



Superintendent Entry Plan – Phase 1 (0–6 Months) Checklist

Board Relationships

- ✓ Meet individually with each board member
- ✓ Identify communication preferences
- ✓ Clarify Board goals & data checkpoints (revisit in June 2026)

District Finances & Projects

- ✓ Analyze financial reports
- ✓ Review business office procedures
- ✓ Review supplier contracts
- ✓ Review investment procedures
- ✓ Evaluate budget development effectiveness
- ✓ Review long/short-range planning

Campus/Staff/Parent Relationships

- ✓ Schedule 2-hour initial campus visits
- ✓ Request facility tours from principals
- ✓ Observe teachers & students in fall
- ✓ Begin ongoing classroom visits
- ✓ Greet parents/students at 2–3 campuses weekly

District Leadership & Academic Review

- ✓ Establish bi-monthly leadership meetings
- ✓ Review NWEA results & School Report Cards
- ✓ Review curriculum & PD plans
- ✓ Meet with district leaders
- ✓ Meet with tech/athletics leaders
- ✓ Establish media relationships

Vision & Mission

- ✓ Send staff introduction letter
- ✓ Host meet & greet
- Observe heavily Year 1
 - ✓ Team of 8 revise vision/mission/portrait of graduate (June 2026)

Community & Key Communicators

- ✓ Meet with local government & civic leaders
- ✓ Meet with service orgs



Attendance Zones & Demographics

- ✓ Tour district with Transportation Director
- ✓ Review demographic data

Athletics, Arts, & Co-Curriculars

- ✓ Attend weekly events (sports/arts)
- ✓ Meet with sponsors & coaches
- ✓ Evaluate student/parent participation

Student Voice

- ✓ Meet with secondary student orgs
- ✓ Create Superintendent's Student Advisory Group

Legal Matters

- ✓ Establish relationship with legal counsel
- ✓ Review current litigation
- ✓ Review potential legal issues
- ✓ Set ongoing communication with law firm