

VALDOSTA CITY SCHOOLS'

SUPERINTENDENT

William Todd Cason's

Year two Entry Plan

2016-2017

August – December

- Review system's Annual Report
- Review District's IE2 Application
- Review schools' and district's CCRPI reports.
- Work with HR to update Organizational Chart.
- Continue reviewing of Board of Education policies and procedures.
- Review Board meeting minutes and work-sessions' minutes.
- Continue weekly meetings with district's two Assistant Superintendents.
- Meet with Athletic Director/Head Football Coach.
- Continue week touring of facilities.
- Attend monthly meetings to discuss building progress of the new high school.
- Attend monthly meetings with Moody Air Force Base liaison in order to discuss current partnership between the District and Base.
- Meet monthly with Georgia School Superintendent Association's mentor.
- Meet with building principals.
 - Elementary
 - Middle Schools
 - High School
 - VECA
 - Alternative
- Continue visiting schools to meet faculties and staffs.
- Meet with the school board attorney (**Once a Month**)
- Conduct monthly meetings with central office staff (directors, supervisors, coordinators) to discuss expectations.
 - Review the FY 16 and FY 17 budgets with Director of Finance.
 - Review Human Resource procedures and protocols with Director of Human Resources.
 - Review list of existing vacancies.
 - Review all district plans with the appropriate personnel (Strategic Plan, Continuous Improvement Plan, Technology Plan, Transportation Plan, etc.).
 - Review the Five-year Facility Plan.
- Review district reports:
 - FY 17 Full-time Equivalency reports
 - FY 17 Student Information System Reports
 - FY 17 Consolidated Application
 - FY 16 financial audit
- Continue meeting with county and city government leaders, news media personnel, and service/civic organizations' liaisons.
- Continue monthly Superintendent's Executive Cabinet meeting.

- Continue monthly administrative staff meeting.
- Attend as many fall sporting events and school functions as possible.
- Attend as many community functions as possible.
- Begin the Leader Keys Effectiveness evaluation process with principals.
- Conduct the 1st of two faculty meetings at each school
- Conduct Parent Summits in order to learn parents' perceptions of the district's strengths and weaknesses

January – June

- Met with each principal to review data and discuss school improvement initiatives; will continue meeting with principals throughout the remainder of the semester to discuss opportunities for growth
- Continue reviewing district plans and reports
- Continue to conduct academic review by meeting with T and L Department
- Complete meetings with service/civic organizations' liaisons, news media personnel, and city and county government officials
- Attend meetings with Valdosta State University and Wiregrass Technology College presidents
- Meet with members of faith-based organization
- Meet with the Coastal Plains Regional Educational Service Agency (CPRESA) Executive Director
- Register for Georgia School Superintendent Association's Spring Bootstrap conference
- Attend CPRESA Superintendents' meetings
- Attend civic organization meetings
- **Begin reviewing staffing projections for 2017-2018 school year**
- **Begin preliminary discussions on developing balanced FY 18 budget**
- **Work with finance department on developing the FY 18 budget**
- Continue discussions of reorganization of district office for 2016 -2017 school year
- Conduct quarterly new principal summits
- Continue weekly meetings with district directors to review department concerns and receive updates
- Continue weekly cabinet meetings.
- Attend summer GSBA conference
- Attend, when available, career fairs with Human Resources Director
- Complete 2nd evaluation of all principals and directors under my direct supervision

- Make site visit to districts offering specialty options (PYP IB and MYP IB, Magnet programs) for students