The recommended participants by position for the work sessions and building specific focus groups (if applicable) include:

|  |  |
| --- | --- |
| **Work Session(s)** | **Building Specific Focus Group(s)** |
| ●Principal from each level  ●Assessment coordinator  ●Curriculum/Instruction coordinator  ●PTA/Parent representatives  ●School board representatives  ●Community leaders representing various racial/ethnic groups  ●Superintendent  ●Title/LAP Director  ●Bi-Lingual/ELL Director  ●Special Education/Services Director  ●School/District Improvement Facilitator | ●Counselor  ●Special Education teacher(s)  ●General Education teacher(s)  ●Building principal  ●Parent(s)  ●School psychologist  ●Related service personnel |

**District Work Session(s):**

◘ Invite up to 15 participants for each scheduled work session.

◘ If the district has an existing leadership/management team, members should be invited.

◘ Participants need to set aside time for an extended work session.

◘ Personnel may participate in more than one type of work session, though this should be somewhat limited to help ensure broad input and representation.

◘ Participants should be representative of elementary, intermediate, and secondary programs, if at all possible.

**Building Specific Focus Group(s): (if applicable)**

◘ Invite up to 10 participants for each scheduled focus group.

◘ Participants need to set aside time for a 60-minute session.

◘ Participants should be knowledgeable about building level practices relative to the specific domains of the focus group they are attending.