# of participants: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Start: \_\_\_\_\_\_ Time End: \_\_\_\_\_\_\_

**(Internal Agenda**: welcome, introduction, review of goal of the meeting, review of ground rules, questions and answers, wrap up.)

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| **Note to Moderator:** Be mindfulthat you have **approximately an hour** to get to the last question**.** Be artfully clear that we must abide by basic “**ground rules”** to respect the neutrality of the process.  |

**Introduction:**

“Thank you for coming today and please sign-in” (sign-in sheets attached). We promise confidentiality. The sign-in sheets are only for the purpose of our report-writing—to know who participated. No names are attached to comments made. Plus, the information is aggregated into a larger report that just lists teachers and staff.

(Internal: Facilitator will start by introducing him/herself by name and title, staff of Children’s Aid Society/NCCS, and mention # years involved in community schools.)

“As mentioned in the general session, the purpose of this focus group is to get your feedback on ideas on what is working best at Louise A. Spencer School and what could be improved or changed to better support the learning and development of the children and families here. Because the session is a one-time occurrence and timed, we start with some basic **Ground Rules:**

1. **It's important that all group members participate as much as possible,**
2. **We value all information as your opinion and perspective, there are no “right or wrong” answers ,**
3. **There is absolutely no judgment by us or by anyone else in the group, we value all feedback,**
4. **We want to keep focused on three key areas of interest: Academics; Social/Emotional and Expanded Learning; Health (including Mental Health); and Parent/Family Engagement.”**

“We have this opportunity through an initiative led by the Newark Mayor and School District to organize schools and community resources around student success. So first we need to understand **the current resources and needs of your school**. The information you provide will be used to identify strategies to enhance the support students and their families receive through the school.

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| **Note to Moderator:** At the end of the focus group, **briefly mention** that “this is not a promise to provide all the things listed but to get a sense of the primary needs for families and youth and to incorporate what we can to support them”. |

**If time permits: take some Questions and Answers:**

**Wrap-up** *“Please let us know if you would be interested in continuing to work on this effort and provide us with your contact information on the sign-in sheet”*

 **THANK EVERYONE FOR ATTENDING**

**Focus Group Report Template:**

**Topic: Academics**

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| --- | --- |
| **Questions**  | **Responses** |
| **What do you see as the strengths of your school’s academic program?**  |  |
| **What could be improved?** |  |
| **What supports and resources do you need to improve the quality of teaching and learning?** |  |
| **Do you feel that there is a culture of shared leadership and accountability at school around planning and decision making?** |  |
| **Other:** |  |

**Topic: Parent/Family Engagement**

|  |  |
| --- | --- |
| **Questions**  | **Responses** |
| **What does Louise A. Spencer School do to welcome families?** |  |
| **How are families involved in the school’s planning and decision making?** |  |
| **Do you think parents feel comfortable speaking with their child’s teacher about issues? Do teachers feel comfortable speaking with parents about issues?** |  |
| **What other supports do parents need for themselves to be able to help their child learn and grow?** |  |
| **Other:**  |  |

**Topic: Health and Wellness**

|  |  |
| --- | --- |
| **Questions**  | **Responses** |
| **As a K-8 school, how does Louise A. Spencer support its students during the transition from pre-school to K, from Elementary to middle school and from middle school to high school?** |  |
| **How well is the school meeting the health and mental health needs of its children? What, if any, needs are not being met?** |  |
| **Does Louise A. Spencer create a safe environment for learning and development?** |  |
| **Other:** |  |

**Topic: Expanded Learning Opportunities**

|  |  |
| --- | --- |
| **Questions**  | **Responses** |
| **Do students take advantage of the afterschool and summer enrichment programs?** |  |
| **Does the afterschool program expand learning beyond what happens during the school day?** |  |
| **Does the afterschool program provide additional supports and experiences to help children reach their full potential?** |  |
| **Other:** |  |

**Topic: Wrap up Question**

|  |  |
| --- | --- |
| **Questions**  | **Responses** |
| **In three years, what will your community school look like?** |  |