

End-of-Year Stepback Agenda

This resource provides a sample agenda for a three-hour, end-of-year stepback meeting. This meeting can be completed in two parts—one part focused on data review (Key Action III.3.B) and one part focused on planning for the next year (Key Action III.3.C).

Time	Session
10 mins	Opening - Review team norms. - Invite attendees to share one part of their curriculum experience that they feel proud of.
30 mins	Review Data—Celebrations (Key Action III.3.B) - Where did we meet our goals? (look at data) - Why did we meet them? (What were the drivers of success?) - Beyond the goals we set, what other successes did we have this year? (What were the drivers of those successes?)
30 mins	Review Data—Challenges (Key Action III.3.B) - 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.) - Beyond those specific goals, what other challenges did we encounter this year?
60 mins	Planning for Next Year (Key Action III.3.C) - What worked well this year that we want to keep doing next year? What parts of our plan should stay the same? - What improvements do we want to make next year? - Review the improvement list from quarterly stepbacks. - What are our goals for this next year of implementation? How will we measure them? How will we know we have been successful? 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, such as grading, assessment, and scheduling • Expectations for teacher planning, such as pacing and when teachers can make modifications to the materials
15 mins	Priority Areas for Next Year (Key Action III.3.C) • Of all the improvements we brainstormed in the previous section, what are the two to three focus areas we'll prioritize as a system next year?
30 mins	Goal Setting and Project Planning for Next Year (Key Action III.3.C) 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 mins	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?