

**TO:** Connie Martin  
**From:** Glenn Koocher  
**RE:** Possible Focus Groups  
**DATE:** February 21, 2019

The following constituencies often want to meet. I suggest picking 2-3 dates for focus groups and schedule the meetings throughout the day.

<b>Dates Available:</b>	<b>March 12 (Tues)</b>	<b>March 13 (Weds)</b>	<b>March 14 (Thurs)</b>
	<b>March 18 (Mon)</b>	<b>March 21 (Thurs)</b>	<b>March 25 (Mon)</b>

Focus groups are often held with:

**Parents/Community at Large**

- *Early Parents (on way to work)* 9:00 a.m.
- *After School (Pick Up)* 2:00 – 4:00
- *Pre-Dinner* 5:00 – 6:30
- *After Dinner* 7:00 – 9:00

**Teachers at Various Levels**

(Drop In at Library: 11:00 – 2:00)

General Session: 2:30 – 4:30

**Central Office Administrators**

During School Day (Usually Morning)

**Principals**

Flexible

**Administrative Support Personnel**

During School Day (Varies)

**City Hall Leaders**

During Day or Early Evening

**Specific Special Interest Groups**

As Works for Groups

- Special Education
- Racial, Ethnic, Linguistic
- Arts Community
- Friends of Sports
- Social and Emotional Caucus

**Union Building Reps** (March 12 – 3:30) 169 Merrimack Street – 4<sup>th</sup> Floor (Requested)

**Other Union Reps** To Be Determined

Sample Focus Group Schedule:

Day One:	(March 12)	Day 2:	(March 13)	Day3:	(March 14
9:00 a.m.	Early Parents/Community	9:00	Elementary Principals	9:00	Admin. Support Staff* and Union Reps
11:00	Central Office Administrators	10:30	7-12 School Principals	10:00	Other Admin (Custodians/Cafeteria)*
12:15 – 1:30	Teacher Drop in at high school library	11:00	Department Heads	11:00	City Hall Officials (City Mgr./etc.)
1:30 – 2:30	Principals/Assistant Principals	12:30 – 2	Library Open Drop IN	12:30	Library Drop In
2:45 – 4:15	Union Reps (Teachers)	2:30 – 4:00	Teachers (All or Specific Level)	2:30	Paraprofessionals and Teachers
6:30	Special Education PAC	4:15 – 6:00	Bilingual PAC	3:30	Other PAC/Advocacy Constituency
7:30 – 9:00	General Public	6:30 – 8:00	General Public	4:30 – 8:00	Parents and Public at Large

In addition, customized focus group meetings could take place at the request of the school committee as constituencies request them. They can be scheduled as needed.

\* Union Representatives might participate as well.