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.