

Questions that were asked by our Director of Assessment and answered by John Benner....

- How will you identify the subjects for your study - parents, administrators, teachers, and family support staff?

For administrators, teachers and family support staff in the Shoreline Head Start, I will be seeking to interview at least 1 administrator, 2 teachers and 2 family support staff. I will be looking for a similar quantity of administrators and teachers, but as I understand it there is only 1 family advocate per school. I will also be seeking to interview any Natural Leaders at the elementary school, as they are a key component in the district's family engagement strategy and have a very important perspective on family engagement. I am currently only looking to do my study at the Shoreline Head Start site and at a title 1 elementary school that has the highest number of Head Start alumni.

For parents, I am hoping to have 3-4 focus groups per site with at least 4 parents in each group.

For recruitment, I will be sending out email invitations to interview for school and Head Start personnel, and will be making in-person introduction and invitations and accepting all volunteers. For families, I hope to do in-person introductions and invitations to participate in focus groups at the Head Start and school site during times when parents are present prior to my observation times, as well as email, backpack mail and post flyers. I will provide all copies necessary and am happy to do the collating/attaching to the regular newsletter or weekly packet if that is helpful. I am also hoping to do some snowball sampling with parents referring me to other parents, or encouraging other parents to participate.

- What will be the role of our staff in identification?

I will be asking staff to send home my written introduction and invitation to families via backpack mail, and to forward my email invitation to the school/Head Start parent email list. I will provide and pay for all the necessary copies, and I am also happy to volunteer to collate those invitations into the newsletter/weekly packet. I also hope that staff will encourage parents to participate in the study if/when parents ask them about it, but I am not asking staff to do any direct recruiting of participants. I will be asking the staff to introduce me to Natural Leaders and the Head Start policy council parents.

- Where will you conduct your focus groups and interviews? On our campus(es)?

If there is a meeting space available I would prefer to conduct interviews on site at the Head Start and elementary school. I hope to schedule some focus groups in a meeting space immediately after school starts, after school, and in the evenings to accommodate parent schedules. If that is not possible, I will be using meeting spaces in a public library or community center. For individual interviews with staff and parents, I will conduct them in a quiet location of their convenience. For teachers and staff this may be in classrooms, their office or a conference room. For parents individual interviews may occur in a conference room or meeting space on site (if available) or another quiet location.

- In interviewing district staff, do you plan to do it during the work day? If not, will they be paid for their time or is it volunteer?

All interviews are unpaid/volunteer, though I will be giving a small gift-card thank-you gift to each participant. I will interview staff according to their convenience. If they prefer to do it during the work day, I will be happy to conduct the interview then (for example, during a prep time, or lunch) but I expect to mostly do interviews outside of school workday times. I am also happy to volunteer in any capacity to offset time burdens to staff at either site.

- Do you have the questions you will be using in the focus groups and interviews? If not, could you give us some idea of the general topics?

A draft of all of my interview questions and observation protocols are attached. I may make some adjustments to the interview questions based on future feedback from my committee or feedback from Dr. Felder and Ms. Clark, but the basic outline will remain the same.

- Please provide assurance that no child will be photographed or otherwise identified during the observations without the prior written consent of the parents.

During my drop-off and pick-up observations and during school event observations, I will only be using a notepad to record interactions I observe. I will not be using photography or video-recording of any kind. I will be using audio and video recording of focus groups. I will include a section in my consent forms for parents to give or refuse permission to video record if children such as infant/younger siblings or students are present in the room during the interview. My purpose in video recording focus groups is to make sure