

# Henderson County Schools

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To: Members of the Henderson Board of Education and  
Mrs. Marganna Stanley

From: Dr. Bob Lawson

Date: August 17, 2020

Re: 30-60-90 Plan

This document is a tentative plan for the first 30 days of school, the middle 60 days of school and the last 90 days of school. These are a tentative list of the sequential steps of important events and activities that I hope to accomplish my first year as superintendent.



*The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.*

*Equal Educational and Employment Institution*

### **First 30 Days (July 1-August 7)**

Day 1 Familiarize myself with the Central Office layout and folks in each department.

Days 1-15 (Individual Meetings): BOE members, Mrs. Stanley, Central Office Administrators, Department Heads, school principals. and support staff at the Central Office. Learn where we stand instructionally, and financial status.

Days 16-30 (Individual Meetings): Meet with Athletic Directors, Community Partners/Agencies.

- Continue with individual meetings that were missed or rescheduled
- Hold and facilitate administrative retreat
- Participate in instructional meeting, Central Office team Meetings, oversight meetings, and principal meetings
- Review and collaborate the re-entry plan for students into school and finish any pieces that need to be
- Review tax status and local revenue as in the month of September the tax rate will need to be set by the board.
- Establish a student cadre group.
- Visit Jefferson Elementary building project.

### **First Semester 60 Days (August 10-October 30)**

- Meet all new employees at new employee orientation and training.
- Hold Opening Day Ceremony (virtual)
- Meet individually with all school principals. Discuss their visions, plans, goals.
- Meet with the technology director, instructional technology director to learn about our plans for technology integration.
- Review monthly attendance reports, along with principals analyze those reports and discuss goals for attendance.
- Conduct weekly meetings with our Instructional leaders; discuss instructional progress, vision.
- Meet with the Inclement Weather Team. Discuss plans for inclement weather.
- Define roles and responsibilities for staff during inclement weather.
- Review Assessment Data (KREP, ACT, etc.) Prepare academic reports for Board Members.
- Meet with Local Planning Committee and review District Facilities Plan.

### **Second Semester 90 Days (November 2-May 30)**

- Make site visits with all school principals, discuss progress and goals of certified evaluation plan.
- Meet with the Strategic Plan Committee. Begin process for our five-year plan.
- Meet with principals to discuss projected enrollment and staffing allocations for the upcoming school year.
- Complete district visits to all schools and classrooms.
- Monitor progress of our formative and summative assessment data. Meet with principals to discuss their assessment data.
- Submit District Facilities Plan to KDE.
- Deliver Capstone Presentation.