**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. |
| 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?) |
| 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.) |
| 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 |
| 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? |
| 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? |
| 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? |