

SUPERINTENDENT'S ENTRY PLAN STATUS

Goal 1: Foster effective District Governance and positive transparent board/superintendent relations to support relevant, engaging, and innovative learning experiences for students.

Action	Activity Sponsor	Timeline	Scheduled	Notes
Share entry plan for feedback, suggestions, and approval.	Board of Education	Pre-Entry	Not applicable-Done	Approved by BOE at 6-22-15 board meeting
Schedule a meeting with Board President to discuss a format and agenda for two Board/Superintendent retreats, one in summer and one in October.	Brad Saron	Pre-Entry		Brad and Tom are meeting with Bob Butler on August 3, 2015 to discuss format and scope of first retreat to be scheduled in September.
Keep current on WASB support of regular professional development for the Board and the Superintendent. Encourage easy access to development.	Brad Saron	First Year	N/A	No meeting to schedule
Establish meeting time with Board President for reviewing and constructing agendas.	Tom Weber	First 30 Days	7/6/15 4:30-6:00 p.m.	Chandu will schedule on Fridays two weeks prior to Board meetings for Brad and Tom to meet and discuss and in Fall the meetings will be coordinated with Brad's Friday school visits.
Schedule individual meetings with each Board member for one-on-one conversations.	Brad Saron Board of Education	First 30 Days	Tom - Multiple Steve 7/7 11:30 a.m.-1:30 p.m. @UW Caren 7/8 3:00-4:00 p.m. @Brads's Office Carol 7/9 2:00-3:00 p.m. @ Brad's Office Marilyn 7/20 4:00-5:00 p.m. @Brad's Office Dave 7/21 5:00-6:00 p.m. @ Brad's Office	

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			Marta 7/23 1:30-2:30 p.m. @Brad's Office	
Establish communication systems with the Board in the form of written communication, phone calls, and meetings.	Brad Saron Chandu Vemuri	First 30 Days	N/A	No meetings to schedule
Hold a Board of Education retreat to discuss communication protocols, roles and responsibilities, norms for best practice in governance (including committee work), expectations for the first year, agenda setting, etc. Focus on shared values, organizational effectiveness, and Board development. Study Governance Models.	<i>Consultant</i> Board of Education Tom Weber Brad Saron	First 90 Days		Brad and Tom meeting with Bob Butler of WASB to set agenda and scope of first meeting with BOE to be scheduled in September. The second part of action "focus on shared values, organizational effectiveness, and Board Development, Study Governance Models will happen in 2nd 90 days. On September 25, 2015 the Superintendent, Board President and Board Vice-President made a site visit to the Howard-Saumico School District, a benchmark district for board governance. On September 29, 2015 Bob Butler did a presentation to the board on roles and responsibilities of board members. The board president, vice-president and superintendent attended the Wisdom Sharing Conference in Alabama on October 14-16,

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				2015. The Board are currently doing a book study on Board Governance. The Board approved adoption of the Governance model.
Review the Board of Education calendar to assess for continuity of governance and the election cycle.	Board of Education Tom Weber Brad Saron	First 30 Days	7/6/15 4:30-6:00 p.m. Met with Tom and Steve	Ongoing...this action item is on schedule

Goal 2: Investigate and promote interdepartmental relations at District Office and with building leadership by understanding institutional history, legacy structures, and department school goals.

Action	Activity Sponsor	Timeline	Scheduled	Notes
Review the instructional program, practices, curriculum, and support materials for evidence of effectiveness in improving student achievement, growth toward academic growth targets, and closing the gaps between student populations.	District Cabinet, TLE Team	First 90 Days	9/23/15 9:00 a.m. -12:00 p.m.	
Review the practices and processes in place for the Operations and Continuous Improvement.	District Cabinet, Operations and Continuous Improvement Team	First 90 days (Due to scheduling this had to be rescheduled.	10/27/15 8:00-11:00 a.m.	
Review student data for all student populations.	Brad Saron (Pillar 1 of SP Strategic Plan)	First 60 Days	8/14/15 8:00 a.m. - 11:00 a.m.	
Request briefings on district and school-building student data review procedures for all student populations.	Brad Saron Curt Mould	First 60 Days	8/14/15 8:00 a.m. - 11:00 a.m.	

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Review dash-boarding strategies for each school and department in the district and meet with DO staff and building-level staff to discuss results.	District Cabinet Melissa - Studer	First Year		Discussion at DC on 7/20/15, Brad has spoken to Melissa and she is preparing an agenda for the August 5th kickoff for LC. Cabinet will be meeting on 7/27/15 to discuss agenda for August 5th.
Explore and assess continuous improvement programs appropriate for district-level, building-level, and teacher-level implementation.	Brad Saron Erik Olson Stephanie Leonard-Witte Curt Mould	First Year	8/6/15 8:30 a.m. - 10:30 a.m.	
Review district programming for special populations, including students with disabilities, English Language Learners, students in the RTI system, and high performance learners.	Brad Saron Jennifer Apodaca Anthony Bonds John Magas	First 60 Days	8/18/15 2:00 p.m. - 3:30 p.m.	
Review and analyze the district's current evaluation systems for effectiveness and accountability.	Brad Saron Erik Olson Stephanie Leonard-Witte Curt Mould Anthony Bonds John Magas	First 90 Days	8/24/15 1:00 p.m. - 2:30 p.m.	
Review the performance and success of technology integration (including the use of the Google Education Suite).	Brad Saron Mike Mades	First 90 Days	8/21/15 11-12 p.m.	
Assess the professional development plan for capacity in training principals, DO staff, teachers, support staff; determine the degree to which it is embedded, differentiated, and data directed.	Brad Saron Aloy Pien Stephanie Leonard-Witte Malika Evanco	First 90 Days	9/15/15 1:00 p.m. - 2:30 p.m.	
Review all survey data, including District Services to Schools Survey,	Brad Saron Erik Olson Melissa Mattarazzo	First 90 Days		This action item is on schedule. Roll out of District

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<p>Employee Engagement Survey, Parental Satisfaction Survey, and Student Engagement Survey.</p>				<p>Services/Employee Engagement Results was sent out to Department leaders and data is used/being used in the development of Department Improvement Plans. By the end of September, Employee Engagement/Parents/Student survey results will be rolled out to building principals. Again data will be used in the development of School Improvement Plans. The first District Services Survey was completed on October 22, 2015.</p>
<p>Review all previous strategic plans and preceding school improvement strategies.</p>	<p>Brad Saron</p>	<p>First 180 days</p>		
<p>Investigate and facilitate the creation of a set of standards of professional practice for the District Cabinet to put into operation during the 15-16 school year.</p>	<p>District Cabinet</p>	<p>First 30 days</p>		<p>Cabinet has met on 7/2/15, 7/16/16 and 7/20/15. There will be a change to SLs, Cabinet and Leadership Collaborative (LC) meetings which has been shared with the entire leadership group. At August 5th LC the LC completed this activity and the group agreed to five standards of professional practice.</p>

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Goal 3: Cultivate and harness public Trust, Commitment, and Confidence through open and sincere communication to support equity in programming and academic achievement.

Action	Activity Sponsor	Timeline	Scheduled	Notes
Review and retool District Parent Engagement Initiatives in support of open and sincere communication to support equity in programming and academic achievement.	Brad Saron Sarah Heck	First Year		Initial Meeting with Sarah Heck on 7/21/15 2:30 p.m. - 4:30 p.m. Communications Audit was completed at the end of 2015. Working towards development of a Communications Plan.
Identify the region's and community's key corporations, businesses, foundations, not-for-profit philanthropic leaders, public safety leaders, college and university presidents, and meet with each for an initial listening and learning session. Establish a routine communication protocol with these groups.	Bran Saron Chandu Vemuri	First 60 days	Chamber of Commerce Meeting - 7/8/15 SP Media Center Dir. - 7/23/15 YMCA Dir. - 7/23/15 Sunshine Place Dir. - 8/10/15 Sun Prairie Education Foundation - 7/24/15, 8/6/15 Nancy Everson - 7/24/15 Business Education Partnership - 8/20/15 Neil Stechshulte - SP, Director of Economic Development 8/11/15 United Way Campaign 8/4/15 SPARC 8/12/15 SP Library Director 9/8/15 PAC 8/10/15	

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			United Way 9/9/15 Sun Prairie Food Pantry 10/21/15	
Identify the community's churches/synagogues/mosques/congregations and meet with each for an initial listening and learning session. Establish a routine communication protocol with these groups.	Brad Saron Chandu Vemuri	First 90 days	Father Mike Tess 8/7/15 Sun Prairie Ministers Association 9/22/15 Pastor Harold Rayford 9/23/15	
Attend meetings of key organizations such as the Chamber of Commerce, service clubs, etc. for an initial listening session. Establish a communication protocol with these groups.	Brad Saron Chandu Vemuri	First 90 days	Chamber of Commerce - 7/8/14 Business Ed Partnership - 8/20/15 and monthly on 3rd Thursday Sun Prairie Education Foundation Sun Prairie Optimist Club 8/12/15	
Schedule meetings with the County Administrator, City Chief of Police and City Fire Chief for an initial listening and learning session. Establish routine meetings and communications with these offices.	Brad Saron Chandu Vemuri	First 90 days	Joint Meeting with Mayor, City Administrator, Council President, Tom Weber 8/3/15 Chief of Police - 8/18/15 Joint BOE/Council Joint Meeting - 8/19/15	
Identify community media outlets, and establish a routine communication protocol for regular and urgent communications.	Brad Saron Chandu Vemuri	First 60 days	SP Media Center - 7/24/15 The Star 8/26/15	Interviewed by Star. Work with Sarah Heck in reaching out to other media outlets. This action item is ongoing.

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Schedule meetings with established parent organizations for initial listening and learning sessions. Establish routine communication with these organizations.	Brad Saron Chandu Vemuri	First 90 days	Parent Leadership Council 11/19/15 African American Parent Network 8/5/15 PMMS SCO 10/20/15	Brad would like to meet with every PTO group at one of their monthly meetings.
Schedule meetings with regional politicians, and establish routine communication with each office.	Brad Saron Chandu Vemuri	First 60 days	Gary Hebl 9/29/15 Mark Miller Date being finalized	
Schedule meetings with school-building leadership teams for initial listening and learning sessions. Establish routine meetings and communications with these organizations.	Brad Saron Chandu Vemuri	First Quarter		Visited all District Summer School Sites during first two weeks of July. Will have had a one to one meeting with all principals as of 8/4/15 prior to the first meeting of Leadership Collaborative
Assess the quality, quantity, and effectiveness of all existing forms of communication with the following stakeholders: <ul style="list-style-type: none"> ● Board ● Parents ● Teachers ● Support Staff ● Administrative Staff ● Cultural Leaders/Stakeholders ● Local, Regional Politicians (Municipalities) ● Student Leaders ● Business Leaders ● Faith-based Leaders 	Brad Saron Sarah Heck	First 60 days		Continuing to work with Sarah Heck. This action item is on schedule.
Schedule meetings with employee associations and employee leadership groups for initial learning sessions. Establish routine meetings and	Brad Saron Chandu Vemuri	First 90 days	SPEA 8/19/15 as part of Camp Cardinal	Brad has weekly extended visits at schools. Each visit has a scheduled Employee Listening Session worked in where

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communications with these organizations.				employees have a chance to talk to him about anything they would like.
Schedule a meeting with the mayor of Sun Prairie for an initial listening and learning session. Establish routine meetings and communications with this office.	Brad Saron Chandu Vemuri	First 90 days	8/3/15 Joint meeting with Mayor, City Administrator and Board President	
Direct communication plan for information dissemination from the district office, including press releases and utilization of other social media.	Brad Saron Sarah Heck	First 60 days		Working with Sarah Heck and also moving forward to complete creation of District Communications Plan
Host listening and learning sessions for teachers and support staff by building for personal communication about critical issues facing the district.	Brad Saron Chandu Vemuri	First 90 days		Chandu will schedule as part of Brad's Friday school visit schedule. Brad has weekly extended visits at schools. Each visit has a scheduled Employee Listening Session worked in where employees have a chance to talk to him about anything they would like. By end of December Brad will have done an extended visit at every school throughout the District including 4K programming.

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Goal 4: Catalyze *Organizational Effectiveness* in support of dynamic student achievement and a positive and collaborative work environment by fully examining the 2015-2020 Strategic Plan.

Action	Activity Sponsor	Timeline	Scheduled	Notes
Request briefing meetings to review all studies, reports, and audits by outside agencies.	Brad Saron	Changed to First 90 days	Student Services (Jennifer Apodaca) 9/30/15 Food Services (Renee) 9/22/15 Business and Finance (Phil Frei) 9/28/18 Facilities and Grounds 9/28/15	
Establish a schedule to meet with all key staff, and review personnel quality performance systems and current reviews.	Brad Saron Chandu Vemuri	First 90 Days		Have scheduled 1:1 introductory meetings with all District Administrators and Principals. Will be completed by 2nd week of August
Analyze centralized processes and decentralized processes. Determine what goals, expectations, and directives make up the "tight" side of the system and what "loose" areas of autonomy are in play.	Brad Saron	First Year		
Research the current organizational model for effectiveness and maximize its support for student achievement and equity.	Brad Saron	First 90 Days	No meetings to schedule	This action item is on schedule.
Review funding streams supporting district operations.	Brad Saron Phil Frei	First 90 days	Multiple meetings with Phil Frei, Director of Business and Finance	This action item is on schedule

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Identify and hire any new team members on the administrative team.	Brad Saron	First 30 Days	High School Principal hired 7/13/15 Assistant High School Principals will be approved by board by at August 10th Board meeting.	
Review the LC structure and organizational chart to determine focus on student achievement and for maximization of operational efficiency.	Brad Saron District Cabinet	First Year		Cabinet has met on 7/2/15, 7/16/16 and 7/20/15. There will be a change to SLs, Cabinet and LC meetings which has been shared with the entire leadership group.
Review and research current compensation structures. Meet with district stakeholders to determine current procedures.	Brad Saron Malika Evanco Phil Frei	First 60 Days		The district has completed two wage studies one with Support Staff last year and recently with Admin Support. Staff has been informed of the outcome, appeals process and when any raises, back pay will become effective and paid. At September 14th board meeting the board will be asked to approve the raises for Administrators. Professional Educators were informed of when their hours would have to be entered into My Learning Plan and the timeline for receiving their pay increases.
Conduct retreat(s) with appropriate administrative staff to review the District's	Brad Saron	Changed to 2nd Semester from first 90 Days		On February 22, there will be a Cabinet/School

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strategic plan, improvement plans, recent achievement data, and upcoming vacancies, and to discuss leadership team structures and practices.				Board retreat on progress on District Annual Action Plan, SIPs and DAPs and a Progress Monitoring check-in after the mid-year data summit.
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Goal 5: Examine and advance a collaborative, enriching, and purposeful District-Wide Climate and cultivate a concentration on student achievement and elimination of achievement barriers.

Action	Activity Sponsor	Timeline	Scheduled	Notes
Identify key staff to assist with the transition within the organization.	Brad Saron Chandu Vemuri	First 60 Days	No meetings to schedule	This action item is on schedule
Research standards, job descriptions, and practices of LC staff.	Brad Saron	First 60 Days	No meetings to schedule	This action item is on schedule
Establish scheduled meetings with Cabinet, LC, and other administrative groups.	Brad Saron Chandu Vemuri	First 90 Days		Cabinet has met on 7/2/15, 7/16/16 and 7/20/15. There will be a change to SLs, Cabinet and LC meetings which has been shared with the entire leadership group.
Research and foster key celebrations and rituals at the district and building levels to acknowledge and honor teacher and staff accomplishment, above-and-beyond contributions, and exemplary performance and leadership.	Brad Saron District Office Staff	Changed to First Year from First Semester		Last year's Employee Recognition Survey Results were shared with Brad. Continued discussion with Brad and Kent Wedemeyer
Research and promote broad recognition of success in district publications and public meetings.	Brad Saron Sarah Heck Chandu Vemuri	First Year		

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Research and implement a data-based continuous improvement model that puts a spotlight on student achievement, growth, and gaps.	Brad Saron District Cabinet	First Year		
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