**End-of-Year Stepback Agenda**

*This resource provides a sample agenda for a three-hour, end-of-year stepback meeting.*

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| **Time** | **Session** |
| 10 min | **Opening*** Review team norms.
* Invite attendees to share one part of their curriculum experience that they feel proud of.
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| 30 min | **Review Data – Celebrations** * Where did we meet our goals? (look at data)
* Why did we meet them? (What were the drivers of success?)
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| 30 min | **Review Data – Challenges** * Where did we miss our goals? (look at data)
* What held us back from meeting those goals? (Consider factors like time, budget, knowledge, training, etc.)
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| 60 min | **Planning for Next Year*** What do we want to do differently next year?
	+ Review improvement lists from quarterly stepbacks.
* What do we want to continue doing next year?
* How will we support students, teachers, and leaders next year?

**When planning for next year, consider the following categories:*** Training for new teachers (new to the district, subject area, or grade level that uses the curriculum)
* Training for veteran teachers
* Training for teachers and leaders who need additional support in understanding or using the curriculum (those who struggled in Year 1)
* Coaching
* Collaborative planning for teachers
* Ongoing support for principals and coaches
* Systems that support the curriculum, like grading, assessment, and scheduling
* Expectations for teacher planning, like pacing and when teachers can make modifications to the materials
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| 15 min | **Priority Areas for Next Year*** Of all the improvements we brainstormed in the previous section, what are the 2-3 focus areas we’ll prioritize as a system next year?
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| 30 min | **Goal Setting and Project Planning for Next Year****Goals*** What are our goals for next year?
* How will we measure them?

**Projects*** Based on our priorities, what are the projects we will tackle next year?
* What will success look like for each project?
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| 5 min | **Closing*** What are our immediate next steps from this meeting?
* What do we need to communicate to others from this meeting and how will we communicate?
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