EF+Math Program

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Touchpoints with School and District Communities

Description

These resources are provided as an example of the Inclusive Evaluation Key Action: "Adapt measures and plans for data collection to align with school community data interests."

In alignment with the EF+Math program's Inclusive R&D approach, district partners were deeply involved throughout their evaluation studies. Representatives for each district served on a "District Advisory Board, which met throughout the evaluation studies to reflect on previous activities and discuss upcoming decisions. These representatives included teachers, teacher leaders, and administrators. Additionally, these advisory boards included teachers from both "control" and "treatment" conditions in studies with either experimental or quasi-experimental designs. In addition to intentionally inviting district representatives to balance roles and study conditions, the meetings were carefully designed. Meeting structures leveraged open-ended questions to prioritize gathering feedback where changes could feasibly be made to the study plan, while also communicating how the value and expertise District Advisory members provided was integral to the evaluation process.

Meetings with district partners provide opportunities to engage in co-creation and adaptation of study plans so that school interests and constraints are taken into account. Based on and adapted from the sessions conducted with the District Advisory Boards in EF+Math's evaluation studies, this resource provides (1) a sample template for a meeting agenda and (2) discussion prompts that can be used to guide conversations with district partners around data procedures and study designs.

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This Resource is part of EF+Math's Inclusive R&D Toolkit. It was last updated in 2025. To access the complete toolkit and other resources, visit www.efmathprogram.org.

Sample District Advisory Board Meeting Agenda

Time	Topic
10 mins	**Welcome** ● District Advisory Board Activities review ● Agenda overview ● Icebreaker
15 mins	**Product Feedback** ● Open discussion to share feedback and perspectives on using math learning product ○ Perspectives of the program ○ Challenges ○ Supports needed
20 mins	**Project Evaluation Activities Feedback** ● Open discussion to share feedback on the structure and support for the evaluation activities ○ Feedback on structures ○ Suggestions for supports needed in future evaluations
10 mins	**Recommendations for Findings Dissemination Discussion** ● Discuss best approaches, language, and methods of sharing information with the community
5 mins	**Closure** ● Final announcements or reminders ● Thank you to all participants for their contributions and engagement

Discussion Prompts for District Advisory Board

Meeting 1

Research Questions

- (Present the research questions) What are your reactions to the research questions?
- Are there other questions that you are interested in?
- Do you have any feedback on the research approach/design?

Data Collection Approach

- What feedback do you have on the pre-assessment administration process?
- What are your thoughts on the effectiveness, inclusivity and relevance of data collection efforts?
- What are some strategies to improve data collection methods and sure representation of all priority communities?

Focus Groups

- What is your feedback on the (planned) focus group approach?

Meeting 2

Overall Reactions

- What are your thoughts and reactions to the product overall?
    - Teacher training and support activities
    - Using the product with students
- What were some of the challenges you faced?
    - Participating in/using the teacher supports
    - Using the product with students
- If a school was considering using the product, what supports would you tell them to have in place?

Evaluation Structures

- Evaluation Structures (liaisons, teachers, project team) How did these structures work for you? Do you have suggestions for improvement?
- What advice would you give us for structuring the supports for an evaluation of the product in the future?

Dissemination

- Who are the primary collaborators and partners we should consider when disseminating findings (e.g., parents, teachers, administrators, community members)?
    - What types of information would be most important for each group?
- What communication channels do you recommend for sharing findings with each collaborator and partner group (i.e., emails, newsletters, social media, school meetings)?
    - Are there formats that have been particularly effective in the past?
- Should we consider availability in multiple languages?
- When is the best time to disseminate findings?