



100-Day Transition/Entry Plan

Diane DiGiuseppe, Superintendent

Introduction

This plan should provide a blueprint for learning about the Verona Public School District. This plan has five goals and four outcomes.

Goals

1. Develop a strong, collaborative, effective relationship with the Board of Education to determine the goals, expectations, and foundation for VPS Strategic Plan 2023.
2. Ensure an effective, efficient, and orderly transition of leadership, keeping the focus on increased student achievement for all children.
3. Create opportunities for the new superintendent to listen broadly and deeply to a multitude of stakeholders and gain a comprehensive understanding of VPS, focusing on student SEL, staff morale, and community trust.
4. Identify and execute activities that must happen immediately to ensure an outstanding beginning to the school year.
5. Build excitement and momentum for VPS's vision, mission, and future strategic plan, while also establishing the commitment to engage in any needed improvement.

Outcomes

- A comprehensive summary of the findings and observations collected from the various activities outlined within this plan.
- Build upon the high levels of parent, community and business engagement through clear and transparent communication.
- Establish the foundation of a new 5-year strategic plan and needed short-term improvement plans.
- An energized district and community about the focus and direction of the Verona Public Schools.

Process

It is imperative to understand the perspective of as many stakeholders as possible. Only through active listening is it possible to gather information regarding the needs and desires of the district. To reach the discussed goals of the entry plan, the following process will be used:

Listen: Spend time with students, teachers, parents, administrators, support staff, community, and business members to hear about significant accomplishments and greatest challenges.

Learn: Analyze and study student achievement data and other performance data. Review and evaluate existing district policies.

Share: Help the community get to know me by sharing my educational philosophies and core values. I will strive to present a positive tone and responsive nature.

Build: Strong working relationships and rapport with the Board of Education, employees, community, and local leaders.

Plan: Review and report findings to the Board of Education to assist in creating the 2023 Strategic Plan for future success.

Phase 1

Pre-Start April - July 1, 2022

- View VPS Board of Education meetings
- Attend Administrative Cabinet meetings
- Attend Administrative Council meetings
- Meet with Verona Education Association and Verona Administrator Association leadership
- Visit each school to conduct building walkthroughs and review of emergency response plans
- Meet with Grand River Solutions Consultant and attend focus group session
- Meet with individual Board members to gain insight into Verona's needs
- Work directly with the current Interim Superintendent to ensure a smooth transition

July 1, 2022-October 8, 2022

Goal 1: Develop a strong, collaborative, effective relationship with the Board of Education to determine the goals, expectations, and foundation for VPS Strategic Plan 2023.

Objectives

- A. Establish the Board, Superintendent and Business Administrator as a cohesive governance team with a student-centered agenda.
- B. Build a positive, productive, and trusting relationship with the Board as individuals.
- C. Determine short-term policy and organizational priorities.
- D. Align district values and behaviors to support a positive and supportive culture and climate.

Action Steps

- 1. Meet with the Board President and discuss a framework, format, and agenda for Board/Superintendent communications and working relationship.
- 2. Schedule and conduct meetings to establish operating norms and expectations of the governance team.
- 3. Establish clear understandings of roles, responsibilities, expectations, and systems for mutual accountability, etc.
- 4. Establish regular meeting times and protocols with the Board President for reviewing Board agendas, policies, and district developments.
- 5. Establish regular communication systems with the Board of Education.

Goal 2: Ensure an effective, efficient, and orderly transition of leadership, keeping the focus on increased student achievement for all children.

Objectives

- A. Establish a positive, productive, and trusting relationship with the district administration as individuals.
- B. Understand current, working district initiatives.
- C. Familiarize myself with student achievement data.
- D. Familiarize me with the Diversity, Equity, and Inclusion work.

Action Steps

1. Meet with the Administrative Cabinet and discuss working relationships, schedule regular meetings each week of this 100-day plan, and establish a strong relationship built on mutual trust and respect.
2. Meet individually with each building principal or building administrative team to discuss building goals and objectives.
3. Meet with the administrators in the Department of Curriculum and Instruction to discuss curriculum structures and professional development goals.
4. Schedule and conduct meetings to establish operating norms and expectations of the administrative council.
5. Establish clear understandings of roles, responsibilities, expectations, and systems for mutual accountability, etc.
6. Establish regular meeting times and protocols with the district administration.
7. Establish regular communication systems with the district administrators.
8. Work with Dr. Miller and the DEI groups to ensure a smooth transition in this area.

Goal 3: Create opportunities for the new superintendent to listen broadly and deeply to a multitude of stakeholders and gain a comprehensive understanding of VPS, focusing on student social emotional learning, staff morale and community trust.

Objectives

1. Review prior years' district goals, programs, and initiatives.
2. Increase personal knowledge and understanding of the Verona community, its culture, traditions, history, and expectations for the district.
3. Establish positive working relationships with civic leaders, members of the business community leadership, and service and support agencies in the community.

3 questions for each stakeholder:

Board Members, Administrators, Teachers

- o What works well in Verona schools?
- o What are challenges that you believe will need focus?
- o What can I do to best support you in bringing out the best in Verona schools?

Parents and Students

- o What do you appreciate/like about our schools?
- o What would make them even better?
- o What can I do to best support your student(s)?

Action Steps

1. Meet with stakeholder groups to assess the effectiveness of prior year district goals and initiatives through interviews with various stakeholders and a review of available data.
2. Meet with local community groups such as the School Community Associations for each school, the Verona Music Parents Association, Verona Athletics Association and Booster Clubs, and the Verona Foundation for Educational Excellence.
3. Meet with the Mayor and Deputy Mayor, Township Clerk and members of the Township Council; the Verona Police Chief and School Liaisons to the VPD; the Verona Fire Chief and School Liaisons to the VFD; and the Verona Public Library Director and Board of Trustees.
4. Meet with the VHS Director of Athletics and Special Programs and the Verona Recreation Director to discuss partnerships.
5. Meet with other community members, such as the Verona Chamber of Commerce Leadership and the local Realtors Association.
6. Conduct a climate survey for staff and students to improve staff morale and focus on student social and emotional learning.

Goal 4: Identify and execute activities that must happen immediately to ensure an outstanding beginning to the school year.

Objectives

- A. Ensure staffing is on track for the start of the 2022-2023 school year.
- B. Ensure the buildings are clean and ready to open.
- C. Ensure all professional development planning is completed for opening schools.
- D. Ensure instructional resources have been received or completed and are ready for distribution, including any summer curriculum development.
- E. Ensure that the Administrator Checklist is up to date and that District Administrative Council is clear on important dates for SGO development and approval, Teacher/Staff PDP development and approvals, Administrator PDP plans, and state-required submission dates are clear.
- F. Ensure all new technology resources are in place and all users have been properly trained.
- G. Ensure the community has the information regarding the school calendar, opening activities, 1:1 Chromebook initiative, student schedules, and communication protocols.

Action Steps

- 1. Meet with Mr. Cruz and the Supervisor of Buildings and Grounds to ensure facilities are clean and ready to open schools.
- 2. Meet with the Administrative Cabinet and discuss any residual staffing needs, summer curriculum writing progress, fall professional development planning, and that all technology/IT changes are on track to go live.
- 3. Meet with Administrative Council to review and update the [Administrator Checklist Draft](#) and finalize it.
- 4. Meet with Administrative Council to review and update [Communication Protocol](#) and District Administration Information.
- 5. Meet with principals and the Director of School Counseling to ensure student placement and schedules are ready to open school.
- 6. Communicate with the community via Parent Square regarding school opening.
- 7. Plan with the Administrative Council for the activities of the back-to-school convocation.

Goal 5: Build excitement and momentum for VPS's vision, mission, and future strategic plan, while also establishing the commitment to engage in any needed improvement.

Objectives

- A. Establish a positive, productive, and trusting relationship with the district administration as individuals and the community.
- B. Build trust through transparent and honest communication.
- C. Celebrate successes often in a variety of ways.
- D. Be a visible member of the Verona community.

Action Steps

- 1. Attend as many events as possible to meet and greet the community, students, and staff.
- 2. Hold Superintendent Coffee and Conversations for the community and staff:
 - a. To develop trust. Communities want leaders who carry themselves with a spirit of honesty, integrity, and respect.
 - b. Show honest compassion. Communities want to feel the Superintendent cares about them.
 - c. Develop a sense of stability. In times of change, the community will look to leaders who provide security and stability that keep them on track. Leaders who provide stability better can build confidence in their community.
 - d. Show excitement and hope. Leaders who inspire hope in their communities can elevate ideas and energy for the future. Hope is a contagious and beneficial resource in successful organizations.

100-Day Transition Plan/Timeline

Action Steps	July 2022	Aug 2022	Sept – Oct 8, 2022
Goal 1 – Develop a strong, collaborative, effective relationship with the Board of Education and to determine the goals, expectations, and foundation for VPS Strategic Plan 2023.			
<i>Meetings with Board President</i> ▶ <i>Board/CSA</i> ▶ <i>Communications</i> ▶ <i>Meeting schedule</i> ▶ <i>Board/CSA</i> <i>working</i> <i>norms/accountabilities</i>	<ul style="list-style-type: none"> Board president meeting – July 5-7 Meeting schedule – July -5-7 July 26 	<ul style="list-style-type: none"> August 8 August 25 	<ul style="list-style-type: none"> September 6 September 19
<i>Meet with individual board members</i>	<ul style="list-style-type: none"> Meet with Mrs. Priscoe, Mrs. Drappi, Mr. Day and Mr. Wacha – July 18-22 	<ul style="list-style-type: none"> Week of August 8 and 25 	<ul style="list-style-type: none"> Week of September 6 and 19
<i>Create communication systems and cadence with board members</i>	<ul style="list-style-type: none"> Establish regular communication systems with the Board of Education. 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD
Goal 2 – Ensure an effective, efficient, and orderly transition of leadership, keeping the focus on increased student achievement for all children.			
<i>Administrative Cabinet</i>	<ul style="list-style-type: none"> Kickoff meeting – July 6 July 13 July 20 July 27 	<ul style="list-style-type: none"> August 3 August 10 August 24 August 31 	<ul style="list-style-type: none"> September 7 September 14 September 21 September 28 October 5
<i>Administrative Council</i>	<ul style="list-style-type: none"> Kickoff meeting, July 11 	<ul style="list-style-type: none"> Additional transition meeting as determined 	<ul style="list-style-type: none"> Additional transition meeting as determined
<i>Principals</i>	<ul style="list-style-type: none"> Kickoff meeting, week of July 18 	<ul style="list-style-type: none"> Additional transition meeting as determined 	<ul style="list-style-type: none"> Additional transition meeting as determined
<i>Dept of Curriculum & Instruction</i>	<ul style="list-style-type: none"> Kickoff meeting, week of July 11 	<ul style="list-style-type: none"> Additional transition meeting as determined 	<ul style="list-style-type: none"> Additional transition meeting as determined
<i>Establish Administrative Expectations</i>	<ul style="list-style-type: none"> Roles, responsibilities, accountability systems Communication and meeting protocols 	<ul style="list-style-type: none"> Use meetings above to discuss accountability and improve processes 	<ul style="list-style-type: none"> Use meetings above to discuss accountability and improve processes
Goal 3 – Create opportunities for the new superintendent to listen broadly and deeply to a multitude of stakeholders and gain a comprehensive understanding of VPS, focusing on student social emotional learning, staff morale and community trust.			
<i>Internal Stakeholders (Staff)</i>	<ul style="list-style-type: none"> Week of July 18 	<ul style="list-style-type: none"> Week of August 1 	<ul style="list-style-type: none"> Week of September 6 and 12

<i>External Stakeholders (Parents/community members, Mayor, Chief of Police, Public Library Board, etc.)</i>	<ul style="list-style-type: none"> • Week of July 18 and 25 	<ul style="list-style-type: none"> • Week of August 1 	<ul style="list-style-type: none"> • Week of September 6 and 12
<i>Build and Conduct Climate Survey</i>	<ul style="list-style-type: none"> • Select and create climate survey 	<ul style="list-style-type: none"> • Review survey with Board and other stakeholders 	<ul style="list-style-type: none"> • Launch survey early Oct (after successful kickoff of school year)

Goal 4 – Identify and execute activities that must happen immediately to ensure an outstanding beginning to the school year.			
<i>Administrative Council Meetings</i>	<ul style="list-style-type: none"> • Initial discussions (see Goal 2) 	<ul style="list-style-type: none"> • August 3 • August 10 • August 24 • August 31 	<ul style="list-style-type: none"> • September 7 • September 14 • September 21 • September 28 • October 5
<i>Administrative Cabinet Meetings</i>	<ul style="list-style-type: none"> • Initial discussions (see Goal 2) 	<ul style="list-style-type: none"> • Additional transition meeting as determined 	<ul style="list-style-type: none"> • Additional transition meeting as determined
<i>Principal Meetings</i>	<ul style="list-style-type: none"> • Initial discussions (see Goal 2) 	<ul style="list-style-type: none"> • Additional transition meeting as determined 	<ul style="list-style-type: none"> • Additional transition meeting as determined
<i>Communications – Community and Staff</i>	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • TBD
<i>Facilities Prep Meetings/Actions</i>	<ul style="list-style-type: none"> • Enter meeting dates/schedule if needed 	<ul style="list-style-type: none"> • Enter meeting dates/schedule if needed 	<ul style="list-style-type: none"> • Conduct post Day 1 meeting to evaluate successes/issues
Goal 5 – Build excitement and momentum for VPS's vision, mission, and future strategic plan, while also establishing the commitment to engage in any needed improvement.			
<i>Attend Events/Identify Speaking opportunities</i>	<ul style="list-style-type: none"> • Events TBD 	<ul style="list-style-type: none"> • Events TBD 	<ul style="list-style-type: none"> • Events TBD
<i>Superintendent Coffee & Conversation</i>	<ul style="list-style-type: none"> • Community Conv 1 – Week of July 11 	<ul style="list-style-type: none"> • Community Conv 2 – Week of Aug 8 • Teachers/Individual School Staffs – July and August dates TBD 	<ul style="list-style-type: none"> • Community Conv 3 – Week of Sep 12 • Teachers – Dates by School TBD