**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
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| Co-construct team norms (10 mins) | * What norms do we need to guide our work?
	+ Discuss & chart agreed-upon norms
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| Process must-haves (30 mins)  | * What process must-haves exist for us (i.e. state laws, bargaining agreements, board policies)?
	+ Discuss and record
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| 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
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| 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)
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| 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
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| 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?
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