

## School District of Janesville

Steve Pophal

### 100 Day Plan

#### Initial Goals:

1. Build Relationships
2. Celebrate Success
3. Communicate
4. Intimately Understand the District

#### First 30 Days

- Meet/consult with outgoing Superintendent, Dr. Schulte as needed
- Meet individually with school board members to build relationships, and prioritize expectations and goals for the first year as Superintendent. The goal is to focus on immediate needs and long-term vision for our district.
  - Discuss district successes
  - Discuss district struggles
  - Discuss transition planning
  - Discuss communication norms between the board and superintendent
  - Discuss our “preferred future” for SDJ
  - Discuss Board goals for the 2017-18 school year
- Meet with Janesville Press Gazette and other local media outlets
- Work with Patrick Gasper to set up communication network (introduction letter, update website, update twitter account, get access to district Facebook page, update voicemail, etc.)
  - Goal – discuss how we can regularly push out “good news” and information updates to constituent groups via social media and traditional communication channels
  - Discuss protocol/schedule for superintendent’s blog
- Meet with Cabinet members (1-1 & as a group) to build relationships and discuss:
  - Group norms
  - District successes
  - District opportunities for growth
  - Expectations of me
  - Philosophy/beliefs: theirs and mine
  - District goals
  - Action plan to accomplish goals
  - Other key decision-makers I need to meet with
  - Set meeting schedule for our team

- Work with Keith Pennington to familiarize myself with SDJ budget and financials
- Work with Bob Smiley to familiarize myself with SDJ IT integration
- Work with Kim Ehrhardt to familiarize myself with SDJ curriculum, instruction, and assessment initiatives
- Work with Scott Garner to familiarize myself with SDJ HR practices and procedures
- Meet with key community stakeholders (Forward Janesville, higher education presidents, local government leaders, etc.) to build relationships and discuss:
  - Perceptions of SDJ/what has worked well historically?
  - Opportunities for mutually beneficial relationships to prepare SDJ students to be college, career, and life ready, and for the SDJ to support the communities private sector
- Set up meeting schedule with Denise Jensen to:
  - Build a trust-based relationship (leverage her “inside” knowledge of the district)
  - Help her understand my values and leadership style to position her to support our work
  - Explore options for Denise to lead initiatives with district secretarial team (rounding, PD, etc.)
- Set up meeting schedule with Deb Weston to:
  - Relationship build
  - Learn about existing board process and procedure
  - Leverage Deb’s knowledge about how to best serve the Board

### 31-60 Days

- Work with Cabinet to plan and execute August administrator kick-off
  - Relationship building
  - Celebrate successes
  - Reinforce the concept of all voices are important
  - Reinforce board goals
- Complete individual meetings with SDJ school board members
- Meet 1-1 with building principals to tour their school and discuss:
  - What they are proud of/concerned about
  - Where district has been supportive
  - How the district office can better serve/support their building
- Meet with leaders from each of the district negotiation teams to build relationships and to discuss:
  - District successes
  - District opportunities for growth
  - Priorities for each respective employee group
  - Agree to form/frequency of on-going communication

- Continue meeting with key community members (Forward Janesville, higher education presidents, local government leaders, police chief, etc.)
- Familiarize self with state and federal initiatives that impact SDJ
- Work with Cabinet to plan and execute SDJ all staff kick-off
- Evaluate administrative supervision model
- Ensure objectives from first 30 days are completed
- Report progress for first 30 days to SDJ School Board

#### 61-90 Days

- Begin staff listening sessions at each school in the district to provide staff a forum to share what they are proud of and what they need support with
- Complete 1-1 meetings with building principals
- Begin meeting with state and federal elected officials representing constituencies within SDJ boundaries
- Report initial findings from district/community input sessions to district leadership team and school board
- Begin visiting classrooms and use social media to share good news
- Schedule Board retreat
- Meet with representatives/officers from parent organizations.
- Ensure objectives from first 60 days are completed
- Report progress for first 60 days to SDJ School Board

#### 91+ Days

- Complete listening sessions at each school in the district to provide staff a forum to share what they are proud of and what they need support with
- Continue meeting with state and federal elected officials representing constituencies within SDJ boundaries
- Shadow a student for a day. Encourage other administrators to follow-suit. Create a protocol for administrators to process the observations.
- Continue visiting classrooms and use social media to share good news
- Work with the Board to determine if district goals need to be revised
- Provide follow-up communication to entire district that highlights successes and acknowledges needs to build trust, model communication, and build a sense of teamwork
- Ensure objectives from first 90 days are completed
- Report progress for first 90 days to SDJ School Board

Note – this plan is intended to be a dynamic process to guide my behaviors during the first 100 days as the SDJ Superintendent. Hence, it may be revised/adapted as circumstances dictate, including but not limited to adjusting time lines.