

Purpose and Work Streams 2016-17

Superintendent's Office

Purpose

Purpose	Department Manager
Support the Superintendent and the Board of Education in the quality implementation of the Strategic Framework	Supt Cheatham

Major Work Streams

Title	Description	Lead
Messaging Resources	Media and Government Relations Director develops messaging resources based on our key messages timeline. Superintendent and other relevant staff and/or Board reviews materials prior to release or use. This includes everything from talking points, newsreleases, to speeches, to public reports to include quarterly communications toolkit.	Rachel Strauch-Nelson
Community Response	Chief of Staff and Executive Director of Media and Government Relations Director are responsible for responding to the community on behalf of the Superintendent. This includes any emails, phonecalls, or other concerns brought up by our community partners, our school leaders, our teachers, and our parents. It also includes presentations and meetings for the Superintendent and crisis communication. The responses may be responded to via letter, email, talking points, presentations, meeting agendas, news releases, SchoolMessenger, etc.	Kelly Ruppel & Rachel Strauch-Nelson
Board Relations	Manage Board relations, respond to questions, manage agendas, provide data analysis and recommendations: As inquiries come in, Chief of Staff Office tracks the date they were received, the subject, the questions and the concerns. Then they are routed to the appropriate department for input, data and answers. Chief of Staff office collects data and responds to the question or concerns timely.	Kelly Ruppel
Advisory Groups	Superintendent meets regularly with advisory groups including community leaders, parents, teachers/staff, principals, and students. These groups provide input and feedback on the implementation of the strategic framework.	Jen Cheatham
State Legislation	Media and Government Relations director tracks legislation daily, flags potential impacts, works with staff to provide analysis, communicate with the Board and coordinate response as appropriate. In addition to tracking, develop and execute legislative agenda for district.	Rachel Strauch-Nelson
Media	Media and Government Relations Director serve as media contact, fields questions, gathers information from appropriate staff, develops responses, gains appropriate approval and oversees delivery of response.	Rachel Strauch-Nelson
Special Projects	Special Assistant to the Superintendent manages all special projects as assigned by Superintendent	Zachary Herrmann
Crisis Management	Chief of Staff coordinates across departmental response for major district crisis from beginning through resolution.	Kelly Ruppel



Superintendent's 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
Forward Madison Sustainability Plan	IV: Thriving Workforce	Refine the recruitment, hiring, induction and engagement processes for all roles at all levels of the system to ensure maximum retention of all employees.	Zachary Hermann	1) Research and diagnose Partnership. 2) Conduct a SWOT analysis based on research and theory.	1) Develop a draft set of recommendations. 2) Solicit feedback from key stakeholders (members of steering and leadership team. 3) Initiate forward-looking conversation	1) Facilitate process whereby recommendations are selected, delegated, and begin to be implemented	1) Monitor progress on planning and implementation of selected recommendations. 2) Make additional decisions based on results of evaluations.	Plan is presented
Charter Process	N/A	N/A	Kelly Ruppel	1) Implement the draft process documented over the summer with current charters and the two renewing charters 2) Organize the MMSD Charter Cross-functional Team 3) Create the documents for the review and rating process	1) Reflect on the process from the last year. 2) Document lessons learned from those schools, as well as our internal team and the Board of Education	1) Apply lessons learned to the following: a) Board Charter Policy b) process and guidance documents on the website c) Other tools and templates	1) Create a "Roles and Responsibilities Matrix" that can be published to help guide best practices for the Charter Boards and Principal decision making and relationships 2) Consider what special PD might be needed for charter principals around budget, accountability, law, etc.	Outcome metrics: 1) 3 Schools selection and satisfaction through the process 2) revised and approved charter policy 3) Documented plan for next year on PD
Crisis Management	N/A	N/A	Kelly Ruppel	1) Hold Team Kick off meeting at beginning of year for PD on the current process 2) Create a project charter, including timeline, for the creation of a better crisis response tool for next year	1) Revise current process based on kickoff meeting feedback, 2) Hold cross-functional team meeting to check in on the progress of the tool creation and problem solving	1) Begin training on the new tool 2) develop timeline and decisions for school based roll out and central office roll out	1) Decide on metric measurements	Data analysis. How many responses went through the tool this year? How did it work? What schools most at?
Innovation	N/A	N/A	Jen Cheatham	1) Utilize SLT meeting and board retreat to discuss the purpose of innovation and to explore board's willingness to invest in this area 2) Identify fundings needs/sources	1) Revise job description for Special Assistant accordingly	1) If possible, post job description and hire	Develop approach to innovation in preparation for initial launch of strategy in 17-18	Development of strategy (including budget, staffing, and processes/routines); successful hiring
Plan for developing Strategic Framework Revisions 18-19	N/A	N/A	Jen Cheatham	none	none	Sketch out approach for 16-17 annual report and how it sets us up for 17-18 process	Work with Media/Communications and Research to plan 17-18 process; review with Board at June Board retreat	Completion of work plan for 17-18 process for developing next iteration of Framework
SLT and COLT Development	IV: Thriving Workforce	Implement an approach that ensures the consistent design and delivery of high quality professional development aligned to our vision of great teaching and our values of excellence with equity.	Zachary Hermann	1) Identify leadership growth opportunities and design a leadership development strategy for SLT and COLT, including content and process (presentations, peer-pairs, experiments, etc.)	1) Execute and facilitate development strategy. 2) Work with individuals as requested and deployed.	1) Execute and facilitate development strategy. 2) Work with individuals as requested and deployed.	none	SLT and COLT exit / survey responses