



ADMINISTRATION BUILDING
835 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
PHONE: 412-655-8450
FAX: 412-655-9544
www.wjhsd.net

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

DR. MICHAEL GHILANI
Superintendent
TRACY A. HARRIS
Director of Finance/Board Secretary
CHRISTOPHER SEFCHECK
Acting Director of Curriculum, Instruction & Assessment

DR. LINDSAY L. PFISTER
Director of Human Resources
ELIZABETH H. WHEAT
Supervisor of Special Education/Pupil Personnel

Dr. Michael Ghilani First 100 Days Entry Plan

Within First 30 Days

- Identify and diagnose the most imperative issues present in the district.
 - Conduct Student, Teacher, Parent, and Community Member focus groups using human centered design.
- Communicate my personal message and vision to all school and community stakeholders.
 - Tour every building and meet with every teacher and every student in large and small group formats.
 - Hold a town hall meeting to introduce myself to the community.
 - Attend a PTA Meeting to formally introduce myself to the parents.
 - Craft a message for the website, local paper/magazine, and to send home with students.
- Meet with district solicitor to review any outstanding or potential litigation or grievances against the district.

By Day 60

- Conduct a thorough review of district policies and procedures.
- Review all construction documents including any relevant RFI's, bulletins, and change orders.
 - Meet with CM and Architect to discuss the current status of the project and review all paperwork to date.
- Gain an understanding of the district's budget and fiscal outlook.
 - Meet with the Business Manager weekly to gain an understanding of the fiscal history of the district and future budgeting plan and forecasting.
- Review all district contracts and agreements.

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Director of Human Resources at 412-655-8450 x2226.

By Day 100

- Identify the districts organizational and personal core values.
 - Administer a climate/cultural survey to all key stakeholders and then analyze the data to identify key themes across all groups.
 - Analyze and prioritize values with the administrative team. (Contract with PLDC)
 - Conduct human centered goal setting sessions with the school board and administrative team to ensure that all goals are aligned and based on the core values and district needs.
- Analyze and reconfigure central office administrative team to meet the district's needs, values, and goals.
- Construct and communicate aligned district, board, administrative and building goals to all stakeholders via social media and the districts website.