

Quarterly Stepback Agenda and Email

This resource provides goals, a sample agenda, and a sample email for a Quarterly Stepback Meeting.

Curriculum Support Quarterly Stepback Meeting Agenda

[Month Day, Year]

[Meeting Time]

Goals:

- Use data to build a shared understanding of the successes and challenges of curriculum support in the last quarter
- Identify drivers of successes and challenges
- Use successes, challenges, and drivers to plan support for the upcoming quarter

Agenda:

Time	Session
15 mins	Welcome and opening <ul style="list-style-type: none">• Goals and agenda review• Review norms for the group• Opening round:<ul style="list-style-type: none">◦ What is the most exciting thing you have seen in curriculum support in the last few weeks?◦ What are you worried about?
30 mins	Data review <ul style="list-style-type: none">• Compile and share data from various stakeholder groups, including observations, teacher feedback, and principal feedback.
30 mins	Synthesize successes and challenges <ul style="list-style-type: none">• Discuss and chart the questions below:<ul style="list-style-type: none">◦ Based on the data shared and your experiences, what have been the successes in curriculum support over the last quarter?◦ Based on the data shared and your experiences, what have been the challenges in curriculum support over the last quarter?
30 mins	Identify drivers of trends in successes and challenges <ul style="list-style-type: none">• Discuss and chart the questions below:<ul style="list-style-type: none">◦ When we look at the areas of success, what was the driver (e.g., practices, resources, process) for each one?◦ When we look at the areas of challenges, what was the driver (e.g., practices, resources, process) for each one?
45 mins	Planning for next quarter <ul style="list-style-type: none">• Choose which challenges to focus on in support next quarter.

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	<ul style="list-style-type: none"> Review and adjust implementation plan for the next quarter with an eye toward addressing the identified challenges.
15 mins	Closing and reviewing next steps

Sample email to send to quarterly stepback participants

Hi team,

I'm excited to see you all next week for our quarterly stepback meeting! Please remember to bring any notes or data on challenges and successes to inform our discussion. The agenda and goals for our time together are attached. Please let me know if you have any questions. To prepare for the meeting, please review the agenda and jot down notes and reflections around the “synthesize successes and challenges” section.

Best,

Attachment: Agenda