



2019-20 Department Level Scorecard and Action Plan

Department: Business Services	Director: Phil Frei
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[District Scorecard](#)

Workforce Focus Strategic Goal: District Objective: Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.			
Results Measures	Q1	MY	EOY
Staff Engagement Data			

Workforce Focus Strategic Goal: Strategic Initiative: Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community								
Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Professional Development: Staff have access to high leverage professional development activities that directly align with site and district strategic plan and are best practices of business services departments.	Workshops attended	100% of business services employees attend a workshop	June 2020		Professional Development Budget			

<p>Retention Strategy: 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>Twice a year meetings with employees</p>	<p>Employee turnover</p>	<p>January and June</p>	<p>Twice a year meetings</p> <p>Thank you board</p> <p>Evaluations</p>				
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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	MY	EOY
Student Satisfaction Survey			

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.

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Increase student satisfaction of bus safety.	Student satisfaction survey	Increase student satisfaction "I feel safe on the bus" from a 2.89 to 2.99	June 2020	Meetings with students and/or survey of students on how to increase feeling of safety on the bus	N/A			

Business Services Scorecard

Results Measures	Q1 11/15	MY 1/15	EOY 6/30
OE-5 Financial Planning - The Superintendent shall develop a budget that is directly related to the Board's priorities.			
Fund the instructional vision and strategic plan through an aligned resource allocation plan for the 2020-21 school year and beyond: <ul style="list-style-type: none"> Completion of action steps in budget and staffing calendar 			
Increase the district's financial standing through excellence in business operations: <ul style="list-style-type: none"> Increase fund balance percentage 			

Facility and Operations Strategic Goal

In order to demonstrate fiscal stewardship, we will increase the district's financial standing through excellence in business operations.

Maintain or Increase the Bond Rating
Increase the General Fund Balance
Implement Best-in-Class Business Operations

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Maintain or increase the district's bond rating (OE-5.5)	S & P Bond rating	Currently AA	Fiscal Year 2019-20	Quarterly meetings with RW Baird and/or Forecast 5 on steps that are needed to obtain this target <ul style="list-style-type: none"> October January April June 				
Increase the district's fund balance (OE-5.8)	Ending fund balance %	15%	June 30, 2020	Accurate tracking of expenses and revenues Projecting end-of-year balances using PMA and internal spreadsheets Control of expenses as needed				

Implement paperless processes and procedures to improve business operations (OE-6.5)	Implement major new procedures	One	<p>Fall 2019</p> <p>Fall 2019</p> <p>Second Semester</p>	<p>Full implementation of field trip rewrite</p> <ul style="list-style-type: none"> ● Pilot at PMMS and HS ● On-line field trip permission form in IC ● Full-implementation district-wide 				
Investigate and plan for implementation of bus student tracking (OE 6.2)	If approved, bus student tracking is ready for fall 2020	Ready for fall of 2020	<p>Fall 2019</p> <p>Winter 2019</p> <p>Winter 2019</p> <p>Spring 2019</p> <p>Spring 2019</p>	<p>Review of vendors</p> <p>Meeting with Vendors</p> <p>Tentative costing for SLs</p> <p>RFP for services</p> <p>Selection of vendor and work to begin implementation if moving forward</p>				
Investigate and possible implementation of Skyward True-time (OE-6.1)	If approved, True-time is ready for fall 2020	Ready for fall of 2020	<p>Fall 2019</p> <p>Winter 2019</p> <p>Winter 2019</p> <p>Spring 2019</p> <p>Spring 2019</p>	<p>Review of Skyward True-time with current users</p> <p>Meeting with Skyward</p> <p>Present to Cabinet</p> <p>If moving forward, pilot with a small group</p> <p>Prepare for full implementation</p>				

Facility and Operations Strategic Goal:

In order to provide an environment that promotes positive spaces for working and learning,
we will continue Master Facilities and Grounds Planning processes.

*Enrollment Projections
Secondary School Space Planning Committee work*

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Enrollment Projections (OE-5.5)	Updated enrollment projections	Completed	December 30, 2019	Work with UW-APL to complete Work with MD Roffers to complete	\$15,000			
Ashley Field	Complete steps needed to open Ashley Field August 2020	Completion of steps needed	August 2020	Do everything possible to help with task	N/A			
2nd High School	Complete steps needed to open school in the fall of 2022	Completion of steps needed	June 30, 2022	Do everything possible to help with task	N/A			
Naming Rights	Steps are taken to establish committee and begin/finish work	Completion of steps needed	June 30, 2022	Co-lead the task force	N/A			
Boundary Committee	Steps are taken to establish committee and begin/finish work	Completed boundaries for secondary schools	June 30, 2022	Active liaison for committee including enrollment projections, suggestions for boundaries, and resources for committee	N/A			

Initial Scorecard Development date:	July 18, 2019	Associated Operational and Results Policies	
Finalized Scorecard Date:	July 29, 2019	OE-5 Financial Planning	OE-7 Asset Protection
Building Administrator Sign Off/Date:	N/A	OE-6 Financial Administration	Policy BA Vision, Mission, Values and Beliefs
District Director Sign Off/Date:	July 29, 2019		
Senior Leadership Sign Off/Date:			Links to District Scorecards (update for 19-20)