



Sun Prairie Area School District

Futures depend on us...every child, every day.

2017-18 Department Level Scorecard and Action Plan

Department: Digital Media, Innovation and Strategy	Director: Curt Mould
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Link to [District Scorecard](#)

Teaching, Learning and Equity Annual Goal: All students surpass their annual academic growth targets and graduate ready for success. Pillar Captain - Stephanie Leonard-Witte									
Vital Measure	District Level Strategic Actions from Scorecard	Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light	
Increase the number of schools exceeding expectations on statewide school report cards	Implement math scope and sequence	Curt	Development of Digital Evaluation/Integration team	Online math material adoption	Online material selection	Winter 2018	-Team formed -Focus on co-writing tool -Math selection work underway		
	Refine conferring in the area of literacy	TLE	Strategic Coaching via Sweeney Model <ul style="list-style-type: none"> Blueprint for Student Centered Coaching 	Coaching timeline and implementation	Creation of timeline and implementation plan				
	Develop a district-wide framework for student-centered coaching		Curt	Future Ready Librarian framework	Future Ready Framework developed	Principals and professional staff feedback	March 2018		
			TLE	Work directly with building administrators on the coaching elements that are identified in the action plan	Coaching timeline and implementation	Creation of action plan	2017-18 School Year		

	Implement new attendance procedures, including the study/tracking of out-of-class time	Curt	Develop automated system for recording out-of-class time at the building level	Implementation notes/team meeting minutes/Job-alike minutes	Attendance Rates Implementation of action plan - minutes building coach meeting	2017-18 School Year		
	Revise PLC framework for equity focus, implement and monitor	TLE	Collaborate with LC and TLEC in the development of, monitoring of and implementation of structures related to Equity Focused PLCs.	TLEC and LC meeting minutes; Form samples; exemplar studies	Implementation of action plan	2017-18 School Year		
Increase the district mean on the Student Engagement Survey	Increase the number of classrooms implementing student-centered learning strategies	Curt	Co-teach staff level PD course related to Personalized Learning	Class participation numbers; feedback forms	# of classrooms	2017-18 School Year	32 staff members participated	
			Facilitate and support innovation proposals for staff	Number of proposals	# of proposals submitted and accepted	2017-18 School Year	Proposals submitted	
			Create and communicate framework for Personalization in Sun Prairie	Meeting minutes and agendas	Framework created and communicated	May 2018	Framework Look-For Tool	
	Examine district policies, practices, programs, structures, climate, and culture to identify barriers to equity and produce report including recommendation for 2018-19 site equity teams	Curt	Facilitation of site/job-alike based equity discussions	Job-alike minutes	Establish and monitor risk ratios on a quarterly basis (literacy, numeracy, attendance and referral to special education)	Q1 Review		
Identify systemic barriers to equity			Checklist/Survey	Q2 Review				
Design and implement infrastructure; racial equity transformation			SPASD PEG Action Plan	Q3 Review				
Alignment of the SPASD PEG Action Plan to SPASD Strategic Plan Participate in the identification of systemic barriers to equity <ul style="list-style-type: none"> • PEG DELT participation 9/7, 1/5, 3/1, 4/5 • PEG Beyond Diversity participation 9/27, 9/28 			SPASD PEG Action Plan PEG attendance Homework completion	Q4 Review				

			<ul style="list-style-type: none"> • PEG LEADS participation 1/25, 5/24 					
	Identify SEL (social emotional learning) competencies and develop implementation plan	Curt	Investigate and plan for student SEL measurement	Meeting minutes, action plans, research	Complete study and recommendations presented to School Board	2017-18 School Year	SEL Kick Off Meeting 1/17 Interest Survey	

Workforce Focus Strategic Goal:
Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.
Pillar Captain - Malika Evanco

Vital Measure	Strategic Actions	Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Employee Retention (Turnover)	All schools/ departments will be given turnover/ retention data to implement the strategies listed to the right.	Curt	Rounding Conversations with staff	Rounding Logs	Turnover Data	Q1	60 day rounding	
			Completion of onboarding checklist within 30 days of new hire start date	Completed checklists	Completion of Stay Interviews	Q2		
					Number of Completed Onboarding Checklists	Q3		
						Q4		
Employee Engagement	All schools/ departments will be given Employee Engagement Survey data.	Curt	Action plan based on the two most critical areas of improvement, based on the fall Studer Survey.	Meeting Notes; Action Plan	Employee Engagement Surveys Rounding (dipstick measure)	Fall 2017 Spring 2018	TBD pending new survey	

Community Engagement Annual Goal:
Excel in how we serve all stakeholders and build relationships with
families, community members, and businesses that promote positive outcomes for students.
Pillar Captains - Brad Saron, Patti Lux-Weber

Vital Measure	Strategic Actions	Process Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Parent Satisfaction Survey	Review and refine communication at site levels	Curt	Identify and deploy Parent Engagement Survey that can be disaggregated by parent demographics.	Survey selection and deployment	Survey selection and deployment	Selection Fall 2017 Deployment Spring 2018	Selection Fall 2017	Deployment Spring 2018
Community Engagement Baseline	Implement "Phase Two" Communication Plan	Curt	Attend at least two focus group meetings related to equity during the 2017-18 school year.	Notes, sign-in sheet	Focus Groups			
District's Visual Brand	Develop a new and more accessible school district website	Patti/Curt	Develop and launch a new and more accessible school district website.	RFP Focus Groups	Website meets accessibility guidelines Involvement throughout the process (staff, families, kids) Excellent final product	New website launched Spring-Summer 2018	Begin RFP process Fall 2017 Focus group work Winter 2017-18	
Community Engagement Baseline	Implementation of SET Commitments (Service Excellence Team)	Patti/Curt	Build awareness of SET commitments across Digital Media, Innovation and Strategy staff.	Meeting agendas	Meeting agendas	End of Year		

**Facilities & Operations Annual Goal:
Use district resources effectively and efficiently.
Facilities and services meet the needs of our diverse and growing student population and community.
Pillar Captain - Janet Rosseter**

Vital Measure	Strategic Actions	Process Owner(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Create a sustainable, equitable, and aligned resource allocation plan for the 2018-19 school year.	Allocation plan for referendum Operating budgets for new schools	Curt/Kevin	Collaborate with directors, principals to develop and implement plan to distribute referendum dollars allocated for equitable spaces in seven existing schools.	Plan developed	Plan presented to key stakeholders	Winter 2018	Initial meetings held	
Begin enrollment management planning 2.0.	Consider enrollment projections and grade alignment impact on our facilities	Curt	Co-facilitate Secondary Solutions Team with the goal to create possible scenarios and building designs for Sun Prairie secondary schools in the next 10, 15 and 20 years.	Minutes from meeting; action plans; timeline	Monthly Enrollment reports Enrollment Projection reports Plan options created and researched for future action	End of Year End of Year	SSSPC Meetings	
Create a sustainable, equitable, and aligned resource allocation plan for the 2018-19 school year.	Refine the district-wide strategic budgeting process	Curt/Tim W.	Create a five year master plan for District Network Infrastructure and support	Master plan with key benchmarks completed	Master plan with key benchmarks completed	Spring 2018	District Network Infrastructure	
		Curt/Brian D.	Facilitate process development for inventory and tracking of district assets.	Process and measures developed	Avoidable loss calculation	Spring 2018	Work in progress	
		Curt/Tech	Implement strategy to determine ROI (return on investment) for academic software via partnership	Implement strategy to determine ROI for	Recommendations for continuation,	Spring 2018	Comprehensive	

			with Clarity, with recommendations for continuation, further evaluation or tool abandonment.	academic software	further evaluation or tool abandonment.		Software list created	
		Curt/Tech	Complete analysis of district network security with recommendations for next steps.	Complete analysis with recommendations	Recommendations provided to District Cabinet with next steps outlined for recommendations	Winter 2018		
		Curt/Tech	Development of device life-cycle and replacement matrix in order to maximize budget efficiency in technology infrastructure and device budgets.	Process and measures developed	Process and measures developed		Replacement matrix	