activities are we doing that are moving us toward accomplishing our goals?

What data do we have on students who may need special services?

Are safety procedure will understood by students and staff?

Are PLCs functioning to move learning processes forward?

Are you making adequate progress on your Administrative Professional Development plan? What artifacts have you collected?

Are families receiving positive communication about student progress?

Completed	L. Std	Task as it Relates to State Leadership Standards
	1	Randomly select a committee of students (4-6) to review the school's mission statement. Obtain their reaction and recommendations for revision.
	3, 1	Finalize employee layoff plan (by April 30) if need by
	3	School Safety emergency City Wide drill to be held
	6	Be sensitive to the impact of district financial decisions on staff and their professional work
	1	Leadership Team Meeting
	1	Plan Building Goals Day agenda
	2	Complete Evaluation processes
	2	Develop district professional learning plan for upcoming year
	2	Review hiring procedures and priorities with principals
	2	Conduct summer maintenance/remodeling plans
	3	Bond resolution filed (if necessary) with county auditor
	2	Complete classroom walk throughs
	3, 1	Budget certification
	3	E-Calendar updated for staff
	3	Monthly enrollment report



	2, 4	Review staffing plan with PTA/LEADERSHIP TEAM/Staff
	1, 5	Plan Teacher Appreciation week (first week in May)
	6, 1	Empower others to take leadership roles in decision, conducting meetings, etc.
	6, 1	Review with staff how well your schools enable the student "voice" to be heard
	5, 3	Reconcile budget, approve po's,
	5, 3	Time sheets reviewed



MAY CALENDAR

What goals do we need to establish for the coming year?

How will we extend student’s learning into the summer?

Are plans in place to transition students to the next grade level?

Do all staff understand test procedures—special education, ELL, homeroom staff?

What strategies have we put into place to help students deal with the stress of the end of school or leaving this school?

How will you use student achievement and student growth as coaching tools with staff?

How do you use Administrative Team instructional strategies in coaching conversations?

Completed	L. Std	Task as it Relates to State Leadership Standards
	1, 2	Review progress on Action Plans and get staff input, Review Action Plan/revise Goal/actions for coming year
	2, 6	Development Annual Report to the Community
	3	Emergency Drills conducted
	3, 6	Plan to pay for PSEO courses
	4, 6	Hold retirement celebrations for staff/recognize service, contributions of all staff
	6	Become familiar with area summer leisure/educational activities to recommend to families
	4, 3	Review building handbook
	2	Review all current IPDPs with administrative staff, and ensure that following year is completed before end of school year
	2	Last chance to amend certified budget
	4	Check yearly calendar of cultural observances with school events and promotions for next school year.
	1	Leadership Team Meeting
	1	Conduct 360 degree superintendent review with staff and community
	3	Solidify administrative contracts
	3	Solidify support staff contracts
	2	Conduct annual home school assessment
	2, 1	Establish district committees for coming year



3	End of year report
3	E-Calendar updated for staff
3	Monthly enrollment report
6	Attend District PFC event /community recognition ceremonies
3, 4	Review district handbook for elementary
4, 3	Calendar of Activities for next school year collected for district calendar
5, 3	Reconcile budget
3, 5	Prepare Spring BEDS report due June
3, 5	approve po's,
1, 2, 6	Attend HS Baseball and Softball openers



JUNE CALENDAR

What do we need to do to prepare for professional development for the coming year?

What were the successes of the students and staff?

How can I get organized for the next year so I can focus more time in instruction?

What is the most important area for me to advance my skills or learning?

How can I work with colleagues to learn from their experience?

Completed	L. Std	Task as it Relates to State Leadership Standards
	1	Review local assessments, grade distribution and other success indicators
	1	Organize data for inclusion in End of Year report and for sharing with staff/community
	1, 3	Adopt upcoming year's budget
	3	Hire consultant to provide guidance with levy/bond (if needed)
	6, 1	Prepare summaries, highlights of pertinent educational information to share with staff and community.
	1, 2, 5	Develop Administrator Professional Growth Plan and turn in
	1, 2	Review/update District Level Prof. Development Plan for goal areas
	2	Interview and fill vacancies
	2, 3	Write letters of commendation and recommendations
	2, 3	Plan August welcome back agenda
	2, 3	Review long-range financial plan with board
	2, 3	Conduct year-end review with board regarding perceptions of accomplishments, district needs, and potential goals
	3	Finalize sub teacher pay, lunch prices, and other fee recommendations for the upcoming year
	2	Facilitate superintendent's evaluation with the board
	2	Finalize board and administration retreat plans
	2	Participate in training/development to improve skills



5, 1	Update administrator portfolio
6	Develop requests for programs funded by outside sources-ASC, grants, etc
6, 1	Review current professional information: trends, research, data
5, 3	Send in calendar with vacation request
5, 3	Reconcile budget, approve po's,
4, 6	Market the school



CRITICAL FILING REMINDERS

July 2019

- New joint employment whole grade sharing applications due
- Completion of SPED billings tuition-in

August 2019

- Progress Report toward Reorganization due to DE/SBRC
- Foster Care claim due
- Special Education claims due:
 - Foster care
 - Provided to Non-public students
 - High Cost Fund
 - District Court placed claims
- Juvenile Home claim due (AEAs)

September 2019

- Last day to file a timely application for Kindergarten open enrollment for 2018-19 school year
- Update to Vehicle Information System due
- Special election date
- Date by which a student must be school age for Certified Enrollment
- Annual Transportation Report
- Certified Annual Report (CAR) and Special Ed Supplement (SES) due
- Facilities, Election and Sales Tax Report due



CRITICAL FILING REMINDERS

October 2019

- Board resolutions for studying reorganization and receiving weighting due
- CAR, SES due if have DE approved extension
- Whole Grade Sharing (WGS) count date for first semester tuition due
- SBRC hearing
- Last date to notify SBRC if district incurred negative unspent balance
- EASIER/Certified Enrollment certification deadline
- AEA Supplementary Weighting & Teacher FTE due
- Nonpublic Certified Enrollment due
- Nonpublic Textbook Services request due
- EASIER/Certified Inter-District resolution deadline

November 2019

- Special Education student weighting calculated
- WGS: last day for public notice of board intent
- Innovative calendar waiver application (new and continued) deadline
- School Board Officers report due
- SBRC hearing request; Exhibits due

December 2019

- SBRC application-Increased Enrollment, Open Enrollment Out and LEP
- Special election date
- Dropout prevention programs for Modified Supplemental Amount -last day to submit application
- SBRC hearing



FY 2019-2020 SCHOOL DISTRICT CRITICAL FILING DATES

January 2020

- Reorganizations or dissolutions effective on next July 1; last day to notify DE
- AEA non-fiscal budgets due to DE (proposed staffing, number of classrooms for Juvenile Homes)
- Nonpublic school transportation: Reimbursement claim-1st semester

February 2020

- Dropout prevention program: last day to resubmit an unapproved application
- Last day to request authority to charge administrative costs to SPED for next year
- WGS agreement: last day for board to sign
- Special election date
- AEA proposed budgets due
- Last day to bill for 1st semester tuition
- WGS count date for second semester tuition
- SBRC hearing request: Exhibits due

March 2020

- AEA Budget: last day for public hearing
- Open enrollment deadline for receiving district to act on timely filed open enrollment application 281-17.0 (2)
- SBRC hearing
- Annual audit submission/extension request



CRITICAL FILING REMINDERS

April 2020

- Special election date
- AEA budget proposal-resubmit unapproved
- Budget certification date
- Budget Guarantee-Board Resolutions due to DOM
- AEAs last date to submit unapproved budget to State Board for final approval
- ISL - Copy of board resolution or ballot resolution due to DOM

May 2020

- Bond resolution filing (if any) with Control county auditor.
- Competent Private Instruction/Homeschooling: deadline for conducting annual assessment for homeschooled students, 281-IAC 31.8
- VPPEL: copy of ballot resolution due to DOM (100% property tax)
- VPPEL-Copy of Ballot Resolution due to DOM (combination income surtax and property tax)
- Postsecondary Enrollment Options Act: Postsecondary institution sends request for payment and list of students participating in PSEO to the appropriate LEA.
- Certified Budget-Last day for districts to amend FY 19 budget.

June 2020

- Nonpublic transportation claims due
- Special election date

