



Sun Prairie Area School District

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

2017-18 Department Level Scorecard and Action Plan

Department: Business Services

Director: Phil Frei

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	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	Research in and development of flexible scheduling options	Phil Frei, Rhonda Page	Examine the 45/15 alternative calendar and review for busing and and other budget costs	Implementation of the plan if Board approved	Increased costs	Quarterly	Q1 Q2	
			Examine secondary block scheduling and review for busing and cost	Implementation of the plan if Board approved	Increased costs	Quarterly	Q1 Q2	
	Examine district policies, practices, programs, structures, climate, and culture to identify barriers to equity and produce recommendations for 2018-19 site equity teams	Phil Frei	Alignment of the SPASD PEG Action Plan to SPASD Strategic Plan	SPASD PEG Action Plan Meetings: Sept. 7, 27 and 28 Jan. 5 and 28th	Progress on PEG Action Plan	Quarterly	Q1 Q2	

Workforce Focus Annual 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)	Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Maintain an employee turnover rate that is at or less than 10%	All schools/departments will be given turnover/retention data to implement the strategies listed to the right	Phil Frei, Rhonda Page	Check-in with employees on job satisfaction	Check-in logs	Retention Rate	Quarterly	Q1 Q2	
Employee Engagement	Increase the department mean on the Employee Engagement Survey	Phil Frei, Rhonda Page	Open door policy Mid-year check-ins goals/performance with employees	Surveys	From ____ to ____* *baseline to be established due to updated survey	Twice/year	Q1 Q2	
Employee Recruitment	Increase the percentage of employees with racially and ethnically diverse backgrounds	Phil Frei	Provide funding for grow-your-own program or other staff of color recruitment plans	Budget amount	Currently \$65,000	End of year	Q1 Q2	

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	Input on parent question for survey Increase bus satisfaction score from parents	Rhonda Page	Attend Parent Leadership Council Meetings Determine other actions to take based on feedback	Log	From__ to __* *baseline to be established due to updated survey	Yearly	Q1 Q2	
Community Engagement Baseline	Input on facility rental satisfaction by users	Phil Frei, Lisa Sprindis	Give survey to measure satisfaction	Survey	TBD	Yearly	Q1 Q2	
Community Engagement Baseline	Implementation of SET Commitments (Service Excellence Team)	Phil Frei, Patti Lux-Weber	Build awareness of SET commitments across Business Services staff	Meeting agendas	Meeting agendas	End of year	Q1 Q2	

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	Evaluate the effectiveness of the 2017-18 plan (review budget allocation items)	Phil Frei	Review of reallocation items	Budget	Monetary savings on items reduced	Mid year/ End of year	Q1 Q2	
Create a sustainable, equitable, and aligned resource allocation plan for the 2018-19 school year	Determine allocation plan for referendum	Phil Frei, Rhonda Page	Assist with staffing plan and develop busing plan	Planning document	Staffing plan and busing plan	Monthly	Q1 Q2	

Create a sustainable, equitable, and aligned resource allocation plan for the 2018-19 school year	Analyze budget data to determine SPASD spending on busing, utilities, and instructional materials	Phil Frei	Comparison to other districts using data metrics	Forecast Five data	Budgets	Quarterly	Q1 Q2	
Increase the district's financial position	Allocate budget for Fund Balance	Phil Frei	Allocation	Bond Rating	As needed	As needed	Q1 Q2	
	Assign conserved funds to the Fund Balance		Run analysis on conserved funds and dedicate toward Fund 10 and 46 balance	Fund Balance as a % of expenditures	End of Year	End of year		
Increase the district's financial position	Continue implementing/ cross training on the three most critical tasks chosen in 2016-17	Business Services Dept. Each business services employee will identify a job task and PDSA (Plan, Do, Study, Act) to improve the process of that task; the purpose of this leadership action is to improve the efficiency of the department.	Quarter 1: Review last year's critical tasks to confirm cross-training assignee is appropriate	Tasks chosen	Completion	Q1	Q1	
			Quarter 2: Each alternate employee has done each task at least once	Log			Q2	
			Quarter 3: Each alternate employee has done each task at least once	Log	Completion	Q3		
			Quarter 4: Each alternate employee has done each task at least once	Log	Completion	End of year		

Increase the district's financial position		Business Office staff	Initiating time off in Employee Access Implement on-line expense reimbursements Streamline purchasing with select vendors Generate revenue for the district through P-Card rebates and reduce cost	Log	Quarterly		Q1 Q2	
Ensure that new schools open on time, under budget	Create efficient bus routes Establish new walking areas Review crossing guard locations Review unusually hazardous areas	Rhonda Page	Develop bus action plans for the two new schools	Bus routes	Quarterly		Q1 Q2	
Ensure that new schools open on time, under budget	Facilitate the opening of the new schools	Phil Frei	Attendance at bi-weekly progress meetings Site visits Budget reports	% of completion reports	Quarterly		Q1 Q2	