



District Leadership Action Kit

For superintendents, cabinet members, and district leadership teams

End the meeting with a next step.

Use this kit inside a meeting you already hold. Connect one existing district priority to a specific next action, a coordinating owner, a due date, and evidence of completion.

BEFORE THE MEETING

Ask owners to update their action records in advance. Choose up to three items that need coordination or a decision. Routine updates can remain in the shared record. Use your district's authorized systems for sensitive matters.

0-3 MINUTES | Confirm what changed

Recognize completed work with evidence. Check the status date; an old “on track” label is not a current update.

3-11 MINUTES | Resolve the next obstacle

For each selected item, identify what is blocked, the decision or information needed, who can provide it, and by when.

11-15 MINUTES | Read back the commitments

Confirm the action, owner, due date, and completion evidence. Assign the follow-up message and next review. Schedule deeper work with only the people needed.

Keep the priority stable; make the next action specific.

“Improve family communication” is a priority. “Prepare one verified family calendar for review by November 6” is an observable next step.



Worked example: one family calendar

Fictional district scenario. Roles, dates, actions, and outcomes are illustrative.

PRIORITY → RESULT → NEXT STEP

Priority: make school information easier for families to find.

Desired result: families can locate key dates from one approved source.

Next step: communications lead prepares a consolidated calendar draft by November 6; principals verify their school entries.

Review date	Evidence / status	Next commitment
Nov 2	Blocked: one school has not verified its dates. Translation review is not yet scheduled.	Communications lead requests verification by Nov 4 and a translation timeline by Nov 5.
Nov 5	Decision needed: proposed Nov 9 publication precedes the confirmed review window.	Superintendent considers moving publication or narrowing the initial scope; decision due Nov 6.
Nov 6	Decision recorded: move publication from Nov 9 to Nov 12, subject to final checks.	Communications lead updates the team and records the revised due date and reason.

DO NOT CONFUSE OUTPUT WITH OUTCOME

Publishing the calendar completes the action only after dates, links, and required reviews are checked. It does not prove families can find what they need. Assign a later usability check through the district's approved feedback process.

The record keeps the original date, revised date, reason, and owner. A changed deadline should remain visible.



Working board: three priority actions

Meeting: _____ Date: _____ Facilitator: _____

Status choices: On track / At risk / Blocked / Decision needed / Complete (evidence checked).

ACTION 1 | Priority: _____

Next observable step: _____

Owner: _____ Due: _____ Status as of: _____

Status / dependency: _____

Evidence of completion / next review: _____

ACTION 2 | Priority: _____

Next observable step: _____

Owner: _____ Due: _____ Status as of: _____

Status / dependency: _____

Evidence of completion / next review: _____

ACTION 3 | Priority: _____

Next observable step: _____

Owner: _____ Due: _____ Status as of: _____

Status / dependency: _____

Evidence of completion / next review: _____

One coordinating owner per action. Keep supporting documents in the authorized location; record a reference here.



Bring a decision, not just a blocker

Use when an action needs a choice or authority beyond the coordinating owner.

Decision needed, decision-maker, and due date

State the choice in one sentence. What happens if no decision is made by that date?

Verified facts and constraints

What evidence supports the request? Include document references, dates, capacity, timing, and missing information.

Compare	Option A	Option B
What would we do?		
Benefit and tradeoff		
Cost / capacity / timing*		

*Label estimates and unknowns. Note one-time and ongoing effects when relevant; attach supporting calculations.

Recommendation and authority check

Which option is recommended, why, and who is authorized to decide? Record any further approval needed.

Decision / reason: _____ Decided by / date: _____

Follow-up action / owner / due: _____



Write the follow-up people can use

Internal message templates | Replace brackets with verified information before sending.

AFTER THE MEETING

Priority: [existing goal].
Agreed next action: [observable task].
Coordinating owner: [name / role]. Contributors: [roles].
Due date: [date]. Completion evidence: [document / check].
Decision or dependency: [what / who / by when].
Next review: [date]. Record location: [authorized link].

WHEN AN ACTION IS BLOCKED

"[Action] is blocked by [specific missing input or decision]. We need [request] from [owner] by [date]. The effect on the next step is [verified effect]. If unresolved, [named lead] will review the issue on [date]."

WHEN A DUE DATE CHANGES

"Original due date: [date]. Revised due date: [date]. Reason: [verified reason]. [Authorized role] confirmed the revision on [date]. The coordinating owner remains [owner / new owner]. We will check progress on [date]."

Before sending

- ☐ Does the recipient know what they need to do?
- ☐ Does the message match the action record?
- ☐ Does the link work for authorized recipients?
- ☐ Is sensitive case information kept in the appropriate system?
- ☐ Is someone responsible for communicating the decision to affected teams?



Close the action. Check the result.

Completion record | Action reference: _____

1. What was delivered, and where is the evidence?

Name the output, its date/version, and the authorized record location. A verbal "done" needs a check.

2. Who checked it against the agreed completion criteria?

Reviewer / date / checks performed. Record unresolved items rather than marking them complete.

3. Who received the handoff?

Receiving owner, communication date, ongoing responsibility, and next step. Confirm the handoff was understood.

4. Did the action help achieve the intended result?

Outcome check / evidence source / owner / date. If it is too early to tell, schedule the check; do not claim success yet.

Disposition: ☐ Complete ☐ Continue ☐ Revise ☐ Stop with recorded reason

Reason / next action: _____

Owner: _____ Next check: _____

This coordination tool does not replace formal minutes, approvals, or district records. Keep personnel, student, security, and privileged details in authorized systems.