



Roderick Richmond, Ed. D

100-DAY ENTRY PLAN

Plan Overview:

Goals:

1. **Student Achievement:** Review and assess effectiveness of current instructional programming, close achievement gaps, and prepare students for life readiness.
2. **Staff Relations and Capacity:** Foster a culture of collaboration, recognition, and support among staff by identifying and elevating opportunities for codified professional growth and learning.
3. **Operations and Finance:** Assess and improve organizational effectiveness and resource allocation through deep data analysis.
4. **Community Relations:** Develop and execute strategies for engaging new partnerships within the community through transparency and collaboration.

Outcomes:

1. **Student Achievement:** Produce confident, multilingual trailblazers prepared to positively impact their communities.
2. **Staff Relations and Capacity:** Cultivate a team of committed and aspirational leaders who feel valued and supported.
3. **Operations and Finance:** Implement high leverage processes to optimize performance and allocate resources efficiently to optimize performance.
4. **Community Relations:** Galvanize an engaged community that supports holistic school improvement efforts.

Action Steps:

Student Achievement:

1. Host sessions to engage stakeholders in Focus Groups and Strategic Work Sessions to glean supports and gaps that impact academic achievement.
 - Started- (Wednesday, July 3, 2024)
 - Led District Days with Direct Reports- (Week of July 8-11)
 - Weekly meetings with District staff to open Schools (Every Friday since July)
 - Met with Principals and Schol Leadership Teams (Wednesday, July 17)
 - Met with Supe School Principals and All Assistant Principals (August 27 & 28)
 - Met with Charter School Leaders (Thursday, August 29)
 - Participated in the Council of Great City Schools Academic Audit (September 22-26)

- Met with Supe School Principals and All Assistant Principals (September 24 & 25)
2. Develop game-changing strategies by analyzing K-12 achievement data, attendance rates, and behavioral trends.
 - Started- On Monday, June 10, 2024
 - Ongoing weekly Office of Transformation Meetings
 - Led District Days with Direct Reports- (Week of July 8-11)
 - Weekly Advisory and Surveys- (July -September)
 - Participated in “Hey Neighbor” Initiative (August 20 and 24)
 - Communicated data process and 1st quarter calendar (Monday, September 3, 2024)
 - Worked with principals to prepare for ACE Talks (Week of October 14-18)
 3. Review course offerings, curricula, and student feedback on program interests to provide exceptional learning experiences.
 - Started- On Monday, June 10, 2024
 - Ongoing weekly Office of Transformation Meetings
 - Ongoing weekly meetings to develop Supe Schools Plan
 - Ongoing weekly meetings to develop CTE draft Plan
 - Ongoing weekly meetings to develop Athletic draft expansion plan
 - Participated in the Council of Great City Schools Academic Audit (September 22-26)
 4. Create and implement a diverse set of extended learning and summer bridge academies to meet the needs of students as they matriculate.
 - Started gathering information on- (Wednesday, July 3, 2024)
 - Ongoing weekly Office of Transformation Meetings
 - Bi-Weekly Meeting to discuss After-School Application (Started-August 8)
 - Weekly Advisory re: Activity Bus and Extended Day Activities

Staff Relations and Capacity:

1. Initiate consistent Check-Ins, Administrative Huddles, and COMSTAT processes across workstreams (Executive-Support Staff) to strengthen practice and remain outcomes oriented.
 - Started- (Wednesday, July 3, 2024)
 - Ongoing weekly Office of Transformation Meetings
 - Led District Days with Direct Reports- (Week of July 8-11)
 - Met with Supe School Principals and All Assistant Principals (August 27 & 28)
 - Met with Charter School Leaders (Thursday, August 29)
 - Met with Supe School Principals and All Assistant Principals (September 24 & 25)
 - ACE Talks/Preparation (October 14-18)
 - ACE Days (October 21-25)
2. Request Briefing Summaries to assess effectiveness of district-led initiatives and align opportunities for improvement.
 - Started- On Monday, June 10, 2024
 - Ongoing weekly Office of Transformation Meetings
 - Ongoing weekly meetings to develop Supe Schools Plan
 - Ongoing weekly meetings to develop CTE draft Plan

- Ongoing weekly meetings to develop Athletic draft expansion plan
 - ACE Talks/Preparation (October 14-18)
 - ACE Days (October 21-25)
3. Enhance district-wide Recruitment Plans to close vacancies gap with high-quality candidates and re-focus professional learning to support growth and elevate talent.
 - Started- (Wednesday, July 3, 2024)
 - Supe School Hiring Blitz (Thursday, July 25, 2024) Met with Supe School Principals and All Assistant Principals (August 27 & 28)
 - Met with Supe School Principals and All Assistant Principals (August 27 & 28)
 - Met with Charter School Leaders (Thursday, August 29)
 - Met with Supe School Principals and All Assistant Principals (September 24 & 25)
 - Met with Network Leaders to discuss staff adjustment (September 30-October 4)
 4. Re-align Academic Org. Chart to ensure human resources efficiently and effectively address achievement goals.
 - Started- (Monday, July 1, 2024)
 - Led District Days with Direct Reports- (Week of July 8-11)
 - Ongoing review
 - Ongoing weekly Office of Transformation Meetings
 - Ongoing weekly meetings to develop and discuss Supe Schools Plan
 - Ongoing weekly meetings to develop and discuss CTE draft Plan
 - Ongoing weekly meetings to develop and discuss Athletic draft expansion plan
 5. Improve communications loops and decision-making protocols to reset productive collaboration.
 - Started- (Wednesday, July 3, 2024)
 - Ongoing weekly Office of Transformation Meetings
 - Ongoing Weekly Advisories
 - Met with Principals and Schol Leadership Teams (Wednesday, July 17)
 - Met with Supe School Principals and All Assistant Principals (August 27 & 28)
 - Met with Charter School Leaders (Thursday, August 29)
 - Met with Supe School Principals and All Assistant Principals (September 24 & 25)

Operations and Finance:

1. Review protocols for successful school closures and facilities capital plans.
 - Started- (Wednesday, July 3, 2024)
 - Led and coordinated ASD Existing meetings for schools transitioning back (Tuesday, July 9 & Thursday, July 11)
 - Weekly meeting with Opening of Schools Team
 - Weekly meetings with TDOE and ASD
 - Met with Charter School Leaders (Thursday, August 29)
2. Assess current grant applications, budget proposals, and ESSER funds spending plans.
 - Started- (Wednesday, July 3, 2024)

- Weekly emails, phone calls, & virtual meetings with Federal Programs (Ongoing)
 - Weekly meetings and emails with TDOE (July -September)
 - Met with Federal Programs to discuss SSIG I, SSIG 2, SIP, Bottom 10%, and TAG information (September- October)
3. Review survey feedback regarding district customer service and safety measures.
 - Start- (Wednesday, July 3, 2024)
 - Ongoing review of Supe Schools Survey
 - Ongoing review of weekly Schools Readiness Surveys
 - Reviewing staffing and leveling survey from Friday, August 23, 2024
 - Ongoing review of survey data regarding clear backpacks and the activity bus (September-October)
 4. Evaluate walking routes and crisis management protocols for immediate action.
 - Start- (Wednesday, July 3, 2024)
 - Reviewed Fire-Drill Log Information (Week of August 26-30)
 - Sent Crisis Team email –(Monday, September 2, 2024)
 - Sent several announcements in weekly advisory regarding crisis management (September-October)
 - Reiterated Crisis Management with Supe School Principals and All Assistant Principals (September 24 & 25)
 - Participated in Crisis Management Planning Meeting (September 30)

Community Relations:

1. Engage in community connection events across all regions to listen, learn, and build strategy across stakeholder groups.
 - Start- (Monday, July 1, 2024)
 - Led and coordinated ASD Existing meetings for schools transitioning back (Tuesday, July 9 & Thursday, July 11)
 - Participated in the Superintendent’s 100 Day Event (Wednesday, July 10)
 - Participated in the Move Memphis Back to School Run Walk Event (August 3)
 - Oversaw 12 Jamboree events at multiple stadiums over three days, interfacing with over 6,300 stakeholders and 100 schools/programs. (August 12, 13, & 14)
 - Participated in “Hey Neighbor” Initiative (August 20 and 24)
 - Started and Attended Leadership Memphis Retreat (August 21, 22, 23)
 - Attended Chamber of Commerce Chairman Circles Event (August 22)
 - Attend Swearing In-Ceremony of New Board Members (Thursday, August 29)
 - Participated in 901 Day Events with City of Memphis (Sunday, September 1)
 - Met with Junior Achievement to discuss partnership (September 9)
 - Attended Promise Academy Charter Schools’ 20th Year Celebration (September 10)
 - Attended Facing History and Ourselves Event (September 12)
 - Attended Realtors’ Huddle (September 16)
 - Met staff/visited MOSH Museum (September 20)
 - Facilitated VIP Tour Huddle at Hickory Ridge Community Center (September 25)
 - Attended TN Achieves Event Celebrating 100000th Students (September 26)

2. Gather on-going aspirations and feedback from stakeholder groups including an introduction, using virtual platforms, social media, and surveys.
 - Start- (Monday, July 1, 2024)
 - Participated in Virtual Parent Engagement Sessions on July 18, 22, & 24
 - Sent Survey to Supe Schools (Friday, August 23)
 - Sent Survey to Supe Schools from Superintendent (Thursday, August 29)
 - Attended Realtors' Huddle (September 16)
 - Participated in the Council of Great City Schools Academic Audit (September 22-26)
 - Facilitated VIP Tour Huddle at Hickory Ridge Community Center (September 25)
 - Attended Business Leaders VIP Huddle (October 1)
 - Helped Facilitate Smoothies and Solutions Event with Staff (September 30)

3. Dive into the goals of the district by actively participating in events (city-state level) that forge relationships with community and business partners.
 - Start- (Monday, July 1, 2024)
 - Led and coordinated ASD Existing meetings for schools transitioning back (Tuesday, July 9 & Thursday, July 11)
 - Participated in the Move Memphis Back to School Run Walk Event (August 3)
 - Oversaw 12 Jamboree events at multiple stadiums over three days, interfacing with over 6,300 stakeholders and 100 schools/programs. (August 12, 13, & 14)
 - Participated in "Hey Neighbor" Initiative (August 20 and 24)
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 - Attend Swearing In-Ceremony of New Board Members (Thursday, August 29)
 - Participated in 901 Day Events with City of Memphis (Sunday, September 1)
 - Attended Promise Academy Charter Schools' 20th Year Celebration (September 10)
 - Attended Realtors' Huddle (September 16)
 - Coordinated Governor's Tour of Kingsbury CTE (September 19)
 - Participated in the Council of Great City Schools Academic Audit (September 22-26)
 - Attended TN Achieves Event Celebrating 100000th Students (September 26)
 - Facilitated VIP Tour Huddle at Hickory Ridge Community Center (September 25)
 - Helped Facilitate Smoothies and Solutions Event with Staff (September 30)
 - Attended Business Leaders VIP Huddle (October 1)
 - Whitehaven STEM Building Groundbreaking Event (October 2)

4. Execute and sustain consistent connections with key stakeholders including media, elected officials, parent groups, alumni, and community leaders to align our Why, What, and How to move forward the work of MSCS.
 - Start- (Monday, July 1, 2024)
 - Participated in Press Conference in June
 - Participated in the Superintendent's 100 Day Event (Wednesday, July 10)
 - Participated in the Move Memphis Back to School Run Walk Event (August 3)
 - Oversaw 12 Jamboree events at multiple stadiums over three days, interfacing with over 6,300 stakeholders and 100 schools/programs. (August 12, 13, & 14)
 - Started and Attended Leadership Memphis Retreat (August 21, 22, 23)
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Timeline:

- **First 30 Days: Establish connections with key stakeholders, initiate data review processes, evaluate organizational chart and direct reports, select, and strategically place staff, and launch community engagement initiatives.**

- **30-60 Days: Assess organizational needs, review financial plans, and gather feedback from staff and community members.**

- **60-90 Days: Develop strategies for addressing identified challenges, refine communication protocols, and implement immediate action plans.**

- **90-100 Days: Synthesize findings into actionable recommendations for the Board and begin long-term strategic planning efforts.**

Monitoring and Evaluation:

Regular feedback loops will be established to assess progress towards goals and adjust strategies as needed. Quarterly reviews will be conducted to ensure alignment with the district's mission and vision. Schools will participate in ACE (Achieving Campus Excellence) Talks and Days and District Level Staff will participate in Compstat Report-Outs weekly and quarterly.