KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
MICHAEL ROBBINS

Engagement   Relationships   Student Centered

INTRODUCTION

The purpose of this plan is to introduce myself to the students, staff and community of the Ketchikan Gateway Borough School District. The plan will help me focus on continuing the student centered learning environment that has made KGBSD one of the best districts in the state of Alaska. I intend to create a process that will allow me to listen, evaluate and understand the needs of all of the constituencies within our district. This plan of entry is meant to create a sustainable program based on trust, relationships, communication and strengthen the already strong qualities of KGBSD. The plan of entry will be implemented over the first 100 days and this will help outline the specific strategies I will utilize to move forward.

GOALS OF ENTRY PLAN

This Plan of Entry will outline the steps that will be taken in the first 100 days in my new role as Superintendent.

(1) Developing relationships with board members

(2) Building relationships with students, staff and community members

(3) Assess the organizational structures-its strengths, challenges and opportunities for improvement.

(4) Assess the academic program and how it impacts student achievement and learning

INTENDED OUTCOMES

Upon completion of the plan of entry, a comprehensive report will be presented to the Board of Education and community. The report will be an evaluation of the strengths, challenges and proposed strategies for system- wide improvement and will provide a foundation for our district in continuing a student centered learning environment over the next coming weeks, months and years.

PROCESS

LISTENING → PLANNING → LEADING

PHASE I - LISTENING

I will engage in a series of listening and learning activities to better understand the needs of the students, staff and community. These activities will include meeting with village leaders, board members, building level personnel, district office personnel, students and community leaders. Additionally, internal and external documents will be analyzed and help with planning.

STAKEHOLDERS	KEY ACTIVITIES
School Board	- Conduct one-on-one meetings with each board member - Review the strategic plan of the district and evaluate our present levels of implementation and success. - Identify the goals of the School Board - Establish lines of communication with each individual member and a board as a whole.
Internal Stakeholders	- Conduct one-on-one meetings with every principal - Conduct one-on-one meetings with all district office department heads and directors - Conduct one-on-one meetings with the leadership of the KEA and KLO. - Conduct roundtable discussions with students and parents - Conduct roundtable discussions with teachers and classified staff
External Stakeholders	- Conduct one-on-one or small group meetings with local businesses and organizations - Conduct one-on-one or small group meetings with local media - Conduct one-on-one or small group meetings with institutions of higher learning in the area and state - Conduct community forums

STUDENT ACHIEVEMENT	BUSINESS/FINANCE	DISTRICT INFORMATION
- Attendance Data - Demographic Data - Discipline Data - Graduation Rate Data - Achievement Data - Standardized Testing Data - State Performance Data - Athletic Programs - Online Learning Programs - Alternate Education - College Programs - Dual Language Program - Math/English Programs	- Annual Budget Data - School Budget Information - Budget history - Requisitions from this year - Long range budget plan - Organizational structure of business department	- Audit reports - Enrollment Projections - External/Internal Reviews - Key Measures - School Board Policy - Key District Programs - District Curriculum - Organizational Chart
COMMUNICATIONS		COMMUNITY
- Administrative Handbook - Review of website - Social Media Accounts - Overview of Local Media Outlets - Communication Plan and Strategy	ENGAGEMENT - RELATIONSHIPS	- Adult Programming - GED Programming - Facility Use - Public/Private Partnerships - Agreements with Community Partners
HUMAN RESOURCES	TECHNOLOGY	STUDENT SUPPORT SERVICES
- Review of teacher contracts - Review of administrators contract - Review of dismissal procedures - Review of recruitment plan and process - Professional development	- Technology plan - Inventory of technology in the district - Technology agreements with software/hardware companies	- Trauma informed practices - Caseload per counsellor - Student code of conduct

PHASE II - PLANNING

The Superintendent and and his team will review the data and information received from listening to the different constituencies and identify the major themes that will need addressed or successes that need to be continued. A plan will then be developed and implemented.

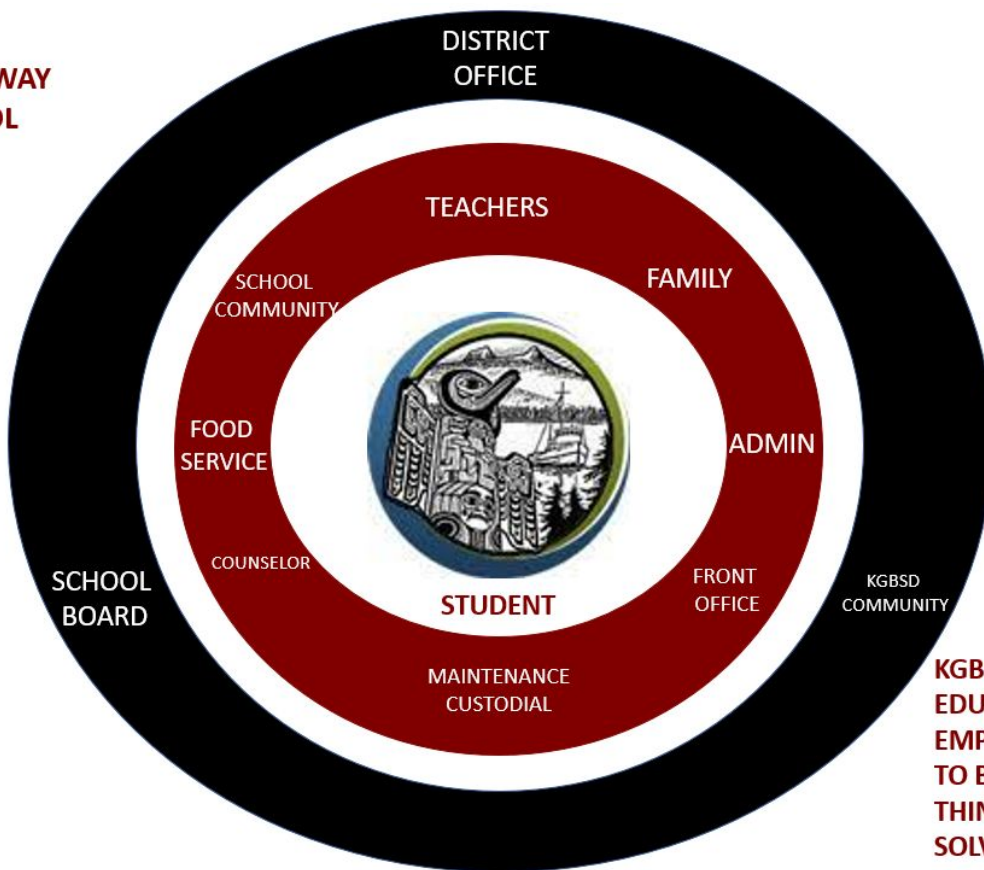| STAKEHOLDERS	KEY ACTIVITIES
School Board	- Work with Board of Education to review the findings and how they align with the district key measures - Provide regular updates to the Board of Education
Internal Stakeholders	- Work with internal stakeholders to develop a process for aligning policies with the district's strategic plan, with the end goal of improving teaching and learning
External Stakeholders	- Continue to meet with external stakeholders - Identify ways to partner with external stakeholders to improve KGBSD schools and student achievement

PHASE III - LEADING

The final phase of the Entry Plan will be a written report distributed to the villages, board of education and school personnel. A public presentation at a Board of Education meeting will address the major findings and concerns. The Superintendent and his team will begin implementing the recommended strategies for increasing student achievement and learning.

STAKEHOLDERS	KEY ACTIVITIES
School Board	- Release of written report and presentation of findings
Internal Stakeholders	- Implementation of findings and strategies for increased student achievement and learning for all students.
External Stakeholders	- Present to School Board and discussions with external stakeholders

CONCLUSION

The Entry Plan will help the Superintendent and his team to develop a program that will lead to increased student achievement and learning.   The plan will help provide opportunities for internal, **external** and village stakeholders to have input in the direction of the district and receive a status report on the existing programs and procedures that are in place or will implemented. Implementing a student centered plan based on engagement and relationships will help benefit all of our students and create a quality learning environment.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

DISTRICT OFFICE

TEACHERS

SCHOOL COMMUNITY

FAMILY

FOOD SERVICE

ADMIN

COUNSELOR

STUDENT

FRONT OFFICE

KGBSD COMMUNITY

SCHOOL BOARD

MAINTENANCE CUSTODIAL

KGBSD GRADUATE: EDUCATING AND EMPOWERING STUDENTS TO BE LEADERS, CRITICAL THINKERS AND PROBLEM SOLVERS.