



Purpose and Work Streams 2016-17

Research & Program Evaluation Office

Purpose

Purpose	Department Manager
The Research & Program Evaluation Office provides high-quality analysis and reporting designed to support continuous improvement at all levels and strategic planning around district priorities.	Andrew Statz, Executive Director of Research, Accountability & Data Use

Major Work Streams

Title	Description	Lead
Central Office Measures of Performance	RPEO staff releases COMP tools; COMP department leads work with their staff to develop content with RPEO support as needed; RPEO staff review COMPs and work with district leadership to finalize; RPEO staff map priority projects to Strategic Framework next steps; RPEO staff post final COMPs to website; Executive Director and Chief of Staff conduct mid-year and end-of-year COMP reviews with department leads	Amanda Oleson
External Research Committee review	Researchers submit proposals online, initial review by RPEO staff, committee reviews request, Assistant Superintendents and relevant department leadership review ERC recommendation and assign liaison, notification to researchers of approval/denial/table/needed modifications, background/criminal record checks conducted by HR, final approval granted to researcher by RPEO staff, researcher begins work with the school or district	Amanda Oleson
Toolkit Maintenance	For new toolkits: RPEO staff receive request for new toolkit content; RPEO staff support content area experts in developing outline for toolkit; content area experts produce content for toolkit; RPEO supports organization and online presence of content For existing toolkits: RPEO staff review content annually, including requests for new content; RPEO staff update toolkit content; RPEO staff coordinate communication of changes as needed	Amanda Oleson
Consult around data collection methods, systems for data collection, and processes for data review	RPEO staff receive request for support; RPEO staff member(s) assigned to provide support or consulting; RPEO staff member provides appropriate support and scaffolding for future use	Beth Vaade
Program evaluations	Executive Director or RPEO staff receive request for program evaluation; RPEO staff meet with program staff and/or district leadership to determine scope and research questions; RPEO staff develop evaluation plan in collaboration with program and in alignment with 3-year cycle of major program evaluation cycles with annual check-ins; RPEO staff conduct analysis and prepare report; RPEO staff present report to program staff and/or district leadership	Beth Vaade
Internal and external data requests	Requester uses online system to outline data need, Executive Director or RPEO staff reviews or receives data request, Executive Director or quantitative research supervisor assigns request to RPEO staff (creation of datasets or generation of data), staff pulls data, staff provides requester with data, RPEO staff updates request tracker	Bo McCready
Standard and ad hoc reports	Executive Director or RPEO staff receives report request, quantitative research supervisor or Executive Director assigns report to RPEO staff, assigned staff draft report, draft report reviewed by central office or senior leadership, report revised, submitted to principals and Board of Education as appropriate, report published to RPEO website	Bo McCready
Support grant applications/reviews and partnerships	Executive Director, quantitative research supervisor, or qualitative research supervisor receive request for grant development or monitoring support; RPEO staff attend meetings with involved parties; RPEO staff determine data rights and access; RPEO staff recommend monitoring and/or data collection plans for grant and/or partnership; RPEO staff provide data and analysis support as needed	Bo McCready

Support of MMSD Strategic Framework	RPEO staff develop plans to monitor and measure Strategic Framework progress; RPEO staff compile year-end quantitative and qualitative data on Strategic Framework progress and climate and Central Office satisfaction survey results; quantitative research supervisor and/or RPEO staff produce visuals and analysis to support Annual Report	Bo McCready
Support Student Information System	RPEO staff receive requests for Infinite Campus ad hoc data requests, support, or refinement; RPEO staff prioritize and fulfill requests	Grady Brown
Climate Survey Management, Administration, and Analysis	RPEO staff coordinate revision of the prior year's survey items with designated CO staff and SLT; RPEO staff coordinate with FYCE, Communications and Executive Director to develop plan for community outreach; RPEO and Assessment Staff develop plans for school-based administration; RPEO staff work with Communications and FYCE to implement survey administration to families; RPEO monitors administration and coordinates analysis and reporting of results.	Jill Brown
Survey development, deployment, and summarization	Executive Director or RPEO staff receive request for survey; RPEO staff review the request in the context of strategic framework, COMPs and previous surveys; RPEO staff prepare survey project tracker and plan; RPEO staff share survey plan with requester; RPEO staff work with agency heads, staff, principals and data use team to plan data collection; RPEO staff coordinate deployment of the survey; RPEO staff summarize results and deliver report to staff and/or district leadership.	Jill Brown
Geographic Information Systems	RPEO staff maintain parcel attachment/detachment, district boundaries, address files	Kristian Chavira
Support official enrollment counts	RPEO staff develop understanding of state reporting requirements; RPEO staff work with Enrollment and other departments as necessary to complete reports (PI-1804 Summer School count, PI-1563 Membership Count)	Kristian Chavira
Documentation systems for communication and practices	RPEO staff administrate, maintain, and improve systems to track requests made by the community and schools of Doyle staff	Kristian Chavira
MMSD Data Dashboard enhancements	Executive Director identifies need or receives request, Executive Director and dashboard staff review request with input from other staff as needed to prioritize enhancement, Executive Director assigns enhancement to RPEO staff, staff complete enhancement, Executive Director or RPEO staff notifies requester and other users, RPEO staff coordinate introduction of new content with relevant staff	Travis Grover



Research & Program Evaluation Office

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
Behavior Education Plan Evaluation	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Bo McCready	Complete evaluation plan; begin data collection and analysis	Complete data collection and analysis; produce report; present report to Board of Education	Respond to follow up requests	N/A	Final report presented to the Board of Education; Updated plan integrates learning from the evaluation
Building Excellence (Long-Range Facilities Plan) - Projections	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Andrew Statz	Coordinate Quarter 2 actions	Work with VandeWalle & Associates on second phase of project			Final set of resources available on the Building Excellence website; Board approval of Building Excellence
Building Excellence (Long-Range Facilities Plan) - Engagement	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Beth Vaade	Community engagement through staff, student, and parent focus groups	Complete engagement analysis and create engagement plan for spring	conduct engagement plan for spring, including data collection and analysis	Present report to SLT and Board of Education; incorporate into the overall Building Excellence framework	Final engagement reports available; Final set of resources available on the Building Excellence website; Board approval of Building Excellence
Madison Education Partnership	N/A	N/A	Beth Vaade	Hire MEP staff; Establish regular meeting and communication structures for Directors and staff; Convene Steering Committee; Release RFP and select proposals to fund for MEP-supported work; obtain data share agreement and access to administrative data for MEP-directed work; identify Advisory Group members	Secure necessary data and work with MEP staff to ensure they have the data needed for analysis; Conduct MEP-directed analysis; Convene Advisory Group	interim research reports delivered on MEP-supported and MEP-directed work; identification of topic for 2017-18; identification of possible funding sources to investigate/apply for	Final research reports delivered on MEP-supported and MEP-directed work; evaluation of the partnership; submission of grants for additional funding; convene Advisory Group	Completion of MEP-directed research reports and MEP-supported research reports; Advisory Group and Steering Committee in place with established routines; Applications to external funding sources to sustain partnership
Behavior STAT	V: Accountability	At the school level, continue to enhance the function of the School-Based Leadership Teams (SBLTs) that are responsible for the development, implementation and monitoring of their School Improvement Plan (SIP).	Andrew Statz	Re-establish contact concerning project	Develop and deploy Behavior STAT			Completion of Behavior STAT for introduction to school teams during Semester 2. Dashboard usage will be monitored for use of the new tool. User support materials accompany release of the Behavior STAT tool.
Develop data tools to facilitate analysis at the classroom and teacher level	V: Accountability	At the school level, continue to enhance the function of the School-Based Leadership Teams (SBLTs) that are responsible for the development, implementation and monitoring of their School Improvement Plan (SIP).	Andrew Statz	Obtain requirements; develop report	Implement; finalize report drills after fall MAP scores are loaded			Dashboard usage will be monitored.
Student data privacy and security policy and practice review	Tech Plan	N/A	Andrew Statz	None	Scoping of project. Inventory of current policies and practices. Identification of learning opportunities.	Development of alternative policies and practices with recommendations for change.	Implementation of policy and practice changes.	Completion of inventory and information papers during Quarter 3. Implementation during Quarter 4, especially during 2017 Summer Break.
Provide consulting services to other departments for project management and process coordination	N/A	N/A	Andrew Statz	Draft project charters as needed. Meet with department heads and staff to document workstreams and identify necessary changes.	Draft project charters as needed. Meet with department heads and staff to document workstreams and identify necessary changes.	Draft project charters as needed. Meet with department heads and staff to document workstreams and identify necessary changes.	Draft project charters as needed. Meet with department heads and staff to document workstreams and identify necessary changes.	Number of consultations. Number of processes reviewed.