

Quarterly Review and Updates to Facilities and Upgrades Plan

S	STUDY: To be completed quarterly and at end of school year
Summarize Data to Date	<p>The committee developed the goals and objectives for the request for proposal (RFP) to hire a consultant who will develop the long-range facilities master plan. Direction was provided by administration to develop the RFP and issue it for bidding as quickly as possible. Work on the RFP continued in December with intent to issue the document for bidding in January 2024.</p> <p>The senior director of the Department of Facilities and Maintenance Services met with the chief financial officer to discuss issues regarding educational maintenance funding. For the FY25 budget, a recommendation will be made for schools to allocate a percentage of their budget for educational maintenance work needed for their facility.</p> <p>To address annual deferred maintenance work, facility compliance issues (e.g., necessary inspections for building occupancy), and other district initiatives that incur regular annual costs for the district, the senior director of the Department of Facilities and Maintenance Services met with the chief financial officer to include these costs in the FY25 budget development.</p> <p>Department of Communications and Marketing staff met with departmental and program liaisons in quarter one to discuss their mission, goals, and communications needs, both internal (inside the district) and external (public facing). The department continued the meetings in quarter two. Communications staff met with Extended Learning Opportunities/Summer Academy, First Nations Studies, Milwaukee Community Schools Partnership, and Montessori. Initial contacts have been made with other departments, offices, and programs, including fine arts and International Baccalaureate, and meetings will be ongoing in quarter three.</p> <p>Staff created an action plan outlining the goals, objectives, strategies, tactics, and implementation of the overall goal for creating and maintaining school environments that are welcoming, well maintained, and clean. The ultimate goal was to foster a positive school culture that attracts and retains students and enhances the reputation of Milwaukee Public Schools within the community. Standard operating procedures were created and focused on the three objectives of school walkthroughs: stakeholder events, rebranding, and marketing campaigns.</p> <p>The Department of Communications and Marketing created a communications guide to assist school leaders and parent coordinators with a focus on marketing materials and event assistance. The communications guide was shared during the monthly Principal Leadership Institute meetings and Parent Coordinator Institutes. The communications guide was also posted on SharePoint so that school leaders and parent coordinators had easy access.</p> <p>Between October 1 and December 31, staff completed 34 school walkthroughs. Staff completed 15 school walkthroughs that reviewed the schools' programs, facilities, and conditions, resulting in updated marketing materials and building upgrades. Staff completed 5 school walkthroughs that reviewed the schools' logo systems, resulting in new, aligned marketing materials. Staff also completed 14 school walkthroughs prior to a stakeholder/media event being hosted at the school. Schools hosting events received marketing materials, facilities updates, and required repairs.</p>

Color Coding	<p>On your action plan, color code the steps that you planned for this past quarter. Note the number of action steps in each category: (6)</p> <p>Green – Action step completed (2)</p> <p>Yellow – Action step in progress (4)</p> <p>Red – Action step was not started as planned (0)</p> <p>Blue – Changes for quarter three (3)</p>
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<p>Analyze how these data give evidence to your progress on the strategic plan (refer to the measures you listed).</p> <p>The committee developing goals and objectives for the RFP is three months ahead of schedule. The RFP for a consultant to develop the long-range facilities master plan will go to the board for approval earlier than expected.</p> <p>Creating SOPs to outline the process and goals when completing a school walkthrough to make a school marketable has ensured that staff are focused on marketability during onsite walkthroughs.</p> <p>Thirty-four schools have received the assistance needed to be marketable in quarter two. A total of 47 schools have received assistance since quarter one.</p> <p>By providing training and resources, school leaders have received the assistance needed to make their school marketable.</p> <p>We have made progress on working with departments, offices, and programs to determine their communications needs and updates.</p>	<p>Analyze the data that give evidence to lack of progress toward the plan (refer to the measures you listed).</p> <p>Comparing research benchmarks with the Council of the Great City Schools and neighboring districts has been extended into April.</p> <p>Communications’ contact with departments, offices, and programs will be extended into April to accommodate work needed for the referendum ballot question, move to single calendar, and other efforts requiring attention.</p>
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A	ACT: Revise or continue with implementation based on data analysis
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<p>What will you change about your plan for the next quarter?</p> <p>In quarter three, the work will continue on funding district initiatives to align with the district budget development process.</p> <p>To make schools more marketable, 30 school onsite walkthroughs with school leadership and facilities staff will occur to review the condition of the building, branding, and marketing materials. If 30 onsite school walkthroughs are completed, this task will be completed by the end of calendar year 2024.</p> <p>The communications staff will work with an additional two to three departments, offices, and programs a week.</p>

The research benchmark comparison is being extended into April 2024 to align with the data gathering for the report.

The team added an additional action step to the plan. The consultant hired from the RFP will develop action steps for the implementation of the long-range facilities master plan for the district through 2034. The work will start in April 2024.