

Attachment 2. MESA approach interview 2: Equity audit interview protocol

The Making Equitable Schools Audit (MESA) research team will use the following protocol to conduct series of 30-minute interviews 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

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 the way the audit and coaching sessions might 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
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1	<p>We're interested in how understandable and accessible the equity audit sessions were for participants.</p> <p>1a. [IF UNABLE TO LOOK UP WHICH SESSIONS PARTICIPANT ATTENDED BEFOREHAND]: Which sessions did you participate in? [If needed, clarify that there were three sessions: Session 1 was optional and virtual and held on January 8th, session 2 was in-person and held on January 12th, and session 3 was virtual and held on January 30th.]</p> <p>[IF ABLE TO LOOK UP ATTENDANCE BEFOREHAND]: As a reminder, it looks like you attended sessions [1/2/3].</p> <p>1b. Did you understand the purpose or goals of the equity audit sessions? How were they communicated to you? [Probe for each session attended.]</p> <p>1c. Did you understand how you could contribute to the purpose or goals of the equity audit sessions? [Probe for each session attended.]</p> <p>1d. Probe: What, if anything, would have helped you understand the purpose or goals of the equity audit sessions?</p> <p>1e. Probe: What, if anything, would have helped you contribute to or engage with the sessions?</p>
2	<p>What do you think about the format of the MESA equity audit sessions?</p> <p>2a. To what extent did the frequency of the audit sessions seem appropriate? Were there too many sessions, too few, or about the right amount?</p> <p>2b. To what extent did the duration of the audit sessions seem appropriate? Were sessions too short, too long, or about right?</p> <p>2c. Probe: [IF ATTENDED OPTIONAL SESSION 1] How well did the optional first virtual session prepare you for the in-person equity audit session? (If needed: As a reminder, there were three sessions. Session 1 was optional and virtual and 1 hour. Session 2 was in person and 6.5 hours. Session 3 was virtual and 1 hour.)</p>
3	<p>Can you briefly describe which data group you worked in? (If needed: As a reminder, the three data groups were Engagement, Learning and Attainment, Access to High-Quality Instruction and Curricula, and Safe and Supportive School Environment.)</p> <p>3a. How well did you understand the data that was presented in your data group?</p> <p>3b. What elements of the data charts, graphs, or visualizations were most useful?</p> <p>3c. Probe: What, if anything, would have made the data visualizations more useful?</p>
4	<p>[IF RESPONDENT PARTICIPATED IN LEADERSHIP COACHING SESSIONS]: How, if at all, did participating in the leadership coaching sessions prepare you for participating in the equity audit sessions?</p> <p>[IF RESPONDENT DID NOT PARTICIPATE IN LEADERSHIP COACHING SESSIONS]: What, if any, additional engagement would you want as your school leadership team works on the implementation action plan to address key findings of the</p>

	equity audit?
5	<p>What, if any, supports or resources helped you participate in the audit sessions? For example, supports could include community networks, relationships with staff, or district support; physical resources could be meeting space, pay, or equipment.</p> <p>5a. How, if at all, do the MESA equity audit activities and materials align with other programs or initiatives happening at your school? Please provide an example.</p> <p>5b. Probe: How, if at all, have you been supported by the district to participate in MESA?</p> <p>5c. Probe: How, if at all, have you been supported by your broader community to participate in MESA?</p>
6	<p>What challenges, if any, did you experience in participating in the equity audit sessions?</p> <p>6b. What, if any, aspects of your community, district, or school prevented you from participating in MESA?</p>
7	<p>What are some of your key takeaways from participating in the MESA equity audit sessions?</p> <p>7a. Please describe what, if anything, you plan to do differently as a result of the MESA equity audit sessions.</p> <p>7b. How do the concepts you discussed in the MESA equity audit sessions apply to your work or life?</p>
8	Is there anything that we didn't ask you about that you want to let us know?