

Agenda for Planning the Selection Process

This resource outlines a sample agenda to guide the first meeting of the Selection Team.

Meeting goals:

- Determine how the final curriculum decision will be made
- Map the schedule of events
- Design the process for forming the Review Committee
- Plan for communicating with stakeholders

Agenda Item/Timing	Guiding Questions and Activities
Welcome (20 mins)	Introductions • Share purpose of the Selection Team • What are your wishes for this curriculum selection process? • Jot independently and share as a group
Co-construct team norms (10 mins)	• Discuss norms we need to guide our work • Chart agreed-upon norms
Process must-haves (30 mins)	Discuss and record processes that are must-haves for us (e.g., state laws, bargaining agreements, board policies).
Piloting a resource (45 mins)	Do we want to pilot materials? • Read Guidance on Pilots and Selection • Discuss pros and cons for our schools • Plan for next steps
Final decision process (30 mins)	• How will the final decision be made? ◦ Read Selection Decision-Making Approaches ◦ Discuss best approach for our schools • When do we need to have our final decision set? ◦ Reference Selection Pacing Schedules to determine best timeline approach ◦ Set date
Map schedule of events (60 mins)	What key events do we want to include in our selection process timeline? • Read Description of Selection Events • Discuss must-haves • Draft a timeline (use Selection Pacing Schedules document as guidance)

Review Committee (60 mins)	● Share purpose of the Review Committee ○ Adapt job description (reference Review Committee Job Description for adaptation) ○ Flag key dates/events for Review Committee on our timeline ● Discuss process for recruiting/selecting the Review Committee ○ How many committee members do we need? ○ How can we ensure that the committee includes perspectives from across the community? ○ How can we communicate this opportunity? ● Determine who will be the Review Committee owner to plan next steps
Stakeholder communication (60 mins)	Who are our key stakeholder groups and what will they want to know? ● Chart key stakeholders (reference Stakeholders for Selection) ● List channels of communication currently in place and channels needed ● Generate possible questions from each stakeholder group ● Plan next steps for communication
Next steps (20 mins)	Review today's agenda and notes. Which topics need more time and/or follow up before our next meeting? ● Create sub-committees to address unfinished topics as needed ● Review draft timeline with owners and deadlines ● Next meeting will be [DATE] and key topics will be: ○ Review Committee selection ○ Initial trainings ○ Stakeholder communication
Closing (5 mins)	What about this curriculum selection process excites you the most?