

Quarterly Review and Updates to Plan: Rightsizing the District

S	<p>STUDY: To be completed quarterly and at end of school year (activities for July through September)</p>
<p>Summarize Data to Date</p>	<p>Facilities Components We gathered and reviewed district administrative policies and procedures related to enrollment and facilities. We identified four administrative policies and procedures for review:</p> <ul style="list-style-type: none"> ● Administrative Policy 5.01: Facilities ● Administrative Procedure 5.01(1): Facilities Planning ● Administrative Procedure 5.01(2): Facilities Retirement ● Administrative Policy 5.02: Use of School Facilities <p>We assembled a cross-departmental/district committee for review and coordination of timelines associated with enrollment decisions, staffing decisions, and budget decisions; we scheduled the first meeting for October 3, 2023. This committee includes seven individuals: a high school principal, a student services team member, a parent, representatives from the Milwaukee Teachers' Education Association (MTEA) and the Administrators and Supervisors Council (ASC), a staff member from finance, and a staff member from facilities and maintenance services.</p> <p>We also completed school-readiness site visits for all schools, identifying areas of the building that required improvements to ensure that buildings were ready for the first day of school. Monitoring the schools is an ongoing process.</p> <p>Human Resources Components The Office of Human Resources (HR) continued to offer the incentives for selected staff in Comprehensive Support and Improvement (CSI) schools, which include eighteen bonuses that have been issued thus far in FY24. MPS also has numerous other bonus programs that have been paid in FY24:</p> <ul style="list-style-type: none"> ● Twenty-nine referral bonuses ● Three bilingual psychologist bonuses ● Nine speech and nurse bonuses ● One 53206 stay bonus ● Thirty-six housing allowance/relocation bonuses <p>Data will be collected and reviewed to determine the impact of this program.</p> <p>HR has engaged in twenty-seven external recruitment events from July 1, 2023, through September 30, 2023. HR has also seen an increase in attendance/participation in the on-site recruitment events. MPS should meet its hourly staffing numbers by December 2023.</p>

	<p>HR has implemented a survey that is sent to new hires on days fourteen, thirty, and sixty. The questions include inquiries about the climate and culture in their new work environment. Data will be used to support schools that are struggling. HR also supports schools with part-time support staff while making certain that schools do not have too many part-time staff.</p> <p>HR has not reviewed online course offerings for classified staff to date. We will be extending this action item through June 2024 to include representation from all departments.</p> <p>Data Review A committee of seven individuals was assembled to review and analyze district data related to enrollment, demographics, mobility, capacity, student-teacher ratios, and program offerings. Data has been identified that will provide the team with insights into the district. While the data review was scheduled, insufficient time was available for reviewing the data during the first quarter. This activity is scheduled to continue through February 2024.</p> <p>Student referral and suspension data has been gathered monthly and analyzed by the district discipline manager. A review of incidents by behavior, race, and school is included in the analysis. Interventions that are taking place, as documented in Infinite Campus, are also included in the data review and are shared. This information is also provided bimonthly to the Parent and Community Engagement (PACE) committee.</p> <p>Professional Learning Systems We researched and found that the duration of professional learning should be ongoing for as long as is needed. According to research, one hundred hours was the annual number of hours recommended for professional learning. However, Wisconsin State Legislature 118.43 (c.3) states that sixty hours of professional development should be incorporated into an employee’s work annually.</p> <p>Research began on determining successful professional learning schedules/formats. While we have reached out to the Council of the Great City Schools (CGCS) several times, they have not been able to provide us with information about member districts. Team members will try to make connections at the CGCS conference. This work is scheduled to continue through November 2023. The team has not started developing options for professional learning schedules/formats since information has not been gathered to date. This is planned to be completed by the end of November 2023.</p>
<p>Color Coding</p>	<p>On your action plan, color code the steps that you planned for this past quarter: (15) Green – Action step completed (7) Yellow – Action step in progress (5) Red – Action step was not started as planned (3). These action steps have required other information before they are able to start. Work should begin in quarter two.</p>

<p>Analyze how this data gives evidence to your progress on the plan (refer to the measures you listed).</p> <p>We are making progress in the development of committees and beginning the data review process for administrative policies and procedures related to student enrollment and facility usage. Additionally, the committee created for evaluation of district timelines regarding enrollment, budget development, staffing decisions, etc., has been formed.</p> <p>HR has taken steps forward on all action steps. All of the action steps are continuous and will need to be tracked consistently to see whether the options give us the desired results.</p> <p>The data review committee is making progress on the identification of data. Data related to student referrals and suspensions is routinely gathered and analyzed.</p>	<p>Analyze the data that gives evidence to lack of progress toward the plan (refer to the measures you listed).</p> <p>HR did not complete the review of professional learning opportunities for classified staff this past July. We determined that we need to gather a cross-departmental team to begin looking at options and needs for classified staff professional learning.</p> <p>The data review team has indicated that it is taking more time to gather the identified data, but they will be on track in quarter two to begin analyzing the data.</p> <p>Collecting data on how schools schedule/format professional learning has been more difficult than anticipated. Therefore, the work to develop schedule/format options has not begun.</p>
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A	ACT: Revise or continue with implementation based on data analysis
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What will you change about your plan for the next quarter?

The facilities team added an activity to have the committee that was created for the long-range facilities master plan request for proposal review meet and review focus during the months of October 2023–February 2024.

HR is extending the action step for reviewing online courses available to classified staff through the 2023–24 school year. This is also expanding the action step to include developing a cross-departmental team.

HR would like to continue to pursue the use of college students as part-time paraprofessionals, as it may help to encourage college students to choose a career in education.

HR will attend more specific, position-focused recruitment events in the community, particularly for school nutrition staff.