Interstate 35 Community School District

**

*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 Plan  Launch 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 Principal  Directors  Office staff  I-Team | Scheduled bi-weekly meeting time in April and May  Scheduled 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 Team  School 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 budget  Building Projects  Facilities Initiative  Line item budgets |
| Tour and assess buildings and grounds | March - June 2018 | Rick Gray | Summer Projects List  Evaluate 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 Handbook  Student Handbooks  Special Education Plan  ELP Plan  28E’s  TLC Plan  Association('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 Assessments  Clarity Survey  Behavior Data |
| Meet with Transportation and Food Service Directors | March - June 2018  Printed for Start of School August 2018 | Angie Stroh  Bobbie 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 Assessments  Behavior Data  Fast 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 Administrator  New Teachers | Approved district goals  Job descriptions |
| Engage with all stakeholders to complete the current facilities initiative and begin building a comprehensive five year building plan | July - October 2018 | School Board  Administrators  Building and Grounds Committee | Planning Documents  Facility Assessment Results |
| Continue to develop relationships with legislators | July 2018  -Ongoing | Stan Gustafson  Scott Ourth  Joel Frye  Julian Garrett  Amy 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 goals  TLC Plan |
| Develop a management team to coordinate efforts with building updates, timelines, and enrollment management | August 2018  -Ongoing | Building Administrators  Ted Bauer  Building 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 Calendar  PLC planning documents |
| Provide the school board an opportunity to grow and learn. IASB Opportunities | September - October 2018 | School Board  IASB | 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 Board  Teachers  Community Members | Scheduled meeting time |
| Develop and launch a District Wide Strategic Action Plan to achieve our stated goals and objectives. | January 2019 | School Board  Leadership Team | Scheduled meeting time |
| Update and Review TLC Grant | January 2019 | Instructional Coaches  Building Administration | Approved district goals  TLC plan |