



**Dr. Matthew Gutierrez**  
**Superintendent**  
**Seguin ISD**  
**90-Day Entry Plan**

90-Day Entry Plan  
 Achieved



Progress	Activity	Person, Title, Dept. Responsible	Documentation
<b>DAY ZERO (July 20 – 31, 2017)</b>			
<input checked="" type="checkbox"/>	Share 90-day entry plan with Board of Trustees	Superintendent	Plan available on SISD webpage
<input checked="" type="checkbox"/>	Create introductory letter and video message to teachers, staff, administrators, parents, and community at large	Exe. Dir. of Community Relations, Marketing Specialist	Letter, Vlog sent to staff & community
<input checked="" type="checkbox"/>	Familiarize myself further with the District Improvement Plan to begin laying the foundation for a 5-year strategic plan, Destination 2022	Asst. Supt. of Policy, Compliance & Special Projects	Access to Plan4learning
<input checked="" type="checkbox"/>	Organize student-led campus tours	Exe. Dir. of Community Relations, Supt. Secretary	Through Superintendent's Student Advisory Team
<input checked="" type="checkbox"/>	Organize daytime and evening meet and greet sessions with teachers, staff, administrators, parents, and community at large <b>Sept. 8, Sept. 11</b>	Exe. Dir. of Community Relations, Supt. Secretary	Social Media, district website
<input checked="" type="checkbox"/>	Attend student activities occurring in July. For example, attended the 4 <sup>th</sup> of July Parade	Exe. Dir. of Community Relations	Social Media, district website
<input checked="" type="checkbox"/>	Analyze student enrollment, teacher allocations, and financials <i>Merge activity with the review of current budget development, etc.</i>	Asst. Supt. of Policy, Compliance & Special Projects, Asst. Supt of Business Services, Asst. Supt. Admin. Services, Budget & Special Prg. Specialist	Draft – merged timeline: staffing/ budget
<input checked="" type="checkbox"/>	Request briefing documents from division managers (Human Resources, Business, Curriculum, etc.) providing an overview of their current areas of responsibility, and major initiatives under way with projected timelines Division Manger Briefing Meetings – Aug.	SLT, Athletic Director, Maintenance / Transportation, Sp. Ed., Fine Arts	Calendar
<input checked="" type="checkbox"/>	In addition, request a review of significant or potential problems in each area of responsibility and major decisions needing to be made in <u>one month</u> , <u>three months</u> and <u>six months</u> SLT Aug. 21, 2017	Superintendent Leadership Team (SLT)	Calendar

**Dr. Matthew Gutierrez**  
**Superintendent**  
**Seguin ISD**  
**90-Day Entry Plan**

90-Day Entry Plan  
Achieved



Progress	Activity	Person, Title, Dept. Responsible	Documentation
 SLT Dec. 2017	Create a district-wide employee environmental survey to gain a comprehensive picture of district culture <u>Brief 5 Qs – similar to campus survey; create in-house by December 2017</u> (December 4 – 15, 2017)	Asst. Supt. of Policy, Compliance & Special Projects, Asst. Supt. of Admin. Services, Assoc. Supt. of Tech. & Student Support Services	Survey emailed on 12/4/17
	Establish Key Communicators where Trustees and the Superintendent engage in dialogue with local business, city, and faith-based leaders; <u>Underway; ongoing</u>	Exe. Dir. of Community Relations, Supt. Secretary	Oct. 23, 2017 sign-in sheet
<b>DAYS 1 – 10 (Aug. 1 - 14, 2017)</b>			
	Review current <b><u>budget development</u></b> and <b><u>implementation processes</u></b> , including <b><u>financial projections</u></b> , <b><u>resource allocation</u></b> and <b><u>budgeting</u></b> , to ensure that they are fiscally responsible <u>while providing what campuses and departments need to focus on student learning</u>	Asst. Supt. of Policy, Compliance & Special Projects, Asst. Supt of Business Services, Asst. Supt. of Admin. Services, Dir. of Fed. & State Accountability Budget & Special Prg. Specialist	Tables, Staffing Profiles
	Align <i>budget and resource</i> allocation with <u>professional learning</u> opportunities geared to targeted, data-driven improvement efforts (strategic planning)	Asst. Supt. of Policy, Compliance & Special Projects, Asst. Supt of Business Services, Asst. Supt Learning & Leadership Services, Dir. Fed. & State Account., Dir. of Prof. Learning	DIP, CIP, Budget resolution
<b>DAYS 11 – 25 (Aug. 15 – Sept. 5, 2017)</b>			
	Begin meeting with Board President on a weekly basis <i>ongoing</i>	Superintendent, Supt. Secretary	Calendar
	Conduct individual meetings with Board Members	Superintendent, Supt. Secretary	Calendar
	Participate in Board Retreat – Team of 8 Center for Reform of School Systems (CRSS): Governance – Management	Superintendent, Supt. Secretary	Agenda; handouts

**Dr. Matthew Gutierrez**  
**Superintendent**  
**Seguin ISD**  
**90-Day Entry Plan**

90-Day Entry Plan  
Achieved



Progress	Activity	Person, Title, Dept. Responsible	Documentation
✓	Discuss back to school professional learning for <b>all employees</b> <b>PL - survey</b>	Superintendent, Dir. of Prof. Learning, SLT	
✓	Conduct individual principal meetings to understand campus needs	Superintendent, Supt. Secretary	Calendar
✓	Conduct individual meetings with central office leadership	Asst. Supt. of Policy, Compliance & Special Projects, Asst. Supt. of Policy, Compliance & Special Projects Secretary	Dept. organization charts
✓	Engage in employee kick-off/convocation to build community and pride	Exe. Dir. of Community Relations, SLT	Social media postings, website, newspaper
✓	Engage in teacher planning and facilitation for <u>professional development</u>	C&I, Dir. of Prof. Learning	PLC, Book Study
✓	Establish Superintendent's Student Advisory made up of 5 <sup>th</sup> through 12 <sup>th</sup> grade representatives from each campus <i>Goal: Equip &amp; Empower Students to be District and School Leaders</i>	Superintendent Asst. Supt. of Policy, Compliance & Special Projects, Supt. Secretary	Agenda, calendar
✓	Schedule meetings with the established parent organizations for <b>initial listening</b> and learning sessions. Establish routine meetings and communications with these organizations ongoing SPVO: Seguin Parent Volunteer Organization; Booster Clubs; Seguin Education Foundation (SEF)	Exe. Dir. of Community Relations, Supt. Secretary	Calendar
✓	Schedule meetings with the established student leadership organizations for <b>initial listening</b> and learning sessions	Exe. Dir. of Community Relations, Supt. Secretary	Social media postings
✓	Visit campuses <b>first week</b> of school and ride bus routes <b>within first week</b> .	Exe. Dir. of Community Relations, Marketing Specialist, Supt. Secretary	Social media postings
✓	Instructional focus for all district staff will be on teaching kids with poverty in mind. <ul style="list-style-type: none"> <li>• District- wide book study - Eric Jensen's "Teaching Kids with Poverty In Mind"</li> <li>• Engaging Parents</li> <li>• Social Emotional Learning</li> </ul>	Superintendent, Asst. Supt. of Policy, Compliance & Special Projects, Supt. Secretary Asst. Supt. of Policy, Compliance & Special Projects Secretary	Agenda

**Dr. Matthew Gutierrez**  
**Superintendent**  
**Seguin ISD**  
**90-Day Entry Plan**

90-Day Entry Plan  
Achieved





	<ul style="list-style-type: none"> <li>• Effective strategies inside and outside of the classroom</li> <li>• Access resources necessary to meet needs</li> </ul>		
<b>Progress</b>	<b>Activity</b>	<b>Person, Title, Dept. Responsible</b>	<b>Documentation</b>
	SHS Ribbon Cutting Ceremony	Exe. Dir. of Community Relations, SHS Principal, Board, SLT	Social media postings, website, newspaper
<b>DAYS 25 – 40 (Sept. 6 – 26, 2017)</b>			
	Structured campus visits and participation in <u>Professional Learning Communities</u>	Asst Supt Learning & Leadership Services, Dir. of Prof. Learning	Walk throughs, Calendar, Matrix
	Review Campus Improvement Plans with each individual principal	Superintendent Asst Supt Learning & Leadership Services	10/11/2017
 Dec. 2017	Collaborate with SLT to begin the <b>5-year strategic</b> planning process that will be facilitated internally and engage key stakeholders in the process with following focus areas:  Employee Recruitment, Retention, and Engagement (HR) Teaching and Learning Community Engagement Facilities  *Budget planning will be interwoven into all strategic categories, budgetary decisions will be strategic.	SLT, Consultant - N2Learning	12/11-12/2017
	Review student data for all student populations, including data by student groups, subjects, and schools and evaluate the current courses of action. Consider instructional program alignment and goals, and priority action areas for the district. Create a three-year task force in the following areas to address areas of opportunity:  1. Special Education - Special Ed. Director 2. English Language Learners(Secondary) ELLs and Bilingual Learners (Elementary) Elementary Director 3. GT; Advanced Academics Secondary Director	DEIC members; C&I Directors: Task Force Leaders/ Chairperson	TASK FORCE Planning Document, District Educational Improvement Council (DEIC) Development & Activity Timelines

**Dr. Matthew Gutierrez**  
**Superintendent**  
**Seguin ISD**  
**90-Day Entry Plan**

90-Day Entry Plan  
 Achieved



	4. Post Secondary Readiness: Dir. of Prof. Learning – Teaching Students from Poverty (Economically Disadvantaged)		
<b>Progress</b>	<b>Activity</b>	<b>Person, Title, Dept. Responsible</b>	<b>Documentation</b>
<b>DAYS 40 – 60 (Sept. 27 – Oct. 25, 2017)</b>			
	Evaluate what processes are in place to provide guidance, counseling, mental health, physiological and social services	CIS, Exec. Dir. of Student Services, Dir. of Whole Child Initiatives	Communities in Schools agreement & school plan; MOU with Connections and other outside counseling services; Homeless/Foster/Migrant grant compliance paperwork; No Place for Hate / Matador Challenge submission to Anti-Defamation League; Guidance lesson planning; EOP suicide prevention
	<p>Around this time, another Board retreat will be scheduled to announce findings, propose plans and collaborate with the Board on a planning system to drive improvements in student achievement and district efficiency.</p> <p>Proposed plans and agendas will also be communicated to the school community to promote understanding, commitment and support for the goals and purpose of making Seguin the area’s destination district</p>	<p>Superintendent, Supt. Secretary</p> <p>Exe. Dir. of Community Relations</p>	<p>- Key Communicators</p> <p>- Meet &amp; Greet</p> <p>-State of the District – Nov. 27, 2017</p>

**Dr. Matthew Gutierrez**  
**Superintendent**  
**Seguin ISD**  
**90-Day Entry Plan**

90-Day Entry Plan  
Achieved



Progress	Activity	Person, Title, Dept. Responsible	Documentation
<b>DAYS 61 – 90 (Oct. 26 – Dec. 14, 2017)</b>			
	Conduct <b>first</b> community stakeholder meetings to garner feedback on current mission, vision, and values along with identifying areas of focus for the strategic plan	SLT, Supt. Secretary	Key Communicators sign-in sheet
	Launch survey to obtain community feedback from those unable to attend strategic planning stakeholder meetings	Exe. Dir. of Community Relations, SLT, Assoc. Supt. of Tech. & Student Support Services	
	Present <b>initial</b> strategic planning during Regular November Board Meeting	Superintendent, Supt. Secretary	11/14/2017
12/04/17 	Revisit environmental surveys with SLT to evaluate mid-year progress Proposed: Initial December 2017	Asst. Supt. of Policy, Compliance & Special Projects, Asst. Supt. Admin. Services, Assoc. Supt. of Tech. & Student Support Services	12/08/17 & 01/14/2018
December 2017 	Conduct two-day strategic planning retreat to outline our five-year vision, develop goals, and determine strategies Principals, teachers, community (Mayor, Police/ Fire Chief) 12/11, 12/12 - 8 – 5 pm	SLT, Supt. Secretary	Sign-in sheets
Proposed January 2018	The strategic planning committee will consist of 30-40 of the following:  Board appointed community members, central administration reps, campus admin reps, teacher leaders, student leaders, parents  Board approves strategic plan during Regular Board Meeting in Jan. 2018	Superintendent Exe. Dir. of Community Relations, SLT, Supt. Secretary	01/10/2018

- District Educational Improvement Council (DEIC)
  - Superintendent Leadership Team (SLT): Superintendent, Assoc. Supt. of Technology and Student Support Services, Asst. Supt. of Policy, Compliance & Special Projects, Exe. Dir. of Community Relations, Asst. Supt of Business Services, Asst. Supt. of Administrative Services, Asst. Supt. of Learning & Leadership Services, Exec. Dir. of Student Services

**Progress Key:**



Not initiated



In progress



Complete