

Attachment I. MESA approach interview 1: Pre-equity audit leadership team interview protocol

Note – text in italics is not to be read aloud.

The Making Equitable Schools Audit (MESA) research team will use the following protocol to conduct series of 30-minute interviews with audit participants and school leaders in order to answer research questions on the usability, feasibility, and acceptability of MESA. Interviews will be conducted after the 3 equity audit sessions have been completed and at the midpoint and end of the leadership coaching. For the equity audit, the interviews will be conducted with a sample of participating school leaders (up to four leaders) and a sample of participating teachers, non-instructional staff, and community members (up to four respondents). For the leadership coaching, the interviews will be conducted with participating school leaders (up to five leaders).

Participant name:		Interview date:	
Participant school:		Start time:	
Interviewer name:		End time:	

Introduction

Thank you for agreeing to participate in this interview. The purpose of the interview is to collect information about your experiences so far in participating in the MESA approach. Your feedback is important to us and will help MESA facilitators and coaches understand how the approach is working and how the audit and coaching sessions can be improved.

REL Midwest will maintain and protect the confidentiality of your responses. We will not use your name, the name of your school, or any information that could be used to identify you in any written reports based on the data. Your participation is voluntary, and you may withdraw at any time or choose not to answer a question.

I would like to record these interviews to ensure that we capture your responses. Your responses will be kept confidential, and the recording will not be shared with anyone outside of the MESA team. Do I have your permission to record? *If Yes, start the recorder and then state your name, the date, and the interview participant's name and school before you begin. If No, ask if it's okay for you to take notes and then state your name, the date, and the interview participant's name and school before you begin.*

Do you have any questions before we begin?

The following questions are related to your experiences with the MESA training and coaching materials.

Item No.	Interview question
1	What do you think about the format of the MESA onboarding and leadership

	<p>coaching sessions? As a reminder, there were two virtual onboarding sessions—one 90-minute session in July and one 30-minute session in September—and there were three 1-hour virtual leadership coaching sessions with the full team between late September and December.</p> <p>1a. To what extent did the frequency and duration of the onboarding and coaching sessions seem appropriate? Were there too many sessions, too few, or about the right amount? Were sessions too short, too long, or about right?</p> <p>1b. Probe: How comfortable were you with sharing your thoughts and opinions during coaching sessions?</p> <p>1c. Probe: How, if at all, could the team have helped you feel more comfortable?</p>
2	<p>We're interested in how understandable and accessible the leadership coaching sessions were for participants. Can you tell us about your experience participating in the coaching sessions?</p> <p>2a. Probe: Was the content of the sessions easy to understand? For example, do you feel like you understood the purpose of the coaching sessions? Do you feel you had clear next steps coming out of the coaching sessions? Please describe.</p> <p>2b. Probe: How easy was it to attend and effectively engage in the sessions?</p> <p>2c. Probe: What, if anything, would make the sessions easier to understand? Easier to access?</p>
3	<p>I want to ask you to reflect on specific elements of the leadership coaching sessions. Here is a quick reminder of the topics and activities covered in each session [copy and paste bulletpoints below into chat]:</p> <p>Onboarding sessions:</p> <ul style="list-style-type: none"> • Session 1 – introduced the MESA team and approach and laid out a road map for a successful partnership • Session 2 – discussed leadership team recruitment and scheduling dates for leadership coaching sessions <p>Leadership coaching sessions:</p> <ul style="list-style-type: none"> • Session 1 – introduced facilitators, participants, and MESA approach • Session 2 – reviewed conditions of systemic change and crafted outreach plan for equity audit participants • Session 3 – prepared participants for in-person equity audit by reviewing how to lead conversations about data and how to engage in equity conversations <p>What were the most useful topics or activities of the coaching sessions?</p> <p>Probe 3a: What topics or activities did you feel most engaged with?</p> <p>Probe 3b: What topics or activities could be improved?</p>
4	<p>Please describe any supports or resources that helped you participate in the coaching sessions. These could include community networks, physical resources such as meeting space, or relationships with staff.</p>
5	<p>What challenges, if any, did you experience in participating in the coaching sessions?</p>

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	<p>5a. Did you feel supported by the district and your broader community to participate in MESA? Why or why not?</p> <p>5b. Are there any aspects of your community, district, and/or school (for example, competing obligations, lack of support) that you feel prevented you from participating in MESA? If yes, what are they?</p> <p>5c. Did you experience any other barriers to accessing or participating in the coaching sessions?</p>
6	<p>How well do the MESA coaching session activities and materials align with other programs or initiatives happening at your school or district? Please provide an example.</p>
7	<p>What are some of your key takeaways from participating in the MESA coaching sessions?</p> <p>7a. How do the concepts you discussed in the MESA coaching sessions apply to your work or life?</p>
8	<p>What might you add or change about the onboarding or leadership coaching sessions?</p>
9	<p>Is there anything that we didn't ask you about that you want to let us know?</p>