



Sun Prairie Area  
School District  
Futures depend on us...every child, every day.

2019-20 Department Level Scorecard and Action Plan

Department: Facilities & Grounds	Director: Kevin Sukow
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[District Scorecard](#)

Facilities & Grounds Scorecard			
Results Measures	Q1 11/15	MY 1/15	EOY 6/30
Referendum projects on time and on budget. <ul style="list-style-type: none"> <li>Major tasks completed according to planning schedule.</li> <li>Major projects completed at or below budget OR projects in progress are tracking at or below budget.</li> </ul>			
85% of all Capital Maintenance projects identified by March 1, 2020 for the 19/20 SY are completed or on target to be completed by August 17, 2020.			

**Workforce Focus Strategic Goal:**

In an effort to create an asset-based school district where staff feel engaged in our work as a school district, an increase in the district mean to the Staff survey question “Our classrooms, buildings and grounds are well maintained.”

*Maintain our facilities and grounds to an acceptable level to staff.  
Provide clean learning environments where staff can perform their duties.*

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 mean response to question “Our classrooms, buildings and grounds are well maintained” from 4.03 in 2018/19 to 4.10 in 2019/20.	Staff Survey	Mean score of 4.10	June 2020	Rounding with Building Administrators Facility Assessments	N/A			

**Community Engagement Strategic Goal:**

In order to assure the flow of information and strategic two-way communication, we will increase Community Engagement.

*Provide communication to the public on 2019 Referendum project 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			
Post construction updates to District website.	Updates on SPASD website	Construction updates provided monthly at a minimum	June 2020	Construction Project Updates	N/A			

### 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.

*Evaluate and complete projects identified in the Capital Maintenance plan.*

*Develop and implement a Grounds Master plan.*

*Maintain cleanliness of the Facilities at an acceptable level as determined by parents.*

Strategy Map:	Balanced Scorecard:		Action Plan			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Referendum on time.	Project planning schedule	Meet 100% of project schedule benchmarks  Meet or be projecting to complete 100% of Middle School Capital Maintenance projects on time  Meet 100% of Ashley Field construction schedule benchmarks	August 2020	Construction meetings  Core Planning Team meetings	N/A			
Referendum on budget.	Referendum budget tracking	Ashley Field construction is completed or tracking at or under budget  New High School forecasting shows project tracking at or under budget  Middle School/PPA forecasting shows project tracking at or under budget	August 2020  August 2020  August 2020	Budget tracking  Budget projections  Budget tracking/projections	Fund 49  N/A  Fund 49			
Grounds Master Plan.	Plan created and recommendations implemented	Grounds Master Plan is created and shared with District stakeholders  Plan created to implement grounds maintenance recommendations from Grounds Master Plan  85% of tasks identified in Grounds Maintenance plan completed	September 2019  January 2020  August 2020	Development meetings  Time to meet with team/consultant to develop maintenance plan  Implementation of Grounds Maintenance Plan	Fund 10  N/A  Fund 10			

Increase mean response to question "School facilities are clean and well kept" from 4.26 in 2018/19 to 4.30 in 2019/20.	Parent Satisfaction Survey	Mean score of 4.30	June 2020	Rounding Facility assessments	N/A Fund 10			
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**Facility and Operations Strategic Goal:**

In order to provide a safe and secure environment that promotes student learning, we will continue to implement and monitor necessary safety and security improvement procedures and processes.

*Supporting the implementation of Safety Grant objectives.  
Compliance with Act 143 requirements.*

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Successfully complete all objectives charged to Facilities and Grounds.	Project completion schedule	100% of F&G responsibilities from Round 1 & 2 of the Safety Grants are completed	August 2020	Project completion Safety Grant review meetings	Fund 10 Safety Grant funded			
Compliance with Act 143 requirements relative to Facilities and Grounds.	Compliance checks	100% of times checked exterior doors are locked during school day	August 2020	Routine assessments Spot checks	N/A			