



Purpose and Work Streams 2016-17

Early and Extended Learning

Purpose

Purpose	Department Manager
<p>The Department of Early and Extended Learning (DEEL) oversees the implementation of 4K, Summer School and Play & Learn programs. The DEEL provides direct services, support and guidance for these programs to principals, schools, students and families to ultimately support the goal of all schools being thriving schools and every student prepared to graduate college, career and community ready.</p>	<p>Director Vacancy (Barbie Klawikowski, Coordinator)</p>

Major Work Streams

Title	Description	Lead
<p>Summer School Development</p>	<p>Department of Early and Extended Learning (DEEL) develops and implements the MMSD summer school plan through collaboration with multiple departments. Major tasks include:</p> <ul style="list-style-type: none"> -Confirm sites with Buidling Services; -Determine budget with Budget, Planning and Accounting; -Review and finalize curricular materials, assessments and report card items with Cirriculum and Instruction; -Finalize assessment plan, report cards and evaluation plan with Research, Accountability and Data Use; -Collaborate with Professional Development and Leadership, C&I, Student Services and OMGE to develop and implement professional development; -Confirm student selection process with Reseach, Accountability and Data Use; -Update and confirm enrollment process with Enrollment and Registration; -Coordinate transportation with Transportation Services; -Finalize food plan with Food Services; - Collaborate with Office of Multilingual and Global Education to finalize class rosters, hiring and curriculum and instruction plan; - Coordinate with Human Resources to hire staff and select principals for sites; -Collaborate with MSCR to share class rosters, schedules, field trip, food and transportation plan; <p>Director of Early and Extended Learning prepares plan for SLT for review and presents plan for BOE approval. Upon approval, DEEL provides overall leadership and coordination with departments to implement plan.</p>	<p>Director Vacancy (Barbie Klawikowski, Coordinator)</p>

4 Year Old Kindergarten Program	<p>Director leads to ensure quality of 4K program through the following:</p> <ul style="list-style-type: none"> -Director and Coordinator manage necessary and continuous communication with 4K principals, and teachers; -Coordinator manage necessary and continuous communication with 4K ECE Center Directors. -Coordinator leads and facilitates 4K Teacher Advisory Committee. -Coordinator leads 4K Instructional Resources Teachers (IRT) to develop and implement 4K PD plan through the school year; -4K IRT participate in coaching PD with C&I to align practices between 4K and K-5; -Director and Coordinator evaluate 4K IRT; -Coordinator ensures and monitors attendance, grading and the administration of the Pre-K Phonological Awareness Literacy Screening and GOLD assessments at school sites; -Coordinator conducts weekly meetings with 4K IRT to provide leadership and guidance. 4K IRT support teachers in all 4K sites; -Director and Coordinator ensure DPI requirements are met including family outreach hours and provide resources to programs to distribute to families; -Coordinator conducts site visits and oversee requests for classroom and instructional support and assign teachers for support. -Coordinator leads development and implementation of innovation grant -Coordinator collaborates with other departments to monitor budget, issue contracts to ECE Centers, collect student fees. 	Barbie Klawikowski, Coordinator
Play and Learn	<ul style="list-style-type: none"> -Coordinator leads to ensure quality of program including use of budget, staffing and material resources. -Coordinator hires and evaluates staff. -Play and Learn Leaders facilitate community based Play and Learn parent education sessions where families and children come to a play environment. 	Barbie Klawikowski, Coordinator
Launching into Literacy and Math	<ul style="list-style-type: none"> -Coordinator leads 4K IRT to plan, facilitate and implement collaboratively, with community members, annual Launching into Literacy and Math Conference Series including: -Solicit and secure presenters -Lead sub-committees- Session Evaluation, Presenters, Website, Materials Management, -Review and ensure that all conference management tasks are completed -Design and distribute brochure -Identify and do outreach activities to ensure participation by targeted groups -Collaborate with Instructional Technology department to build effective communication -Coordinator monitors and approves MMSD staff involvement in planning and implementing conference. 	Barbie Klawikowski, Coordinator
Cross-Functional Work Teams	<ul style="list-style-type: none"> -K-5 Report Cards: Director and 4K IRT collaborate to ensure alignment between 4K, K-12, and summer school report cards, as well as alignment to summer school criteria -P1/P2- Director participates on planning teams to make necessary alignments and adjustments to scope of summer school -MTSS- Director participates on MTSS work team to support schools in development of infrastructure and systems to deliver cross-functional PD, align core practices, interventions/advancements and summer school criteria to support all learners 4K-12 -Community Schools- Director participates in planning committee and provides support related to 4K and summer opportunities -4K future planning: 4K innovation grant and related research, Phase I- support development of proposals to inform 4K future planning. Phase II- support development of phased approach to evaluation of quality and potential changes to 4K in MMSD. 	Director Vacancy (Barbie Klawikowski, Coordinator)



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Priority Projects 2016-17

COMP Priority Project	Strategic Framework Priority Area	Strategic Framework Priority Area Next Step	Project Lead	Q1 Key Implementation Steps	Q2 Key Implementation Steps	Q3 Key Implementation Steps	Q4 Key Implementation Steps	Metrics for Monitoring Completion and Success
Summer School: Develop a comprehensive 3-year MMSD Summer School plan and implement year 1 (2016)	N/A	N/A	Summer School Coordinator	<ol style="list-style-type: none"> 1) Review previous summer school plans, gather implementation feedback and data for elementary, middle and high school 2) Work with department leaders to identify and meet with groups for curriculum, instruction, assessment, to identify strengths/adjustments 3) Develop 3-Year plan & Year 1 Timeline/Trackers 4) Vet plan with cross-functional group 5) Implement management items in tracker: Determine sites; Schedule planning groups, 6) Review implementation of content (i.e. literacy, math) items in tracker 7) Hold first meetings 	<ol style="list-style-type: none"> 1) Finalize plan based on vetting process and input 2) Present plan to BOE for approval 3) Implement management items in tracker: Coordinate with HR to begin hiring process; Coordinate with Programming Analyst, OMGE, TEP, and Special Ed. to develop student pre-list for Principals; Attend school meeting with Private/Parochial principals; determine hiring needs based on student enrollment projections; Coordinate with Employment Specialist to set up Munis; 4) Review content items in tracker 5) Hold scheduled planning meetings 	<ol style="list-style-type: none"> 1) Implement management items in tracker : finalize student lists, finalize hiring needs based on enrollment, prepare and complete April mailing; prepare June mailing; launch enrollment, run enrollment counts, hold planning meetings including PD, transportation, materials, enrollment. 2) Oversee implementation of content items in tracker 3) Hold scheduled planning meetings 	<ol style="list-style-type: none"> 1) Implement management items in tracker : complete June mailing; finalize student rosters, finalize transportation plans; print rosters, hold PD sessions, visit summer school sites; prepare for end of summer school 2) Review implementation of content items in tracker 	<p>Approval by BOE and implementation of 2016 plan</p> <p>Approval of 3-Year Summer School plan by BOE Student achievement, behavior and attendance data for summer school</p> <p>Survey data- teachers, families, students</p>
4 Year Old Kindergarten: plan and implement enhancements to parent outreach and 4K summer school	N/A	N/A	4K Coordinator	<ol style="list-style-type: none"> 1) With 4K Teacher Advisory Committee explore options and activities for increased communication to incoming 4K families; 2) Develop innovation grant (pilot two schools) to support family communication plan, including costs, planning outreach activities; 3) Review current 4K summer school practices, identify possible changes and additions to curriculum. 	<ol style="list-style-type: none"> 1) Finalize plan for increased communication to incoming 4K families. 2) Finalize plan for summer school changes/enhancements. 	<ol style="list-style-type: none"> 1) Finalize logistics for implementation of increased communication plan for incoming 4K families. 2) Finalize logistics for enhancements to summer school. 	<ol style="list-style-type: none"> 1) Implement communication plan for incoming 4K families. 2) Implement enhancements to summer school. 	<p>Evaluate outcomes of communication and summer school plan and programming.</p> <p>Determine potential changes based on outcomes.</p>