



**Nebraska
Christian**
S C H O O L S

Transition Plan

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Superintendent / Principal

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INTRODUCTION

As I lead the school into this next season, it is important to reflect, set goals, and seek the Lord's guidance through the process. I, along with so many in our community, will be praying in formal and informal settings that God would bless the school through the diligence sought.

The purpose of the plan is to:

- engage the Nebraska Christian community in reflection
- invite the Holy Spirit to speak into the future of NC
- gather information quickly about the community and the organization
- assess the organization's strengths and weaknesses
- identify and prioritize issues
- create a network of contacts and resources that will assist in strengthening Nebraska Christian Schools

GOALS, OBJECTIVES, AND TIMETABLE

The primary goal of this transition plan is to listen, learn and develop an understanding of the school and Nebraska Christian community at large. A secondary goal is to take immediate action in some of the components that are job-specific. The first, and more immediate, portion of the plan includes the specific action steps that I, personally will engage in. Details can be found under the heading SUPERINTENDENT/PRINCIPAL SPECIFIC ACTIONS and will serve as my guide in these next couple of months as I learn the day in day out operations of the school and surrounding resources. The second portion of the transition plan is to develop a STRATEGIC PLAN. It is more comprehensive and involves an intensive listening tour with multiple and diverse groups of community stakeholders.

During the short-term portion, I will familiarize myself with the moving parts, departments, and procedures in the Nebraska Christian Schools community. Some examples include the current budget, transportation practices, safety plans, international program, the NCS Foundation, support services, current evaluation system(s), staffing, scheduling, instructional improvement plans, accreditation, community resources, connections to the educational community and area colleges. This portion of the plan is about my personal learning of the organization.

To develop goals for the strategic plan, I will listen closely to our stakeholders (constituents) and identify the needs and desires of the Nebraska Christian community. I will solicit additional help to be the hands, feet, eyes, ears and recorders during the "Vision & Values" listening tour. We will provide thoughtful questions to individuals or groups of people in this process. Leveraging the data gained, the strategic plan steering committee can work alongside the board to develop actionable goals to be completed over the next three to five years.

SUPERINTENDENT/PRINCIPAL SPECIFIC ACTIONS

Phase I: Organization & Administration:

By September 2018

Actions	Completed
<ul style="list-style-type: none"> ➤ Meet with Mr. Cumpston at least one additional time as a part of the transition process. We will complete an exit profile as a future resource for my transition plan. Seek any additional advice he may have to offer. ➤ Communicate with the Nebraska Department of Education, identifying myself as the new superintendent; seek any advice they may have to offer. ➤ Develop rapport with the Central City Superintendent; seek any advice he may have to offer. ➤ Familiarize myself with the safety plan ➤ Create a staff calendar that includes professional learning opportunities ➤ Build relationships with staff, parents, students, and other stakeholders ➤ Forge relationships with other Christian organizations, especially other schools ➤ Develop an understanding of staff responsibilities <ul style="list-style-type: none"> ○ E.g. Create organizational chart, decision trees, job descriptions ➤ Gain an understanding of our fiscal practices and current status ➤ Gain an understanding of the building and grounds needs and prioritize action steps ➤ Discuss Foundation and capital campaign initiatives ➤ Build a “community connections” database (formal or informal) ➤ Develop rapport with local media sources and area colleges 	

Phase II: Curriculum, Instruction, & Assessment

By October 2018

Actions	Completed
<ul style="list-style-type: none"> ➤ Analyze assessment data from variety of assessments ➤ Review the current professional development plan and work to identify areas of need. ➤ Build my understanding regarding the alignment of the School Improvement goals to curriculum standards and the assessments results, reviewing all formative and summative assessment data that is available. ➤ Review data as it applies to school improvement and the improvement of student achievement. 	

STRATEGIC PLAN DEVELOPMENT

Phase I: Identify and understand the hopes, dreams, visions, values, barriers and concerns perceived by the Nebraska Christian Schools community

By October 2018

Message (WHAT?)	Stakeholder Group (WHO?)	Method (HOW?)	Date (WHEN?)
"Vision & Values" meeting with each director/administrator	Administration	One on one	Within first 60 days
"Vision & Values" meeting with every staff member	All Staff	Small groups of no more than 5	Within the first 90 days of the school year
"Vision & Values" meeting with at least 10% of parents	At least 10% of parents from a cross-section of the student body	Small groups of no more than 10	Within the first 90 days of the school year
"Vision & Values" Meeting with at least 10% of the students	At least 10% of the students (<i>representing a cross-section of the student body</i>)	Small groups of no more than 10	Within the first 90 days of the school year
"Vision & Values" Meeting with community organizations	<i>A cross-section of the community organizations</i>	Small groups of no more than 10	Within the first 90 days of the school year
"Vision & Values" Meeting with board	Board Member(s)	President OR small group of 2-4 board members	Within the first 90 days of the school year
"Vision & Values" Meeting with alumni	Alumni	Small Group	Within the first 90 days of the school year
"Vision & Values" Survey	All Stakeholders	Online	Within the first 100 days of the school year

Example Questions for Vision & Values listening tour:

1. At our school, I am especially proud of: _____
2. If resources were not an issue, Nebraska Christian would: _____
3. I wish more people knew the following about our school: _____
4. The most misunderstood items about our school are: _____
5. If had to pick one area that Nebraska Christian could improve, it would be _____ Why?
6. What do you perceive as barriers to improving communication at our school? How can these be overcome?

Phase II: Understand the existing systems based on feedback and anecdotal data gathered and communicate the results to the Nebraska Christian Schools community

By November 2018

Message (WHAT?)	Stakeholder Group (WHO?)	Method (HOW?)	Date (WHEN?)
<i>Strengths / Areas of Growth</i>	Entire school community	School announcements, newsletter, website	Within the first 120 days of the school year.

Actions	Completed
<ul style="list-style-type: none"> ➤ Keep anecdotal notes on existing systems and cultures that can be reported out and utilized ➤ Synthesize the data, using visuals when possible ➤ Clearly communicate perceptions to the community using face to face meetings, social media, newsletters, and other media to reach as many audiences as possible. 	

Phase III: Utilize the data gathered to set goals to be achieved over the next three to five years.

By January 2019

Actions	Completed
<ul style="list-style-type: none"> ➤ Solicit a Steering Committee to pour into the formation of the strategic plan ➤ Bring together key internal staff to identify and synthesize common topics amongst all stakeholders ➤ Bring together key external staff to identify and synthesize common topics amongst all stakeholders ➤ Report a draft and direction to the board ➤ Bring together key stakeholders to finalize a strategic plan believed to be in line with God’s next steps for Nebraska Christian Schools. ➤ Report a final strategic plan to the board to confirm the vision and direction believed to be in line with God’s next steps for Nebraska Christian Schools. ➤ Communicate the final strategic plan to all stakeholders with the belief that this vision and direction is in line with God’s next steps for Nebraska Christian Schools. 	

COMPLETION OF THE TRANSITION PLAN

The NCS School Board will receive a monthly update at board meetings and will be asked for input and prayer to help procure the strategic plan. Additionally, ongoing communication will take place with the Board Executive Team/committee on an as-needed basis. Together, they can use discretion as to which data shall be shared with the rest, or a portion of, the board throughout the creation of the strategic plan.