

Leadership Reflection and Planning Tool

Starting the Year Strong

Purpose: Strong school years begin with **clarity, alignment, and intentional leadership**. This tool supports leadership teams in reflecting, planning, and prioritizing the systems and actions that will create coherence and momentum before the school year begins.

Clarifying Priorities

Reflection Questions:

- What are our highest-leverage instructional practices for the coming year?
- What must students consistently experience across classrooms?
- Which initiatives need stronger alignment, refinement, or simplification?
- Where does our leadership communication need greater clarity or consistency?

Notes:

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Next Steps:

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Strengthening Leadership Systems

Reflection Questions:

- Which systems or practices are creating inconsistency or confusion?
- Where do roles, responsibilities, or ownership need greater clarity?
- How effectively are our leadership teams leading cycles of continuous improvement?
- Which structures or routines need refinement before the school year begins?
- How will we ensure coherence between district and school leadership teams?

Notes:

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Next Steps:

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Planning for the First 30 Days

Reflection Questions:

- What do we want students to experience during the first 30 days?
- What do we want staff to experience during the first 30 days?
- Which routines, expectations, and systems must be established immediately?
- How will new staff be onboarded into the culture, priorities, and vision?
- Which leadership actions will build early trust, momentum, and alignment?

Notes:

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Next Steps:

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Strong school years are built through
*intentional leadership, aligned systems, and a
shared commitment to continuous improvement*
before the school year begins.
