



Transition and Entry Plan Stonington–United and Rising

**Mary Anne Butler, Incoming Superintendent
March 29, 2022**

Rationale

I am honored to begin serving as the Superintendent of Stonington Public Schools and plan to build upon the district's legacy of award winning academic, athletic, and extracurricular programming. During the selection process the Stonington community, families, faculty, staff, and Board of Education members identified their priorities and challenges for the incoming superintendent. Those charges include: leading the district and community through a COVID-19 recovery period; recruiting, developing, supervising, and retaining high quality staff; establishing trust among all community members inside and outside of the schools; developing a sense of true partnership and community across town agencies; improving communication and varying the modalities of communication with families and the community. This plan will help me to meet, listen, and learn from the various stakeholders in the school and town communities. The implementation of this plan is a dynamic process making it necessary to continually review, reflect, and revise the action steps to meet the enumerated goals below. Throughout the process I will learn the best ways to partner with the various stakeholders for the benefit of *all students* in Stonington Public Schools. Stonington – United and Rising!

Entry Plan Goals

1. To foster a collaborative and trusting relationship with the Stonington Board of Education members and build a common vision for student growth, achievement, and stewardship.
2. To establish a positive rapport with town officials and leaders of key organizations in the community and to identify areas of potential collaboration.
3. Plan and facilitate a series of family engagement events to meet with families and listen to their ideas, hopes and dreams for the future of Stonington Public Schools.
4. To increase the Superintendent's visibility at each school building and after school events.
5. Listen to the needs of staff in all buildings and learn more about the challenges they face daily.
6. To identify and plan for professional development, instruction, and assessment as the recovery process from COVID-19 continues.

Phases

- **Transition (March – June 2022)**

- Share the Transition and Entry Plan with the Board of Education
- Meet with Board of Education members individually
- Meet with Town Officials, the Chief of Police, and Board of Finance Chairman
- Facilitate various meet and greet events and family engagement opportunities
- Attend the Board Retreat in May and establish a vision, mission, and Board goals

- **Entry (July – September 2022)**

- Update Board policies during the summer for approval in the fall
- Discuss information gathered from the implementation of Transition and Entry Plan with the Board of Education and the District Leadership Team
- Identify any action items to address based upon the Transition and Entry Plan to improve operational and instructional effectiveness
- Continue with various meet and greets with families and community members

- **Completion (October 2022)**

- Send summary report to the Board of Education and the Leadership Team
- Publish report and distribute to the students, faculty, staff, and community via the district website

Transition Phase March – June 2022	
Board of Education	<ul style="list-style-type: none"> ● Meet with individual Board of Education members ● Coordinate with the Board Chairman to design the Board retreat in collaboration with Dr. Osga ● Share Transition and Entry Plan with Board members
Family Engagement	<ul style="list-style-type: none"> ● Welcoming Schools Protocol ● Meet and Greet at Pawcatuck Firehouse ● Meet and Greet at Mystic Firehouse or Mystic Seaport ● Meet and Greet at individual schools
District and Building Administrators	<ul style="list-style-type: none"> ● Weekly Leadership Team meetings ● Hire key district and building administrators ● Plan and facilitate June Leadership Team retreat ● Meet with veteran Cabinet members ● Meet with administrator teams at each school
Building Staff	<ul style="list-style-type: none"> ● School visits with scheduled “drop ins” for staff to share concerns and ask questions ● Meet with all bargaining unit leaders ● Meet with any interested members of various staff groups including custodians/maintenance, nurses, paraeducators, secretaries, food service workers in an informal setting ● Meet with District Office non-certified personnel ● Meet with Professional Evaluation and Development Committee
Students	<ul style="list-style-type: none"> ● School visits to meet with student groups and representatives <ul style="list-style-type: none"> ○ School leadership representatives at DMS

	<ul style="list-style-type: none"> ○ School leadership representatives at WVSS ○ Student Government at SMS ○ Student Government at SHS ○ Principal’s Advisory Student Team ● Attend school events including drama productions, athletic events, end of year ceremonies at each school
Town Boards/Departments and Community Organizations	<ul style="list-style-type: none"> ● Introductory phone call and in person meeting with the Board of Finance Chairperson ● Meet with the Stonington First Selectman ● Meet with newly appointed Chief of Police ● Meet with State Senator Somers and State Representative Howard ● Meet with leaders from the Mystic Aquarium, COMO, Stonington Human Services, Mystic Seaport, Yellow Farmhouse, Denison Pequotsepos Nature Center, La Grua Center
Instruction and Professional Learning	<ul style="list-style-type: none"> ● Plan and co-facilitate June retreat for the Leadership Team ● Generate a professional learning plan and calendar for the first semester ● Visit the general education and special education summer school programs weekly
Communication	<ul style="list-style-type: none"> ● Video of introduction for families ● Establish integrated communication accounts with social media platforms through ParentSquare

Entry Phase July-September 2022	
Board of Education	<ul style="list-style-type: none"> ● Report progress on the Transition/Entry Plan with the Board (stoplight indicators) ● Review and revise policies as needed for Board approval in the fall ● Set a calendar for quarterly retreats/check-ins with Dr. Osga ● Agree on an evaluation instrument, dates for midyear check in and end of year evaluation, and any related documentation ● Revise subcommittee calendar ● Introduce new key administrators to individual Board members
Family Engagement	<ul style="list-style-type: none"> ● Restructure existing parent/family committees to improve exchange of information ● Back to School Nights ● Meet and Greet – outside ● District Diversity, Equity, and Inclusion Family Advisory Team ● Survey families on expectations for 2022-23 school year
District and Buildings Administrators	<ul style="list-style-type: none"> ● Provide appropriate orientation programming for new key administrators ● Reframe Parent Engagement structures at the district and school levels ● Review drafts of School Improvement Plans
Building staff	<ul style="list-style-type: none"> ● Welcome new educators to the district at New Teacher Orientation ● Greet entire staff at Convocation ● School visits on Opening Day
Students	<ul style="list-style-type: none"> ● School visits to meet with student groups and representatives <ul style="list-style-type: none"> ○ School leadership representatives at DMS ○ School leadership representatives at WVSS ○ Student Government at SMS ○ Student Government at SHS ○ SHS Principal’s Advisory Student Team

Accountability and Assessment	<ul style="list-style-type: none"> ● Review the status of the curriculum and the revision cycle ● Analyze state academic growth and performance data ● Administer the social-emotional screener and academic benchmark assessments in September to gauge programming and intervention needs ● Set priorities for goal setting and design agendas with the Leadership Team
Town Boards/Departments and Community Organizations	<ul style="list-style-type: none"> ● Monthly meetings at Town Hall with representatives from across Boards/Departments ● Meet with leaders of Mohegan and Pequot Tribes, Westerly Library, Stonington Free Library, Mystic/Noank Library, Ocean State Chamber of Commerce, Mystic Chamber of Commerce, Rotary Club ● Work meetings with First Selectwomen, Chief of Police or designees on Town/ Board goals and collaboration
Instruction and Professional Learning	<ul style="list-style-type: none"> ● Review District Goals with school staff ● Begin classroom drop in visits ● Analyze fall benchmark data to inform professional learning
Communication	<ul style="list-style-type: none"> ● Welcome back letter and video to introduce new administrators and district goals ● District Office “meet and greet” with new District Office and building leaders ● Monthly meetings with the Superintendent and the Board Chairperson for community and family engagement (via Zoom or in person)

**Completion Phase
October 2022**

Board of Education	<ul style="list-style-type: none"> ● Report findings to the Board of Education and publish on the district web page ● Collaborate and participate in the quarterly Board Retreat and assess progress on the Board goals and Superintendent’s goals
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