



Sun Prairie Area School District

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

2017-18 Department Level Scorecard and Action Plan

Department: Elementary Teaching, Learning and Equity	Director: Rick Mueller
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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 exceeding expectations on statewide school report cards	Implement math scope and sequence	Rick	Curriculum Renewal and Design Math Year 3 work with 4K-5 group	Curriculum Renewal & Design Team Minutes and Work Products	STAR Math (grades 1-10)	September 2017		
			Establish universal workshop fidelity checklist for building implementation	Checklist Data from sites using checklists in Fall and Spring		Fall - by October 27 Spring - by February 23	Fall data Collected and shared	
			Review and adopt online math supplementary program	Program adopted and implemented		Dec/January 2017/18	In progress	
			Develop and offer Math PD Thursdays	My Learning Plan Menu of PD offered PD rosters Participant feedback surveys		December 2017	Example	

	Refine conferring in the area of literacy	Rick	Strategic Coaching via Sweeney Model	Coaching timeline and implementation defined	STAR Literacy (grades 1-7)	September 2017		
			Establish universal workshop fidelity checklist for building implementation	Checklist Data from sites using checklists in Fall and Spring		Dec/January 2017/18		
			Support pre-planning and follow-up to Teachers College lab site visits with coaches and principals Include special education, ESL and intervention teachers in lab site visits	Post lab site teacher surveys Meeting notes Rosters from lab site visits		May 2018		
	Develop a district-wide framework for student-centered coaching	Rick	Work directly with building administrators and instructional coaches on the coaching elements that are identified in the action plan	Coaching timeline and implementation TLE meeting agendas Job-alike agendas and notes	Creation of action plan	2017-18 School Year		
	Implement new attendance procedures, including the study/tracking of out-of-class time	Rick	Support the principals and Site Teams in implementation of new attendance procedures	Implementation notes/team meeting minutes/Job-alike minutes	Attendance rates Implementation of action plan	2017-18 School Year		
	Revise PLC framework for equity focus, implement and monitor	Rick	Collaborate with LC and TLEC in the development of, monitoring of and implementation of structures related to Equity Focused PLCs at the K-5 level.	TLEC and LC meeting minutes; Form samples; exemplar studies	Implementation of action plan	2017-18 School Year		
Increase district mean on the Student Engagement Survey	Increase the number of classrooms implementing student-centered learning strategies	Rick	Participate in the process to define the framework for personalized learning and understanding of curriculum and instruction expectations and how they relate. Nine elementary school vision communicated to all faculty.	Meeting minutes & Agendas School scorecards	# of classrooms # of principals and instructional coaches who have participated in PD	2017-18 School Year		
			Facilitate and support innovation proposals for staff	Number of proposals; Learning walks	# of classrooms	2017-18 School Year		

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	Rick	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)	Q1 Review		
		Identify systemic barriers to equity	Checklist/Survey		Q2 Review		
		Design and implement infrastructure; racial equity transformation	SPASD PEG Action Plan		Q3 Review		
		Alignment of the SPASD PEG Action Plan to SPASD Strategic Plan	SPASD PEG Action Plan		Q4 Review		
Research in and development of flexible scheduling options	Rick	Westside Team Work on 45-15	Minutes, Schedule examples, Board Meeting presentation, Committee notes	Complete study and recommendations	2017-18 School Year	Study complete	
Identify SEL (social emotional learning) competencies and develop implementation plan	Rick	Curriculum Renewal and Design Year 1 and 2 action plan steps within Health, PE, Social Studies and Elementary Counselor groups	Meeting minutes and implementation plan	Complete study and recommendations presented to School Board	2017-18 School Year	On schedule	

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 following strategies: <ul style="list-style-type: none"> Stay interviews through rounding Completion of onboarding checklist within 30 days of new hire start date 	Rick	Completion of Stay Interviews through Rounding	Rounding Notes/Logs	Rounding Completed	November 2017	Yellow	
			Number of Completed Onboarding Checklists	Onboarding Checklists	Onboarding Checklists completed for new employees	Within 30 days of first day of work, ongoing	Green	
Employee Engagement	Based on Employee Engagement results, identify the two most critical areas of improvement and identify/ implement strategies to address.	Rick	Based on Employee Engagement results, identify the two most critical areas of improvement and identify/ implement strategies to address.	Action Plan	Spring Employee Engagement Results	November 2017	Yellow	
Employee Recruitment	Diversity data will be provided to each school/department with a goal. Each department/school will identify strategy to meet goal.	Rick	Implement participation in the WIP program for diverse teacher interns.	Internships at up to three schools	Placements of Interns	February 2018	Yellow	
	Include selected strategies selected by department/sites. Recruitment & Retention Strategies for Administrators	Rick	Participate in at least two university job fair events to recruit teachers including diverse candidates.	Job fair participation Candidates added to applicant pool based on job fair participation	Candidates added to applicant pool based on job fair participation	March 2018	Green	

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	Rick	Assist building administrators and Communication and Engagement Officer to ensure that communications and website are translated into Spanish and Hmong, with additional languages as needed	Crisis communications; district level communications related to K-5 Have schools identified which parents would prefer translation?	At least 80% of universal communications sent with translation to those who need translation	2017-18 School Year		
			Support planning principals in the parent/family engagement activities for two new schools	Completion of action plan	Parent/family engagement activities held according to the action plan	2017-18 School Year		
			Develop K-5 Curriculum Guides for Parents	Grade level curriculum guides for parents	Curriculum guides ready for publication in Fall 2018	2017-18 School Year	In progress	
			Title 1 Parent Engagement including identification of diverse parent liaisons at each Title 1 elementary school	Job descriptions revised Postings and placements of diverse parents in positions	Title 1 schools employ a parent liaison	By January 2018	In progress	
Community Engagement Baseline	Implement "Phase Two" Communication Plan	Rick	Attend at least two focus group meetings related to equity during the 2017-18 school year Community Schools development	Notes, sign-in sheet	Focus Groups		In progress	

	Implementation of SET Commitments (Service Excellence Team)								
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**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
Create a sustainable, equitable, and aligned resource allocation plan for the 2018-19 school year.	Review/revise the instructional budget for the two new elementary schools.	Rick	Review/revise the instructional budget for the two new elementary schools.	Budget document	Adequate funds are available to meet instructional needs when schools open	November 2017	Yellow	
	Review Title 1 budget use from the 2016-17 school year and provide feedback to schools to maximize use of funds in 2017-18.	Rick	Review Title 1 budget use from the 2016-17 school year and provide feedback to schools to maximize use of funds in 2017-18.	Title 1 budget and document with recommendations	Budget recommendations provided to Title 1 Principals	October 2017	Green	
	Support district analysis of district and building spending to determine inequities across buildings and recommend adjustments.	Rick	Monitor monthly budget reports for building budgets Include budget discussion in job-alike meeting	Monthly budget reports Job-alike notes	Compare dollars spent per school (Equal/Equitable)	March 2017	Yellow	
	Support analysis of district budget and provide recommendations to increase efficiency.	Rick	Participate in analysis of district budget and offer recommendations to increase efficiency at elementary level.	Cabinet/meeting notes	Communication of recommendations	March 2017	Yellow	
	Support development and implementation of staff allocation plan for referendum Operating Budgets for new schools.	Rick	Participate in staffing planning meetings for 2018-19 Support implementation of staffing plans system-wide	Elementary Master Staffing Workbook 2018-19, staffing process documents/communications	Staffing Plan Employee Engagement Survey	May 2017	Yellow	

Ensure that new school construction opens on time, under budget.	Participate in bi-weekly Construction Progress meetings Participate in construction site visits	Rick	Participate in bi-weekly Construction Progress meetings Participate in construction site visits Plan and participate in employee engagement meetings related to new schools	Meeting notes & agendas	Support established project completion benchmarks Meetings and visits are held	Quarterly Monthly		
Begin enrollment management planning 2.0.	Support analysis of enrollment projections and grade alignment impact on our facilities.	Rick	Support analysis of enrollment projections and grade alignment impact on our facilities.	Meeting notes & agendas	Monthly Enrollment reports	End of Year		
	Facilities can accommodate best teaching practices	TLE	Collaborate with TLE to ensure that enrollment and facilities adaptations are made to provide increased opportunities for flexible teaching and learning in all elementary schools.	TLE meeting agendas & notes Plans for facility modification	Enrollment Projection reports	End of Year		