**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:**

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| **Time** | **Session** |
| 15 min. | **Welcome and Opening**   * Goals and agenda review * Review norms for the group * Opening round:   + What is the most exciting thing you have seen in curriculum support in the last few weeks?   + What are you worried about? |
| 30 min. | **Data Review**   * Compile and share data from various stakeholder groups including observations, teacher feedback, principal feedback, etc. |
| 30 min. | **Synthesize Successes and Challenges**   * Discuss and chart the questions below:   + 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 min. | **Identify Drivers of Trends in Successes and Challenges**   * Discuss and chart the questions below:   + When we look at the areas of success, what was the driver (practices, resources, process, etc.) for each one?   + When we look at the areas of challenges, what was the driver (practices, resources, process, etc.) for each one? |
| 45 min. | **Planning for Next Quarter**   * Choose which challenges to focus on in support next quarter * Review and adjust implementation plan for the next quarter with an eye toward addressing the identified challenges |
| 15 min. | **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 is attached. Please let me know if you have any questions. In preparation for the meeting, please review the agenda and jot down notes and reflections around the “Synthesize Successes and Challenges” section.

Best,

Attachment: Agenda