



Sun Prairie Area School District

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

2017-18 Department Level Scorecard and Action Plan

Department: Athletics and Activities

Director: Eric Nee

Link to [District Scorecard](#)

Teaching & Learning 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	Process 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	Increase the number of high school students exceeding expectations	Eric Nee, Deb Harbort, and Mary Jiannacopoulos	Provide coaches with weekly in progress grade reports to notify them of student academic progress so coaches can provide interventions	Reports and data	Quarterly and end-of-year GPA	September 2017-June 2018	Q1: 9/9 emails Q2: 9/9 emails	
			Provide coaches with posted grade reports to notify them of student academic progress	Quarter posted grades	Progress reports Staff rounding Number of reports		Q1: 1/1 emails and reminders Q2: 1/1 emails and reminders	
			All head coaches will set a focus goal around their athletes' academic success Coaches will set strategies on how to meet their goal	End of year evaluation	End-of-year GPA		Q1: 9/9 Q2: 7/7 Q1 GPA: 3.25 Q2 GPA: 3.28	
			Discuss the importance of academic success at all meetings with students and parents	Discussion logs	End-of-year GPA		Q1: 1/1 Q2: 1/1	

Increase district mean on the student engagement survey	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	Eric Nee, Deb Harbort, and Mary Jiannacopoulos	Engage students in conversations and decision making around topics that affect them	Meeting minutes	Student Satisfaction Surveys	September 2017-June 2018	Q1: 3x 1 Leadership Opportunity	
			End-of-season athlete survey	Survey data	One-on-one and large group meetings with students	September 2017-June 2018	Q2: Multiple Captains Mtgs. 1 Leadership Opportunity	
			Student survey on athletics and activities offered at the high school	Survey data	End-of-Season Athletics Surveys		Q1: 97.92 Q2: NA	
			Alignment of the SPASD PEG Action Plan to SPASD Strategic Plan	SPASD PEG Action Plan			Q1 Q2: Survey goes out Q3	
Research in and development of flexible scheduling options	Eric Nee, Andrea Daniels, and Rick Mueller	Secondary Solutions Team work	Minutes and schedule examples	Complete study	2017-18 School year	Q1: 2 Meetings Q2: 2 Meetings DELT Dates: Sept 7 and January 5 LC Dates: Sept 27, 28, and January 25		
		Partner with district that currently runs a flexible schedule	Minutes and schedule examples			Q1: 0 meetings Q2: 0 Meetings Meetings start 3rd quarter.		
						Q1: Discussed with Waunakee Q2: Feedback from 10 schools		

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 (add rows as needed)	Process 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	Eric Nee	Rounding conversations with staff	Rounding logs	Turnover data	September 2017-June 2018	Q1: 5 Q2: 8 advisors and 10 coaches Advisors Rounding Questions and Coach Rounding Questions	
		Eric Nee and Deb Harbort	Completion of Onboarding Checklist within 30 days of new hire start date	Completed checklists	Coach and advisor End-of-year survey	September 2017-June 2018	Q1: 8 Q2: 0	
		Eric Nee, Malika Evanco, and Coaches	Explore revisions to coaching evaluations	Meeting notes Comparable districts' procedures Updated procedures	New coach evaluation procedures	June 2018	Q1: Process beginning Q2 Q2: Met With HR and developed a plan. Discussed with other ADs Evaluator Process	

		Eric Nee	Implement a system that recognizes employees for good performance		Number of thank you cards	September 2017-June 2018	Q1: 34 Thank you cards Q2: 35	
Employee Engagement All schools/departments will be given Employee Engagement survey data Based on Employee Engagement results, identify the two most critical areas of improvement and identify/implement strategies to address All schools/departments		Eric Nee	Set clear goals and expectations with staff and provide feedback throughout the year	Preseason meetings Goal sheets Midseason observations End of year evaluation	Employee Engagement Surveys Rounding (dipstick measure)	Fall Spring	Q1: 7/7 Q1: 100% setting clear expectations from fall survey Q2: Second survey goes out Q3	
		Eric Nee, Deb Harbort, and Mary Jiannacopoulos	Conduct weekly athletic department meetings that are efficient and productive Develop agenda at the start of meeting to guide us Identify key outcomes of the meeting	Meeting agendas and notes	Minutes	Weekly	Q1: 6 Q2: 9/9	
Employee Recruitment	Diversity data will be provided to each school/department with a goal Each dept/school will identify strategy to meet goal Increase the percentage of employees with racially and	Eric Nee	Recruitment Strategy: Develop a personal "short list" of potential candidates of color; promote the district's benefits; and periodically send brief emails to potential candidates providing information about current events in the athletics and activities department and provide updates on recruitment opportunities Attend recruitment fairs with the HR department Ensure jobs are posted where all candidates have the opportunity to view it	Copies of emails; information provided to potential candidates	Diversity data Completion of strategies Rounding	Ongoing Ongoing	Q1: 4 emails to coach associations Q2: Worked with HR on outlets to post vacant positions Outlets	

	ethnically diverse backgrounds Include selected strategies selected by department/sites Recruitment & Retention Strategies for Administrators	Eric Nee	Use social media as an outlet for job posting					
			Retention Strategy: Engage in rounding Complete Onboarding Checklist	Rounding logs Onboarding Checklist			Q1: 5 Q2: 8 Advisors 5 Coaches	
		Eric Nee	Offer professional development opportunities	Professional developments attended			Q1: 2	

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 (add rows as needed)	Process Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Parent Satisfaction Survey	Review and refine communication	Eric Nee, Deb Harbort, and Mary Jiannacopoulos	Engage parents in conversations and decision making around topics that affect them	Communication logs Feedback form Survey	Parent Satisfaction Survey Parent discussions Parent feedback from code presentation and orientation	September 2017-June 2018	Q1: 4 Q2: 3 Parent Rounding Questions	
			Blackboard messages on important information and events Implement "Peachjar" to offer broader communication to students, families, and the community	Copy of communication		Q1: 4 Q2: 1		
			Freshmen Athletic Orientation	Documentation from orientation		May 2018	Q1 Q2: Takes place Q4	
Community Engagement Baseline	Implement bi-weekly communication plan with booster club presidents	Eric Nee	Emails to booster club presidents bi-weekly	Notes Communication logs	# of emails sent	September 2017-June 2018	Q1: 5/5 Q2: 6/6	
	Implementation of SET Commitments (Service Excellence Team)	Eric Nee and Patti Lux-Weber	Build awareness of SET commitments across Athletics and Activities staff	Meeting agendas	Meeting agendas	End of year	Q1: 6 Q2: 9 Agenda Item No.	

**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 (add rows as needed)	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	<p>Refine the district-wide strategic budgeting process</p> <p>Evaluate the effectiveness of the 2017-18 plan (review budget allocation items)</p> <p>Analyze district and building spending to determine inequities across buildings and recommend adjustments</p>	Eric Nee, Deb Harbort, Janet Rosseter, Brad Saron, and middle school athletic directors	<p>Conduct quarterly meetings with middle school athletic directors to develop alignment, resource allocation plan, and budgeting</p> <p>Assess the scope of middle school athletics/activities and provide recommendations for future structure of district athletics and activities</p>	<p>Tactical agendas</p> <p>Meeting notes</p> <p>Identify key outcomes</p> <p>Updated procedures</p>	<p>Balanced budgets</p> <p>Cohesiveness in materials and resources used</p> <p>Updated handbooks</p> <p>Updated processes and procedures</p> <p>Updated structure</p> <p>Organizational flow chart</p>	September 2017-June 2018	<p>Q1: 2/2</p> <p>Sept Agenda</p> <p>1 Meeting on 6-8 handbook</p> <p>Q2: 2</p> <p>Nov Agenda</p> <p>Jan Agenda</p> <p>1 Meeting on 6-8 handbook</p>	

	Analyze district budget to determine % of budget allocated for instructional expenditures... may be against the "best in class" district	Eric Nee and Deb Harbort	Continue to use zero-based budgeting	2018-2019 budget	Approved 2018-2019 budget	March 2018	Q1 Q2: Started the process	
	Allocation plan for referendum Operating budgets for new schools	Eric Nee and club advisors	Monitor activity club hours and participating numbers	Excel spreadsheet of club hours and numbers	Increase in club participation and contact hours	May 2018	Q1 Q2: Email sent to advisors	
		Eric Nee and Deb Harbort	Monitor activity accounts on a monthly basis	Balanced budget	Budget	Monthly	Q1: 3/3 Q2: 3/3	
Begin enrollment management planning 2.0	Consider enrollment projections and grade alignment impact on our facilities Facilities can accommodate best teaching practices	Eric Nee	Attend Secondary Solutions team meetings	Minutes from meeting; action plans; timeline	Participation numbers for each season Plan options created and researched for future action	End of year	Q1 Q2: Starts Q3	
	Create a master plan for District Grounds	Eric Nee, Deb Harbort, Kevin Sukow, and Phil Frei	Work in partnership with Director of Facilities and Grounds and Business Services around the needs for athletics and activities	Communication documentation Meeting notes Plans	Long range plan	June 2018	Q1: Conversation With F&G and BS Q2: Softball Field Discussion Board Meeting	