

**KENTUCKY DEPARTMENT OF EDUCATION  
OFFICE OF THE COMMISSIONER  
STRATEGIC PLANNING AND RESEARCH TEAM**



***Karen Dodd,  
Chief Performance Officer  
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The Strategic Planning and Research Team (SPR), housed within the Office of the Commissioner, is responsible for developing a department-wide strategic plan, monitoring the implementation of the plan and providing research to the commissioner and other members of the leadership team (LT) for decision-making purposes

**STRATEGIC PLANNING**

***Karen Dodd, Chief Performance Officer***

- Facilitates the development of the department-wide strategic plan.
- Coordinates with the commissioner and executive director of the Kentucky Board of Education (KBE) to understand broader goals.
- Coordinates with research partners who can supplement some of the work for purposes of effective resource management.
- Facilitates annual planning sessions with LT members to review annual progress toward goals.
- Reviews, revises and/or adds strategies to the strategic plan, in collaboration with the LT, based on results from performance monitoring.
- Coordinates with the director of communications to disperse updates and improvements to the plan or any processes associated with the plan.
- Delivers progress reports to the commissioner and KBE.

**PERFORMANCE MONITORING**

***Melody Cooper, Strategic Plan Program Manager***

- Facilitates monthly strategic performance meetings with LT members.
- Collaborates with LT members to assist with preparations for sharing out their progress of strategic initiatives during monthly strategic performance meetings.
- Collaborates with associate commissioners who are interested in creating and maintaining office-level strategic plans.
- Collaborates with staff in ongoing development of office-level plans and monitoring of goals in those plans.
- Prepares progress reports for the KBE.
- Deploys surveys for the purpose of monitoring operational excellence.
- Communicates strategic progress to the agency through regular messages in the Commissioner's Weekly Update email.

## RESEARCH

*Hannah Poquette, Strategic Data Analyst*

*Aaron Butler, Strategic Data Analyst*

- Conducts research based on strategic priorities.
  - Summarizes findings for review by the chief performance officer and commissioner.
  - Presents findings to LT, or other staff, as appropriate.
  - Prepares surveys and conduct focus groups to understand areas that need improvement for operational excellence, partnership engagement and student outcomes.
  - Collaborates with partners on research for grant purposes.
- Collaborates with KDE staff, as needed, in support of their work.

