



Purpose and Work Streams 2016-17

Strategic Partnerships & Innovation

Purpose

Purpose	Department Manager
The Department of Strategic Partnerships and Innovation actively collaborates with Madison's community to meet common goals and accomplish together what one organization cannot do alone. We leverage local, regional and national resources and support teams to develop and implement innovative, research-based, culturally and linguistically responsive strategies that prepare all students for college, career, and community.	Jessica Hankey

Major Work Streams

Title	Description	Lead
Partnership and Donor Recognition Program	Raise awareness of exemplar partnerships through feature articles (1 article per quarter) for MMSD family and community newsletter, post on the SP&I department website for publicity, promotion and recognition of the outstanding work being done by community partnerships with schools and students. Raise awareness and appreciation of grant donors through visual recognition via MMSD central office display case (2 displays per year).	Krystal Gartley
Partnership Formalization and Monitoring	Process partnership inquiry form submissions. Monitor formalized partnerships and identify partnerships to be formalized annually. Support MMSD partnership owners in formalizing, monitoring and renewing MOAs. Prepare and co-present high-intensity partnerships to BOE. Prepare and submit notices and supporting materials for medium-intensity partnerships to BOE.	Jessica Hankey
Schools of Hope Elementary	Serve as co-director on the project and support partners team (Schools of Hope staff, United Way staff) with the implementation of the program in alignment with the current MOA and Best Practices in Academic Tutoring.	Laura Whitmore
Achievement Connections	Serve as co-director on the project and support partners team (MMSD and United Way staff) with the implementation of the program in alignment with the current MOA and Best Practices in Academic Tutoring.	Laura Whitmore
Schools of Hope Middle School	Support partners in program alignment with MOA and Best Practices in Academic Tutoring.	Laura Whitmore
Juventud and Escalera	Support partners in program alignment with MOA and Best Practices in Academic Tutoring.	Laura Whitmore
Volunteer Administration	Support schools in implementation of the Volunteer policy, volunteer enrollment, and best practices in volunteer management.	Laura Whitmore
Tutoring Network	Support academic tutoring programs through quality improvement and capacity-building training and workshops and fostering collaboration through sharing and connecting with community resources. Professional development for staff will be quarterly and tutor training will be on a semester basis. Additionally, an on-line tutor training will be updated annually.	Laura Whitmore
Volunteer Programs	Lead department efforts to define and support community volunteer programs in the district. Coordinate district enrollment materials and central communication of programs (STEP, W-2, Work Study, RSVP of Dane County).	Laura Whitmore
MOST Administration	Develop MOST logic model, theory of change and goals, Coordinate monthly meetings for Data, Quality, Family & Youth Engagement, Elementary Access, Communications and Action Team workgroups, coordinate Action Team meetings, publish quarterly e-newsletter, develop budget and coordinate design of MOST evaluation	Jennifer Lord
MOST Elementary Access	Complete focus group conversations begun by Family and Youth Engagement work group; Analyze the information collected from all the focus groups; Prioritize barriers; Write recommendations report of barriers elementary families face.	Jennifer Lord
MOST Quality Improvement System / Professional Development Structure	Finalize MOST K-12 building blocks and MOST effective practices guide; Develop MOST Professional Development Structure for MOST elementary programs	Jennifer Lord

Grant Development (Priorities)	Manage grant development teams in support of MMSD's fundraising priorities.	Marcie Pfeifer-Soderbloom
Grant Development (Departments/Schools)	Manage grant development teams in support of grant opportunities identified outside of MMSD's fundraising priorities for grants over \$50,000 or designated as a special priority. Support staff members writing grants through MMSD's grant review process which includes submitting a Grant Inquiry Form, sharing the proposal for review with appropriate departments, reviewing budgets through MMSD's Budget, Planning & Accounting Department, and obtaining senior leadership review and signature(s) as needed. Implement first full year of Grant Support and Review Request process for external agencies interested in pursuing grant opportunities in partnership with MMSD or requesting support (e.g., data, letters) from MMSD. Facilitate requests and review process for letters of support.	Marcie Pfeifer-Soderbloom
Competition and Giving Campaign Coordination	Publicize various grant opportunities (e.g., Kohl Fellowship, Foundation for Madison's Public Schools, Innovation Grant Fund) to relevant stakeholders. Provide support to potential applicants by answering questions and lightly reviewing proposals. Facilitate the submission process and facilitate or participate in the review process.	Marcie Pfeifer-Soderbloom
Grants Capacity-Building (Departments/Schools)	Regularly share grant opportunity information with schools via newsletter and/or bulletins. Support staff members writing grants through MMSD's Grant Inquiry Form, described in "Grant Development" above. Meet with new principals to detail grant processes and supports. Develop and pilot a "Grants 101" presentation for interested staff, PTOs, and departments.	Marcie Pfeifer-Soderbloom
Mann and Sanchez Scholars Programs	Coordinate Mann and Sanchez Scholars programs including annual nomination and selection process, provision of student support, administration of scholarship spending, annual recognition events, and reporting.	Amy Wallace (Mann LTE) and Lesli Vasquez (Sanchez LTE)
After School Advisory Board	Coordinate quarterly After School Advisory Board meetings, annual satisfaction survey, and related actions for systems-level solutions.	Jessica Hankey



Strategic Partnerships & Innovation

Priority Projects 2016-17

COMP Priority Project	Strategic Framework Priority Area	Strategic Framework Priority Area Next Step	Project Lead	Q1 Key Implementation Steps (July 1 - Nov 20)	Q2 Key Implementation Steps (Nov 21-Feb 19)	Q3 Key Implementation Steps (Feb 20 - May 20)	Q4 Key Implementation Steps (May 21 - Jun 30)	Metrics for Monitoring Completion and Success
Research and development of effective volunteer management systems in MMSD	III: Family and Community Engagement	Develop and implement the infrastructure to support and enhance school/community networks with a focus on our areas of highest need: academic tutoring, out of school time opportunities, mental health, personalized student pathways and early childhood.	Laura Whitmore	1. Develop and administer a volunteer systems informational survey through the Secretaries' Bulletin. 2. Develop and administer a volunteer systems informational survey of the PTO/PTA presidents.	1. Analyze the results of the school level survey and the PTO/PTA survey. 2. From these results conduct one: one interview survey of sample number of school level staff. 3. Conduct focus group of community partners managing volunteers in the schools. 4. Conduct research on volunteer systems, resources and tools used in various school districts. 5. Write key findings by 2/15/17	1. Draft of Volunteer Coordinator Manual complete 3/1/17. 2. Draft of VC Manual circulated and review completed by Human Resources, Legal Department, community partners, and select school staff by 4/30/17. 3. Create a best practices chart of MMSD schools mapping the current state of MMSD schools to the indicators of highly effective volunteer management practices by 4/30/17.	1. Submit final report and recommendations of next steps based on the research and the map of best practices indicators. 2. Submit final Volunteer Coordinator Manual to FYCE Executive Director.	1. Final report and recommendations of next steps based on research and MMSD map of best practices indicators. 2. Creation of Volunteer Coordinator Manual.
MOST Management Information System	III: Family and Community Engagement	Develop and implement the infrastructure to support and enhance school/community networks with a focus on our areas of highest need: academic tutoring, out of school time opportunities, mental health, personalized student pathways and early childhood.	Jennifer Lord	Develop cross-functional team; create schedule of regular meetings; conduct meetings	Conduct cross-functional meetings; Finalize specs for systems and RFQ	Conduct cross-functional meetings; Select vendor; complete contract with timeline to completion and training	Conduct cross-functional meetings; Data sharing framework and templates for the data sharing agreement	RFQ, work plan, vendor contract with timeline for completion and training
Fundraising Priorities Development Plan	N/A	N/A	Marcie Pfeifer-Soderbloom	SLT member review and approval; identify short- and long-term goals for each Fundraising Priority; support Action Plan development and implementation; begin prospect research; support grants and donor recognition	Finalize fundraising brochures; complete initial prospect search for each Fundraising Priority; support Action Plan implementation, support grants and donor recognition	Support Action Plan implementation, support grants and donor recognition	Support Action Plan implementation, support grants and donor recognition	Documents on hand (COMP, work plan, etc.); minimum of three funding opportunities identified and pursued for each Fundraising Priority.