

30-60-90 Day Plan 2025 - 2026

Board Review Date _____

Strategic, Instructional, Cultural, Human Resource, Operational Leadership

30 Day Plan (Pre/July/August)			
Actions taken	Standard	Evidence/Artifacts	Initiated-Completed
Review district's academic and demographic data prior to interview and after hire	Instructional Leadership	Cut and pastes made into my interview and my onboarding folder	March - April 2025
Arrange newspaper interview with local paper after announcement of my hire	Culture, Strategic Leadership	Newspaper article	July 2025
Arrange Onboarding meetings with outgoing Superintendent	Strategic Leadership	Notes of conversations	July-Dec 2025
Discuss past and ongoing litigation with School Board Attorney and previous superintendent.	Operational Leadership	Notes taken	July 15
Begin <i>rounding</i> with key stakeholders (District employees, BOE members, Community leaders, select teachers).	Operational Leadership	Creation of notes/calendar entries on key questions: 1. <i>What's working well?</i> 2. <i>Where can we do better? What is our focus?</i> 3. <i>Do you have the resources you need to do your job?</i> 4. <i>Is there anything that I can do better to help you perform well?</i> 5. <i>Is there anyone who has been especially helpful to you?</i>	Ongoing
Arrange a meeting/ interview with the district leadership to discuss/review mission and vision.	Cultural Leadership	Agendas	July 31
Hold First District Office Leadership Team meeting	Instructional Leadership	Specific notes made of meeting	July 31
Learn about history of the district and the community: Achievements, challenges, community perspective	Cultural Leadership	Specific notes	ongoing
Explore district software for ongoing assessments *Establish the times for district-wide administration *Establish a clear process of use of the data *Establish a means to monitor this use of data	Instructional Leadership	Notes taken after review of folder created for me by district leadership members	Ongoing
Meet with all district office staff to discuss expectations. *Living district values *Student first approach	Culture/Strategic Leadership	Notes of meeting	July 31

*Customer service approach *Phone protocol			
Meet with executive Coach Scott Hawkins re: leadership skills	Strategic Leadership	Notes of meeting	Aug 5th
Schedule staff meeting to discuss upcoming important key district dates	Strategic Leadership	Creation of agenda	July 14
Attend a BOE-scheduled Meet and Greet	Cultural Leadership	Pictures of the evening	April 17
Meet with entire district office staff to discuss expectations and culture	Cultural Leadership	Agenda	July 22
Meet with principals and admin team to discuss school year and opening dates	Human Resource Leadership	Agenda	July 21
Meet with district staff to discuss issues re: pre-school and budget shortfalls	Human Resource Leadership	Agenda and an action plan	July 21 initial and ongoing
Complete budget “to-do’s” *Preliminary work on setting tax rate *Review bonding rate, district facility needs, spending pattern	Operational Leadership	Budget documents and notes	July 31
Meet key community leaders at July Chamber Meeting	Cultural/Strategic Leadership	Agenda	July 2
Call Mentor to arrange a visit and to ask staffing questions	Strategic/Operational Leadership	Notes taken	July 31
Review PGP of leaders to be evaluated to ensure effective goal development – check for CAP	Instructional Leadership	PGPs	July/August 31
Meet with leadership to ask “how can I support your leadership growth	Instructional Leadership	Meeting notes	July/August 31
Seek BOE approval to adopt resolution to use the 5 KASA Effectiveness Standards	Strategic Leadership	BOE agenda	July 17
60-Day Plan (August/September)			
Actions taken	Standard	Evidence/Artifacts	Initiated-Completed
In consultation with Finance Director, give historical tax rate presentation along with a recommendation to the BOE	Operational Leadership	Presentation	Sept 2
Analyze all district report card data from previous academic year	Instructional Leadership	Notes to present to BOE and public	Sept

Collaborate with Chief to review security and emergency plans	Managerial Leadership	Plans in place	Sept 1
Begin weekly email updates to BOE reporting Standard progress	Strategic Leadership	emails	Sept 5
Study and create a "process" for BOE meetings *Contact all BOE members prior to BOE meeting to review agenda and be a resource for any/all questions *Conduct BOE meetings at the schools *Take pictures of BOE members & Supt with students *Review protocols for addressing the BOE with district office and school administrative team *Discuss how public comments are handled	Operational Leadership	BOE minutes and BOE agendas Minutes from group meetings	Sept 30
Analyze social media and website posts. Remember to take and post pictures from events.	Cultural Leadership	Website and social media posts	Ongoing
Develop with principals a clear plan with SMART goals for the district and each school	Instructional Leadership	Written plan	Sept 16
Conduct a Needs Assessment with stakeholders to ensure proper allocations for the FY25 draft Budget	Operational Leadership	Collaborative planning notes	Ongoing
Site visits with leaders to provide coaching and support, review PGPs and rounding follow up conversations	Instructional Leadership	Observation notes	Sept 16-ongoing

90 – Day Plan (October/November)

Actions taken	Standard	Evidence/Artifacts	Initiated-Completed
Conduct one-on-one meetings with BOE members, principals, department heads, and community leaders to gather insights and build relationships	Strategic Leadership	Meeting notes, agendas	July- Ongoing
Monitor the district assessment plan and ensure assessments take place with fidelity and that data is used to drive instruction	Instructional Leadership	Plan itself	July-Ongoing
Site visits with leaders to provide coaching and support, review PGPs and rounding follow up conversations	Instructional Leadership	Observation notes	October-Ongoing

Review budget priorities, staffing allocations, and current contracts	Operational Leadership	Budget reports, staffing rosters, contract documentation	Ongoing
Develop Superintendent Weekly Update template for consistent communication	Cultural Leadership	Sample updates, communication schedule	October-Ongoing
Observe classrooms and instructional practices across schools	Instructional Leadership	Walk-through reports, classroom observation logs	Ongoing
Meet with instructional leadership teams to review curriculum alignment and instructional strategies	Instructional Leadership	Curriculum alignment documentation, PD plans, meeting minutes	Ongoing
Analyze student performance, attendance, and behavioral data to identify trends	Instructional Leadership	Student performance reports, disaggregated subgroup data, intervention plans	August-Ongoing