Office of Strategy and Performance
Budget Presentation

School Committee
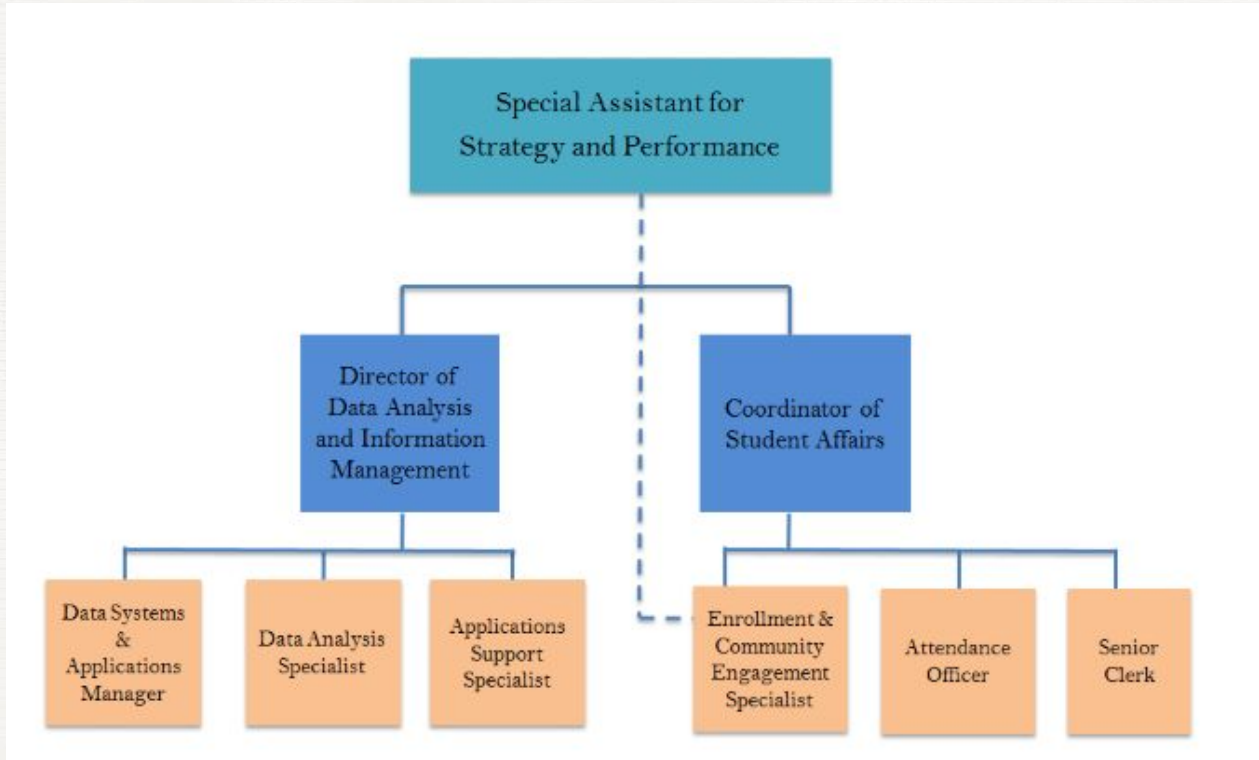1/9/2020

OSP

Office of Strategy and Performance

Created during FY 2016

Current OSP Organization Chart

Historical Context

FY 2005	FY 2010	FY 2016-18	FY 2019-20

Data Team

Office of Strategy & Performance

- Director
- Database Manager
- Senior Application Support Specialist (x2)

FTE: 4.0

- Director
- Database Manager
- Senior Application Support Specialist
- Data Analysis Specialist

FTE: 4.0

- Director of Data Analysis & Information Management
- Database Manager
- Senior Application Support Specialist
- Data Analysis Specialsit

Community Engagement

In FY2015, PSB hired a Director of Community Engagement. This position was eliminated in FY2016.

Creating a centralized/dedicated system to communicate with internal and external stakeholders was part of the rationale that led to OSP's formation in FY 2016.

- Special Assistant for Strategy and Performance
- Community Engagement Specialist

FTE: 2.0

- Special Assistant for Strategy and Performance
- Registration and Community Engagement Specialist

Registration/Enrollment

Prior to the formation of OSA in FY 2015, PSB did not have a centralized system for student registration and attendance.

- Coordinator of Student Affairs
- Registration Specialist
- District Attendance Officer (Part-Time)
- Senior Clerk

FTE: 3.5

- Coordinator of Registration & Enrollment
- District Attendance Officer (Part-Time)
- Senior Clerk

Total FTE: 9.5

Total FTE: 8.5

OSP Primary Functions

✘ Strategic Planning and Capital Projects

✘ Family and Community Outreach

✘ Registration and Enrollment

✘ Data Analysis and Information Management

Total FTE: 8.5

1. Strategic Planning and Capital Projects

- Special Assistant for Strategy and Performance (0.75)

- Enrollment & Community Engagement Specialist (0.25)

Total FTE: 1.0

Strategic Planning and Capital Projects

Provides support to District and School Leaders on the development and rollout of district and school initiatives to ensure effective coordination, communication, alignment with district goals, and to improve overall implementation

✘ Leads the review of district's emergency preparedness procedures, materials, and training

✘ Coordinates and leads biweekly Leadership Team meetings

✘ Works with and supports superintendent in planning, preparation, and collaboration with School Committee, Select Board, Town Boards and Commissions, Town Meeting, and other Town Departments

Strategic Planning and Capital Projects

Organizes major capital projects including BHS, Driscoll, and Pierce school building projects

✘ Led feasibility and schematic design phases of Driscoll and Pierce projects

✘ Organized School Building Committees

✘ Worked directly with architects, school staff, principals and the building department

✘ Partnering with MSBA on Pierce project

2. Family and Community Outreach, and Communications

- Special Assistant for Strategy and Performance (0.25)

- Enrollment & Community Engagement Specialist (0.25)

Total FTE: .5

Family and Community Outreach, and Communications

Facilitates the work across the district to include, inform, and engage families, staff, and community members

✘ Mailings

✘ Public meetings

✘ Email

✘ PSB website

✘ Town of Brookline website

✘ Social media

✘ School PTO's

✘ Local newspapers

Family and Community Outreach, and Communications

Maintains PSB Staff Portal

✘ Allows for easy access to vital curriculum, instructional, and administrative documents and other tools and resources

Coordinates and supports outreach related to public meetings

✘ Building Projects, Town Board and Commission Presentations, Coolidge Corner School Naming, Superintendent Search

Leads efforts on crisis communications

✘ Family and Staff Newsletters, PSB-Wide Announcements

3. Registration and Enrollment

Registration and Enrollment

✗ Coordinator of Student Affairs: 1.0 FTE

✗ Enrollment & Community Engagement Specialist: .5 FTE

✗ Attendance Officer: .5 FTE

✗ Senior Clerk: 1.0 FTE

Total FTE: 3.0

Registration and Enrollment

A welcome center and first point of contact for all families considering PSB

*Assists more than 1,500 families each year who request information on PSB

✘ Registers and enrolls every single student in all grades

✘ Provides information to prospective parents about schools

✘ Supports student attendance

✘ Processes withdrawals and change of addresses

✘ Works with schools and appropriate district departments to maintain accurate student records

Registration and Enrollment

Coordinates Kindergarten registration and facilitates enrollment process for all students in any grade level

✘ School assignment

✘ Communicates essential transition information to new families

✘ Works with BEEP, PK-8 schools, and private pre-schools to ensure that families with students entering Kindergarten have a position transition

✘ Works with ELE/METCO

4. Data Analysis and Information Management

Total FTE: 4.0

The district Data team supports stakeholders throughout the system in accessing, understanding, and utilizing data and information to support teaching and learning, programs, services, and operations. The Team implements procedures to ensure the accuracy and security of all students, staff, and district data, and uses this data to comply with state and federal reporting requirements. This Team also manages all enterprise data systems for the district with an eye towards building efficiencies and supporting users.

-- PSB Budget Book FY 2019

Data Team

✘ Director of Data Analysis & Information Management *

✘ Data Analysis Specialist**

✘ Data Systems & Applications Manager*

✘ Senior Applications Support Specialist*

Total FTE: 4.0

 *Position created FY05 or earlier
**Position created FY16

Data Analysis and Information Management

Manages student and staff information across eight primary systems that are used for essential functions across all schools and district offices:

✘ Scheduling

✘ Enrollment and registration

✘ Health

✘ Special education services

✘ College applications

✘ Communications

✘ Food services

✘ Library circulation

Data Analysis and Information Management

The proper maintenance and upkeep of the information in these systems enables the PSB to fulfill the reporting requirements of <u>state and federal government</u> multiple times a year that ensures the district receives:

- ✘ Chapter 70 funding
- ✘ Medicaid reimbursement
- ✘ Circuit breaker reimbursement
- ✘ Federal funding
- ✘ Grant funding

Reporting includes:

- ✘ Student information (3x year)
- ✘ Student course schedule (2x year)
- ✘ Staff and evaluations (2x year)
- ✘ Student discipline (1x year)
- ✘ Private and parochial school enrollment (1x a year)
- ✘ Civil Rights data collection (1x every other year)

Data Analysis and Information Management

Works to support teachers, teams of teachers, Principals, Coordinators, and Office of Teaching and Learning in easily accessing student achievement and administrative data

*Completed <u>over 250</u> requests in school year 2018-19

✘ Analyzes MCAS and State Accountability results for schools, student subgroups, and individual students

✘ Combines assessment and administrative data to triangulate data and identify patterns and trends for schools and the district

- Facilitates data inquiry meetings with staff at all levels

✘ Produces tools for teachers and specialists that allow for easier tracking and understanding of student progress in literacy over time

✘ Staff, family and student survey administration and analysis

Data Analysis and Information Management

Works with the Office of the Superintendent to support district level decisions around enrollment and programming

✘ Enrollment projections, Enrollment Working Group, Massachusetts School Building Authority

✘ Math K-8 and 9-12 Program Review

✘ Monthly discipline reporting

✘ BHS Early Warning Data Team

How does the Data Team Provide Essential Support?

Students

- Ensures students are assigned schedules at the beginning of every school year

- Maintains a confidential system where IEP plans, health information, and legal alerts are hosted

- Works with school guidance counselors to ensure proper names, email addresses, and Network IDs for students who have made the decision to transition

- Create and maintains platform within information system for students to make course selections for next school year

- Works in collaboration with Director of Educational Technology to information exchange between apps is accurate

- Evalulates programming to ensure quality and equity (example: math program review)

- Analyzes student data to help identify gaps in opportunity and achievement in order to deem focused support

- Maintains Naviance system (College Applications) with accurate student information and uploads SAT and PSAT scores to student profiles

- Reports on student information to the State of MA three times a year to ensure Chapter 70 funding

Staff

- Monthly training with K-8 school secretaries on process and procedures related to enrollment, maintenance, and security of student and family information

- Maintains grading portal (and responds to staff inquiries) for all K-8 progress report and report card cycle

- Works with school leaders during spring and summer to create schedules for K-8 schools

- Provides training on student information system to new teachers each year

- Provides data analysis and meeting facilitation on student achievement and opporities at the district, school, and classroom level

  - Lawrence K-2 team
  - Early Warning Data Team (BHS)

- Assists school leaders in reporting any discrepancies in State testing results

- Provides analysis to teacher teams, school and district leaders on:
  - Enrollment
  - MCAS
  - SAT, PSAT, AP
  - Course recommendations
  - Attendance
  - Course enrollment
  - Discipline
  - Internal PSB assessments
  - Etc.

Families

- Provides Aspen Parent user accounts (and customer support) so families can retrieve student progress reports/report cards, update contact information, provide district with FERPA consents
  - Responds to parent emails when issues with Aspen Parent Portal come up

- Publishes progress reports/report cards to parent portal

- Gives family the opportunity to provide school and district level feedback on the annual Family Feedback Survey

- Provides lists of students with appropriate consent to school PTO's

- Ensures security of student and family information especially as data connects to multiple systems within our district

- Maintains Blackboard Communication system so families can receive important messages from the District involving crisis, school cancellation, etc.

Director of Data Analysis & Information Management

Examples of important work from school year 2018-19

✘   Oversaw and managed the functions and operations of the Data Team

✘   Analyzed results and reported to School Committee and/or Curriculum Subcommittee on:
  - PSB MCAS results
  - PSB achievement gap using longitudinal cohort analysis methodology
  - Quantitative and qualitative community feedback survey results

✘   Partnered with BHS Early Warning Data Team to analyze, predict, and interrupt student behavior that leads to course failures and high school dropout

✘   Organized and maintained a system for all student information requests

✘   Key member of the Enrollment Projections Working Group that included organization/management of group + multiple requests for enrollment analysis

✘   Facilitated meetings with Lawrence K-2 team to review trends in BAS results over time and dig into individual student needs

Data Analysis Specialist

Examples of important work from school year 2018-19

✖ Reported monthly to Superintendent, Director of Educational Equity, and BHS team on student conduct and discipline

✖ Made improvement to both BAS sheets, Kindergarten assessments sheets, and LLI Intervention logs for additional reporting and understanding of individual student results and needs

✖ Uploaded SAT and Pre SAT data onto Naviance system to ensure students using system for College Applications had all the necessary requirements in their profiles

✖ With support of Director, responded to 250+ data requests throughout the year

✖ Facilitated the administration of the Family and Staff Feedback survey

✖ Created and turned around over 200 individual BAS and K assessment sheets each assessment cycle

Data Systems & Applications Manager

Examples of important work from school year 2018-19

✘ Created new user accounts (with correct security roles) for staff, students and families on Aspen

✘ Submitted EPIMS (Employee Information Management System) and SCS (Student Course Schedule) data to DESE 2x

- Continuously monitored administrative data to ensure accuracy in data entry for both EPIMS and SCS submissions

✘ Built new attendance alerts for all schools to inform supervisors when student attendance has not been taken

✘ Constantly monitors all systems to maintain automated feeds between all database systems (Aspen, Nutrikids, Destiny, Health Master)

✘ Communicated to parents/guardians each time progress reports/report cards are available on Aspen portal

Senior Applications Support Specialist

Examples of important work from school year 2018-19

✘ Spent over 70 hours of overtime helping K-8 schools create schedules for the 2019-20 school year

✘ Opened and closed grading portal for K-8 schools for all progress report, cycle, and term grading

✘ Updated *Aspen Quick Guides* posted on PSB Staff Portal for all user types

✘ Submitted SIMS (Student Information Management System) data to DESE 3x

- Continuously monitored administrative data to ensure accuracy in data entry

✘ Holds group and individual training sessions for Aspen users

- Monthly K-8 secretary meetings

✘ Managed Aspen system roll over from 2017-18 to 2018-19

Thank You!

Questions?