**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

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| **Agenda Item/Timing** | **Guiding Questions & Activities** |
| Welcome (20 mins) | * Introductions * Share purpose of the Selection Team * What are your wishes for this curriculum selection process?   + Jot independently & share as a group |
| Co-construct team norms (10 mins) | * What norms do we need to guide our work?   + Discuss & chart agreed-upon norms |
| Process must-haves (30 mins) | * What process must-haves exist for us (i.e. state laws, bargaining agreements, board policies)?   + Discuss and record |
| Piloting a resource (45 mins) | * Do we want to pilot materials?   + Read [Guidance on Pilots and Selection](https://curriculumsupport.org/resource/guidance-on-pilots-and-selection/)   + Discuss pros and cons for our district   + Plan for next steps |
| Final decision process (30 mins) | * How will the final decision be made?   + Read [Selection Decision-Making Approaches](https://curriculumsupport.org/resource/selection-decision-making-approaches/)   + Discuss best approach for our district * When do we need to have our final decision set?   + Reference [Selection Timelines](https://curriculumsupport.org/resource/selection-timelines/) to determine best timeline approach for our district   + 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](https://curriculumsupport.org/resource/description-of-selection-events/)   + Discuss must-haves   + Draft a timeline (use [Selection Timelines](https://curriculumsupport.org/resource/selection-timelines/) document as guidance) |
| Review Committee (60 mins) | * Share purpose of the Review Committee   + Adapt job description (reference [Review Committee Job Description](https://curriculumsupport.org/resource/review-committee-job-description/) for adaptation)   + Flag key dates/events for Review Committee on our timeline * Recruiting and selecting the Review Committee   + How many committee members do we need?   + How can we ensure diversity?   + How can we communicate this opportunity?     - Discuss and determine Review Committee owner to plan next steps |
| Stakeholder communication (60 min) | * Who are our key stakeholder groups and what will they want to know?   + Chart key stakeholders (reference [Stakeholders for Selection](https://curriculumsupport.org/resource/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 min) | * 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 XXX and key topics will be:   + Review Committee selection   + Initial trainings   + Stakeholder communication |
| Closing (5 min) | * What about this curriculum selection process excites you the most? |