

## Technology Department Balanced Scorecard 2016-17



Teaching & Learning	Workforce Focus	Community Engagement	Facilities & Operations
<p><b>5 Year Goal:</b> All students surpass their annual academic growth targets and graduate ready for success.</p>	<p><b>5 Year Goal:</b> Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.</p>	<p><b>5 Year Goal:</b> Excel in how we serve all stakeholders and build relationships with families, community members, and businesses that promote positive outcomes for students.</p>	<p><b>5 Year Goals:</b> 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 number of teachers using Its Learning LMS from 0 to 100.</p>	<p>Increase the mean on the District Office - Other Employee Engagement Survey from <b>3.86</b> to <b>3.96</b>.</p> <p>Increase the percentage of employees with racially and ethnically diverse backgrounds from <b>10%</b> to <b>11%</b>.</p>	<p>Increase the mean on the Parent Satisfaction Survey for Overall District from <b>3.94</b> to <b>4.04</b>.</p>	<p>Increase the mean on the Technology (Infrastructure) District Services Survey from <b>3.97</b> to <b>4.07</b>.</p> <p>Increase the mean on the Technology (Instructional) District Services Survey from <b>3.78</b> to <b>3.88</b>.</p>
--	---	--	--

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><b><u>What specific data will be provided to demonstrate growth in this goal?</u></b></p> <p>Number of teachers actively using Its Learning LMS each quarter.</p>	<p><b><u>What specific data will be provided to demonstrate growth in this goal?</u></b></p> <p>Mean on the Employee Engagement Survey Dipstick scores of tech department employees on EE Survey.</p> <p>Increasing percentage of employees with racially and ethnically diverse backgrounds from <b>10% to 11%</b>.</p>	<p><b><u>What specific data will be provided to demonstrate growth in this goal?</u></b></p> <p>Mean on the Parent Satisfaction Survey Dipstick scores of parent feedback on OLR.</p>	<p><b><u>What specific data will be provided to demonstrate growth in this goal?</u></b></p> <p>Mean on the District Services Survey for Infrastructure Tech.</p> <p>Mean on the District Services Survey for Instructional Tech.</p>
<p><b><u>Quarter 1 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i> 78 teachers trained during Camp Cardinal and other summer and after school workshops.</p>	<p><b><u>Quarter 1 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i> Percentage of employees with racially and ethnically diverse backgrounds: 20%</p>	<p><b><u>Quarter 1 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>Quarter 1 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>
<p><b><u>Mid-Year Data Summit Report</u></b> <i>(Enter data and outcome report here)</i> Q1: 162 teachers trained during Camp Cardinal and other summer and after school workshops. Q2: 232 Teachers trained</p>	<p><b><u>Mid-Year Data Summit Report</u></b> <i>(Enter data and outcome report here)</i> Technology Department Employee Engagement Score Spring 2016: 3.86 Fall 2016 : 4.42 (Highest in the District)</p> <p>Percentage of employees with racially and ethnically diverse backgrounds: 25%</p>	<p><b><u>Mid-Year Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>Mid-Year Data Summit Report</u></b> <i>(Enter data and outcome report here)</i> No data-District Services Survey not completed yet.</p>
<p><b><u>Quarter 3 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>Quarter 3 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>Quarter 3 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>Quarter 3 Data Summit Report</u></b> <i>(Enter data and outcome report here)</i></p>
<p><b><u>End of Year Data Summary Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>End of Year Data Summary Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>End of Year Data Summary Report</u></b> <i>(Enter data and outcome report here)</i></p>	<p><b><u>End of Year Data Summary Report</u></b> <i>(Enter data and outcome report here)</i></p>

## Strategic Actions

**Proposed Strategic Actions:**

- Will be listed for each goal at the 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**

<b>Teaching &amp; Learning School Annual Goals:</b> Increase the number of teachers using Its Learning LMS from 0 to 100. All students surpass their annual academic growth targets and graduate ready for success.					
Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
Provide opportunities for teachers to learn to use the LMS	Mades	Quarterly	Number of teachers trained	Q1: 162 Q2: 232	
Provide building support for the LMS by the school library media specialists	Mades	Quarterly	Number of media specialists trained to support	Q2: 11	
Provide support to the library media specialists to transform their roles into digital media specialists	Mades	Quarterly	Rubric scoring of the activities done by the media specialists	Q2: 2/4 (AVE)	

**Workforce Focus School Annual Goal:**

Increase the mean on the District Office - Other Employee Engagement Survey from 3.86 to 3.96.

**Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.**

Leadership Actions	Process Owner(s)	Timeline	Measures	Stop Light	EOY Stop Light
Administrator will identify lowest rated area of survey and develop action plan to address -Rounding 1 per week with each employee	Mades	Quarterly	Dipstick measure of department employee engagement	Fall 2016: 4.42	
All hiring managers will complete the onboarding checklist for new hires within 30 days of start date	Mades	Quarterly	Number of new hire checklists completed within 30 days	Q2: 2/2	
Increase diversity in our workforce	Mades	Annually	Percentage of employees with racially and ethnically diverse backgrounds: 20%	Q1: 20% Q2: 25%	

**Community Engagement School Annual Goal:**

Increase the mean on the Parent Satisfaction Survey from 3.94 to 4.04.

**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
Survey new parents/guardians each month for feedback; establish benchmark and make adjustments based upon feedback	Mades	Quarterly	Average score of monthly parent surveys	N/A	

**Facilities & Operations Annual Goal:**

Increase the mean on the Technology Infrastructure District Services Survey from 3.97 to 4.07.

Increase the mean on the Technology Instructional District Services Survey from 3.78 to 3.88.

**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
Support technology implementation in the new school planning process on time and at budget	Mades	Quarterly	Percentage of action steps completed on time  Percentage of action steps completed at or under budget	Q2: 100% of actions completed	
Lead department data summits and actions to improve DSS scores	Mades	Quarterly	Monitor implementation and report progress	Q2: N/A	

**Quality Annual Department Target**

1. *Technology Department Employees will Complete a Personal Action Plan that is Aligned to the Department Balanced Scorecard.\**
2. *Select and implement a districtwide asset management system.*

Leadership Actions	Process Owner(s)	Timeline	Measures	Stoplight	EOY Stop Light
1. Monitor and support employees in their work toward meeting their goal	Mades	Quarterly	Progress is monitored and reported	Q2: Employee action plans written, approved and in progress  2/12 employees completed goal	
2. Research and recommend implementation of an Asset Management System	Mades/Dvorsky	Quarterly	Asset Management System is implemented by May 1, 2017.  Sept. 2016: Needs are defined Oct. 2016: Systems are evaluated Nov. 2016: System selected and ordered Dec. 2016: Implementation begins	Q2: Implementation phase began Dec. 20, 2016 System functional 2/1/2017	