



# SUPERINTENDENT'S ENTRY PLAN

*Listening and Learning*  
*Operational Continuity*  
*Strategic Planning*

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## Introduction

The Holmdel Township School district has selected me as your Superintendent of Schools, an opportunity for which I am both honored and privileged. This outstanding school community is an example of what is possible in the pursuit of excellence with constant focus and long-term commitment. We will continue to pave the way forward to establish a culture of learning that is purposeful and aligned with [21st Century learning](#) in order that students may achieve their potential personally, academically, and professionally.

This entry plan allows me to engage with stakeholders, understand the district's unique strengths, ensure a seamless leadership transition, and keep the district focused on achieving forward progress. I have organized the plan's action steps with five research based components associated with effective school districts: **Instruction & Program, Finance, Operations, Governance, and Personnel**. **The actions bring focus to listening and learning, operational continuity and strategic planning.**



## Transition, Entry, and Planning Activities

### Stakeholder Communication and Engagement

- ✚ Schedule individual meetings with all key stakeholders, including but not limited to Board of Education members, interim superintendent, administrators, union leaders, elected officials, Police and Fire, Municipal Alliance, student and parent organizations, business agencies, and religious organizations to understand proudest accomplishments and greatest challenges
- ✚ Conduct visits to all schools & facilitate small group roundtable discussions with teaching & support staff to hear valued perspectives & to understand district strengths, challenges, & opportunities for continued progress
- ✚ Create a consistent superintendent's message: radio or video program, blog, newsletter and/or weekly update letter
- ✚ Establish consistent presence and messaging on district social media platforms (Instagram, Facebook, & Twitter)
- ✚ Administer a survey to students, staff, & families soliciting input on key areas of focus for 2022-23 district goals

## Instruction and Program

- ✚ Engage in informal meetings with BOE and district administration for the purpose of learning about present, new, and future initiatives, solicit monthly curriculum updates from department supervisors and building principals for the purpose of building my own knowledge and capacity while also keeping the BOE and other stakeholders informed
- ✚ Interpret student performance data by school and grade level to identify opportunities to improve academic success
- ✚ Receive briefing from Director of Special Services and Child Study Teams on current challenges, strengths, and needs

## Finance

- ✚ Regular meetings with Business Administrator & Finance Committee to remain apprised of 2022-23 budget development, collaborate in the development, submission and presentation of the final 2022-23 budget and accompanying presentation

## Operations

- ✚ Conduct facilities walkthroughs, assess physical plants relative to the Long Range Facilities Plan as well as safety specifications
- ✚ Convene a school safety panel including local law enforcement and OEM to review our emergency response plans

## Governance

- ✚ Review proposed draft entry plan with Board of Education before implementation
- ✚ Work together with Board of Education to develop mutual understanding, establish positive rapport, and create clear processes for open lines of communication with individual members and Board as a whole
- ✚ Discuss Board's aspirations and areas to examine moving forward
- ✚ Establish with the BOE goals and criteria to guide the evaluation of the superintendent

## Personnel

- ✚ Engage in professional learning to develop knowledge of district's performance evaluation systems, policies, & procedures
- ✚ Assess current job vacancies, review status of processes, and ensure positions are filled in an expedient manner
- ✚ Meet with central administrative team members to gather information regarding human resource needs & challenges
- ✚ Evaluate district's human resource practices, in particular for hiring; ensure consistent & effective practices are in place
- ✚ Collaboratively review and evaluate orientation and onboarding programs for new teachers and staff