



2017-18 Department Level Scorecard and Action Plan

Department: Secondary Teaching, Learning and Equity

Director: Andrea Daniels

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 <a href="#">exceeding expectations on statewide school report cards</a>	Implement math scope and sequence	Andrea	Curriculum Renewal and Design <a href="#">Year 3</a> work with 6-12 group	CRD Minutes and Team Work Products	STAR Math (grades 1-10)	September 2017	<a href="#">Year 3 agenda</a>	
			Consider fidelity checklist for building implementation.	Fidelity checklist data		Dec/January 2017/18	<a href="#">December 2017 Baseline</a>	
						May 2018		
	Refine conferring in the area of literacy	Andrea	Strategic Coaching via Sweeney Model	Coaching timeline and implementation	STAR Literacy (grades 1-7)	September 2017	<a href="#">TLE Work</a>	
			Walkthrough/Reader Situation Report for 6-7 RW Workshop	Revised walkthrough tool and data from sites	Walkthrough/Reader Situation Report for 6-7 RW Workshop	Dec/January 2017/18	<a href="#">PVMS RW Walkthrough Data</a> <a href="#">PMMS RW Walkthrough Data</a> <a href="#">STAR, Fall 2017 PMMS and PVMS</a>	
			Investigate options for Workshop training for 6-7-8 staff	Action Plan; Training rosters		May 2018	<a href="#">PD Plan</a>	

	Develop a district-wide framework for student-centered coaching	Andrea	Work directly with building administrators on the coaching elements that are identified in the action plan	Coaching timeline and implementation	Creation of action plan TLE Meeting Agendas Job-alike agendas	2017-18 School Year	TLE Work	
	Implement new attendance procedures, including the study/tracking of out-of-class time	Andrea	Implement the Attendance Plan	Implementation notes/team meeting minutes/Job-alike minutes	Attendance Rates Implementation of action plan	2017-18 School Year	In progress	
			Develop tracking system for out-of-class time at the building level	Implementation notes/team meeting minutes/Job-alike minutes	Attendance Rates Implementation of action plan	2017-18 School Year	Discussion at TLE meetings, no progress	
	Revise PLC framework for equity focus, implement and monitor	Andrea	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	In progress	
Increase district mean on the Student Engagement Survey	Increase the number of classrooms implementing student-centered learning strategies	Andrea	Co-teach staff level PD course related to Personalized Learning	Class participation numbers; feedback forms	# of classrooms	2017-18 School Year	In progress	
			Facilitate and support innovation proposals for staff	Number of proposals; Learning walkthroughs	# of classrooms	2017-18 School Year	In progress	
	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	Andrea	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)	2017-18 School Year	In progress Risk ratio data is available at site and district level	
			Identify systemic barriers to equity	Checklist/Survey		2017-18 School Year	In progress Risk ratio data is available at site and district level	
			Design and implement infrastructure; racial equity transformation	SPASD PEG Action Plan		2017-18 School Year	No plan yet, training has happened	

		Alignment of the SPASD Pacific Education Group (PEG) Action Plan to SPASD Strategic Plan	SPASD PEG Action Plan		2017-18 School Year	No plan yet, training has happened	
Research in and development of flexible scheduling options	Andrea	Secondary Solutions Team work	Minutes, Schedule examples, Board Meeting presentation	Complete study and recommendations presented to School Board	2017-18 School Year	<a href="#">In progress</a>	
		Building Specific Scheduling Committee work <ul style="list-style-type: none"> <li>- Prairie View</li> <li>- Patrick Marsh</li> <li>- Cardinal Heights</li> <li>- Sun Prairie High School</li> </ul>	Committee minutes and products			<a href="#">In Progress</a>	
		Building level support for scheduling resources	Invoices			<a href="#">S. Lang Training</a>	
		Timeline for secondary <a href="#">Course Guides and Scheduling</a>	Timeline goals met			<a href="#">B. Banks Training</a>	<a href="#">Timeline</a> , on track
Identify SEL (social emotional learning) competencies and develop implementation plan	Andrea	Curriculum Renewal and Design <a href="#">Year 1 and 2</a> action plan steps	Meeting minutes and implementation plan	Complete study and recommendations presented to School Board	2017-18 School Year	<a href="#">In progress</a>	
		Facilitate and co-lead discussions for <a href="#">ACP implementation, Year 1</a> , including Counselor PLC meetings	Meeting minutes, action plans, research			2017-18 School Year	<a href="#">In progress</a>

**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.	Andrea	Rounding Conversations with staff	Rounding Logs	Turnover Data	Q1		
			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	<p>All schools/ departments will be given Employee Engagement Survey data.</p> <p>Based on Employee Engagement results, identify the two most critical areas of improvement and identify/ implement strategies to address.</p>	Andrea	<p>I will use the spring Employee Engagement data to develop an action plan based on the two most critical areas of improvement and implement that action plan.</p> <p>Based off the Studer Spring 2017 Employee Engagement results, these are two critical areas of focus for the 2018-19 school year:</p> <p><b>Critical Area 1-</b> My supervisor provides feedback concerning areas for improving my performance. (3.20)</p> <p><b>Critical Area 2-</b> My supervisor provides me with good processes and resources to do my job. (3.60)</p>	Meeting Notes; Action Plan	<p>Employee Engagement Surveys</p> <p>Rounding</p> <p>Dipstick measures</p>	Spring 2018		

Employee Recruitment	<p>Diversity data will be provided to each school/department with a goal. Each department/school will identify strategy to meet goal.</p> <p>Include selected strategies selected by department/sites.</p> <p><a href="#">Recruitment Strategies for Administrators</a></p>	Andrea	<p><b>Recruitment Strategy:</b> Develop a personal “short list” of potential candidates, candidate of color; promote the district’s benefits; and periodically send brief emails to potential candidates providing information about current events at the school/department and provide updates on recruitment opportunities</p>	Copies of emails, information provided to potential candidates	Diversity Data Completion of Strategies		
			<p><b>Retention Strategy:</b> Engage in rounding.</p>	Rounding logs			In progress

**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	Andrea	Assist building administrators and Communication and Engagement Officer to ensure that communications and website are interpreted into Spanish and Hmong, with additional languages as needed	Crisis communications; district level communications related to 6-12			In progress	
			Ensure that all communications related to the 2018-19 school transition for secondary schools are communicated to families in a variety of modes	Communication logs and examples			In progress	
			Continue to monitor the use of the Language Line to ensure that we meet the needs of the language learners and families in the community	Language Line logs and paid invoices			In progress	
			Implementation of Year 2 of Family University to include 3 student services related events	Calendar, Planning Documents	Feedback forms		In progress	
			Co-facilitator of Restorative Practices Study Committee	Action Plan, feedback	Action Plan		In progress	
Community Engagement Baseline	Establish comprehensive list of school district programs and networked resources and feature through communication channels	Andrea	Explicitly recruit parents of diverse backgrounds to participate in student services facilitated district committees	ACP Committee membership, Restorative Practices study teams	Committee roster, minutes	Nov 2017	<a href="#">In progress</a>	
						Feb 2018	<a href="#">In progress</a>	
						April 2018		

			Secondary TLE/Teaching and Learning related website updates and participation in the Website review process	For Parents section; For Students section; For Staff section, About Us section, ACP Section	Website hit count	Nov 2017		
						Feb 2018	In Progress	
						April 2018		

**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
Begin enrollment management planning 2.0.	Facilities can accommodate best teaching practices	Andrea	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	End of Year		
			Participate in Enrollment Team meetings to assist in streamlining processes.	Meeting minutes	Plan options created and researched for future action	End of Year		
Create a sustainable, equitable, and aligned resource allocation plan for the 2018-19 school year.	Refine department specific budgeting to align with strategic expenditures	Andrea	Budget Workbook	Budget Workbook; PD aligned to course modification and strategic areas of focus	2018-19 Secondary Teaching, Learning and Equity budget plan	Beginning of Year  Mid-Year  End of Year	In progress	
Increase the district's financial position.	Assign conserved funds for rollover in Title III funds	Andrea	Establish processes, timelines, and checks and balances to support maximum Title III reimbursement in order to keep our expenditures, staffing and revenues balanced.	Title III Budget Workbook	Financial data related to Transfer of Service and reimbursement submitted to the Director of Finance mid-July 2018 to support the creation	Beginning of Year		
						Mid-Year		
						End of Year		



					of the 2018-19 budget			
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