

## Scott Taylor’s First 90 Days: Superintendent’s Entry Plan

An instructional leader’s first impressions will leave a lasting mark on all those vested in the best interests of the community’s children. With this in mind, the following goals will frame the outcomes of my first 30, 60, and 90 days in the Township of Union Public School District. The action plans that support each goal are presented in sequential order to show the gradual implementation of each step through the first 90 days of entry.

### **Goal 1: The Township of Union community’s stakeholders and I will develop a mutually trusting relationship with the superintendent.**

Days 1-30	Days 31-60	Days 61-90
<p><b>1. Meet the district’s leadership team</b> Visit district and facilitate lunch meeting with leadership team</p> <p><b>2. Meet community</b> Host “Meet the new Superintendent” outdoor coffee social; distribute introduction letter and video; call mayor, police chief, library director, head of NAACP and additional civic leaders as identified by the school district leadership team and board</p> <p><b>3. Establish personal relationships with students, support staff, faculty and leadership team</b> Distribute introduction letter (walk through hallways and classrooms of all schools for two to three hours per day and speak with students, staff, faculty, and leadership team; have lunch meeting with three union presidents</p>	<p><b>1. Hold first leadership team work meetings</b> Whole-group and, separately, central office leadership team meetings with a focus on collaboratively establishing expectations and continuing preparation for summer and 2021-2022</p> <p><b>2. Continue to meet community</b> Appear at in-person events; visit local businesses, particularly small businesses in downtown area</p> <p><b>3. Continue to establish personal relationships with students, support staff, faculty and leadership team by visiting schools daily during summer months</b></p>	<p><b>1. Continue leadership team meetings with 12-month team in small-group and whole-group format</b></p> <p><b>2. Continue to meet community-</b> Schedule bi-weekly phone broadcasts to parents and guardians; tape first episode of “Out and About Union’s Schools” that will spotlight students and present school district program updates via local cable and website stream</p> <p><b>3. Continue to establish personal relationships with students, support staff, faculty and leadership team by visiting schools daily during summer months</b></p>

## *Township of Union Public Schools*

**Goal 2: The organizational structure, financial plan, curriculum and instruction programs, and projected future projects will be learned and assessed.**

Days 1-30	Days 31-60	Days 61-90
<p><b>1. Meet with assistant superintendent and business administrator</b> Learn about leadership structure and budget planning process</p> <p><b>2. Learn about state of curriculum, instruction, assessment, and professional development and their support of district goals</b> Meet with each school district leader to identify primary needs</p>	<p><b>1. Conduct preliminary review of internal and external assessment performance results with leadership team</b> Review SGO and benchmark performance to determine relevance of data and suggested needs for program improvement</p> <p><b>2. Continue to learn about state of curriculum, instruction, assessment, and professional development</b> Study relevant documentation presented by assistant superintendent and culled from meetings with school district leaders</p>	<p><b>1. Collaboratively develop leadership team action plan to review frequency and authenticity of district assessment program and address needs identified from review of existing internal and external assessment data</b></p> <p><b>2. Continue to learn about state of curriculum, instruction, assessment, and professional development</b> Study relevant documentation presented by assistant superintendent and culled from meetings with school district leaders</p>

**Goal 3: The district community strategic planning process will be coordinated.**

Days 1-30	Days 31-60	Days 61-90
<p><b>1. Identify and understand current strategic plan and district mission statement</b> Meet with members of the leadership team and board to learn the history of the strategic plan and district mission-building process</p>	<p><b>1. Begin creation of strategic plan steering committee</b> Collaborate with district leaders and the board to identify Union Township and school district stakeholders who can effectively support creation of the strategic planning development process</p>	<p><b>1. Begin planning of strategic planning development process due to begin for Union Township and school district stakeholders June 2022</b> Meet with steering committee regularly to identify focus areas of concern about the school district and review best practice strategic plan development models</p>