



Sun Prairie Area School District

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

2017-18 Department Level Scorecard and Action Plan

Department: Facilities & Grounds	Director: Kevin Sukow
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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 district mean on the student engagement survey	Increase the number of classrooms implementing student-centered learning strategies	Kevin Sukow	Facilitate changes to structure of building to accommodate student centered learning	Project plans 6 door openings added at NS, 2 at WS, 1 each at CHUMS, PVMS, CHB, & ES	# of supported projects	2017-18 School year	Q1 Q2	
	Research in and development of flexible scheduling options	Kevin Sukow	Identify staffing and scheduling impacts of different school day scheduling options	Discussion logs Operational plan recommendations	Staffing data	End of year	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	Kevin Sukow	Alignment of the SPASD PEG Action Plan to SPASD Strategic Plan	SPASD PEG Action Plan DELT Meetings: 9/7, 1/5 LC Meetings: 9/27-28, 1/25	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)	Process 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 and implement strategies: Stay Interviews through rounding	Kevin Sukow	Rounding conversations with staff to include Stay Interview questions	Rounding logs	Completion of Stay Interviews	Quarterly	Q1 Q2	
	All schools/ departments will be given turnover/retention data and implement strategies: Completion of Onboarding Checklists	F&G Management Team	Completion of onboarding checklist within 30 days of new hire start date	Completed checklists	Percentage of Onboarding Checklists completed	Quarterly	Q1 Q2	
Employee Engagement	Establish a baseline for Employee Engagement assessment	F&G Management Team	Employee Engagement Study is created and taken by staff Data is assessed to determine benchmark for employee satisfaction	Employee Engagement Survey: in development	Survey is completed by staff From ___ to ___* *baseline to be established due to updated survey	Twice/year	Q1 Q2	

Increase the percentage of employees with racially and ethnically diverse backgrounds	F&G Department will maintain or increase the percentage of employees with a diverse racial or ethnic background	F&G Management Team	Participation in Job Fairs, supervising, & staff networking	Interviews completed SPASD Job Fair: 10/25	Number of interviews completed	End of year	Q1 Q2	
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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	Establish a baseline for Parent Satisfaction assessment	F&G Management Team	Parent Satisfaction survey is created and taken by parents Data is assessed to determine benchmark for parents' satisfaction	Parent Satisfaction Survey: in development	Survey is completed by parents Determine baseline score	End of year	Q1 Q2	
Community Engagement Baseline	Implementation of SET Commitments (Service Excellence Team)	Kevin Sukow, Patti Lux-Weber	Build awareness of SET commitments across F&G staff	Meeting agendas	Meeting agendas	End of year	Q1 Q2	
			Support SET as needed, with infrastructure updates, or other facility-related items	Completed projects	# of projects completed		Q1 Q2	
	Update Facilities & Grounds webpage	Kevin Sukow, Administrative Assistant	Provide bi-weekly updates on Capital Projects Provide District statistics & information Executive Updates posted to web page	Maintenance plan available online: http://www.sunprairie.k12.wi.us/district/facilities_grounds.cfm Executive updates available online: http://www.sunprairie.k12.wi.us/district/building.cfm	Documents can be viewed by public	Monthly	Q1 Q1 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	Analyze department spending to determine realizable efficiencies	F&G Management Team	Utilize competitive bidding practices to achieve efficiencies in purchasing equipment and services	Request for Proposal documents Bid tab documents: http://www.boarddocs.com/wi/spasd/Board.nsf/goto?open&id=ASYRMW6EBA7B	Bid tabs are created for all capital projects	End of year	Q1 Q2	
	Analyze and assess district budget and provide recommendations to increase efficiency	F&G Management Team	Use performance metrics to assess how well the department is meeting our stakeholders' needs	Establish baseline data District Service's Survey (or replacement) scores Performance data	Improvement shown on performance metrics From ____ to ____* *baseline to be established due to updated survey	Quarterly	Q1 Q2	
	Update and assess 10 year Capital Maintenance plan	F&G Management Team	Update and assess 10 year Capital Maintenance plan	Plan is revised with year ten plan/projection https://docs.google.com/spreadsheets/d/1xEbDxjLi-pklGkGgZaf2wqYFb4sLI4c5le0NSYdcX6M/edit?usp=sharing	Plan is revised with year ten plan/projection	End of year	Q1 Q2	

Engage in enrollment management planning 2.0	Consider enrollment projections and grade alignment impact on our facilities	Kevin Sukow	Provide relevant data to support enrollment and grade alignment efforts	Building data sheets https://docs.google.com/spreadsheets/d/1Jj1WRz8w6iBaGuK80hHCjO0zftJynKuRKjAzEFV81c/edit?usp=sharing	Data sheets are created and available for use		Q1 Q2	
	Create a master plan for District Grounds	Kevin Sukow	Gather data and define parameters to develop a Grounds Master Plan	Grounds data sheets Facility use data Field use survey data	Data is defined, collected, and studied	End of year	Q1 Q2	
	Facilities can accommodate best teaching practices	F&G Management Team	Plan Capital Maintenance projects to support teaching practices as requested by TLE	# of projects completed/ dollar value of projects completed	# of projects completed/ dollar value	End of year	Q1 Q2	
Ensure that new schools open on time, under budget	Hold bi-weekly construction progress meetings	Kevin Sukow	Track progress of construction to make sure buildings are completed on time	Meeting minutes Bi-weekly Wednesday meetings	Project completion benchmarks are met	End of year	Q1 Q2	
	Conduct site visits	Kevin Sukow	Visit construction sites to verify construction timeline and process are accurate	Visit logs	Visits are completed bi-weekly	Quarterly	Q1 Q2	