

Agenda for Determining Pacing

This resource is a sample agenda that can be used to support teacher leaders in determining pacing guidance for the new materials.

Goals:

- Set clear expectations for how teachers should follow the curriculum pacing guides.
- Set clear expectations for when and how teachers can make modifications to the curriculum.
- Make a plan to communicate all expectations to teachers.
- Create opportunities for teachers to provide feedback on plans for scheduling, pacing, and use.

Agenda:

- 9:00–9:30 a.m.—Opening, icebreaker, norms, and purpose setting
- 9:30–10:30 a.m.—Review curriculum pacing guides provided by the developer
- 10:30–11:30 a.m.—Discuss pros and cons of different pacing options and make a choice
 - No pacing guidance
 - Setting pacing at the lesson level
 - Setting pacing at the unit level
- 11:30 a.m.–12:00 p.m.—Lunch
- 12:00–12:30 p.m.—Set clear expectations for how teachers should follow the pacing guides
- 12:30–1:30 p.m.—Set clear expectations for when and how teachers can make modifications to the curriculum
- 1:30–3:30 p.m.—Begin drafting grade-level curriculum guides
- 3:30–4:00 p.m.—Next steps:
 - How will we communicate the pacing expectations to the teachers?
 - What opportunities will we provide for teachers to provide feedback on plans for scheduling, pacing, and use?
 - Establish a timeline for completing the drafts and communicating the information to teachers.