

Superintendent Transition Plan

Wilber-Clatonia Public Schools



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WILBER-CLATONIA SCHOOLS MISSION

Be The Best Person You Can Be

WILBER-CLATONIA SCHOOLS BELIEFS

- Learning is a life-long process
- A safe physical and emotional environment impacts learning positively
- A team effort of students, parents, teachers, administrators, and community is needed for maximum learning to happen
- Technology is an important tool and should be utilized to enhance learning.
- Life skills and character traits are essential to becoming a successful member of society.
- Students should demonstrate they have mastered the knowledge and skills expected, and have opportunities to apply them.

TRANSITION PLAN OBJECTIVES

Objective #1: Increase personal knowledge and understanding of Wilber-Clatonia Public Schools and communities.

Objective #2: Establish a strong professional relationship with the board of education

Objective #3: Establish positive and productive working relationships with staff, administration, students, business leaders, parents, post-secondary education institutions, and other district partners.

Objective #4: Identify strengths, needs, and opportunities in order to sustain and improve the threshold of excellence at Wilber-Clatonia in conjunction with the strategic planning process.

Objective #5: Ensure a smooth short-term transition into the role of superintendent and lay the groundwork for long-term improvement, building on the leadership of Mr. Collins.

WHAT YOU CAN EXPECT FROM ME

- I will lead with purpose, passion, common sense, consistency, empathy and transparency.
- I will make decisions in the best interest of students
- I will honor the importance of policies and rules when making decisions
- I will be friendly and approachable.
- I will communicate clearly with all stakeholders.
- I will empower administrators and teachers.
- I will promote a supportive and collaborative environment among staff.
- I will maintain a calm and steady disposition.
- I will follow the chain of command and will assist other so that they can support and follow the chain of command.
- I will be consistent in my actions and in my words.
- I will make ethical decisions
- I will be visible within our school and community.
- I will have high expectations for what our students, staff, and community can achieve.

WHAT I EXPECT FROM STAFF

- Perform duties and make decisions in the best interest of students.
- Have high expectations for the achievement of all students.
- Treat all members of our school community with dignity and respect.
- Be a positive and collaborative team member.
- Presume the positive intent of others and avoid making negative assumptions.
- Commit to continuous self-improvement and strive to do better and be better.
- Adhere to the code of ethics for our profession.

- Follow the chain of command and encourage others to do the same.
- Hold yourself accountable for your performance and mistakes.
- Ask when you have questions and do not make assumptions.
- Strive to maintain a healthy work-life balance.
- Follow policies and rules to seek clarification when you are uncertain.
- Be flexible and willing to lend a hand when needed to support the team.
- Contribute to a physically and emotionally safe work environment.
- Be open to constructive criticism without reacting negatively or with defensiveness.
- Be a positive influence and role model within our school and community.
- Celebrate successes and take pride in the work of students, staff, school, and district.

OVERVIEW

The purpose of this plan is to provide a framework that will guide my transition to ensure this it is smooth for the board of education members, students, staff, and all other stakeholders within the Wilber-Clatonia district. The contents of this plan are a draft. The plan itself is a changing document that will take shape over the induction period so that its objectives can be met. Formal input from the board of education will be solicited to ensure that goals and objectives established by the board in the superintendent selection process are achieved.

Wilber-Clatonia has had a track record of achievement which provides a solid foundation for future goals and initiatives. This plan will ensure that we have positive early steps together. As a board you can expect regular progress updates and opportunities for input on actions in the plan.

PHASE I

The primary objectives in Phase I is to begin cultivating positive relationships with the board and other district staff, to initiate the process of understanding the variables and operational practices of the district, and to ensure a successful transition for my family. I will want to make sure I am meeting with certain groups in and effort to learn more about the district and to make sure lines of communication are open. There are also many documents that I want to make sure I review in my first 3 months on the job.

Introductions and Early Relationship Building:

Stakeholder Groups

Board of Education	Mr. Collins	Administration Team
District Office Staff	School Staff as Feasible	

Review/Analysis of Documents

District Strategic Plan	Board of Education Policy	Student/Staff Handbooks
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NDE State Aid Documents	Board Agenda & Minutes	Annual Audit
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Superintendent Evaluation Instrument and Process	Current Facility Master Plan	Administration Job Description
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Annual Calendar	Curriculum Plans	Professional Development Plans
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District Website and Social Media Activity	Long-Term Planning Documents
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PHASE II

The main focus on in the 6-month plan is to deepen relationships with key stakeholders; increase familiarity with district systems, process, facilities, and programs. During this time, I want to get a better understanding of the culture and community, and identify strengths, needs, and opportunities. This phase will also include being relationships with staff which will take place through day to day and situational opportunities. This second phase we will be focusing on the following questions to more deeply understand Wilber-Clatonia public schools.

Stakeholder Questions:

- What are you most proud of when you think of Wilber-Clatonia Schools?
- What do we do really well as a district?
- What needs attention or could be improved?
- What are our greatest challenges we will face as a district?
- What is most important for me to know and understand about Wilber-Clatonia communities so that I can best serve the district as your superintendent?

Phase II – Establish Routines:

Board of Education

- Establish a meeting schedule with the board president to plan and prepare 2023-24 meeting agendas.
- Initiate a weekly board of education communication norm for providing regular information and updates.
- Organize a meeting schedule for regular individual engagement with each board member.
- Establish timelines and expectations for the review and update of superintendent goals and annual evaluation.
- Attend regional and statewide Nebraska Association of School Board (NASB) activities.

Administration Team

- Facilitate a weekly Administration team meeting.
- Set a regular schedule of individual meeting times with Administration team members to stay informed, provide support, cultivate strong relationships and provide timely feedback.
- Schedule a summer off campus team planning retreat.
- Review annual evaluation procedures and expectations.

Students and Staff

- Develop a schedule to ensure regular visibility and engagement with students and staff.
- Attend building level staff meetings regularly to connect with staff and provide a brief district update.
- Facilitate regular superintendent advisory meetings with the following student and staff groups: certified; support; students; coaches/sponsors.

Education Community

- Regularly attend the following regional superintendent and administrator meetings: Educational Service Unit #6; Superintendent mentor program.
- Actively participate in associations such as Nebraska Council of School Administrators (NCSA); and other associations and organizations which may benefit Wilber-Clatonia Public Schools.

CONCLUSION

One of my greatest leadership strengths has been my ability to work with others to establish and maintain focus and create an environment conducive to continuous improvement. If I am selected as your next superintendent, we will be strategic in our approach to improvement, disciplined in our commitment to priorities, and focused on aligning all aspects of our organization to be the best it can be. Priorities will be established collaboratively, and we will grow and improve everyone together.

From a personal standpoint, my wife Brittany, and I are thrilled for opportunity to enroll our children and become a part of these two great communities. It would be a tremendous honor to have the opportunity to serve as the Wilber-Clatonia superintendent. Being raised in a community very similar to Wilber-Clatonia I know that being an active member of the community is important. That is why we consider Wilber-Clatonia a destination and not just a stop in the road of our professional or family journey.

This transition plan was developed following extensive research into Wilber-Clatonia Public Schools. It was created with the best of intentions with the goal of realizing the smoothest possible transition if I am selected as your superintendent. I also know that much will be learned during the interview process, from the board following selection, and during my transition. As such, this will be a living document which will continuously change and evolve to ensure its objectives are met.

Thank you for the opportunity to share with you how I would transition as your next superintendent and why I am so passionate about serving the Wilber-Clatonia school community.