

## **APPENDIX D**

### **TOPICS TO BE COVERED IN PHONE CALLS AND SITE VISITS**

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Immediately after the evaluation grants have been awarded, we will begin the process of ensuring grantees successful participation in the evaluation. In addition to sending a notification letter (Appendix A) and an information sheet (Appendix B), we will be calling grantees and conducting an in-person meeting with key stakeholders.

**Initial and Follow-up calls.** Within a week of sending the notification materials, an evaluation team member will call the grantee to identify the appropriate contact. The goals of these phone calls will be to:

1. Briefly describe the study
2. Answer any immediate questions
3. Confirm the district's agreement to participate
4. Arrange for an in-person visit with all key stakeholders in the district

**In-person meeting.** We will meet with all key stakeholders during a visit to the district. The meeting may include the grant representative, principals, human resources personnel, and union leadership. The goals and topics that will be covered during the first in-person meeting are:

1. Review the districts' planned PBCS and determine if the PBCS meets the study requirements; and if it does not, develop a plan to work with the district to construct one that will
2. Review the data requirements and determine the districts' infrastructure to measure student achievement gains
3. Discuss the technical assistance (TA) available and develop a plan to provide the necessary TA