# Post-Review Reflection Guide

## **Purpose**

District reviews provide a great deal of information – so much that it can sometimes be overwhelming to determine where to begin. This worksheet is designed to support the planning process after the review. Whether your district is developing a new multi-year strategic plan, seeking grant funding for a particular initiative, or simply eager to accept and apply feedback, the district review can support your efforts. Using this tool will help ensure that the district’s leadership team is working together toward next steps, communicating results, and leveraging the review findings to the greatest extent.

## **Overview**

Step 1: Assemble a team

Step 2: Complete the Individual Planning section independently

Step 3: Complete the Group Reflection and Planning section as a team

Step 4: Complete the Communication Plan section as a team

## **Step 1: Assemble a Team**

Each team will look different from district to district. The key is to include all leaders who should be involved in implementing the recommendations issued in the report. In most cases, this will include a combination of district and school leaders.

## **Step 2: Individual Reflection**

Read each section of the report, paying close attention to the strengths, areas for growth, and recommendations. Consider each standard and its indicators and reflect on the following questions individually.

### Strengths

1. Which of the identified strengths resonate with you the most?
2. Select 1-3 strengths you want to highlight for your school and/or district community. Why did you select these?

### Areas for Growth and Recommendations

1. What are your initial reactions to the areas for growth cited in the report and their corresponding recommendations?
2. Which of the areas for growth and/or recommendations resonate with you?
3. Which of the areas for growth and/or recommendations surprise you? Why do they surprise you?
4. Which of the areas for growth and recommendations relate directly to your role/responsibilities in the district? How can you advance progress in these areas and what resources will you need to get this done?
5. Which of the areas for growth and recommendations might you exercise informal authority or influence over? How can you leverage it to support the district’s continuous improvement?

## **Step 3: Group Reflection and Planning**

### Group Reflection

As a group, discuss your responses to the individual reflection questions.

1. What areas did you agree on? Why?
2. What areas did you disagree on? Why?

### **Planning**

As a group, work together to determine where the district will go next in terms of communication and implementation. Decisions made during this planning session are non-binding. Rather, this is a launchpad for further conversation and planning.

1. Where is your district in its improvement planning cycle (e.g. mid-way through a 5-year plan, beginning to gather stakeholder feedback to write a new strategic plan, etc.)?
2. How can the district review findings be incorporated into your existing systems for strategic planning and progress monitoring?
3. What are the immediate opportunities?
	1. These might include recommendations that can be implemented quickly and without requiring substantial resources.
	2. Additionally, there may be some initiatives the district is already working on that were highlighted in the district review. How might these findings influence the district’s ongoing efforts?
4. Are there any recommendations that are important, but difficult to implement? How can the team begin tackling these?
5. Use the graphic organizer below (or your preferred structure) to get started with organizing and planning for next steps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommendation** | **Stakeholders and Decision-makers** | **Potential Challenges** | **Initiative/Goal** | **Implementation Timeline** |
| *[The district should…example]* | *[School committee**Families**Example]* | *example* | *example* | *example* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Step 4: Communication Plan**

1. What is the overarching message that you hope to convey when sharing your district’s review report publicly? For instance, are there particular strengths and areas for growth that you want to highlight?
2. In addition to your school committee, what stakeholders and/or groups do you want to share the findings from the district review with?
3. What will your strategy for sharing this information be?
	1. How will district-level communication differ from school-level communication?
	2. Does the district want to solicit media coverage of the review report?