



EduQuencher



## FOR SCHOOL LEADERS

A practical end-of-year risk review to close the year strong and start summer right.



## IDENTIFY RISKS

Spot what's slipping before it becomes a bigger problem.



## TAKE ACTION

Use clear checklists and guidance to address gaps now.



## REDUCE EXPOSURE

Strengthen systems, ensure compliance, and protect your school community.



## FINISH STRONG

Close the year with confidence and set the stage for success.

“Good leaders don't wait for problems. They prevent them. They prepare for what's next.”

”



## DON'T LEAVE RISK TO CHANCE.

A few hours of intentional review now can prevent complications later.



## LEAD WITH INTENTION.

Use this guide to protect your school, your team, and your mission.

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# WHAT'S SLIPPING? END-OF-YEAR SCHOOL SYSTEMS RISK GUIDE

A LEADER'S AUDIT CHECKLIST TO CLOSE THE YEAR STRONG  
AND ENTER SUMMER WITH CLARITY.



## KEY RISK AREAS TO REVIEW

|                                                                                                                      |                                                                                                                      |                                                                                                                             |                                                                                                                                   |                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <br>1. LEADERSHIP & COMMUNICATION | <br>2. STAFFING & HUMAN RESOURCES | <br>3. ACADEMICS & INSTRUCTION          | <br>4. SPECIAL EDUCATION & STUDENT SERVICES  | <br>5. COMPLIANCE & DOCUMENTATION     |
| <br>6. BOARD & GOVERNANCE         | <br>7. FINANCE & OPERATIONS       | <br>8. FAMILY & COMMUNITY COMMUNICATION | <br>9. FACILITIES, SAFETY & SUMMER READINESS | <br>10. PRIORITY PLANNER & NEXT STEPS |



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 1





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## COMMON SLIPS. SERIOUS IMPACT.



### LEADERSHIP & COMMUNICATION

Poor communication leads to confusion, low morale, and missed opportunities.



### STAFFING & HR RISKS

Vacancies, paperwork errors, and policy gaps create compliance and retention issues.



### ACADEMICS & INSTRUCTION

Unfinished curricula and weak data use limit student growth and accountability.



### STUDENT SERVICES & SUPPORTS

Overlooked IEPs, 504s, and supports put students and the district at risk.



### COMPLIANCE & DOCUMENTATION

Missing or incomplete records can lead to findings, penalties, and lost funding.



### LEAVE PROACTIVELY.

A strong finish today prepares your school for a successful start tomorrow.



## A FEW HOURS NOW CAN PREVENT BIG PROBLEMS LATER.

Lead today. Leave a legacy of excellence.

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# LEADERSHIP STARTS WITH A CLEAR FINISH.

Year-end is your opportunity to evaluate, correct, and strengthen. Use this guide to ensure no critical areas slip through the cracks.



## YEAR-END LEADER CHECKLIST OVERVIEW

- ☒ Review school systems and processes
- ☒ Identify gaps and outstanding items
- ☒ Verify compliance and documentation
- ☒ Confirm staffing and HR actions
- ☒ Evaluate instructional programs and student supports
- ☒ Communicate with families and stakeholders
- ☒ Close the year with clarity and confidence
- ☒ Prepare for a smooth start next year



### THE GOAL

Reduce risk. Strengthen systems. Enter summer prepared.

## WHY THIS MATTERS



### REDUCE RISK

Catch issues now to avoid compliance findings, penalties, and negative publicity.



### PROTECT RESOURCES

Ensure funding, staffing, and programs are secure for the next school year.



### SUPPORT YOUR TEAM

Clear direction and follow-through build trust, morale, and retention.



### IMPROVE OUTCOMES

Strong systems lead to better teaching, learning, and student success.



### START STRONGER

A well-prepared finish leads to a smoother start and a stronger year ahead.

## SUCCESSFUL LEADERS ASK:



What needs my attention before we leave?



What risks could impact our start next year?



Are we compliant, complete, and documented?



Is my team equipped and supported?



What will set us up for a strong start?



### YOUR NEXT STEP

Use this guide to conduct your end-of-year audit and take action where it matters most. Your future success starts now.



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 2





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**FOR SCHOOL LEADERS**

## LEADERSHIP REMINDERS



### FOCUS ON RESULTS

Strong instruction drives student success and school accountability.



### KNOW YOUR DATA

Accurate data leads to better decisions and stronger outcomes.



### SUPPORT TEACHERS

Invest in professional growth and classroom excellence.



### MONITOR PROGRESS

Regular reviews help identify gaps early and guide support.



### PLAN FOR CONTINUOUS IMPROVEMENT

Reflection today creates a stronger tomorrow.



### LEAD WITH PURPOSE

Academic excellence starts with intentional leadership.

*“The quality of instruction today determines the success of tomorrow.”*

– Unknown

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# ACADEMICS & INSTRUCTION DON'T LET LEARNING SLIP.

Ensure your academic systems are strong, data is accurate, and every student has the support they need.



## ACADEMICS & INSTRUCTION CHECKLIST

- ☐ Review and analyze achievement data and trends.
- ☐ Ensure curriculum is aligned to standards.
- ☐ Verify pacing guides and scope & sequence are current.
- ☐ Confirm assessments are aligned and monitored.
- ☐ Review interventions and enrichment programs.
- ☐ Evaluate MTSS/RTI systems and effectiveness.
- ☐ Ensure IEPs and 504 plans are implemented with fidelity.
- ☐ Review tutoring and supplemental support.
- ☐ Check graduation requirements and credit recovery.
- ☐ Verify teacher lesson plans and walkthrough feedback.
- ☐ Evaluate professional development and coaching.
- ☐ Assess classroom resources and instructional materials.
- ☐ Review summer learning and remediation plans.
- ☐ Communicate results and next steps with staff.



### STRONG INSTRUCTION. STRONG OUTCOMES.

Finish the year strong and set the stage for excellence.



## COMMON SLIPS. SERIOUS IMPACT.

- Outdated or misaligned curriculum
- Inconsistent grading or assessments
- Incomplete IEP/504 implementation
- Poor use of data to drive instruction
- Lack of intervention documentation
- Incomplete lesson plans or walkthroughs
- Insufficient professional development
- Missing or inaccurate reporting
- Weak communication with families

## YEAR-END PRIORITIES



### CLOSE GAPS

Use data to identify and close learning gaps before the year ends.



### SUPPORT EDUCATORS

Provide feedback, coaching, and resources to help teachers finish strong.



### MONITOR PROGRESS

Track student growth and adjust supports as needed.



### COMMUNICATE CLEARLY

Share progress and opportunities with families.



### PLAN AHEAD

Use what you learn this year to build a stronger plan for next year.

## ACADEMICS RISK RADAR



CURRICULUM  
ALIGNMENT

HIGH RISK



ASSESSMENT  
SYSTEMS

HIGH RISK



STUDENT  
SUPPORTS

HIGH RISK



IEP/504  
COMPLIANCE

HIGH RISK



TEACHER  
EFFECTIVENESS

MEDIUM RISK



DATA  
ACCURACY

MEDIUM RISK



### FINISH STRONG. LEARN STRONGER.

A strong finish reflects strong leadership. Keep students learning and growing right through the last day.



### YOUR NEXT STEP

Complete your academic audit, address gaps, and prepare for a powerful start to next year.

**Strong planning. Strong instruction.  
Stronger schools.**



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 3





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## LEADERSHIP REMINDERS



### STAY PROACTIVE

Anticipate issues before they escalate. Preventing problems is always easier than fixing them later.



### BUILD TRUST

Strong relationships with your team, students, families, and community drive lasting success.



### DOCUMENT EVERYTHING

Clear, complete documentation protects your school and supports good decisions.



### USE DATA WISELY

Data tells you where you are. Leadership decides where you're going.



### PLAN AHEAD

Summer readiness today leads to a stronger start and smoother year ahead.



### FOCUS ON IMPACT

Every decision should improve learning, support staff, and strengthen your school.

*“Leadership is not about having all the answers. It's about asking the right questions and taking action.”*

— Unknown

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# STUDENT SERVICES & SUPPORTS EVERY STUDENT. EVERY DAY.

Ensure all students receive the services, supports, and opportunities they need to learn, grow, and succeed.



## STUDENT SERVICES CHECKLIST

- ☐ Review IEPs for compliance and timeliness.
- ☐ Confirm 504 plans are up to date.
- ☐ Ensure related services are delivered as required.
- ☐ Review student progress and service data.
- ☐ Check MTSS/RtI tiered support effectiveness.
- ☐ Verify counseling services and caseloads.
- ☐ Review discipline data and intervention plans.
- ☐ Ensure ELL services and documentation are compliant.
- ☐ Confirm health services and records are complete.
- ☐ Review homeless, foster youth, and ESSA reporting.
- ☐ Evaluate student safety and well-being supports.
- ☐ Communicate with families on services and supports.
- ☐ Plan for summer programs and transition supports.



### EQUITY. ACCESS. OPPORTUNITY.

Strong supports remove barriers and open doors for every student.



## COMMON SLIPS. SERIOUS IMPACT.

- IEPs not completed or reviewed on time
- Services not provided as required
- Inaccurate or missing documentation
- 504 plans incomplete or outdated
- Poor communication with families
- Data not used to drive supports
- Delayed interventions or referrals
- Non-compliance with state/federal laws
- Staffing gaps in key support areas
- Students falling through the cracks

## YEAR-END PRIORITIES



### ENSURE COMPLIANCE

Close documentation, services, and reporting in full compliance.



### REVIEW OUTCOMES

Use data to evaluate impact and adjust supports.



### COMMUNICATE WITH FAMILIES

Share progress, celebrate wins, and plan next steps.



### PREPARE FOR TRANSITIONS

Plan for grade changes, program transitions, and summer supports.



### LOOK AHEAD

Strengthen systems to do even more for students next year.

## STUDENT SERVICES RISK RADAR



IEP COMPLIANCE  
& TIMELINESS

HIGH RISK



SERVICE DELIVERY  
& DOCUMENTATION

HIGH RISK



STUDENT PROGRESS  
& OUTCOMES

HIGH RISK



FAMILY  
COMMUNICATION

MEDIUM RISK



LEGAL & FEDERAL  
COMPLIANCE

HIGH RISK



STUDENT WELL-BEING  
& SAFETY

MEDIUM RISK



### FINISH STRONG FOR STUDENTS.

Every student deserves the support they need today and every day. A strong finish means better outcomes and brighter futures.



### YOUR NEXT STEP

Complete your student services audit, close gaps, and plan for even stronger supports next year.  
**Students first. Always.**



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

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RESET.

RISE.

PAGE 4



LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# COMPLIANCE & DOCUMENTATION

## PROTECT YOUR SCHOOL.

Complete, accurate documentation and compliance today prevent findings, penalties, and lost funding tomorrow.

### LEADERSHIP REMINDERS



#### COMPLIANCE IS PROTECTION

Strong documentation protects your students, your staff, and your school.



#### DETAILS MATTER

Incomplete records can lead to findings, penalties, and reputational damage.



#### BE PROACTIVE

Don't wait for an audit or complaint. Stay ahead of deadlines and requirements.



#### EVERYONE PLAYS A ROLE

Clear processes and expectations ensure everyone knows their part.



#### ORGANIZED IS EMPOWERING

Good systems save time, reduce stress, and support better decisions.

“Audits don't create problems. They expose them. Preparation prevents them.”  
— Unknown



### COMPLIANCE & DOCUMENTATION CHECKLIST

- ☐ Verify all federal, state, and local compliance requirements are met.
- ☐ Review and complete all required reports on time.
- ☐ Ensure registrations, certifications, and licenses are current.
- ☐ Confirm board policies are up to date and aligned.
- ☐ Review open records procedures and responses.
- ☐ Ensure student records are complete and accurate.
- ☐ Verify special education (IEP) documentation is compliant.
- ☐ Confirm Section 504 plans are current and implemented.
- ☐ Review MTSS/RTI documentation and data.
- ☐ Complete required staff training and documentation.
- ☐ Verify safety drills, logs, and emergency plans.
- ☐ Review discipline records for compliance and consistency.
- ☐ Ensure health records, immunizations, and screenings are current.
- ☐ Confirm grant requirements and reporting are complete.
- ☐ Review contracts, MOUs, and service agreements.
- ☐ Ensure data privacy and cybersecurity compliance.
- ☐ Organize documentation for easy access and retrieval.
- ☐ Prepare for potential audits and site visits.



**GOOD DOCUMENTATION TODAY = PEACE OF MIND TOMORROW.**  
Close the year clean. Start the next year strong.



### COMMON SLIPS. SERIOUS CONSEQUENCES.

- Missing or incomplete documentation
- Late or missing reports
- Outdated policies and procedures
- Non-compliance with deadlines
- Inaccurate student or staff records
- Missing signatures or approvals
- Untracked complaints or incidents
- Failure to follow state/federal laws
- Poor record retention practices
- Disorganized files and systems

### YEAR-END PRIORITIES



#### CLOSE OUT COMPLETELY

Finish all reports, documentation, and compliance tasks.



#### VERIFY & VALIDATE

Double-check records, data, and required documentation.



#### ORGANIZE & STORE SECURELY

Ensure records are organized and stored according to policy.



#### COMMUNICATE & CONFIRM

Confirm with teams that all requirements are met and documented.



#### PREPARE & PLAN AHEAD

Use lessons learned to strengthen systems for next year.

### COMPLIANCE RISK RADAR

**FEDERAL & STATE REQUIREMENTS**  
Grant rules, laws, and regulations  
**HIGH RISK**

**REPORTING DEADLINES**  
Late reports lead to findings/penalties  
**HIGH RISK**

**STUDENT RECORDS**  
Incomplete or inaccurate data  
**HIGH RISK**

**SPECIAL PROGRAMS**  
IEP/504, ELL, MTSS, Title programs  
**HIGH RISK**

**POLICIES & PROCEDURES**  
Outdated or not followed  
**MEDIUM RISK**

**DATA PRIVACY & SECURITY**  
Breach or policy non-compliance  
**HIGH RISK**

**RECORD RETENTION**  
Improper storage or retention  
**MEDIUM RISK**



### FINISH STRONG. STAY COMPLIANT.

A thorough review today prevents problems, protects your school, and builds trust.  
**Excellence is in the details.**



### YOUR NEXT STEP

Complete your compliance audit, close gaps, and ensure all documentation is accurate and up to date. Enter summer with confidence and peace of mind. **Prepared leaders protect their schools.**



REVIEW.

RESOLVE.

RESET.

RISE.





# BOARD & GOVERNANCE

## STRONG GOVERNANCE. STRONG SCHOOLS.

Your board sets the direction and ensures accountability.  
Finish the year with alignment, transparency, and confidence.

### LEADERSHIP REMINDERS



#### GOVERNANCE SETS THE TONE

A strong board and superintendent partnership drives focus, stability, and student success.



#### POLICIES GUIDE DECISIONS

Clear, current policies protect your school and provide consistency.



#### OVERSIGHT MATTERS

Regular monitoring ensures goals are met and resources are used wisely.



#### COMMUNICATION BUILDS TRUST

Transparent updates keep your community informed and confident.



#### PREPARE FOR WHAT'S NEXT

Strong planning today positions your board and school for future success.



### BOARD & GOVERNANCE CHECKLIST

- ☐ Review board bylaws and make updates if needed.
- ☐ Confirm all board policies are current and aligned.
- ☐ Ensure board meeting calendar is complete.
- ☐ Review committee assignments and goals.
- ☐ Verify training is up to date for all board members.
- ☐ Ensure open meetings and FOIA compliance.
- ☐ Review and approve critical end-of-year items.
- ☐ Monitor progress on strategic plan goals.
- ☐ Review superintendent evaluation process and timeline.
- ☐ Assess board self-evaluation and effectiveness.
- ☐ Confirm conflict of interest disclosures are current.
- ☐ Review community engagement and feedback.
- ☐ Plan summer board professional development.
- ☐ Ensure a smooth transition for any new members.
- ☐ Celebrate accomplishments and reflect on impact.



#### CLEAR DIRECTION. STRONG LEADERSHIP.

A well-governed district is prepared for today and ready for tomorrow.



#### COMMON SLIPS. SERIOUS CONSEQUENCES.

- Outdated or missing policies
- Poor board-superintendent communication
- Lack of oversight and monitoring
- Missed training or compliance requirements
- Unclear roles and responsibilities
- Inadequate meeting preparation
- Failure to engage the community
- Inconsistent follow-through on decisions
- No plan for transitions and recruitment
- Loss of public trust and confidence

### YEAR-END PRIORITIES



#### CLOSE & COMPLETE

Finish key board actions, approvals, and evaluations.



#### REVIEW & REFLECT

Review goals, progress, and outcomes from the year.



#### COMMUNICATE & ENGAGE

Share results, listen to feedback, and strengthen relationships.



#### PLAN FOR IMPACT

Set board goals and priorities for the next school year.



#### PREPARE FOR SUCCESS

Ensure smooth transitions and a strong start in the fall.

“Effective governance is not about control. It's about confidence in the direction, clarity in decisions, and commitment to the mission.”

— Unknown

### BOARD GOVERNANCE RISK RADAR



**POLICY COMPLIANCE**  
Outdated or missing policies expose risk.

HIGH RISK



**BOARD TRAINING & DEVELOPMENT**  
Untrained boards make uninformed decisions.

HIGH RISK



**COMMUNICATION & TRANSPARENCY**  
Poor communication damages trust.

HIGH RISK



**OVERSIGHT & MONITORING**  
Lack of oversight leads to surprises.

HIGH RISK



**COMMUNITY RELATIONS**  
Disengagement weakens support.

MEDIUM RISK



**TRANSITION PLANNING**  
Unplanned transitions create disruptions.

MEDIUM RISK



#### STRONG BOARDS. STRONGER FUTURES.

Govern with purpose. Lead with integrity.  
Leave a legacy of trust and impact.  
Your leadership shapes what's possible.



#### YOUR NEXT STEP

Use this guide to complete your governance audit, address gaps, and prepare for the year ahead.  
**Strong governance today. Strong schools tomorrow.**



REVIEW.

RESOLVE.

RESET.

RISE.







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## LEADERSHIP REMINDERS



### COMMUNICATE CLEARLY

Clear, consistent communication builds trust and reduces confusion.



### LISTEN ACTIVELY

Listening helps you understand needs, solve problems, and build stronger relationships.



### ENGAGE YOUR COMMUNITY

Strong partnerships enrich learning opportunities and strengthen support.



### USE THE RIGHT CHANNELS

Share the right message through the right channels at the right time.



### PLAN & FOLLOW UP

Plan your outreach and follow up to ensure messages lead to action.

*“Great communication doesn't just inform. It inspires, connects, and creates opportunity.”*

– Unknown

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# COMMUNICATION & COMMUNITY CONNECT. INFORM. INSPIRE.

Strong communication and engaged communities create trust, support learning, and drive student success.



## COMMUNICATION & ENGAGEMENT CHECKLIST

- ☐ Review communication plan and goals.
- ☐ Ensure key messages are updated and aligned.
- ☐ Confirm website and social media are current.
- ☐ Review parent/family communication strategies.
- ☐ Send year-end letters and updates to stakeholders.
- ☐ Highlight student achievements and stories.
- ☐ Review community partnerships and collaborations.
- ☐ Schedule and plan summer engagement activities.
- ☐ Evaluate feedback from surveys and outreach.
- ☐ Ensure crisis communication plans are current.
- ☐ Review staff communication channels and updates.
- ☐ Confirm translation and accessibility are available.
- ☐ Recognize community partners and volunteers.
- ☐ Measure impact and plan improvements.
- ☐ Celebrate successes and thank stakeholders.



### RELATIONSHIPS. TRUST. IMPACT.

Strong communication today builds stronger schools tomorrow.



### COMMUNICATION GAPS. REAL CONSEQUENCES.

- Misunderstandings and misinformation
- Lost trust and credibility
- Low engagement and participation
- Missed opportunities for support
- Delayed responses to critical issues
- Inconsistent or confusing messages
- Negative community perception
- Reduced student and staff morale
- Weakened partnerships
- Missed enrollment and resources

## YEAR-END PRIORITIES



### CLOSE COMMUNICATION LOOPS

Ensure all messages are delivered, received, and acted upon.



### ENGAGE & APPRECIATE

Thank staff, families, and partners for their support and commitment.



### SHARE SUCCESSES

Celebrate achievements and highlight positive stories.



### EVALUATE & IMPROVE

Review what worked, what didn't, and plan better for next year.



### PLAN AHEAD

Prepare your communication and engagement plan for the next school year.

## COMMUNICATION & COMMUNITY RISK RADAR



### MESSAGING CLARITY

Unclear or inconsistent messages cause confusion.

HIGH RISK



### CHANNEL EFFECTIVENESS

Wrong channels or outdated info limit reach.

HIGH RISK



### STAKEHOLDER ENGAGEMENT

Low engagement weakens support and participation.

HIGH RISK



### CRISIS COMMUNICATION

Poor communication in crises increases negative impact.

HIGH RISK



### PARTNERSHIP STRENGTH

Weak partnerships limit opportunities and resources.

MEDIUM RISK



### REPUTATION MANAGEMENT

Poor communication damages public trust and reputation.

MEDIUM RISK



### FINISH STRONG. LEAVE A LEGACY.

Communicate with purpose. Engage with heart. Inspire action. Your leadership echoes beyond today.



### YOUR NEXT STEP

Complete your communication and community audit, close gaps, and plan for a stronger connection next year.  
Connected schools. Thriving communities.



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PAGE 7





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## LEADERSHIP REMINDERS



### OPERATIONS DRIVE SUCCESS

Strong operations create safe, efficient environments where students can thrive.



### PEOPLE MAKE IT HAPPEN

Support your staff, build a positive culture, and invest in growth.



### SAFETY COMES FIRST

A safe school is the foundation for learning and peace of mind.



### RESOURCES MATTER

Use time, people, and money wisely to maximize impact.



### CONTINUOUS IMPROVEMENT

Small improvements today lead to big results tomorrow.



### LEAD WITH PURPOSE

Your leadership shapes culture, outcomes, and the future.

“Excellence in operations today creates opportunities for every student tomorrow.”

— Unknown

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# OPERATIONS & RESOURCES

## EFFICIENT TODAY. STRONG TOMORROW.

Effective operations and smart resource management ensure safe, efficient schools and maximum impact for students.



### OPERATIONS CHECKLIST

- ☐ Review and update student handbook and policies.
- ☐ Ensure facilities are clean, safe, and well-maintained.
- ☐ Verify emergency plans and drills are up to date.
- ☐ Review transportation routes and safety protocols.
- ☐ Confirm food service meets nutrition standards.
- ☐ Evaluate technology systems and cybersecurity.
- ☐ Review budgets and monitor expenditures.
- ☐ Ensure proper purchasing and procurement practices.
- ☐ Review staffing allocations and workload balance.
- ☐ Track substitute coverage and attendance patterns.
- ☐ Maintain accurate asset and inventory records.
- ☐ Review insurance coverage and risk management.
- ☐ Evaluate energy usage and sustainability practices.
- ☐ Plan and prepare for facility improvements.
- ☐ Ensure compliance with health and safety regulations.
- ☐ Review vendor contracts and service agreements.
- ☐ Monitor operational metrics and key performance.
- ☐ Solicit feedback to identify operational opportunities.
- ☐ Plan for summer maintenance and improvements.



### WELL-MANAGED OPERATIONS EMPOWER EVERYONE.

Strong systems. Smart use of resources. Better schools for all.



### OPERATIONAL GAPS. HIDDEN COSTS.

- Outdated or broken facilities and equipment
- Poor maintenance and cleanup
- Inefficient processes and procedures
- Budget overruns and waste
- Unplanned downtime or disruptions
- Inadequate safety and emergency planning
- Technology failures and security risks
- Staffing shortages and burnout
- Poor communication and coordination
- Vendors not meeting expectations
- Lack of data to drive decisions
- Reactive instead of proactive planning

### YEAR-END PRIORITIES



#### CLOSE TASKS

Finish maintenance, projects, and operational tasks before year ends.



#### REVIEW BUDGETS

Analyze spending, identify savings, and prepare year-end reports.



#### ENSURE SAFETY

Confirm all safety systems, drills, and inspections are complete.



#### SUPPORT STAFF

Celebrate teams and plan for summer rest and readiness.



#### PLAN FOR NEXT YEAR

Use lessons learned to set goals, improvements, and budgets.

### OPERATIONS RISK RADAR



#### FACILITY & MAINTENANCE

Repairs delayed, unsafe conditions

HIGH RISK



#### TRANSPORTATION SAFETY

Route issues, accidents

HIGH RISK



#### TECHNOLOGY & SECURITY

Downtime, data breach, cyber risks

HIGH RISK



#### FINANCIAL MANAGEMENT

Overspending, budget gaps

MEDIUM RISK



#### STAFFING & WORKLOAD

Turnover, shortages, burnout

MEDIUM RISK



#### COMPLIANCE & REGULATIONS

Violations, fines, legal issues

HIGH RISK



### FINISH STRONG.

Complete key tasks, solve problems, and set the stage for an even stronger start next year.



### YOUR NEXT STEP

Complete your operations audit, close gaps, and plan improvements. Every smart decision today makes next year better.  
**Strong operations. Strong schools.**



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

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RESET.

RISE.

PAGE 8



# STUDENT SUCCESS & WELL-BEING

## SUPPORT. EMPOWER. ACHIEVE.

Support the whole student to build confidence, remove barriers, and create a path to a successful future.

### LEADERSHIP REMINDERS

-  **STUDENTS FIRST**  
Every decision should improve outcomes and well-being for students.
-  **EQUITY FOR ALL**  
Remove barriers and provide what each student needs to succeed.
-  **WELL-BEING MATTERS**  
Support mental, emotional, and physical well-being for every student.
-  **HIGH EXPECTATIONS**  
Believe in every student and provide the support to reach their potential.
-  **RELATIONSHIPS MAKE THE DIFFERENCE**  
Strong connections with students lead to stronger engagement and success.
-  **SAFE. INCLUSIVE. RESPECTFUL.**  
Every student deserves a safe, welcoming, and respectful environment.

-  **LISTEN & RESPOND**  
Student voice matters. Listen actively and take meaningful action.

*“When we support the whole child, we create a school where every student can thrive.”*  
— Unknown

### STUDENT SUCCESS CHECKLIST

- ☐ Review attendance data and address chronic absenteeism.
- ☐ Ensure MTSS/RTI supports are implemented with fidelity.
- ☐ Monitor academic growth and close achievement gaps.
- ☐ Verify interventions are timely and data-driven.
- ☐ Ensure access to advanced courses and enrichment.
- ☐ Review graduation rates and credit accumulation.
- ☐ Ensure special education services meet student needs.
- ☐ Monitor IEP goals and progress toward outcomes.
- ☐ Confirm English learners receive appropriate supports.
- ☐ Review behavior data and address trends.
- ☐ Ensure access to counseling and mental health services.
- ☐ Promote social-emotional learning and life skills.
- ☐ Support college, career, and pathway exploration.
- ☐ Ensure access to technology and digital resources.
- ☐ Monitor student engagement and course completion.
- ☐ Celebrate student successes and milestones.
- ☐ Review parent and student feedback.
- ☐ Identify and remove barriers to participation.
- ☐ Plan supports for at-risk and high-need students.
- ☐ Prepare students for summer and next school year.

 **EVERY STUDENT. EVERY OPPORTUNITY.**  
Empower today's students to become tomorrow's leaders.

### RISK FACTORS. STUDENT IMPACT.

- Chronic absenteeism and truancy
- Learning gaps and unfinished skills
- Lack of access to supports and services
- Behavior issues and disciplinary actions
- Mental health challenges unaddressed
- Bullying, harassment, and unsafe environments
- Low engagement and motivation
- Inequitable access to opportunities
- Poor transitions and lack of guidance
- Disconnected students at risk of dropping out
- Limited family and community support
- Unmet basic needs (food, housing, etc.)

### YEAR-END PRIORITIES

-  **REVIEW & REFLECT**  
Analyze data, identify trends, and celebrate growth.
-  **STRENGTHEN SUPPORTS**  
Adjust programs and resources to meet student needs.
-  **ENGAGE STUDENTS & FAMILIES**  
Build partnerships and communicate clearly all year long.
-  **PLAN FOR GROWTH**  
Set goals, align resources, and plan for continuous improvement.
-  **PREPARE FOR NEXT STEPS**  
Support smooth transitions and prepare students for success.

### STUDENT SUCCESS RISK RADAR

|                                                                                                                                                                                 |                                                                                                                                                                          |                                                                                                                                                                                 |                                                                                                                                                                                   |                                                                                                                                                                                            |                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>ATTENDANCE &amp; ENGAGEMENT</b><br>Chronic absence, disengagement<br><b>HIGH RISK</b> | <br><b>ACADEMIC PERFORMANCE</b><br>Learning gaps, low achievement<br><b>HIGH RISK</b> | <br><b>BEHAVIOR &amp; WELL-BEING</b><br>Discipline issues, mental health<br><b>HIGH RISK</b> | <br><b>EQUITY &amp; ACCESS GAPS</b><br>Unequal access, barriers remain<br><b>MEDIUM RISK</b> | <br><b>COLLEGE &amp; CAREER READINESS</b><br>Low preparedness, limited exposure<br><b>MEDIUM RISK</b> | <br><b>FAMILY &amp; COMMUNITY CONNECTIONS</b><br>Limited communication, low involvement<br><b>MEDIUM RISK</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

 **FINISH STRONG FOR STUDENTS.**  
End the year with purpose. Ensure every student has the support, encouragement, and opportunity to succeed.

 **YOUR NEXT STEP**  
Complete your student success audit, close gaps, and plan for even greater impact next year.  
*Students succeed when we work together!*





**EduQuencher**  
FOR SCHOOL LEADERS

## LEADERSHIP REMINDERS



### DATA TELLS A STORY

Use data to understand what's happening, why it's happening, and what to do next.



### SET MEASURABLE GOALS

Clear goals with measurable outcomes keep your district focused and on track.



### MONITOR CONTINUOUSLY

Regular monitoring helps identify trends, strengths, and areas needing attention.



### BE ACCOUNTABLE

Hold systems, teams, and yourself accountable for results and continuous improvement.



### USE DATA TO IMPROVE

Data is not just about reporting—it's about making things better.



### TRANSPARENCY BUILDS TRUST

Share results with stakeholders and celebrate progress together.

**“You can't improve what you don't measure.”**  
— Peter Drucker

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# DATA & ACCOUNTABILITY MEASURE. IMPROVE. SUCCEED.

Good data drives better decisions. Monitor performance, ensure accountability, and improve outcomes for all.



## DATA & ACCOUNTABILITY CHECKLIST

- ☐ Define district goals and key performance indicators (KPIs).
- ☐ Ensure data systems are accurate and up to date.
- ☐ Review student achievement data regularly.
- ☐ Disaggregate data to identify gaps and trends.
- ☐ Monitor attendance and chronic absenteeism.
- ☐ Track graduation rates and postsecondary readiness.
- ☐ Review assessment results and growth measures.
- ☐ Analyze behavior and discipline data.
- ☐ Monitor special education performance and compliance.
- ☐ Review English learner progress and language proficiency.
- ☐ Evaluate program effectiveness and return on investment.
- ☐ Monitor staff performance and professional growth.
- ☐ Review budget-to-actual reports and financial data.
- ☐ Ensure grant reporting and accountability are current.
- ☐ Use data dashboards for real-time insights.
- ☐ Communicate data and results with stakeholders.
- ☐ Set improvement targets and action steps.
- ☐ Evaluate progress toward goals and adjust strategies.
- ☐ Document findings, decisions, and action steps.
- ☐ Celebrate successes and share positive outcomes.



### DATA + ACTION = RESULTS

Use data wisely. Take action boldly.  
Lead with impact.



## DATA PROBLEMS. MISSED OPPORTUNITIES.

- Inaccurate or incomplete data
- Lack of data literacy and skills
- Failure to disaggregate data
- Ignoring trends and early warning signs
- No clear goals or performance targets
- Data not tied to decision-making
- Delayed or infrequent reporting
- Poor data system integration
- Lack of accountability for results
- Not communicating findings
- Complacency with the status quo
- Missed chances to improve outcomes

## YEAR-END PRIORITIES



### CLOSE THE LOOP

Ensure all data is reviewed, actions are completed, and results are documented.



### MEET GOALS

Evaluate progress toward goals and celebrate achievements.



### IDENTIFY & PLAN

Identify areas for improvement and plan for the next school year.



### ENGAGE STAKEHOLDERS

Share results and gather input to strengthen strategies.



### PREPARE FOR NEXT YEAR

Use data insights to set priorities and build a strong plan.

## DATA & ACCOUNTABILITY RISK RADAR



**DATA ACCURACY**  
Errors and outdated information lead to poor decisions.

HIGH RISK



**DATA LITERACY**  
Teams lack skills to understand and use data.

HIGH RISK



**LACK OF VISIBILITY**  
No real-time insights or access to key information.

HIGH RISK



**UNCLEAR GOALS**  
Vague goals make it hard to measure progress.

MEDIUM RISK



**NO ACCOUNTABILITY**  
No one is held responsible for results.

HIGH RISK



**NO ACTION**  
Data is reviewed but not used to drive change.

HIGH RISK



### FINISH STRONG.

Use data to celebrate progress, learn from challenges, and create momentum for continued success.



### YOUR NEXT STEP

Complete your data and accountability audit, close gaps, and set clear goals for the future.  
**Smart data. Strong decisions. Better schools.**



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 10





**EduQuencher**

**FOR SCHOOL LEADERS**

## LEADERSHIP REMINDERS



### EVERY DOLLAR COUNTS

Use resources wisely to maximize impact for students.



### TRANSPARENCY BUILDS TRUST

Keep stakeholders informed and show how funds are used.



### PLAN AHEAD

Strong financial planning helps avoid surprises and supports priorities.



### STEWARDSHIP MATTERS

Protect district assets and ensure long-term sustainability.



### ALIGN SPENDING WITH GOALS

Ensure spending supports your mission, vision, and goals.



### MONITOR & ADJUST

Track results, check assumptions, and adjust as needed.



### COMMUNICATION IS KEY

Engage your board, staff, and community in financial decisions.

*“Financial stewardship is not about balancing a budget. It's about balancing today's needs with tomorrow's opportunities.” — Unknown*

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# FINANCE & STEWARDSHIP

## PLAN WISELY. SPEND WISELY. SUCCEED.

Sound financial management supports student success, builds trust, and secures a strong future for your district.



### FINANCE & STEWARDSHIP CHECKLIST

- ☐ Review and understand the full budget.
- ☐ Ensure budget aligns with district goals and priorities.
- ☐ Monitor revenues and expenditures monthly.
- ☐ Review cash flow and fund balances.
- ☐ Ensure accurate and timely financial reporting.
- ☐ Review multi-year financial projections.
- ☐ Ensure compliance with state and federal laws.
- ☐ Review grants and special fund requirements.
- ☐ Evaluate spending for effectiveness and impact.
- ☐ Prioritize spending on teaching and learning.
- ☐ Review contracts for value and necessity.
- ☐ Monitor enrollment and its financial impact.
- ☐ Plan for capital needs and facility maintenance.
- ☐ Ensure proper purchasing and procurement practices.
- ☐ Review internal controls and segregation of duties.
- ☐ Conduct regular audits and follow up on findings.
- ☐ Manage debt responsibly and strategically.
- ☐ Build and maintain adequate reserves.
- ☐ Communicate financial information clearly.
- ☐ Seek feedback and input from stakeholders.



### GOOD STEWARDSHIP. STRONG FUTURE.

Wise financial decisions today build a better future for every student.



### FINANCIAL RISKS. MAJOR CONSEQUENCES.

- Budget deficits and cash flow problems
- Unplanned cuts to programs and staff
- Loss of trust and credibility
- Non-compliance and legal penalties
- Poor audit findings and repeat findings
- Inefficient spending and waste
- Inadequate reserves for emergencies
- Inability to invest in priorities
- Rising debt and interest costs
- Lost opportunities for funding
- Impact on student learning and success
- Long-term financial instability

### YEAR-END PRIORITIES



#### CLOSE THE BOOKS

Ensure all transactions are complete, reconciled, and accurate.



#### FINALIZE REPORTS

Complete reports, submit on time, and communicate results.



#### EVALUATE PERFORMANCE

Review financial performance and compare to goals and benchmarks.



#### ENGAGE STAKEHOLDERS

Share results, celebrate successes, and address challenges.



#### PLAN FOR NEXT YEAR

Set budget priorities, plan investments, and prepare for success.

### FINANCE & STEWARDSHIP RISK RADAR



**BUDGET DEFICIT**  
Spending exceeds revenues and reserves are insufficient.

HIGH RISK



**CASH FLOW ISSUES**  
Not enough cash to meet short-term obligations.

HIGH RISK



**NON-COMPLIANCE**  
Failure to follow laws, policies, or grant requirements.

HIGH RISK



**POOR INTERNAL CONTROLS**  
Weak controls increase errors, fraud, and financial loss.

HIGH RISK



**UNSUSTAINABLE SPENDING**  
Spending not aligned with enrollment or future needs.

MEDIUM RISK



**LACK OF TRANSPARENCY**  
Limited communication leads to mistrust and poor decisions.

MEDIUM RISK



### FINISH STRONG.

End the year with financial clarity, responsible stewardship, and a solid plan for the future.



### YOUR NEXT STEP

Complete your finance audit, address risks, and prepare a budget that supports your mission. **Strong finances. Strong schools.**



REVIEW.

RESOLVE.

RESET.

RISE.



REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 11





**EduQuencher**  
FOR SCHOOL LEADERS

## LEADERSHIP REMINDERS



### FOCUS ON GROWTH

Small, consistent improvements lead to big changes.



### EMPOWER OTHERS

Great leaders build leaders and share the credit.



### STAY ADAPTABLE

Embrace change, learn continuously, and stay flexible.



### MAKE IT COUNT

Your decisions today shape opportunities tomorrow.



### CARE DEEPLY

People don't care how much you know, until they know how much you care.



### COMMUNICATE WITH PURPOSE

Clear, honest, and timely communication builds trust.



### CELEBRATE PROGRESS

Recognize wins, big or small. They fuel motivation.

“

Continuous improvement is better than delayed perfection.

— Mark Twain

LEADERSHIP ★ OVERSIGHT ★ COMPLIANCE ★ ACCOUNTABILITY

# CONTINUOUS IMPROVEMENT

## LEARN. ADAPT. IMPROVE. LEAD.



A culture of continuous improvement helps your school grow, adapt, and achieve excellence every single day.



## CONTINUOUS IMPROVEMENT CHECKLIST

- ☐ Review goals and progress regularly.
- ☐ Gather feedback from students, staff, and families.
- ☐ Analyze data and identify strengths and gaps.
- ☐ Adjust strategies based on evidence and results.
- ☐ Celebrate wins and recognize contributions.
- ☐ Encourage innovation and new ideas.
- ☐ Provide professional learning opportunities.
- ☐ Collaborate and learn from other schools.
- ☐ Reflect on what's working and what's not.
- ☐ Set new, measurable goals for improvement.
- ☐ Monitor and track action steps.
- ☐ Document lessons learned and best practices.
- ☐ Maintain focus on student learning and growth.
- ☐ Adapt to changing needs and challenges.
- ☐ Build a culture of reflection and accountability.



**PROGRESS TODAY. EXCELLENCE TOMORROW.**

Keep improving. Keep leading.



## WHY IMPROVEMENT STALLS

- ✗ Fear of change and taking risks
- ✗ Complacency and resistance
- ✗ Lack of feedback and reflection
- ✗ Siloed teams and poor collaboration
- ✗ No clear process or plan
- ✗ Overfocus on problems, not solutions
- ✗ Lack of resources and support
- ✗ Not celebrating progress
- ✗ Short-term thinking
- ✗ Ignoring student voice



## YEAR-END FOCUS AREAS



- ✓ Reflect on the year's achievements
- ✓ Evaluate impact of key initiatives
- ✓ Identify strengths to build on
- ✓ Address gaps and challenges
- ✓ Set goals for next school year
- ✓ Plan for innovation and growth
- ✓ Celebrate your team and community
- ✓ Prepare for a stronger tomorrow!

## THE IMPROVEMENT CYCLE



### 1. ASSESS

Look at data, feedback, and evidence.



### 2. PLAN

Identify priorities and create an action plan.



### 3. ACT

Implement strategies and take action.



### 4. REVIEW

Measure results and reflect on what happened.



### 5. IMPROVE

Adjust, adapt, and do better next time.

## CONTINUOUS IMPROVEMENT RISK RADAR



**RESISTANCE TO CHANGE**  
Teams resist new ideas.

HIGH RISK



**LACK OF FEEDBACK**  
No input leads to blind spots.

HIGH RISK



**IGNORING DATA**  
Decisions made without evidence.

HIGH RISK



**POOR COLLABORATION**  
Working in silos limits success.

MEDIUM RISK



**SHORT-TERM FOCUS**  
Quick fixes limit long-term growth.

MEDIUM RISK



**NO CELEBRATION OF WINS**  
Teams lose motivation.

MEDIUM RISK

“The secret of change is to focus all of your energy, not on fighting the old, but on building the new.”

— Socrates



## STRONG LEADERS IMPROVE TOGETHER.

- ✓ Reflect often. Learn always.
- ✓ Lead with vision. Act with purpose.
- ✓ Empower others. Celebrate progress.
- ✓ Strive for better—every single day.



## YOUR NEXT STEP

- ✓ Complete your improvement audit
- ✓ Close gaps and address challenges
- ✓ Celebrate wins and share success
- ✓ Plan for a stronger next school year



REVIEW.



RESOLVE.



RESET.



RISE.



REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 12





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FOR SCHOOL LEADERS

## LEADERSHIP REMINDERS



### LISTEN FIRST

Listen actively and seek to understand before responding.



### BUILD RELATIONSHIPS

Strong relationships create a foundation for collaboration and success.



### COMMUNICATE CLEARLY

Share information early, often, and in ways people can understand.



### ENGAGE EVERYONE

Involve students, families, staff, and community in decision-making.



### SHOW EMPATHY

Lead with kindness and respect to build trust and strong connections.



### BE CONSISTENT

Follow through on commitments and communicate with consistency.



### FOCUS ON SOLUTIONS

Work together to find solutions that support student success.

*"The art of communication is the language of leadership."*  
— James Humes

LEADERSHIP • OVERSIGHT • COMPLIANCE • ACCOUNTABILITY

# ENGAGEMENT & COMMUNICATION

## CONNECT. COMMUNICATE. COLLABORATE.

Strong relationships and clear communication build trust, drive engagement, and support student success.



### ENGAGEMENT & COMMUNICATION CHECKLIST

- ☐ Develop a communication plan with key messages and channels.
- ☐ Identify and understand your audience's needs.
- ☐ Share information in multiple formats and languages.
- ☐ Communicate early and provide regular updates.
- ☐ Listen actively and encourage feedback.
- ☐ Hold regular meetings with staff and stakeholders.
- ☐ Engage families through meaningful outreach.
- ☐ Use surveys and feedback to guide decisions.
- ☐ Celebrate successes and share positive stories.
- ☐ Address concerns quickly and transparently.
- ☐ Maintain an open-door policy for all.
- ☐ Use digital platforms and social media effectively.
- ☐ Tailor messages to be clear, relevant, and concise.
- ☐ Build relationships through personal connections.
- ☐ Encourage two-way communication and dialogue.
- ☐ Provide opportunities for involvement and input.
- ☐ Recognize and appreciate contributions.
- ☐ Communicate during crises with honesty and care.
- ☐ Evaluate communication strategies and improve.
- ☐ Ensure communication aligns with district goals.
- ☐ Invest in communication skills for leaders and staff.
- ☐ Monitor engagement and adjust strategies.
- ☐ Foster a culture of respect and collaboration.
- ☐ Share the "why" behind decisions.



### CONNECTION CREATES COMMITMENT.

When we communicate and collaborate, we create a stronger school community.



### COMMUNICATION CHALLENGES. POTENTIAL IMPACTS.

- Misunderstandings and confusion
- Lack of trust and credibility
- Low staff and student morale
- Resistance to change
- Missed opportunities for input
- Delayed problem-solving
- Poor decision-making
- Disengaged families and community
- Negative perceptions
- Ineffective crisis management
- Lost time and resources
- Impact on student learning and success

### YEAR-END PRIORITIES



#### REVIEW & REFLECT

Evaluate communication efforts and engagement outcomes.



#### STRENGTHEN RELATIONSHIPS

Build trust and deepen connections with all stakeholders.



#### IMPROVE COMMUNICATION

Refine messages, channels, and frequency for better impact.



#### ENGAGE & COLLABORATE

Involve others in decisions and encourage ongoing feedback.



#### PLAN FOR GROWTH

Set goals to enhance engagement and communication next year.

### ENGAGEMENT & COMMUNICATION IMPACT RADAR



#### TRUST & RELATIONSHIPS

Strong relationships build trust and create a positive culture.

HIGH IMPACT



#### ENGAGEMENT

Engaged staff, students, and families drive better outcomes.

HIGH IMPACT



#### CLEAR COMMUNICATION

Clear, consistent messages reduce confusion and errors.

HIGH IMPACT



#### COLLABORATION

Working together leads to better ideas and solutions.

HIGH IMPACT



#### EFFICIENCY

Good communication saves time and resources.

MEDIUM IMPACT



#### REPUTATION

Positive communication strengthens district reputation.

HIGH IMPACT



### FINISH STRONG.

End the year by connecting, appreciating, and celebrating together. Strong relationships today build a better tomorrow.



### YOUR NEXT STEP

Review your communication plan, seek feedback, and set goals to engage and communicate even better next year. **Strong connections. Strong schools.**

REVIEW.

RESOLVE.

RESET.

RISE.



PAGE 12

REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 13





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FOR SCHOOL LEADERS

## LEADERSHIP REMINDERS



### RUN EFFECTIVE OPERATIONS

Streamline processes  
and use resources  
wisely.



### ENSURE SAFETY & SECURITY

Maintain a safe  
environment for  
students and staff.



### MANAGE PEOPLE WELL

Support, develop,  
and empower your  
team.



### MANAGE TIME EFFECTIVELY

Plan ahead and  
prioritize what  
matters most.



### OVERSEE FACILITIES

Keep facilities clean,  
functional, and  
well-maintained.



### USE DATA WISELY

Use data to inform  
decisions and  
drive improvement.



### SOLVE PROBLEMS PROACTIVELY

Anticipate challenges  
and take action  
before they grow.



### BUILD STRONG SYSTEMS

Create systems and  
processes that  
support consistency.

“Operations is doing  
things right; management  
is doing the right things.”

LEADERSHIP

OVERSIGHT

COMPLIANCE

ACCOUNTABILITY

# OPERATIONS & MANAGEMENT

## ORGANIZE. OVERSEE. OPTIMIZE.

Efficient operations and effective management ensure a safe, supportive,  
and productive learning environment for every student.



### OPERATIONS & MANAGEMENT CHECKLIST

- ☐ Develop and review standard operating procedures.
- ☐ Ensure policies and procedures are up to date.
- ☐ Monitor daily operations and address issues promptly.
- ☐ Maintain a safe and secure school environment.
- ☐ Conduct regular safety drills and risk assessments.
- ☐ Ensure compliance with health and safety regulations.
- ☐ Oversee facility maintenance and repairs.
- ☐ Manage budgets and control operational costs.
- ☐ Optimize the use of resources and supplies.
- ☐ Supervise and support staff effectively.
- ☐ Provide ongoing professional development for staff.
- ☐ Evaluate staff performance and provide feedback.
- ☐ Manage schedules, calendars, and deadlines.
- ☐ Improve processes and eliminate inefficiencies.
- ☐ Use data to monitor operations and outcomes.
- ☐ Communicate expectations clearly and consistently.
- ☐ Resolve conflicts and address concerns fairly.
- ☐ Ensure accurate record-keeping and documentation.
- ☐ Plan for emergencies and business continuity.
- ☐ Engage students and families in operations.
- ☐ Review operations regularly and seek improvements.
- ☐ Celebrate accomplishments and recognize efforts.



### WELL-MANAGED SCHOOLS THRIVE.

Strong operations create the conditions  
for great teaching and learning.



### OPERATIONAL RISKS. POTENTIAL IMPACTS.

- Safety incidents and liability
- Facility failures and disruptions
- Non-compliance and legal issues
- Budget overruns and waste
- Staff shortages and turnover
- Poor communication and confusion
- Inefficient processes and delays
- Data breaches and privacy risks
- Low morale and productivity
- Disruptions to teaching and learning
- Damage to reputation and trust
- Poor planning and unpreparedness

### YEAR-END PRIORITIES



#### EVALUATE OPERATIONS

Review processes, outcomes, and  
efficiency to identify improvements.



#### REVIEW SAFETY & SECURITY

Assess safety measures and update  
plans for next year.



#### SUPPORT STAFF

Conduct evaluations, plan professional  
development, and recognize efforts.



#### PLAN & BUDGET

Prepare budgets, allocate resources,  
and plan for capital needs.



#### SET GOALS

Set operational goals and priorities  
for the upcoming year.

### OPERATIONS FOCUS AREAS



#### SAFETY & SECURITY

Protect students  
and staff through  
proactive planning  
and training.

HIGH PRIORITY



#### HUMAN RESOURCES

Recruit, support, and  
retain a strong and  
dedicated team.

HIGH PRIORITY



#### FINANCIAL MANAGEMENT

Manage budgets  
responsibly and  
ensure fiscal health.

HIGH PRIORITY



#### FACILITIES MANAGEMENT

Maintain safe,  
clean, and efficient  
facilities.

HIGH PRIORITY



#### TIME & PROJECT MANAGEMENT

Use time wisely  
and complete  
projects on time.

MEDIUM PRIORITY



#### DATA & SYSTEMS

Use systems and  
data to drive  
decisions and  
improve outcomes.

HIGH PRIORITY



### FINISH STRONG.

End the year with organized operations,  
a strong team, and a clear plan  
for continued success.



### YOUR NEXT STEP

Review your operations, eliminate inefficiencies,  
and plan ahead. Strong operations.  
**Strong schools. Strong students.**

REVIEW.

RESOLVE.

RESET.

RISE.



PAGE 13

REVIEW.

RESOLVE.

RESET.

RISE.

PAGE 14



# PEOPLE & CULTURE

## SUPPORT. EMPOWER. SUCCEED TOGETHER.

A positive culture attracts, develops, and retains great people—creating the foundation for student success.

### LEADERSHIP REMINDERS



#### LEAD WITH PURPOSE

Keep the mission at the center of every decision.



#### VISION DRIVES DECISIONS

Align actions with your vision for student success.



#### OVERSEE WITH CARE

Strong oversight prevents problems and builds trust.



#### COMPLIANCE PROTECTS

Stay compliant to protect students, staff, and the district.



#### ACCOUNTABILITY MATTERS

Hold yourself and others accountable for results.



#### PEOPLE ARE OUR PURPOSE

Support, respect, and empower every member of your school community.



#### IMPROVE ALWAYS

Seek feedback, learn, and make improvements every day.

“Management is doing things right; leadership is doing the right things.”  
— Peter Drucker



### PEOPLE & CULTURE CHECKLIST

- ☐ Attract and hire high-quality employees.
- ☐ Provide effective onboarding and orientation.
- ☐ Offer ongoing professional learning and growth.
- ☐ Recognize and celebrate staff and student successes.
- ☐ Foster a culture of respect and belonging.
- ☐ Ensure fair treatment and equal opportunities.
- ☐ Support staff well-being and work-life balance.
- ☐ Gather and act on employee feedback.
- ☐ Encourage collaboration and teamwork.
- ☐ Communicate expectations clearly.
- ☐ Provide coaching and constructive feedback.
- ☐ Address concerns and conflicts promptly.
- ☐ Promote wellness and mental health supports.
- ☐ Develop leaders at all levels.
- ☐ Retain top talent and reduce turnover.
- ☐ Engage families and the community.
- ☐ Value diversity and cultural responsiveness.
- ☐ Empower staff to lead and innovate.
- ☐ Build trust through transparency and honesty.
- ☐ Create a positive, inclusive school climate.



#### OUR PEOPLE. OUR STRENGTH.

When we support and empower each other, we create a thriving school community.



### PEOPLE & CULTURE RISKS. POTENTIAL IMPACTS.

- High staff turnover and vacancies
- Low morale and disengagement
- Poor communication and misunderstandings
- Lack of trust and collaboration
- Unclear roles and expectations
- Insufficient professional growth opportunities
- Burnout and stress
- Unresolved conflicts
- Bias and inequity
- Negative school culture
- Impact on student learning and achievement
- Damage to reputation and community trust
- Difficulty attracting quality staff
- Loss of institutional knowledge
- Decreased productivity and effectiveness

### YEAR-END PRIORITIES



#### ASSESS CULTURE

Survey staff and students to understand culture strengths and areas for growth.



#### SUPPORT PEOPLE

Invest in professional learning, wellness, and recognition.



#### COMMUNICATE & CONNECT

Strengthen communication and relationships across all levels.



#### DEVELOP LEADERS

Grow leadership capacity and empower staff to lead.



#### PLAN AHEAD

Set goals and action steps to build an even stronger culture next year.

### PEOPLE & CULTURE IMPACT RADAR



#### STAFF WELL-BEING

Healthy, supported staff show up and stay strong.

HIGH IMPACT



#### COLLABORATION

Teams that work together create better outcomes.

HIGH IMPACT



#### PROFESSIONAL GROWTH

Learning and growth lead to greater confidence and results.

HIGH IMPACT



#### INCLUSION & EQUITY

Everyone feels valued, respected, and heard.

HIGH IMPACT



#### RECOGNITION

Celebrating wins boosts morale and motivation.

MEDIUM IMPACT



#### COMMUNITY PARTNERSHIPS

Strong relationships extend support and opportunities.

HIGH IMPACT



#### FINISH STRONG.

- ✓ Celebrate people and progress.
- ✓ Complete evaluations and reflections.
- ✓ Close the year with appreciation.
- ✓ Set a positive tone for next year.



#### YOUR NEXT STEP.

- ✓ Listen, learn, and act.
- ✓ Empower others to lead.
- ✓ Build a culture where everyone thrives.
- ✓ Strong people. Strong culture. Strong schools.



## LEADERSHIP REMINDERS



### LEAD WITH PURPOSE

Keep the mission at the center of every decision.



### EMPOWER OTHERS

Strong leaders build strong teams and future leaders.



### PROTECT WHAT MATTERS

Prioritize safety, well-being, and student success.



### USE DATA WISELY

Data informs decisions and drives improvement.



### BUILD TRUST

Be consistent, transparent, and fair in all you do.



### CELEBRATE WINS

Recognize progress and the people behind it.



### IMPROVE ALWAYS

Reflect, learn, and commit to being better every day.



### STUDENTS FIRST

Every action, every resource, every decision.

“Leadership is the capacity to translate vision into reality.”  
— Warren Bennis

# YOUR LEADERSHIP. THEIR FUTURE. OUR MISSION.

The School Leader Audit Guide is your roadmap to stronger schools.

**Review. Resolve. Reset. Rise.**

Do it regularly. Lead intentionally. Make a lasting impact.

### USE THIS GUIDE REGULARLY



Schedule routine self-audits throughout the year to stay on track, identify gaps early, and drive continuous improvement.

### SHARE WITH YOUR TEAM



Engage your leadership team and staff in honest conversations and collaborative problem solving.

### TAKE ACTION AND FOLLOW UP



Turn insights into action. Assign owners, set deadlines, and follow up to ensure accountability and results.



## STRONG LEADERS. STRONG SCHOOLS. STRONG COMMUNITIES.

When leaders commit to excellence in leadership, oversight, compliance, and accountability, students thrive and communities flourish.

## HOW THIS GUIDE HELPS YOU SUCCEED



### SEE WHAT MATTERS

Clear focus areas to guide your leadership.



### FIND WHAT NEEDS ATTENTION

Checklists and risk alerts help you identify gaps.



### TAKE MEANINGFUL ACTION

Priorities and next steps turn plans into progress.



### MEASURE IMPACT

Track results and celebrate growth.



### LEAD WITH CONFIDENCE

Make informed decisions for a better future.

## WE'RE HERE TO SUPPORT YOU!

EduQuencher is your partner in building exceptional schools. Access resources, training, templates, and expert support.



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## YOU MAKE THE DIFFERENCE.

Thank you for your leadership, your dedication, and your commitment to every student.

*Lead strong.  
Finish strong.  
Your students are counting on you.*

