



**MILWAUKEE  
PUBLIC SCHOOLS**

# PROTOCOL FOR STAKEHOLDER VISITS

EDITION I – OCTOBER 2016

This booklet provides information for principals, school leaders, partners, and administrators on the standard operating processes and procedures for internal and external community partner visits.





# MILWAUKEE PUBLIC SCHOOLS



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Gina Spang, P.E., Chief of Staff

Tonya Adair, Chief Innovation and Information Officer

Dan Chanen, J.D., Chief Human Resources Officer

Ruth Maegli, Chief Academic Officer

Gerald Pace, J.D., Chief Financial Officer

Keith Posley, Ed.D., Chief School Administration Officer

Wendell Willis, Chief Operations Officer

Sue Saller, Manager, Superintendent's Initiatives

Ashley Lee, Special Assistant to the Superintendent

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### **Nondiscrimination Notice**

It is the policy of the Milwaukee Public Schools that, as required by section 118.13, Wisconsin Statutes, no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

- For Section 118.13, Wisconsin Statutes, federal Title II, or federal Title IX: Patricia Gill, Executive Director, Department of Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P. O. Box 21161, Milwaukee, Wisconsin, 53201-2161
- For Section 504 of the Rehabilitation Act of 1973 (Section 504): Jeff Molter, 504/ADA Coordinator for Students, MPS Department of Special Services, 5225 W. Vliet St., Milwaukee, Wisconsin, 53208. (414) 475-8817 TTD: (414) 475-8139



**MILWAUKEE  
PUBLIC SCHOOLS**

# PROTOCOL FOR STAKEHOLDER VISITS

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# CONTACT INFORMATION

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hairsttv@milwaukee.k12.wi.us or 475-8712

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**Jasmine Wells**, Grant Planning Assistant  
wellsja@milwaukee.k12.wi.us or 475-8260

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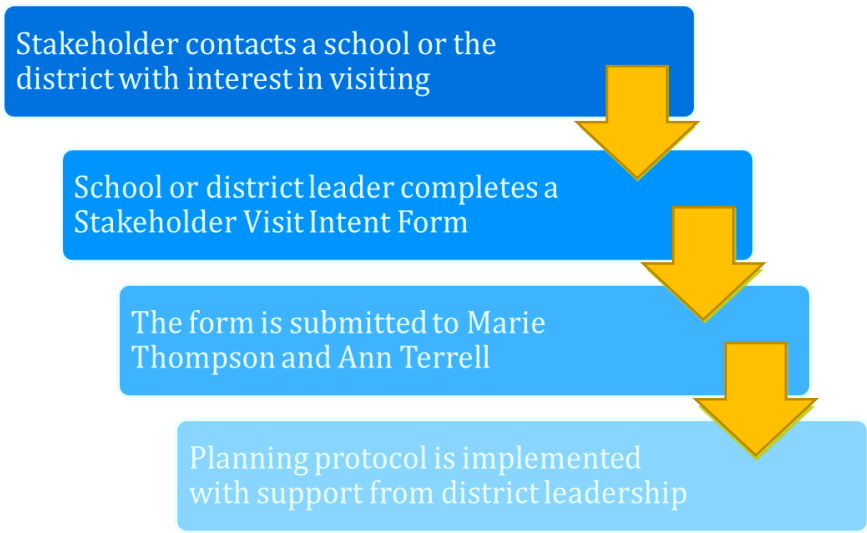
Address: 5225 W. Vliet Street, Room 29, Milwaukee, WI 53208  
Email: grants@milwaukee.k12.wi.us  
Phone: (414) 475-8260



# INTRODUCTION

As the largest school district in the state, Milwaukee Public Schools is exceptionally proud of the cutting edge innovation that takes place across our 158 schools. As such, there are many requests by dignitaries and external stakeholders (e.g. elected officials, business and non-profit partners, national education partners, media representatives, etc.) to visit schools in order to get a glimpse of the great things happening in MPS. In alignment with the Eight Big Ideas, specifically "Re-envisioning Partnerships," MPS will leverage and embrace these frequent opportunities.

To minimize instructional disruption, and to maximize the positive experience for the students, staff and visitors, a standard stakeholder protocol has been developed and will be implemented prior to each visit. Timelines may vary, and adjustments should be made based on the nature of the meeting, visit and/or tour.



# PROTOCOL FOR STAKEHOLDER VISITS

## NOTIFICATION PROTOCOL

Immediately upon notification that an elected official, community or business partner dignitary, or other stakeholder will visit an MPS facility, the school principal or district staff must complete a [Stakeholder Visit Intent Form](#), located on mConnect. This form is then submitted via email to the individuals listed on the bottom of the document. This initiates the stakeholder visit planning process.

The next steps of the process include the identification of visit attendees, important preparation documents, purpose of visit and a schedule of facility walk-through and preparation meetings.

## PLANNING PROTOCOL

### VISIT ATTENDEES

Whether hosting a school or program tour and/or meeting, the following individuals should be in attendance:

- District leadership:
  - Superintendent: recommendation by the overseeing chief
  - Chief: greet visitors at the start if not available for entire visit
  - Regional Superintendent: greet visitors at the start if not available for the tour/meeting (if taking place at or related to specific schools)
  - School Principal: as appropriate based on the purpose of the visit
- Project Point Person
- Select work team members including involved partners, coordinators, teachers, etc.
- Student greeters at the start of the visit

The list of meeting attendees must be reviewed and approved by the overseeing chief one month prior to the visit date.





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## TYPE OF VISIT & LOCATION

Determine whether the visit will include a school or program tour as well as the number of locations involved. If there will be a formal meeting, determine if the visit will begin or conclude with the meeting. A master of run-of-show must be developed to outline the visit timeline for all components from start to finish. This document will also assign talking points to each of the involved individuals to ensure seamlessness.

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## IMPORTANT DOCUMENTS

The following documents will support district personnel through the visit planning process:

- Meeting agenda: outline formal meeting topics and the order of conversation
- Run-of-show: detail the visit timeline, locations and talking points
- Talking points: detail talking points for the superintendent, chief and school leadership
- Meeting materials: in a booklet, folder or binder format to provide relevant information for the stakeholder during the visit and/or meeting
- Name table tents or name tags: create a standard format to identify attendees in the formal meeting

### IMPORTANT RESOURCES

[Stakeholder Visit Intent Form](#)

[Protocol for Stakeholder Visits](#)

[Protocol for Stakeholder Visits Worksheet.docx](#)

[Protocol for Stakeholder Visits Appendices](#)

[Stakeholder Visit Letter](#)



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## DISTRICT & SCHOOL FACILITIES

MPS Department of Facilities and Maintenance will support stakeholder visits by ensuring district and school facilities are in presentable condition. A series of facility walk-through meetings will take place from the time of visit notification up to the visit date. The purpose of these walk-throughs is to identify superficial projects that can be addressed prior to the visit date. Individuals attending these meetings should include the manager of building operations, area supervisor of facilities, school leadership, project lead, grant manager and appropriate partners and work team members. The timeline of these walk-throughs is detailed in Important Dates.

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## IMPORTANT DATES

Scheduling the following events will support district personnel in the visit planning process:

Meeting	Meeting Order	Attendees
Initial planning meeting	Meeting #1	Lead, chief, Ann and Marie
Series of daily/weekly facility walk-throughs at visit location based on timeline (approx. 3)	Ongoing	Facilities supervisor, lead, school leadership, regional superintendent, Marie, and Ann *Include Denise Calloway if media is involved
Pre-Meeting(s) with chief to review itinerary and meeting materials	Meeting #2 (more as needed)	Lead, chief, Ann and Marie
Pre-Dry Run Meeting to review itinerary and visit materials	Meeting #3	Superintendent, chief, lead, Ann and Marie
Dry Run Meeting to finalize itinerary, run-of-show and visit materials	Meeting #4	Superintendent, chief, regional, lead, Ann, Marie and all visit attendees
Stakeholder Visit	Final Meeting	All visit attendees include setup staff



# PREPARATION FOR STAKEHOLDER VISITS

## TWO MONTHS PRIOR TO VISIT

This phase of planning is intended to address overarching logistics to determine location, type of visit, work team tasks and a schedule of events leading to the visit date.

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### TOUR & MEETING PREPARATION

- Issue a standard email from the superintendent to the content expert and respective chief on the role of Ann and Marie
- Convene a planning meeting to determine visit structure:
- Meeting length, attendees, location(s)
- Tour location(s), length, attendees
- Contact Denise Callaway to determine media release protocol
- Engage Chris Thiel a government official will be in attendance
- Draft a meeting agenda to share with work team and overseeing chief for approval
- Determine potential meeting materials needed (reports, school data, etc.)
- Review district glossy folder and identify documents to include for guests
- Determine the format of meeting materials (binder, booklet, PowerPoint, etc.)
- Draft run-of-show document detailing logistics of visit and timeline
- Start preparing meeting materials and assign the work team pieces to prepare

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### COMMUNICATION WITH GUESTS

- Send a confirmation email to stakeholder to verify meeting date and time
- Send Outlook invite for meeting date to stakeholder



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## ADMINISTRATION

- Send Outlook invite for pre-meeting to superintendent (if needed) and all meeting and tour attendees to confirm agenda, run-of-show and meeting materials
- Send Outlook invite for meeting date to superintendent (if needed) and all attendees
- Send Outlook invite to facilities, building personnel, school leadership and work team for facility walk-throughs
- Schedule a timeline for meeting material completion, including formatting and assembly

## ONE MONTH PRIOR TO VISIT

This phase of planning is intended to finalize logistics leading up to the visit date.

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## TOUR & MEETING PREPARATION

- Determine tour route and stops including specific classrooms, programs, etc.
- Orientate teachers, program and building staff on visiting guest and give specific direction
- Finalize the list of meeting and tour attendees
- Finalize meeting agenda
- Finalize the format of meeting materials (binder, booklet, PowerPoint, etc.)
- Review run-of-show document detailing logistics of visit, timeline and potential talking points
- Review first draft of meeting materials with work team and overseeing chief
- Request approval of agenda, run-of-show, and list of meeting materials by overseeing chief

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## COMMUNICATION WITH GUESTS

- Share a draft of the agenda with stakeholder via email for feedback.



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## ADMINISTRATION

- Send Outlook invite for pre-meeting to Superintendent (if needed) and all meeting and tour attendees to confirm agenda, run-of-show and meeting materials
- Request appropriate number of safety personnel
- Request safety personnel wear white uniforms
- Determine whether refreshments or meals are needed

## TWO WEEKS PRIOR TO VISIT

This phase of planning is for finalization of materials for the visit date.

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## TOUR & MEETING PREPARATION

- Format final meeting materials to share at the pre-meeting to include a table of contents and page numbers
- Develop background information on visitor, including their interests, motive for the visit, and picture to provide to meeting participants
- Hold pre-meeting with MPS leadership and involved partners to review meeting agenda, meeting materials and thoroughly discuss the run-of-show document
- Create talking points based on final run-of-show for superintendent, chief and school leadership as needed
- Conduct a mock walk-through with school leadership and talk with teachers on the route
- Determine technology needs for visit
- Identify a secure space where coats can be stored
- Arrange parking for the Superintendent and guests
- Designate a meeting/tour timekeeper to keep group on schedule
- Identify student greeters and prepare those individuals
- Create a data wall to highlight during visit/tour as a best practice
- Prepare and showcase key bulletin boards on visit route
- Prepare teachers throughout the building and on the tour route
- Provide principals with questions that the stakeholder may pose
- Prepare a specific and attainable answer to a "What can we do for you?" question from visitor



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## COMMUNICATION WITH GUESTS

- Send a confirmation to stakeholder to verify meeting date, time and location, and inquire on if assistance is needed while traveling in Milwaukee

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## ADMINISTRATION

- Coordinate and schedule work team help with setup prior to the meeting
- Arrange for refreshment/meal delivery or setup
- Schedule time for final formatting of meeting materials
- Schedule printing of materials with MPS Duplication Services
- Schedule time to assemble binders/print booklets/practice PowerPoint

## ONE WEEK PRIOR TO VISIT

This phase of planning is for final preparation of materials for the visit date.

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## TOUR & MEETING PREPARATION

- Complete final format of meeting materials and agenda for consistency
- Hold final pre-meeting with MPS leadership and involved partners to review meeting agenda, meeting materials and thoroughly discuss the run-of-show document
- Discuss talking points based on final run-of-show for superintendent, chief and school leadership as needed

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## COMMUNICATION WITH GUESTS

- Send final agenda and timeline to stakeholder

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## ADMINISTRATION

- Confirm appropriate number of safety personnel are scheduled and will wear white uniforms
- Complete final walk-through at meeting/tour location with school leadership and work team
- Print name table tents for attendees and possible drop-in attendees



## TWO DAYS PRIOR TO VISIT

This phase of is for final presentation materials for the visit date.

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### ADMINISTRATION

- Print agendas
- Print meeting materials
- Assemble binders/booklets/folders
- Confirm meals/refreshment details

## DAY OF VISIT

- Setup meeting space (see picture in Appendix A)
- Deliver agendas and meeting materials including pens Best practice: Provide samples of student art or projects related to the guests
- Setup name table tents
- Debrief with MPS leadership, the work team and involved partners

## FOLLOWING VISIT

- Create thank you notes in an electronic version for each guest within three days of visit and email those to Marie and Ann to send to Gail Davidson
- Confirm thank you notes were sent and follow-up on stakeholder questions
- Send a 'Thank You' email to all involved individuals



# LETTER FROM DR. DRIVER



**MILWAUKEE  
PUBLIC SCHOOLS**

Office of the Superintendent  
5225 W. Vliet St., P.O. Box 2181  
Milwaukee, WI 53201-2181  
(414) 475-8001 • [mps.milwaukee.k12.wi.us](http://mps.milwaukee.k12.wi.us)

May 2, 2016

Dear Principals:

As the largest urban school district in the state and the 42<sup>nd</sup> largest in the country, we are exceptionally proud of the cutting edge innovation taking place across our 158 schools. As such, there are many requests by dignitaries and external stakeholders to visit schools in order to get a glimpse of the great things happening in Milwaukee Public Schools. In alignment with the Eight Big Ideas, specifically “Re-envisioning Partnerships,” we will leverage and embrace these frequent opportunities to showcase our world-class schools.

To minimize instructional disruption, and to maximize the positive experience for the students, staff, and visitors, a standard protocol for visit preparation has been developed and will be implemented prior to each stakeholder visit. This systemic protocol was drafted with input from school staff, principals and central office staff. With support from the chiefs and their teams, I have asked Marie Thompson and Ann Terrell to facilitate these efforts.

Reporting visit requests will follow protocol similar to a news request. Whereas you would contact Denise Callaway for media requests, please contact Marie Thompson, Grants and Project Manager, or Ann Terrell, Director of the MPS Foundation, if you receive a visit request for a dignitary or external group.

Recent or upcoming dignitary visits include: Senator Baldwin, State Superintendent Evers, Secretary Allen, Secretary Anderson and Mayor Barrett. Visiting groups have included: Panasonic Foundation, Turnaround Arts, and the Historically Black Colleges and University conference participants.

As always, we look to continuously refine these processes with your help as protocol is implemented. Thus far, visit preparation support has been well received by principals and school staff. Collaboration is essential to ensuring positive visitor experiences that maximize opportunities to showcase great leadership and innovative teaching and learning in schools. Together, we will make every visit an *MPS Proud* moment.

Best,

Darienne B. Driver, Ed.D.  
Superintendent of Schools

***Start. Stay. Succeed.***  
*Comienza. Quédate. Triunfa.*





# STAKEHOLDER VISIT INTENT FORM



**MILWAUKEE  
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Office of the Superintendent  
5225 W. Vliet St., P.O. Box 2181  
Milwaukee, WI 53201-2181  
(414) 475-8001 • [mps.milwaukee.k12.wi.us](http://mps.milwaukee.k12.wi.us)

## Stakeholder Visit Intent Form

Please complete this form upon notification of visit interest by an external stakeholder and email to the individuals listed below. The purpose of this form is to initiate and guide the planning process.

Stakeholder/Organization:	<input type="text"/>		
Org. Point of Contact:	<input type="text"/>	Title:	<input type="text"/>
Email Address:	<input type="text"/>	Phone:	<input type="text"/>
Number of External	<input type="text"/>	Location(s):	<input type="text"/>
Visitors: Date of Event:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Timeframe:	<input type="text"/>
MPS Point of Contact:	<input type="text"/>	Title:	<input type="text"/>
Type of Event (select all that apply):	<input type="checkbox"/> Tour <input type="checkbox"/> Meeting <input type="checkbox"/> Press Conference <input type="checkbox"/> Other: <input type="text"/>		
How were you notified of the visit?	<input type="text"/>		

### Reason for Visit

Who does the stakeholder want to see or talk with during the visit?

What kind of classes, activities or programs are of interest?

Why is the stakeholder interested in visiting MPS?

What other expectation does the stakeholder have for the visit?

This completed form should be emailed to the following individuals immediately:

- Chief overseeing program or school
- Director overseeing program
- Ann Terrell, MPS Foundation
- Marie Thompson, MPS Grant Development & Planning
- Denise Callaway-Reistad, Executive Director of Communications

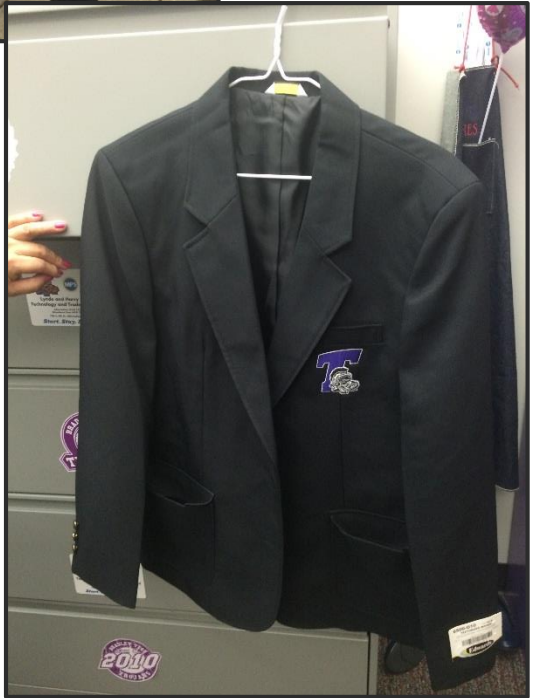


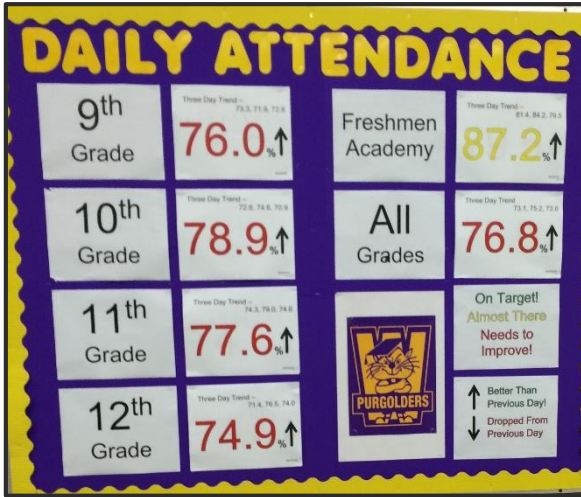
# APPENDICES

## APPENDIX A: MEETING SETUP

(STUDENT AMBASSADORS/REFRESHMENTS/SPOTLIGHT WALLS)









**Bess the Book Bus, Inc. & Citgo Petroleum Corporation  
Ralph H. Metcalfe School  
Agenda**

**Thursday, September 15, 2016; 8:30am-10:30am  
Ralph H. Metcalfe School  
3400 W. North Ave., Milwaukee, WI**

**Participants**

Courtney Pelot	Miss Wisconsin	Citgo Petroleum Corporation
Jim Jones	Senior Territory Sales Manager	Citgo Petroleum Corporation
Jennifer Frances	Founder	Bess the Book Bus
Annie Woodward	Director, School Board, District #4	Milwaukee Public Schools
Gina Spang	Chief of Staff	Milwaukee Public Schools
Keith Posley, Ed.D.	Chief of School Administration	Milwaukee Public Schools
Denise Callaway	Executive Director, Communications & Outreach	Milwaukee Public Schools
Joe'Mar Hooper	Director, Department of Business, Community, & Family Partnerships	Milwaukee Public Schools
Reginald L. Lawrence II, Ed.D.	Regional Superintendent	Milwaukee Public Schools
Bridgette Hood	Director of School Support	Milwaukee Public Schools
Melinda Gladney	Principal	Ralph H. Metcalfe School
Marie Thompson	Grant Development & Project Manager	Milwaukee Public Schools
Katie Cunningham	Media Relations Supervisor	Milwaukee Public Schools
Megan Burk	Partnership & Volunteer Assistant	Milwaukee Public Schools
Timothy Remshak	Communications Web Analyst II	Milwaukee Public Schools

**Agenda**

- I. Welcome & Introductions
- II. Program Begins
- III. Adjournment
- IV. Promotion of Literacy and Outreach
- V. Depart





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LYNDE & HARRY BRADLEY  
TECHNOLOGY...TRADE SCHOOL

Internal Documents

## Milwaukee Community Schools Partnership

Thursday, May 5<sup>th</sup>, 2016; 4:00 p.m. – 5:00 p.m.

### Run of Show

Lynde and Harry Bradley Technology and Trade School  
700 S. 4<sup>th</sup> Street, Milwaukee, WI

4:00 p.m.	School Principal – encourage participants to fill out Community School interest forms
4:05 p.m. – 4:12 p.m.	Video – Oakland Community Schools: <a href="https://www.youtube.com/watch?v=r_2zFFQxr7M">https://www.youtube.com/watch?v=r_2zFFQxr7M</a>
4:12 p.m. – 4:22 p.m.	CSC provides brief overview of MCSP w/ visual slide <ul style="list-style-type: none"> <li>o MCSP One Page w/brief history               <ul style="list-style-type: none"> <li>▪ How long (school) has been a part of the MCSP</li> </ul> </li> <li>o Some key elements;               <ul style="list-style-type: none"> <li>▪ Key elements inside the house                   <ul style="list-style-type: none"> <li>• provide some examples of what is happening at the school</li> </ul> </li> <li>▪ Core principles:                   <ul style="list-style-type: none"> <li>• See Conversation Points</li> </ul> </li> </ul> </li> </ul>
4:22 p.m. - 4:52 p.m.	Panel Discussion <ul style="list-style-type: none"> <li>o Panelists introduce themselves and give a quick description of their role in the school</li> <li>o Community School Coordinator asks panel questions:               <ul style="list-style-type: none"> <li>▪ We know that there are many definitions and interpretations of what a Community School is or can be – can you please provide a brief description of what a Community School is to you?</li> </ul> </li> </ul>





*Internal Documents*

	<ul style="list-style-type: none"> <li>▪ What is one thing that you have seen change or develop at your school since becoming a Community School?</li> <li>▪ What is your vision for your Community School into the future?</li> </ul> <p>○ Questions from Audience for Panel</p>
4:54 p.m. – 4:58 p.m.	<p>Thank You</p> <ul style="list-style-type: none"> <li>○ School Principal           <ul style="list-style-type: none"> <li>▪ Reminder to please fill out interest form and hand to someone or put in basket</li> </ul> </li> <li>○ Next Steps           <ul style="list-style-type: none"> <li>▪ Contact local Elected Official to support Community Schools (sheet provided)</li> </ul> </li> </ul>
5:00 p.m.	Departure

**Remember – Tips for Presenting/Talking to Media**

- Think about key things you want to be sure you express beforehand
- Always be forward looking – this is what we are doing
- Lift up youth and families
- Okay to say “I don’t know”

**Logistics:**

- Room
  - 30-50 Chairs Set up
  - A/V capabilities (screen and audio)
  - As accessible as possible
  - 5 chairs and table in front of room for panel
- 2-3 volunteers to assist in directing guests to room
  - Provide handouts and encourage to fill out interest form
  - MPS visitor sign-in/safety
  - City Year at HLCS/JMAC – Power welcome
- Handouts:
  - Each school upcoming events + community meeting dates
  - Interest Form





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*Internal Document*

### **Boys and Men of Color Week Luncheon – Washington HS** ***Conversation Points***

**Thursday, October 6, 2016; 11:00 a.m. – 1:00 p.m.**

**Washington HS**

**2525 N. Sherman Blvd., Milwaukee, WI 53210**

- October 3-8, 2016 is Boys and Men of Color Week in Milwaukee. This week is a chance to highlight the challenges faced by boys and men of color and the solutions the community is working to implement.
  - The week features several events including a meeting of the Black Male Achievement Advisory Council, the 11<sup>th</sup> Annual Fatherhood Summit, and a Faith Leaders lunch.
  - Event organizers for the week include the Office of Mayor, Milwaukee Health Department, Fire and Police Commission, Milwaukee Fatherhood Initiative, and MPS.
- As a part of the week, MPS will be hosting two luncheons. The luncheons will provide an opportunity for men of color in the community to have discussions with a group of MPS youth.
  - The events are co-sponsored by the Violence Free Zones at each school which are run by the Milwaukee Christian Center and the Running Rebels.
  - We are hoping that professional Latino men will join us at South Division while African-American men will join at Washington.







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### **DreamBuilders Foundation & UnitedHealthcare Townsend Street School Tour**

#### ***Dr. Driver's Speech***

**Wednesday, May 11, 2016; 1:00 p.m. – 2:00 p.m.**

**Townsend Street School**

**3360 N. Sherman Blvd., Milwaukee, WI**

Thank you Joe Mar and thank you Principal Williams,

I am overwhelmed by the commitment to our students that is being shown today by Dreambuilders and UnitedHealthcare. The fact that Dreambuilders and UnitedHealthcare have come together to provide so much for our students here at Townsend is the epitome of what we are looking for in our partnerships. Their generous \$11,000 gift will provide our middle schools students at Townsend with a newly renovated activity space where they can enjoy recess in an area with air hockey, basketball, a Wii and a reading lounge.

We are grateful for this donation and for the many volunteers from UnitedHealthcare who are here with us today to help paint the room and get it ready for our students. We are also excited by the commitment from Dreambuilders, UnitedHealthcare and Green Bay Packer Sam Barrington to ensure our students are healthy and have proper nutrition on the weekends. Every weekend during the 2016 school year, our partners will be providing 100 students at Townsend with a backpack full of snacks and food to help them meet their nutritional needs. The food in these backpacks will provide 60% of the nutrition needs for the children over the weekend, which will help lessen the financial burden on our families.

This is truly the type of partnership that we need at our schools to help us meet our goals and help students have what they need to focus, learn and succeed.

I again want to thank Dreambuilders, UnitedHealthcare, and Green Bay Packer Sam Barrington for their efforts and gifts. I hope to have you all back soon for the grand opening of the activity space and reading lounge.

Thank you.



## APPENDIX F: INTERNAL THANK YOU

**Adsit, Ashley**

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**Subject:** Internal Thank You Email

**From:** MPS MPS <[thomsmx@milwaukee.k12.wi.us](mailto:thomsmx@milwaukee.k12.wi.us)>

**Date:** Monday, February 29, 2016 at 3:18 PM

**To:** Tonya Adair <[adairtc@milwaukee.k12.wi.us](mailto:adairtc@milwaukee.k12.wi.us)>, Ruth Maegli <[maeglr@milwaukee.k12.wi.us](mailto:maeglr@milwaukee.k12.wi.us)>, "Spang, Gina M" <[spanggm@milwaukee.k12.wi.us](mailto:spanggm@milwaukee.k12.wi.us)>, Keith Posley <[posleykp@milwaukee.k12.wi.us](mailto:posleykp@milwaukee.k12.wi.us)>, Wendell Willis <[williswe@milwaukee.k12.wi.us](mailto:williswe@milwaukee.k12.wi.us)>, "Mclemore Torres, Jineen R" <[mclemoix@milwaukee.k12.wi.us](mailto:mclemoix@milwaukee.k12.wi.us)>, John Hill <[hilljr@milwaukee.k12.wi.us](mailto:hilljr@milwaukee.k12.wi.us)>, "Luzney, Travis R" <[luzneytr@milwaukee.k12.wi.us](mailto:luzneytr@milwaukee.k12.wi.us)>, Ann Terrell <[terrelam@milwaukee.k12.wi.us](mailto:terrelam@milwaukee.k12.wi.us)>, Eduardo Negron <[negrone@milwaukee.k12.wi.us](mailto:negrone@milwaukee.k12.wi.us)>, Callaway Denise <[callawde@milwaukee.k12.wi.us](mailto:callawde@milwaukee.k12.wi.us)>, "Boswell, Matthew" <[boswelmx@milwaukee.k12.wi.us](mailto:boswelmx@milwaukee.k12.wi.us)>, "Tagliavia, Anthony" <[tagliaa@milwaukee.k12.wi.us](mailto:tagliaa@milwaukee.k12.wi.us)>, Eric Radomski <[radomsej@milwaukee.k12.wi.us](mailto:radomsej@milwaukee.k12.wi.us)>, "Erickson, Allan" <[ericksae@milwaukee.k12.wi.us](mailto:ericksae@milwaukee.k12.wi.us)>, "Sommer, Scott" <[sommers1@milwaukee.k12.wi.us](mailto:sommers1@milwaukee.k12.wi.us)>, Brian Rolbiecki <[rolbieba@milwaukee.k12.wi.us](mailto:rolbieba@milwaukee.k12.wi.us)>, Teri Sommer <[sommertm@milwaukee.k12.wi.us](mailto:sommertm@milwaukee.k12.wi.us)>  
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**Subject:** DWD visit

Hello,

Congratulations to everyone for a great site visit today with Secretary Allen of the WI Department of Workforce Development. We were thrilled that Dr. Driver could make it. The sentiment in the debrief session was that the visit was amazing. The wonderful part about being on a great team is that they are always looking for ways to improve. Participants' thoughtful feedback during the debrief will indeed make the next visit even better. Some shout-outs:

- Jineen: Your staff really pulled together. The showcases were awesome. See the attached photo. Also, the CTE staff was well prepared and the gifts made by the students will be displayed nicely in the Secretary Allen's office.
- Scott: Wow. You coordinated a lot of activities in a very short period of time including photos, staff and student prep, and homemade coffee cake with a very calm demeanor. Your efforts are to be commended.
- Eric and AI: Thanks for your leadership, background work, and flexibility. You have developed strong relationships with the CTE staff and it was evident in their responsiveness to the visit.
- Ann and Teri: The folder content that you recommended was spot on. It highlighted the district and the school with updated information.
- Wendall, Travis, Brian and all of your staff: You moved mountains over the weekend. Thanks to your high quality work and attention to detail. Each room ceiling to floor was in fantastic shape. Everything from new the white board, towel dispensers, storage doors, painting, sparkling windows, polished floors, moved machinery. Wow.
- Gina, Ruth, Tonya and John: Thanks for supporting your staff. People rise to the occasion when they have the support of great leaders.
- Keith and Matt: Thanks for providing an administrative leadership perspective on the tour. It is critical that Secretary Allen understands this is a district-wide effort, and has support at all levels.
- Ed: Safety staff was on top of it, and the extra hands were greatly appreciated.
- Denise and Tony: Thanks for handling the press info. Tony, thanks for the great feedback surrounding day to day visitors as well as VIP's.

As Dr. Driver said, the team is growing and we are learning together to be better every day. Thanks for your ongoing support and commitment to making every day an *MPS Proud* moment.

Regards,

Marie



## APPENDIX G: STAKEHOLDER THANK YOU

Cecelia Gore  
Milwaukee Brewers Baseball Club  
Miller Park – One Brewers Way  
Milwaukee, WI 53214

May 17, 2016

Please accept my deep appreciation and thanks for the baseball books the Brewers Community Foundation provided to Milwaukee Public Schools elementary schools as part of Major League Baseball's Play Ball celebration. It's wonderful that students received the whiffle bats and balls to exercise their bodies, but it's also important that students have the opportunity to exercise their minds and the library books will certainly do that.

Cecelia, we are so thankful for the support and interest the Brewers Community Foundation has for Milwaukee Public Schools and our students. I look forward to continuing our partnership on behalf of our young people.

Best,

---

Ava F. Morris, Staff and Facilities Team  
Brown Street Academy  
2029 North 20<sup>th</sup> Street  
Milwaukee, WI 53205

May 17, 2016

Thank you for all of your hard work that made sure the Play Ball event at Brown Street Academy was a huge hit! The building and grounds looked wonderful. The student ambassadors were poised and the students who participated in the event were awesome!

I appreciate all of your extra efforts to make the day a success. Thank you!

Best,



Nicole Angresano  
United Way of Greater Milwaukee & Waukesha County  
225 W. Vine Street  
Milwaukee, WI 53212-3951

June 1, 2016

Please accept my deep appreciation and thanks for the commitment the United Way of Greater Milwaukee & Waukesha County has shown in supporting the My Very Own Library (MVOL) project.

Putting more than 34,000 books in the hands of students in need for their own home libraries represents an incredible gift that will help young people develop a lifelong love of reading.

Nicole, please know how thankful we are for your support not only in this initiative but also in all of our other partnerships that benefit young people in our community. I look forward to continuing to work together to improve outcomes for students.

Best,

-----

Shannon Boemer  
My Very Own Library  
C/O United Way of Essex and West Hudson  
303-309 Washington St.  
Newark, NJ 07102

June 1, 2016

On behalf of the students of Milwaukee Public Schools, please accept my sincere thanks for My Very Own Library's commitment to the young people of our community.

The tens of thousands of books that are going to our students for their home libraries is a tremendous gift that will help children build a lifelong love of learning.

Ms. Boemer, thank you for the work you and your partners do to carry on the legacy of Mrs. Anne Feeley. The children of Milwaukee and Milwaukee Public Schools are grateful!

Best,





**MILWAUKEE  
PUBLIC SCHOOLS**

**ACADEMY OF ACCELERATED LEARNING**

3727 South 78<sup>th</sup> Street  
Milwaukee, WI 53220-1603  
Phone: 414.604.7300  
Fax: 414.604.7315  
TTY#: 1888.742.7671



### Increased Safety Supports on 78<sup>th</sup> Street

The Academy of Accelerated Learning serves 650 students from 480 families. Many of these families transport their students to school or walk from their neighborhood homes. Currently, the intersection of 78<sup>th</sup> Street and Tripoli Avenue is an uncontrolled intersection. Uncontrolled intersections pose safety concerns to both drivers and pedestrians. Parents and staff members worry about the safety of students crossing this intersection before and after the school day when traffic is heavy. Turning this corner into a controlled intersection would assist increasing safety.





APPENDIX J: WELCOME SIGNS/BANNERS/PODIUM SIGNS





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of the Arts**



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## Audio/Visual Considerations

### AUDIO/ MICROPHONES

Audio Mixer  
Cassette Player/Recorder  
CD Player  
Hand-Held Wireless Microphone  
Multiple-User Conference Microphone  
Podium with Microphone  
Standing Microphone  
Tabletop microphone  
Wireless Lavalier Microphone  
AV-1 Interface (Laptop to House Sound)

### PROJECTION/ VIDEO EQUIPMENT

35 mm Slide Projector with Cart & Remote  
High Intensity Overhead  
Overhead Projector with Cart  
Y, 11 VHS Recorder/Player  
32" Flat Screen TV  
32" Flat Screen TV w/ DVD or VHS  
LCD Projector

### PROJECTION SCREEN

6' Screen  
8' Screen

### A/V CABLES

Audio Cables  
25 ft. VGA Cable  
50 ft. VGA Cable

### MISCELLANEOUS

A/V Cart  
Easel  
Flip Chart (with Paper Pad and Markers)  
Flip Chart (Pad Only)  
Laser Pointer  
Phone Line  
Podium (No Microphone)  
Power Strip  
Speaker Phone  
Pipe & Drape  
Laptop Computer  
Polycom Teleconferencing Unit









## CONTACT US

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