Interstate 35 Community School District

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*Superintendency Entry Plan - Interstate 35*

Steve Kaster

**Core Values**

 Family Loyalty Integrity

 Student Centered Relationships Communication

 Honesty Consistent Passionate

 Community Focused Solution Driven Systems Driven

**I35 CSD Mission Statement**

INTERSTATE 35 COMMUNITY SCHOOL DISTRICT EXISTS TO DEVELOP LIFE-LONG LEARNERS AND RESPONSIBLE, PRODUCTIVE, SUCCESSFUL, CITIZENS IN AN EVER-CHANGING SOCIETY.

**Identified Areas of Growth**

* Cohesive Management - Build a team with clear goals and objectives
* Facilities - Engage with all stakeholders to complete the current facilities initiative and begin building a comprehensive 5 year buildings plan moving forward
* Effective Communication/ Positive Branding - Our school district is doing amazing things and our community needs to know it and be proud
* Align Curriculum and Instruction

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| Phase I - Transition (March 1 - June 30) |
| **Action** | **Timeline** | **Contacts** | **Resources** |
| Develop a transition team to begin structuring leadership teams and carry out the Entry PlanLaunch Transition Team with a focus on four key areas of study: (1) Leadership and Organizational Structure (2) Operational Effectiveness, Efficiency, and Finance (3) Teaching & Learning (4) Family and Community Engagement  | March 2018 | Elem PrincipalDirectorsOffice staffI-Team | Scheduled bi-weekly meeting time in April and MayScheduled weekly meeting time in June |
| Begin meeting with School Board Members  | March - June 2018 | School Board Member | Scheduled meeting times |
| Begin meeting with teachers and staff members in all attendance centers | March - May 2018 | Building Teams | Scheduled meeting time |
| Complete the hiring High School Principal  | March - May 2018 | Building Leadership TeamSchool Board | See hiring process for details |
| Schedule weekly meetings with Dr. Fiene  | March - June 2018 | Kevin Fiene | Weekly scheduled meeting time |
| Meet review and revise TLC | March 2018 | Committee Members | TLC Plan |
| Review budgets and finance | March - June 2018 | Ted Bauer | FY18 budgetBuilding ProjectsFacilities InitiativeLine item budgets |
| Tour and assess buildings and grounds | March - June 2018 | Rick Gray | Summer Projects ListEvaluate 5 year facility plan |
| Hold stakeholder meetings to gain input on setting a strategic plan moving forward | March - June 2018 |  | Seek and schedule meetings with a wide variety of stakeholders. Groups wanting to request a meeting or presentation - contact me at skaster@roadrunnerpride.org |
| Communicate and Evaluate Transition Plan for 2018 School Year | March - June 2018 | Various Stakeholders | See Plan  |
| Review policies, handbooks, partnerships, and agreements | June 2018 | Administrators | Staff HandbookStudent HandbooksSpecial Education PlanELP Plan28E’sTLC PlanAssociation('s) Contract Review*\*Not an inclusive list* |
| Study the vision, mission and current status of the elementary and secondary buildings | June 2018 | Building Administration and Leadership | Iowa Assessments Fast AssessmentsClarity SurveyBehavior Data  |
| Meet with Transportation and Food Service Directors | March - June 2018Printed for Start of School August 2018 | Angie StrohBobbie Finley |  |
| Assist in building district calendar | March 2018 | Committee | Previous years calendar |
| Continue to be accessible and visible in the district and community | Standard Operating Procedure | School Events and Activities I-35 | Schedule of community events |

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| Phase II - Entry (July 1 - October 7 :100 Days)  |
| **Action** | **Timeline** | **Contacts** | **Resources** |
| Evaluate district data to write purposeful and meaningful goals for the next 2-3 years \*Goals approved by SIAC and Interstate 35 School Board | July - September 2018 | Admin Team | Iowa AssessmentsBehavior DataFast Scores |
| Develop communication plan that targets enrollment, family engagement, positive public education support, and school pride\*Coordinate social media channels, school website, newspaper, update branding material, and offer professional development on family engagement | July - August 24, 2018 | Leadership Team | Traditional & Social media access and tools |
| Design and lead orientation of new teachers and administration | July - August 24, 2018 | New AdministratorNew Teachers | Approved district goalsJob descriptions |
| Engage with all stakeholders to complete the current facilities initiative and begin building a comprehensive five year building plan  | July - October 2018 | School BoardAdministratorsBuilding and Grounds Committee | Planning DocumentsFacility Assessment Results |
| Continue to develop relationships with legislators  | July 2018-Ongoing | Stan GustafsonScott OurthJoel FryeJulian GarrettAmy Sinclair  | Contact information for legislators |
| Design, build, and deliver professional development to administrators, directors, and coaches based on district goals | August 2018-Ongoing | Building Administrators | Approved district goalsTLC Plan |
| Develop a management team to coordinate efforts with building updates, timelines, and enrollment management | August 2018-Ongoing  | Building AdministratorsTed BauerBuilding Leadership Team  | Possible Agendas and Action Items\*Buildings Updates\*Update handbooks\*Recommend new policies  |
| Provide instructional leadership through professional development in coordination with Curriculum Design Instructor and review our PLC system | September 2018 | Admin Team | Professional Development CalendarPLC planning documents |
| Provide the school board an opportunity to grow and learn. IASB Opportunities | September - October 2018 | School BoardIASB  | Based on professional needs of Board Members |

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| Phase III - Launch (October 8 - End of the School Year ) |
| **Action** | **Timeline** | **Contacts** | **Resources** |
| Report findings and reflections I have learned in my first 5 months in an annual Interstate 35 Schools State of Education Report as well as achievement data, enrollments, and progress toward goals.  | November 2018 | School BoardTeachersCommunity Members | Scheduled meeting time |
| Develop and launch a District Wide Strategic Action Plan to achieve our stated goals and objectives. | January 2019 | School BoardLeadership Team | Scheduled meeting time |
| Update and Review TLC Grant | January 2019 | Instructional CoachesBuilding Administration | Approved district goalsTLC plan |