



# Sun Prairie Area School District

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

## 2018-19 Department Level Scorecard and Action Plan

Department: Athletic and Activities

Director: Eric Nee

Link to [District Scorecard](#)

Associated Results Policies: [SR-3 Student Personal Development](#)

### Teaching, Learning and Equity Scorecard:

District Objective: Increase the number of schools exceeding expectations on statewide school report cards.

Results Measures	Q1 11/15	MY 1/15	Q3 3/15	EOY 6/30
Posted quarter and semester grades (GPA)	<p>Coaches were provided with progress grades and posted grades.</p> <p>All fall coaches set goals around their program's academic success.</p> <p>Quarter 1 GPA was a 3.29.</p>	<p>Coaches were provided with progress grades and posted grades.</p> <p>All winter coaches set goals around their program's academic success.</p> <p>Quarter 2 GPA was a 3.34.</p>	<p>Coaches were provided with progress grades and posted grades.</p> <p>All winter coaches set goals around their program's academic success.</p> <p>Quarter 2 GPA was a 3.29.</p>	<p>Coaches were provided with progress grades and posted grades.</p> <p>All spring coaches set goals around their program's academic success.</p> <p>Quarter 2 GPA was a 3.30.</p>
Student Engagement	<p>96.18% of our fall athletes stated that athletics provided them mental, emotional, and social growth.</p> <p>Rounding completed with four athletes.</p> <p>Boy's hockey team participated in The Academy of Sports Leadership.</p>	<p>Rounding completed with five athletes.</p> <p>End of season survey will take place during Q3.</p>	<p>95.17% of our winter athletes stated that athletics provided them mental, emotional, and social growth.</p> <p>Rounding completed with four athletes.</p>	<p>97.69% of our spring athletes stated that athletics provided them mental, emotional, and social growth.</p> <p>Rounding completed with six athletes.</p>

SR-3	<p>607 / 25% students out for a fall sport. This is up from 565 / 24% in the fall of 2017. Student Enrollment for 18-19 is 2447. Student Enrollment for 17-18 was 2389.</p> <p>One coffee with the athletic director.</p> <p>Feedback from two parents following feedback form sent to them.</p>	<p>305 / 12.5% of our students are out for a winter sport. This is up from 288 / 12% in the winter of 2017-18.</p> <p>One coffee with the athletic director.</p>	<p>Spring sports participation number will be completed in Q4.</p>	<p>567 / 24% of our students are out for a winter sport. This is down from 594 / 25% in the winter of 2017-18. Overall for the year, our numbers are up from 1344 in 2017-18 to 1371 for 2018-19.</p> <p>One coffee with the athletic director.</p>
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<b>Teaching, Learning and Equity:</b> Strategic Initiative: Increase the number of high school students exceeding expectations.						
District Department Level Strategic Actions	Artifacts	Measures	Q1	MY	Q3	EOY
Provide coaches with weekly in progress grade reports to notify them of student academic progress so coaches can provide intervention	Reports and data	Quarterly and end-of-year GPA Progress reports Staff rounding				
All head coaches will set a focus goal around their athletes' academic success  Coaches will set strategies on how to meet their goal	Coach evaluation	Quarter, semester, and end-of-year GPA				
Provide coaches with posted grade reports to notify them of student academic progress	Posted grades	Number of reports  Quarter, semester, and end-of-year GPA				



**Workforce Focus Strategic Goal:**

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

Results Measures	Q1 11/15	MY 1/15	Q3 3/15	EOY 6/30
Hiring Data	Four new coaches hired	Three new coaches hired	Two new coaches hired	One new coach hired
Staff Engagement	<p>Four orientations completed and rounding done with coaches and advisors</p> <p>37 "Appreciation" cards sent to fall coaching staff</p> <p>Positive staff feedback from survey</p>	<p>Three orientations completed and rounding done with coaches and advisors</p> <p>41 "Appreciation" cards sent to winter coaching staff</p> <p>Winter staff survey goes out during Q3</p>	<p>Two orientations completed and rounding done with coaches and advisors</p> <p>Positive staff feedback from survey</p>	<p>One orientation completed and rounding done with coaches and advisors</p> <p>Positive staff feedback from survey</p>

**Workforce Focus Strategic Goal:**

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

District Department Level Strategic Actions	Artifacts	Measures	Q1	MY	Q3	EOY
Completion of Onboarding Checklist within 30 days of new hire start date	Completed checklists	Number of completed onboarding checklists	New Hire Orientation			
Rounding with Coaches and Advisors	Rounding logs	<p>Coach and advisor survey</p> <p>Turnover data</p> <p>Stay interviews</p>	<p>Coach Rounding</p> <p>Advisor Rounding Questions</p>			
Coaches' Workshop	<p>Courses offered</p> <p># of coaches attending</p>	# of coaches who attend	Offered in June, courses starting to be compiled	Offered in June, discussion with potential speakers is taking place		

<p><b>Retention Strategy:</b> Set clear goals and expectations with staff and provide feedback throughout the year</p> <p>Implement a system that recognizes employees for good performance</p>	<p>Rounding journal</p> <p>Thank you cards</p> <p>Pre-season meeting</p> <p>Evaluations</p>	<p>Coach and Advisor Surveys</p> <p>Rounding (dipstick measure)</p>				
<p><b>Recruitment Strategy:</b> Develop a personal “short list” of potential candidates of color; promote the district’s benefits; and periodically send brief emails to potential candidates providing information about current events in the athletics and activities department and provide updates on recruitment opportunities</p> <p>Attend recruitment fairs with the HR department</p> <p>Ensure jobs are posted where all candidates have the opportunity to view it</p> <p>Use social media as an outlet for job posting</p>	<p>Copies of emails; information provided to potential candidates</p>	<p>Completion of strategies</p>	<p>Recruitment fair in the spring</p> <p>Jobs have been sent to state coaches associations</p>	<p>Recruitment fair in the spring</p> <p>Jobs have been sent to state coaches associations and a variety of outlets</p>	<p>Recruitment fair in the spring</p> <p>Jobs have been sent to state coaches associations and a variety of outlets</p>	<p>All jobs were posted on association websites</p>

**Community Engagement Annual Goal:**

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

Results Measures	Q1 11/15	MY 1/15	Q3 3/15	EOY 6/30
Parent Engagement	<p>One Coffee with the Athletic Director with four participants</p> <p>Fall touchbase sent to parents with two parents responding</p> <p>One all booster club meeting in September and four emails sent to fall booster clubs</p> <p>Code meeting took place in September</p> <p>Researched six other districts and how their booster clubs operate</p>	<p>One Coffee with the Athletic Director with one participant, the discussion was around student participation</p> <p>Google doc created on how other districts run their booster clubs</p>		<p>One Coffee with the Athletic Director with two participants, the discussion was around student participation</p>

**Community Engagement Annual Goal:**

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

District Department Level Strategic Actions	Artifacts	Measures	Q1	MY	Q3	EOY
Engage parents in conversations and decision making around topics that affect their student	<p>Communication logs</p> <p>Feedback form</p>	Parent Satisfaction Survey				
Code meetings and Freshmen athletic orientation	Code meeting and orientation documentation	Feedback form	Freshmen orientation takes place in May	Freshmen orientation takes place in May	Freshmen orientation takes place in May	Freshmen athletic orientation took place on May 20th <a href="#">Agenda</a>

All booster club meetings and bi-weekly emails	Agenda Notes Communication logs	# of emails sent Feedback form	<a href="#">Agenda</a>			
Community Outreach Night	Outline for evening	# of participants Feedback from participants	40 youth participants 150 athletes from 12 different programs <a href="#">Email to Community</a>			
Explore a Sun Prairie Athletics Booster Club Model	Communication log from discussions Bi-laws from other districts	Communication journal Started plan for implementation		<a href="#">Booster Information Per District</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.

Results Measures	Q1 11/15	MY 1/15	Q3 3/15	EOY 6/30
Grounds Master Plan	Meetings held with Point of Beginnings and facilities director. Grounds plan is dependent on the Grounds study	Meetings held with Point of Beginnings and facilities director. Discussion with athletic director should take place this winter. Grounds plan is dependent on the grounds study	Evaluated and provided feedback to Point of Beginnings on their site analysis report	Final feedback was given to Point of Beginnings so they could finalize their analysis
Two High School Model Plan	Seven schools researched	Athletics and Activities Configuration Committee created with dates set	Two student migration meetings attended  <a href="#">Athletics and Activities Committee</a> formed	Two student migration meetings attended, migration options analyzed and what impact it would have on athletics  Four Athletics and Activities Subcommittee meetings held  Ashley Field planning started
Strategic Based Budget	Started to prioritize key budget items	Started the budget process and created a list of high budget dollar items that will need to be replaced in the near future	2019-20 budget approved	



**Facilities & Operations Annual Goal:**

Facilities and services meet the needs of our diverse and growing student population and community.

District Department Level Strategic Actions	Artifacts	Measures	Q1	MY	Q3	EOY
Develop Grounds Master Plan	Completed plan	Plan implemented Improvements to athletic fields				
Two High School Model	Minutes from meeting, action plans, timeline	Plan options created and researched for future action	<a href="#">Questions Discussed</a>	<a href="#">Responses from other districts</a>		

**Facilities & Operations Annual Goal:**

Use district resources effectively and efficiently.

District Department Level Strategic Actions	Artifacts	Measures	Q1	MY	Q3	EOY
Strategic based budgeting	2019-2020 Budget	Approved 2019-2020 middle school and high school budget				
Conduct quarterly meetings with middle school athletic directors to develop alignment and resource allocation plan	Tactical agendas Meeting notes Updated procedures	Cohesiveness in materials and resources used Updated evaluation process Updated processes and procedures	<a href="#">September Agenda</a>  One middle school Badger Conference meeting	Discussion thread on budget, we will be meeting in the beginning of February	<a href="#">February Meeting</a>	Group meets bi-weekly during Athletics and Activities Subcommittee.