

90 Day Plan Update as of July 29, 2016.

Please see my activities and or follow through highlighted in blue. I feel I am making progress yet have some loose ends yet to tie things together in order to be ready for opening day.

Dr. Janet Stutz will assess the governance of the Grinnell-Newburg School District: In order to assess this area, I will participate in the following activities that are intended to establish effective working relationships with the Board of Education:

1. Participate in a Board workshop to collectively discuss vision, mission and values. Belief statements will be written collaboratively. I would also like the administrative team to participate in part of this exercise. The following will be highlighted during the Board workshop:
 - a. Relationship with the Superintendent and her staff (teachers, support staff, administration etc..) **Attended Apple training lunch and observed staff in training, met with union leadership, collaborated with union co-president to participate in my iEvaluate course required by the State. Allison Pease and Sarah Seney will be my subjects as I learn the Iowa evaluation system. I am grateful for their assistance.**
 - b. Committee roles, function and purpose
 - c. Organizational structure
 - d. Governance
 - e. Superintendent evaluation process
 - f. Identifying priorities for the district
 - g. Superintendent/Board communication

Please take a look at your calendar for August 31, 2016 at 6:00PM in order for us to participate in a goal-setting meeting.

3. Schedule follow-up Board Workshop in October to review findings from the 90 day plan.
4. Schedule regular meetings with the Board President and or Vice President for the purpose of agenda planning. **I have been communicating with our Board President on a regularly.**
5. Schedule board member school site visits with the Superintendent.
6. Continue to communicate through updates and prepare board meeting agendas.
Weekly updates have been ongoing
7. Review Board policies and preliminary compliance audit.

I continue to review.

8. Review the financial state of the District.

Attended training with Lisa Johnson on Forecast 5 that enabled me to learn more about our financial state of the district.

9. Assist the Board with reviewing and developing Board Goals.

Hoping for August 31 meeting.

10. Orient relationships with community organizations and inter-governmental agreements.

Summary of what I have completed so far:

- The Board of Education approved an agreement with Iowa Valley Community College on July 13.
- I met with Dr. Kington, GNEE, AmeriCorps and the campaign for grade level reading.
- This past week, I met with AmeriCorps committee along with Sara and Mark to the project and discussed a training opportunity for all volunteers in the community that will assist our volunteers learn school way finding and orientation, routines and procedures.
- I have applied to become a Rotary member.
- I have established several community talk dates coming up in the next month. August 8, Lion's club lunch listening, and chamber listening tour meeting at 5:30 pm, August 9, Kiwanis listening lunch, August 10th: area business listening lunch, and connected PTO, Speak to Grinnell education students on September 13, October 17, present to the seniors at the Drake Community Library.
- Mark your calendars for a community round table event discussion for 19th and September 22 in the high school media center. Further details will be forthcoming.

Strategy Plan: Organizational Structure

Dr. Janet Stutz will assess the overall organizational structure of the District. The following activities will assist in identifying the organizational capacity and alignment while identifying needs:

1. District administrative team strategic planning and orientation: two-day workshop and retreat
We completed our retreat last week. We have a follow up event on August 2
2. Review of Mission/Vision and Belief Statements

Completed this with the administrators and will re-visit this with the Board at our workshop.

3. Initiate facility, safety and technology audit
Started the facility audit this past Thursday. I created a learning environment checklist. This will continue over the next month or so as it is quite detailed work. We are in the beginning stages of reviewing our facilities.
4. Initiate preparations for first day of school
Collaborating with principals, chamber, and staff on this event. I will be riding the school bus on the first day of school
5. Plan opening day
We are in the middle of planning this day
6. July 1: District Office Staff welcome and orientation
Completed
7. Review "Go to list"
Ongoing review as I learn the different functions of each of our departments.
8. Schedule Admin, District Office, and Principal walkthroughs once school begins
8. Assess District Office strategic needs
Ongoing
9. Review district class sizes, staffing plans, litigation documentation and any pending staff-related concerns.
Still reviewing
10. Review of Teacher/Principal evaluation plans as per guidelines. Complete evaluation module: Iowa State requirement in order for me to evaluate.
Currently taking course
11. Meet with Architects.
They participated in our walkthrough yesterday.

Strategy Plan for Communications and Community Outreach (Public Relations)

This strategy objective is for Dr. Janet Stutz to become familiar and engage with the Grinnell-Newburg Community in order to create a strong presence in the community and build relationships with key communicators. Dr. Stutz will be residing within school district's boundaries. The following identified groups will assist in building relationships with key communicators in the district and providing positive relationships with various community organizations and groups:

Targeted Stakeholders to meet, greet and build positive relationships:

- School Board
- Union leadership
- Teachers/support staff at each school (Attend school events and host round table event for discussion after school at each location)
- Visibility at local Grinnell events
- Parent organization groups and PTO
- Parent Advisory Committee and/or other standing committees.
- Union Leadership
- Student representatives
- Business community representatives, Chamber
- Elected Officials; Local, State and Federal
- Area superintendent groups
- Police Department
- Fire District
- Community faiths organizations
- Grinnell College President and/or representatives
- Iowa Valley Community College Representative
- Band parents / Music Parents Association
- Presence during first week of school before and after school
- Ride the school bus on the first day of school
- Media/News papers
- Others local organizations

[This is on going and I continue to meet with many community reps.](#)

Communication and Engagement Opportunities:

- Leadership Retreats
- District Office Orientation on Superintendent's first day
- New Teacher Orientation
- Opening Day
- Join service Organizations
- Schedule meet and greets/after-school discussions with staff at each school
- Attend summer activities (I would like a list of summer events)
- Listening round table event in September
- Celebrate the first 100 days of School activity

[Ongoing: so far I have signed up to join Rotary club. Our team is working on the opening day events. We have tentatively scheduled the September dates for the round table for the 19th and the 22nd.](#)

This Strategy Plan encompasses activities that will assist me in assessing the operations of the district. Please note that many of these activities will be completed through conversations, walkthroughs, and the leadership team's

assistance. Once the review process has been completed, I will prepare an overview for the Board of Education that will include goals for the district tied to action plans that will include a timeline.

This plan will also assist me to become familiar with the current conditions, programs, and needs of the district and will for the purpose of my evaluation, district goals, and school improvement initiatives.

The Board of Education has provided excellent feedback regarding this plan. It is a working document for informational purposes only and items may be added or changed as needed. I put this together to help the Board, staff and community to understand how I am assessing the district in order to identify target goals in the best interest of our students.

Please feel free to contact me if you have any questions or concerns. This is an update as of July 29, 2016.