

Athletics and Activities Balanced Scorecard 2016-17



Teaching & Learning	Workforce Focus	Community Engagement	Facilities & Operations
<p>5 Year Goal: All students surpass their annual academic growth targets and graduate ready for success.</p>	<p>5 Year Goal: Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.</p>	<p>5 Year Goal: Excel in how we serve all stakeholders and build relationships with families, community members, and businesses that promote positive outcomes for students.</p>	<p>5 Year Goals: Use district resources effectively and efficiently</p> <p>Facilities and services meet the needs of our diverse and growing student population and community.</p>

Department Annual Target

Annual Goals are to be approved by Senior Leadership Team

	<p>Increase the mean on the District Office - Superintendent/Assistant Superintendent Employee Engagement Survey from 3.74 to 3.84.</p> <p>Increase the percentage of employees with racially and ethnically diverse backgrounds from TBD to TBD.</p>	<p>Increase the mean on the Student Engagement Survey for Athletics and Activities from 3.85 to 3.95.</p> <p>Increase the mean on the Parent Satisfaction Survey for Athletics and Activities from 3.66 to 3.76.</p> <p>Increase satisfaction with communication between the district and external stakeholders (parent/guardians and community members) from TBD to TBD.*</p> <p>*baseline to be determined.</p>	<p>Maintain the mean on the Athletics & Activities District Services Survey at 4.46.</p>
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Interim Executive Director of Operations: Clark Luessman

Approval Date: August 22, 2016

Progress Monitoring Report

Progress Monitoring Report for each department will be collected, recorded, and reported in this document at mid and end of year.

Spotlight: Green = On track to meet goal; Yellow = In danger of not meeting goal; Red = Not likely to meet goal

Teaching & Learning	Workforce Focus	Community Engagement	Facilities & Operations Goals
<p><u>What specific data will be provided to demonstrate growth in this goal?</u></p>	<p><u>What specific data will be provided to demonstrate growth in this goal?</u></p> <p>Effect: Quarterly Goal Data</p> <ul style="list-style-type: none"> ● Employee Engagement Survey data ● Staff rounding ● Staff survey <p>Cause:</p> <ul style="list-style-type: none"> ● Progress check on completion of the onboarding checklist for new hires within 30 days of start date ● 30-day check-in survey with new hire 	<p><u>What specific data will be provided to demonstrate growth in this goal?</u></p> <p>Effect: Quarterly Goal Data</p> <ul style="list-style-type: none"> ● Number of followers ● Community Engagement: Score on Community Engagement Survey ● Parent Engagement Survey ● Student Engagement Survey ● Rounding with stakeholders ● End-of-Season Survey 	<p><u>What specific data will be provided to demonstrate growth in this goal?</u></p> <p>Effect: Quarterly Goal Data</p> <ul style="list-style-type: none"> ● District Services Scorecard ● Exit slips ● Employee Evaluations ● Rounding with staff ● Rounding with middle school Athletic Directors' data
<p><u>Quarter 1 Data Summit Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>Quarter 1 Data Summit Report</u> Employee Engagement Results for November were a 4.35</p> <p>4 coaches hired this season with a check list completed</p> <p>Positive feedback on follow-up questionnaire with head coach</p> <p>Conducted rounding with three advisors; positive feedback from advisors</p> <p>Conducted rounding with five coaches with positive feedback from coaches</p> <p>Conducted a fall coaches survey and received positive feedback from fifteen coaches</p>	<p><u>Quarter 1 Data Summit Report</u> 4 one-on-one discussions with students</p> <p>Received feedback from 2/6 parents via email and 3 face-to-face</p> <p>Email sent to 13 booster clubs</p> <p>Three blackboard messages</p> <p>Implemented one word campaign with all seven fall sports.</p>	<p><u>Quarter 1 Data Summit Report</u> Held one all district athletic directors meeting</p> <p>Developed athletic and activities organizational chart</p>

<p><u>Mid-Year Data Summit Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>Mid-Year Data Summit Report</u> Three coaches hired this season with a check list completed</p> <p>Positive feedback on follow-up questionnaire with head coach</p> <p>Conducted rounding with two advisors; positive feedback from advisors</p> <p>Conducted rounding with three coaches with positive feedback from coaches</p>	<p><u>Mid-Year Data Summit Report</u> Two one-on-one discussions with students</p> <p>Email sent to seven booster clubs</p> <p>Two blackboard messages</p> <p>Implemented one word campaign with all fall and winter sports</p> <p>Developed coach/parent relationship manual</p>	<p><u>Mid-Year Data Summit Report</u> Held one all district athletic directors meeting during the second quarter.</p> <p>Finalized athletic and activities organizational chart.</p>
<p><u>Quarter 3 Data Summit Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>Quarter 3 Data Summit Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>Quarter 3 Data Summit Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>Quarter 3 Data Summit Report</u> <i>(Enter data and outcome report here)</i></p>
<p><u>End of Year Data Summary Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>End of Year Data Summary Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>End of Year Data Summary Report</u> <i>(Enter data and outcome report here)</i></p>	<p><u>End of Year Data Summary Report</u> <i>(Enter data and outcome report here)</i></p>

Strategic Actions

Proposed Strategic Actions:

- Will be listed for each goal at the beginning of the year,
- May be revised as a result of what is learned through progress monitoring, and
- Will be approved by the Interim Executive Director of Operations.

Stoplight: Green = Completed; Yellow = In Progress; Red = Not Started

Teaching & Learning School Annual Goals: All students surpass their annual academic growth targets and graduate ready for success.						
Goal	Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
NA	NA	NA	NA	NA	NA	NA

Workforce Focus School Annual Goal: Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.						
Goal	Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
Increase the mean on the District Office - Other Employee Engagement Survey from 3.86 to 3.96	Conduct weekly athletic department meetings that are efficient and productive <ul style="list-style-type: none"> ● Develop agenda at the start of meeting to guide us ● Identify key outcomes of the meeting 	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Staff rounding ● Meeting agendas ● Employee Engagement Survey 	Q1: 8 weekly staff meetings Q2: 7 weekly staff meetings	

	<p>Round with department staff to discuss department meetings and their alignment to ->Question on Employee Engagement Survey:</p> <ul style="list-style-type: none"> The supervisor led staff meetings that were efficient use of time and are productive 				
Increase the mean on the District Office - Other Employee Engagement Survey from 3.86 to 3.96	Implement a system that recognizes employees for good performance	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> Employee Engagement Survey Coach and advisor End-of-Year Survey Staff rounding Number of thank you cards 	<p>Q1: 33 Thank You cards and emails sent out</p> <p>Q2: 35 Thank You cards and emails sent out</p>
Increase the percentage of employees with racially and ethnically diverse backgrounds from 10% to 11%	Build and expand recruitment pool by partnering with Human Resources to attend national, state, and local recruitment events	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> Report of recruitment events with list of individuals who attend with Human Resources Department tracking report of new hires as a result of attendance at recruitment events End of year report 	<p>Q1: Attending in March</p> <p>Q2: Attending in March</p>
Increase the percentage of employees with racially and ethnically diverse backgrounds from 10% to 11%	Conduct employee onboard training	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> Report of Athletics & Activities Department new hires with number of onboarding checklists completed versus number hired in Athletics & Activities Department 30-day check-in survey with new hire 	<p>Q1: Five new employees received training</p> <p>Q2: Three new employees received training</p>

Community Engagement School Annual Goal:

Increase the mean on the Student Engagement Survey for Athletics and Activities from 3.85 to 3.95.

Excel in how we serve all stakeholders and build relationships with families, community members, and businesses that promote positive outcomes for students.

Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
Engage students in conversations and decision making around topics that affect them	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Student Satisfaction Survey ● One-on-one and large group meetings with students ● End-of-Season Athletics Surveys 	<p>Q1: Four one-on-one discussions with students</p> <p>Q2: Two one-on-one discussions with students</p>	
One Word Campaign	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● One-on-one meetings with students ● End-of-Season Athletics Surveys ● Student Satisfaction Survey 	<p>Q1: Rolled out to all fall and winter athletes</p> <p>Q2: We did not have any code meetings during quarter 2</p>	
Student Survey on athletics and activities offerings at the high school	Eric Nee and Mary Jiannacopoulos	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Survey Results 	<p>Q1: Survey Designed</p> <p>Q2: Survey went out to students and continued to be analyzed</p>	

Community Engagement School Annual Goal:

Increase the mean on the Parent Satisfaction Survey for Athletics and Activities from 3.66 to 3.76.

Excel in how we serve all stakeholders and build relationships with families, community members, and businesses that promote positive outcomes for students.

Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
Engage parents in conversations and decision making around topics that affect them	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Parent Satisfaction Survey ● Parent Discussions ● Parent Feedback Form 	<p>Q1: 2 parents responded to email and three face-to-face conversations</p> <p>Q2: We have not completed our winter season so I have not completed end-of-season rounding</p>	
Emails to booster clubs at the beginning of each season	Eric Nee and Deb Harbort	August 2016, October 2016, and March 2017	<ul style="list-style-type: none"> ● Parent Satisfaction Survey ● Parent Discussions 	<p>Q1: 13 booster clubs</p> <p>Q2: We did not have any sports seasons start during quarter 2</p>	
Blackboard messages on important information and events	Eric Nee and Deb Harbort	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Parent Satisfaction Survey ● Parent Discussions ● Number of Blackboards 	<p>Q1: 3 blackboard messages sent</p> <p>Q2: Two blackboard messages sent</p>	

Online fee payment	Deb Harbort	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Parent Satisfaction Survey ● Parent Discussions ● Feedback at Registration 	<p>Q1: Implemented for all seven fall sports</p> <p>Q2: Implemented for all winter sports</p>	
Freshmen Athletic Orientation	Eric Nee	May 2017	<ul style="list-style-type: none"> ● Parent Satisfaction Survey ● Parent Discussions 	Q2: Orientation in May	
Parent/Coach Relationship Manual	Eric Nee and Deb Harbort	May 2017	<ul style="list-style-type: none"> ● Parent Satisfaction Survey ● Parent Discussions 	<p>Q1: Working on Manual</p> <p>Q2: Working on Manual</p>	

Facilities & Operations Annual Goal:

Maintain the mean on the Athletics & Activities District Services Survey at 4.46.

Use district resources effectively and efficiently. Facilities and services meet the needs of our diverse and growing student population and community.

Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
<p>Conduct quarterly meetings with middle school athletic directors to develop connectedness and district alignment</p> <ul style="list-style-type: none"> ● Develop tactical agenda at the start of meeting to guide athletic directors ● Identify key outcomes of the meeting 	Eric Nee	September 2016, November 2016, February 2017, and May 2017	<ul style="list-style-type: none"> ● Feedback from rounding with Athletic Directors ● Meeting agendas ● District Services Survey 	<p>Q1: 1/1</p> <p>Q2: 1/1</p>	
Crosstrain department staff to ensure each member has the appropriate knowledge and can provide information to all stakeholders to ensure high quality customer service	Eric Nee and Deb Harbort	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● District Services Survey-Accuracy and Operations ● Staff Rounding ● End of Year Employee Evaluations 	<p>Q1: Ongoing</p> <p>Q2: Ongoing</p>	
Develop an Athletics and Activities Organizational Flow Chart	Eric Nee and Deb Harbort	September 2016	<ul style="list-style-type: none"> ● District Services Survey-Accuracy and Operations ● Staff Rounding 	<p>Q1: Completed and sent for review</p> <p>Q2: Currently reviewing and receiving feedback</p>	

Quality Annual Department Target

Improve the academic performance of students involved in co-curricular activities from 3.21 GPA to 3.24 GPA.

Leadership Actions	Process Owner(s)	Timeline	Measures	Stoplight	EOY Stop Light
Provide coaches with weekly in progress grade reports to notify them of student academic progress so coaches can provide interventions	Deb Harbort and Mary Jiannacopoulos	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Quarterly and end-of-year GPA ● Progress Reports ● Staff Rounding ● Number of Reports 	<p>Q1: 8/8</p> <p>Q2:</p>	
Provide coaches with posted grade reports to notify them of student academic progress	Deb Harbort	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> ● Quarterly and end-of-year GPA ● Progress Reports ● Staff Rounding ● Number of Reports 	<p>Q1: 1/1</p> <p>Q2: 1/1</p> <p>Q1: 3.29 GPA for Athletes</p> <p>Q2: Quarter 2 grades have not been run</p> <p>Q1: 67 Students received a progress report</p> <p>Q2: 52 Students received a progress report</p> <p>Q2: 22 Student were ineligible following quarter 1</p> <p>Q2: 11 Student were ineligible following quarter 1</p>	

All head coaches will set a focus goal around their athletes' academic success	Eric Nee and Head Coaches	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> • Quarterly and end-of-year GPA • Progress Reports • Program end-of-year GPA 	<p>Q1: 6/6</p> <p>Q2: 7/7</p>	
We will recognize all honor roll students in our athletics programs	Deb Harbort	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> • Quarterly and end-of-year GPA • Progress Reports • Program end-of-year GPA 	<p>Q1: 2/2</p> <p>Q2: 4/4</p>	
Discuss the importance of academic success at all meetings with students and parents	Eric Nee	September 1, 2016-June 15, 2017	<ul style="list-style-type: none"> • Quarterly and end-of-year GPA • Progress Reports • Program end-of-year GPA 	<p>Q1: 2/2 Athletic code meetings</p> <p>Q2: We did not have a code meeting during quarter 2</p>	