



# Sun Prairie Area School District

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

## 2017-18 Department Level Scorecard and Action Plan

Department: Professional Development	Program Manager: Aloy Pien
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**Green:** Completed/Done

**Yellow:** In Process and/or Anticipated Completion

**Red:** Not in Process/Not Anticipated Completion

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 (Bold is linked under the Stop Light)	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	Aloy	Facilitate Bridges Mathematics implementation professional development for all K-5 teachers including ELL, special education and advanced learning as well as ongoing PD Thursday PD	<b>MLP Bridges Rosters</b> Contracts with Bridges	Teacher Evaluations/Surveys	September 2017	<a href="#">Link</a>	
				<b>PD Thursday agenda</b>				
	Support Carnegie math training for all 6-8 teachers including ELL, special education and advanced learning	<b>MLP Carnegie Training Rosters</b> Contracts with Carnegie	Dec/January 2017/18	<a href="#">Link</a>				
			May 2018	NA				
Refine conferring in the area of literacy	Aloy	Attend and support the Strategic Coaching via Sweeney Model	Coaching timeline and implementation		Survey of coaching model	September 2017	<a href="#">Link</a>	
		Collaborate, schedule, and deploy Teachers College staff developers at Title I schools in K-5 with cycle of: pre-coach team, TC coaches team, assess coaching and carrying the learning forward after the TC coach has left.	<b>Calendar of TC staff developer dates</b>	School grade level groups, including ELL, Cross Cat and ALP have participated.	Dec/January 2017/18	<a href="#">Link</a>		
						May 2018	NA	

			Develop PD at non-Title schools through instructional coaches once per semester	<b>Calendar of dates</b> (see above link)	Evaluations/surveys of teachers attending	2017-18 School Year	<a href="#">Link</a>	
			Develop and implement PD for Workshop model for 6-8	<b>Action Plan</b>	Teacher survey/evaluation	2017-18 School Year	<a href="#">Link</a>	
	Develop a district-wide framework for student-centered coaching	Aloy	Attend and work directly with building administrators on the coaching elements that are identified in the action plan	<b>Coaching timeline and implementation</b>	Creation of action plan  TLE Meeting agendas Job-alike agendas	2017-18 School Year	<a href="#">Link</a>	
	Revise PLC framework for equity focus, implement and monitor	Aloy	Collaborate with LC and TLEC in the development of, monitoring of and implementation of structures related to Equity Focused PLCs	<b>TLEC and LC meeting minutes</b> ; Form samples; exemplar studies	Implementation of action plan	2017-18 School Year	<a href="#">Link</a>	
Increase the district mean on the Student Engagement Survey	Increase the number of classrooms implementing student-centered learning strategies	Aloy	Participate in the process to define the framework for Personalized Learning	<b>Class participation numbers</b> ; feedback forms	# of classrooms	2017-18 School Year	<a href="#">Link</a>	
	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	Aloy	Participate in the 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		
			Participate in the design and implementation infrastructure; racial equity transformation	SPASD PEG Action Plan		Q3 Review	NA	
			Participation in the alignment of the SPASD PEG Action Plan to SPASD Strategic Plan	SPASD PEG Action Plan		Q4 Review	DELT, LEADS, Beyond Diversity	
Research in and development of flexible scheduling options	Aloy	Support PD for study of scheduling options including co-teaching	Course listings in MLP	Teacher evaluations of courses/resources provided	2017-18 School Year	<a href="#">Link</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.	Aloy	Rounding Conversations with new teachers that participate in the New Teacher Mentor Program as well as survey.	DCNTP Survey	<b>Mid-Year Mentor Survey</b>	Q1	NA	
			Implement principal/teacher/mentor triad process.	Meeting notes <b>Feedback gathered during process</b>		End of the year DCNTP Survey results	Q2 Mid Yr	<a href="#">Link</a>
					Q3 Mid Yr		<a href="#">Link</a>	
			Q4	NA				
Employee Engagement	All schools/ departments will be given Employee Engagement Survey data.  Based on Employee Engagement results, identify the two most critical areas of improvement and identify/implement strategies to address.	Aloy	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.  Communicate timelines for professional hours in district electronic email.	Action Plan  Progress monitoring dipstick measures  <b>Template of the electronic District Newsletter</b>	Spring Employee Engagement Survey Outcomes	Spring 2018	<a href="#">Link</a>	
Employee Recruitment	Diversity data will be provided to each school/department with a goal. Each department/school will identify strategy to meet goal.	Aloy	<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	Copies of emails, information provided to potential candidates	Diversity Data  Completion of Strategies	2017-18 School Year		

<p>Include strategies selected by department/sites.</p> <p><a href="#">Recruitment Strategies for Administrators</a></p>		<p>recruitment opportunities.</p>					
		<p><b>Retention Strategy:</b> Engage in rounding with those served by New Teacher Mentor Program.</p>	<p><b>Rounding documents</b></p>		<p>2017-18 School Year</p>	<p><a href="#">Link</a></p>	

**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	Aloy	Year 2 Family University implementation	<b>Sign-in, attendance records</b> , feedback	Feedback forms	2017-18 School Year	<a href="#">Link</a>	
			Establish a New Teacher Mentor Program Highlight link for the website.	<b>Mentor website or link</b>	Number of hits of link access	Spring 2018	<a href="#">Link</a>	
Community Engagement Baseline	Implement "Phase Two" Communication Plan Implementation of SET Commitments (Service Excellence Team)	Aloy	Participate on SET Team as a member	<b>Notes</b> , sign-in sheets for attendance	Meeting notes Completion of SET action plan	2017-18 School Year	<a href="#">Link</a>	

**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.	Refine department specific budgeting to align with strategic expenditures	Aloy	Monitor department spending with real time PD and mentor budget workbook	Google documents	Aligned/Balanced Budget	Mid-Year/ End of Year	<a href="#">Link</a>	
						Mid-Year		
			Monitor PD/Mentor budgets monthly for potential overspending or inequitable allocation	Rounding conversations with directors		Monthly		
						Bi-Monthly	<a href="#">Link</a>	
Begin enrollment management planning 2.0.	Consider enrollment projections and grade alignment impact on professional development/mentor program	Aloy	Support 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	Plan options created and researched for future action	End of Year	<a href="#">Link</a>	