

## End-of-Year Stepback Agenda

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

### Curriculum Support End-of-Year Stepback Meeting Agenda

Month Day, Year

Meeting Time

#### Goals:

- Analyze summative data and data not available during the school year.
  - Disaggregate data to evaluate for, “equity, specifically for students in poverty, students of color, students with disabilities, and English language learners” (Instruction Partners, 2019).
- Reflect on areas of improvement identified throughout the school year.
- Examine systems and processes used to support implementation.
- Identify 2-3 areas of improvement for the upcoming school year.
- Revise implementation goals and revisit roles and responsibilities according to areas of improvement for following school year.
- Plan how to communicate changes and celebrate successes with stakeholders.

#### Agenda:

Time	Session
10 min	<b>Opening</b> <ul style="list-style-type: none"><li>• Review team norms.</li><li>• Invite attendees to share one part of their curriculum experience for which they are proud.</li></ul>
20 min	<b>Review Data – Celebrations</b> <ul style="list-style-type: none"><li>• Where did we meet our goals? (Look at data.)</li><li>• Why did we meet them? (What were the drivers of success?)</li></ul>
20 min	<b>Review Data – Challenges</b> <ul style="list-style-type: none"><li>• Where did we miss our goals? (Look at data.)</li><li>• What held us back from meeting those goals? (Consider factors like time, budget, knowledge, training, etc.)</li></ul>
15 Min.	<b>Review Data – Equity</b> <ul style="list-style-type: none"><li>• Disaggregate data to evaluate for equity.</li></ul>
60 min	<b>Planning for Next Year</b> <ul style="list-style-type: none"><li>• What do we want to do differently next year?<ul style="list-style-type: none"><li>○ Review improvement lists from quarterly stepbacks.</li></ul></li></ul>

Time	Session
	<ul style="list-style-type: none"> <li>What do we want to continue doing next year? <ul style="list-style-type: none"> <li>What systems/process served us well? What might we change?</li> </ul> </li> <li>How will we support students, teachers and leaders next year? <ul style="list-style-type: none"> <li>Do we need to shift roles and/or responsibilities?</li> </ul> </li> </ul> <p><b>When planning for next year, consider the following categories:</b></p> <ul style="list-style-type: none"> <li>Training for new teachers (new to the district, subject area, or grade level that uses the curriculum)</li> <li>Training for veteran teachers</li> <li>Training for teachers and leaders who need additional support in understanding or using the curriculum (those who struggled in Year 1)</li> <li>Coaching</li> <li>Collaborative planning for teachers</li> <li>Ongoing support for principals and coaches</li> <li>Systems that support the curriculum, like grading, assessment and scheduling</li> <li>Expectations for teacher planning, like pacing and when teachers can make modifications to the materials</li> </ul>
15 min	<p><b>Priority Areas for Next Year</b></p> <ul style="list-style-type: none"> <li>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?</li> </ul>
30 min	<p><b>Goal Setting and Project Planning for Next Year</b></p> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>What are our goals for next year?</li> <li>How will we measure them?</li> </ul> <p><b>Projects</b></p> <ul style="list-style-type: none"> <li>Based on our priorities, what are the projects we will tackle next year?</li> <li>What will success look like for each project?</li> </ul>
5 min	<p><b>Closing</b></p> <ul style="list-style-type: none"> <li>What are our immediate next steps from this meeting?</li> <li>What do we need to communicate to others from this meeting and how will we communicate? <ul style="list-style-type: none"> <li>How should we celebrate successes with stakeholders?</li> </ul> </li> </ul>