



## Purpose and Work Streams FY15

**Department:**

**Data Use and Accountability**

### Purpose

Purpose	Department Head
The MMSD Data Use Office supports evidence-based decision-making by assisting schools in the use of relevant and timely data about student achievement, behavior, and social emotional growth.	Caroline Racine Gilles

### Major Work Streams

Work Stream	Work Stream Lead
School Support: Director of Data Use receives a request for data support from Chief of Schools, School Improvement Partner, or Principal --> Data use team reviews the request--> Director assigns support task to Data Strategist--> Data Strategist provides support that is articulated in School Support Plan--> Data strategist completes a log of all activities-->Data strategist communicates with Partner assigned	Caroline Racine Gilles
Systems Level Support: Data use team attends, facilitates, or co-plans key stakeholder professional development that relates to data use (e.g., instructional coach, leadership institutes, SBLT institutes) as needed.	Caroline Racine Gilles
Data Point Person PD: Lead data strategist delivers PD to data point people as outlined by the year long plan--> data strategists provide follow up support as needed--> Lead Data strategist maintains materials and resources related to the trainings on the PL portal.	Meg Filkins
Tool Development and Production: Data strategist continues customization and development of Data Use Tool kit. Lead Data Strategist communicates with project manager-->project manager collaborates with authors to write the guide-->project manager sends guide out for review-->PM collects reviews and incorporates feedback-->Final document is sent to Exec Director of Accountability-->PM shares with partners and chief of schools-->Lead Data Strategist posts to website.	Sara Hagen
Data Use Support- AIMSWEB: In collaboration with Assessment and Student Services Departments, Data Strategists provide on-going training and support related to AIMSweb assessment.	Meg Filkins
Communication: Lead Data Strategist provides on-going communication related to data use via newsletters and website updates	Sara Hagen
Teaming: Director assigns appropriate data strategist(s) to work on cross-functional teams to support priority areas as outlined in the strategic framework.	Caroline Racine Gilles
Data Dashboard: Data use team meets regularly with Dashboard staff to inform content need for schools.	Caroline Racine Gilles



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**Priority Project Implementation Plan FY15**

Priority Projects	Implementation Plans	Lead Owners
Establish Work Streams, Transition of work, and Documentation	Communicate with Chiefs of Schools about the roles of partners and data strategists, meet with RPEO to establish timeline of transitioning key projects, create tracker for data strategists to use to track their supportive activities and professional development delivery, attend regularly scheduled partner meetings	Caroline Racine Gilles
Create and Maintain Just in Time Tools and Resources for Assessment and Other Data	Identify "just in time" supports that are needed, outline quarterly plan for development and delivery, share with Partners and Chiefs of Schools prior to release, Communication plan in place	Caroline Racine Gilles
CALL Survey pilot	Follow up with Schools via survey or interview about the process, attend a team meeting where they discuss data, correlate the results with Thriving Schools Rubric, Write up summary and recommendations, deliver to Executive Director of RAD.	Caroline Racine Gilles



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<b>Goals &amp; Measures FY15</b>			
Goals	Measures	Data collection & monitoring plans	Lead owners for tracking goal
To create and deliver tools and resources for school teams	Permanent Products, # of hits on the website	Year long plan outlined with quarterly check in with data use team	Sara Hagen
To deliver quality professional development and on-going learning opportunities for data point people	# of delivered PD sessions, satisfaction surveys, % attending, and permanent products	Year long plan outlined with quarterly check in with data use team. Review of monthly survey data.	Meg Filkins
To increase school teams' capacity to use data to make decisions	Quantitative rating scale data on relevant sections on Thriving Schools Rubric, SBLT self-assessment and TT self-assessment (increase from baseline to T2 and T3); number of fulfilled requests to work with school teams	Tri-annual review of the assessment results, reflect, adjust, and deliver on-going support where needed	Caroline Racine Gilles