**End-of-Year Stepback Guidance and Materials**

*This resource provides an overview of options for stepping back with a range of stakeholders at the end of the year.*

Some leaders opt to do a series of stepback meetings with different groups of stakeholders. The following chart lists potential groups to meet with.

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| **Stakeholder Group** | **Why meet with this group?** |
| Teachers | Teachers are on the front lines of curriculum implementation. They deserve to hear the results of their work firsthand and will also have valuable insights and suggestions improvement based on their experiences.  |
| Students | Like teachers, students experienced the curriculum first hand and will have insights about the strengths and weaknesses of the materials. Students may also have a sense of where teachers excelled with the curriculum and where teachers may still need extra support. Students may be less interested in hearing about the goals schools set and how the final data compared; the purpose of a student focus group would be to hear more about their personal experiences with the materials and what they’d like to see change and stay the same the following year.  |
| Coaches, principals, and other leaders who regularly observed in classrooms | Leaders who observed regularly in classrooms will likely have insights that help explain the trends in data. Principals, coaches, and other regular observers are the ones who can say, “that result makes sense, because in classrooms I saw students doing XYZ” or “that result is surprising because, when I observed, students and teachers seemed to be getting it – is there another piece of data we can look at that can help explain the full story?” Coaches and principals will also be able to make recommendations for supports that will help students and teachers improve.  |
| Family and community members | While family and community members may have limited classroom expertise, their investment in the curriculum implementation process is important. Inviting family and community members to stepback meetings sends the message that they are a valued member of the process. They may offer creative solutions to challenges and consider ways that the outside-of-school community can support students and teachers with the new materials.  |

**Meeting Agenda**

* Quickly explain the goals that were set at the beginning of the year for curriculum implementation and why you set those goals.
* Share data from the year and explain which goals were met.
* Identify successes and discuss what led to these successes.
* Identify areas of challenge and what contributed to these challenges.
* Identify the challenges that are most worth addressing in the upcoming year.
* Discuss specific actions the district can take to address these challenges.

*To help identify successes and challenges, consider asking questions from the following lists.*

**Possible Focus Group Questions**

Teacher Questions

* Which supports were most helpful to you this year as you were learning how to use the materials?
* Were there times when you wanted more support? What could that support have looked like?
* What recommendations do you have for how we can best support teachers next year?
* What recommendations do you have for how we can best support our new teachers who will be using the materials for the first time this upcoming year?
* Anything else you’d like to share?

Leader Questions

* Which supports were most helpful to you this year as you were learning how to use and support the materials?
* Were there times when you wanted more support? What could that support have looked like?
* What recommendations do you have for how we can better support teachers next year?
* What recommendations do you have for how we can better support leaders next year?
* What recommendations do you have for how we can best support our new leaders who will be supporting the materials for the first time this upcoming year?
* Anything else you’d like to share?

Student Questions

* How did the new materials help you learn?
* What did your teacher do that helped you learn?
* When was it hard to learn? Why?

Family and Community Member Questions

* How did the curriculum help the students you know learn?
* What did teachers do that helped students learn?
* When was it hard for the students you know to learn? Why?

*Some leaders may also choose to host focus groups rather than stepback meetings with stakeholders. Focus groups do not include an explanation of goals and data, but rather prioritize asking questions and listening to responses. Focus groups can provide additional information to leaders who are looking for more feedback that can help explain the trends in data.*

**Sample Email**

Dear [name of stakeholder group],

As you know, we recently wrapped up another school year. Every year is exciting as teachers, leaders, and students learn new things and grow in new ways. This past year was especially exciting for us as we adopted and implemented a new curriculum, Eureka Math. As we reflect on our first year with Eureka, we’d like your help. We want to invite you to a meeting where we “step back”, look at data and feedback together, celebrate the successes we had with the curriculum, and talk openly about improvements we can make. We think talking about our progress together will help us come up with the best ideas for moving forward.

This stepback meeting will be on [*date and time*] at [*location*]. At this meeting, we’ll do the following:

* review the curriculum goals we set for ourselves at the beginning of the year
* look at summative data from the whole school year
* celebrate the goals we met
* identify the places where we fell short
* discuss where we can improve
* name specific actions we can take to get better

There is nothing you need to do to prepare for this meeting. Just be ready to share your insights and ideas!

Sincerely,

*Name*