

SCORECARD									
Human Resources									
Strategic Alignment	Initiative/Goal Statement	Measures & Evidence	Timeline	Process Owner(s)	Baseline Data	Goal	NOVEMBER	MARCH	EOY/JUNE
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Equity: Disrupting Inequity	<p>Problem of Practice: The Human Resources Department problem of practice is based on the responses of Staff of Color to the staff engagement survey item, "All things considered, the district is a good place to work." In 2022-2023, 61.3% (52.7% in 2021-2022) of district Staff of Color answered they agree or strongly agree to the statement. Increasing the outcome to this question is tied to higher retention rates leading to our district moving closer to the goal of matching our staff to student demographics.</p> <p>By successfully creating and following through on the strategies focused on increasing engagement and satisfaction among our Staff of Color (listed below) the staff satisfaction and engagement will increase based on the aforementioned survey item:</p> <ul style="list-style-type: none"> -The Human Resources Department will collaborate with the Director of Systemic Equity and Inclusion to provide regular Affinity Group support and guidance to Affinity group leaders engaging the Affinity participants in supporting a welcoming and inclusive work environment for members of Affinity Groups -Stay Interviews will be completed with leaders of color and to gain perspective on their own experience and also to gain perspective on the experience of the staff of color they are supervising -Human Resources Department will be implementing a comprehensive onboarding process/platform specifically focused on hourly staff where the largest number of staff of color apply and are hired with a focus on creating a welcoming environment and ensuring employees feel more confident going into the first day of work. <p>then 71.3% (10% increase) of district Staff of Color will answer they agree or strongly agree to the statement "All things considered, the district is a good place to work." in the spring Employee Engagement Survey</p>	<ul style="list-style-type: none"> -Results of one question survey -Amount of Affinity Group Meetings 	September to June		<p>In the spring of 2023, 61.3% of district Staff of Color answered they agree or strongly agree to the statement "All things considered, the district is a good place to work."</p> <p>In the spring of 2024, there will be a 10% increase in district Staff of Color will answer they agree or strongly agree to the statement "All things considered, the district is a good place to work."</p>	Continued scheduled bi-weekly discussions with Director of Equity and Systemic Inclusion and communication with our employees of color regarding Affinity Groups.			71.9% (10.6% increase) of district Staff of Color agreed or strongly agreed to the statement "All things considered, the district is a good place to work."
Exceptional Staff	<p>(Fixed, Cascaded) By creating an environment of engagement and inclusion for employees through the execution of Stay Interviews there will be a:</p> <ul style="list-style-type: none"> -5% increase in agreement with the statement of "All things considered, the district is a good place to work." in the annual Employee Engagement Survey, and an increase in disaggregated employee groups and employees of color -90% or higher retention rate of all employees <p>Process Document (linked in the future will include simple strategies sites/departments communicating use of platform to employees and will be part of mid-year rounding/check in)</p>	<p>Completion of stay interviews as evidenced by data collected and reported to Human Resources.</p> <p>School Perceptions Staff Survey results surrounding the question: "All things considered the district is a good place to work."</p> <p>Retention data disaggregated by employee type and racial identities</p>	<p>October-April</p> <p>Spring to Spring</p> <p>Spring to Spring</p>	<p>Sadler</p> <p>Sadler</p> <p>Sadler</p>	<p>100% of Required Stay Interviews Completed in 2022-2023</p> <p>Spring of 2023 Staff Survey Results Agreeing with the statement "85.3% Overall Employee 82.9% Professional Educator 96.6% Administrators 88.6% Administrative Support 91.4% Support Staff 61.3% Staff of Color</p> <p>90% Overall Retention Rate 91% Professional Educator 94% Administrators 94% Administrative Support 87% Support Staff 88% Staff of Color</p>	<p>-100% of required stay interviews are completed.</p> <p>The percent of employees who answer "agree" or "strongly agree" with the Employee Engagement survey question "All things considered the District is a good place to work" will continue to increase each year until 80% is reached and then maintained above 80% for each employee group and employees of color.</p> <p>-90% or higher retention rate of all employees and increase all subgroups to at least 90% retention</p>	<p>All sites/departments have plans and are on track to complete stay interviews by the February 15th deadline given to supervisors.</p>		<p>Spring of 2024 Staff Survey Results 86.8% Overall Employee 84.1% Professional Educator 100% Administrators 98.3% Administrative Support 90.3% Support Staff 71.9% Staff of Color</p> <p>90% Overall Retention Rate 90% Professional Educators 92% Administrators 96% Admin Support 88% Support Staff 90% Staff of Color</p>

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Exceptional Staff	(Fixed, Cascaded) Stay Interview Based Retention Based Strategy; By schools and departments successfully utilizing a districtwide online platform (Cheers for Peers) providing staff-to-staff recognition tied to our strategic priorities then there will be a: -90% or higher retention rate of all employees	Number of posts on Online Recognition Platform (Limeade Listening) Retention Rate	August-June	Sadler	No baseline for posts on Recognition Platform as it was not used on 2022-2023 *90% Overall Retention Rate 91% Professional Educator 94% Administrators 94% Administrative Support 87% Support Staff 88% Staff of Color*	-90% or higher retention rate of all employees and increase all subgroups to at least 90% retention	All sites/departments have plans and are on track to complete stay interviews by the February 15th deadline given to supervisors. All sites/departments have implemented the district solution (Cheers for Peers) focused on staff-to-staff recognition tied to our strategic priorities.		90% Overall Retention Rate 90% Professional Educators 92% Administrators 96% Admin Support 88% Support Staff 90% Staff of Color
	By successfully implementing a Culture of Care through increasing engagement of employees in independent and collaborative wellness activities focused on all aspects of health (personal, behavioral, and financial health) and increasing utilization of the Employee Wellness Clinic through active communication strategies, (i.e. Wellness Committee, district newsletter, wellness newsletter, district website, community partnerships) then there will be a: -10% increase in Employee Wellness Clinic Utilization -5% increase in the average participation in Wellness Activities	Utilization Rate of Employee Wellness Clinic Participants in Wellness Activities	August-June	Richmond	Utilization Rate: 53% Average of 130.8 participants per Wellness Activities	-Employee Wellness Clinic Utilization increase of utilization will continue to increase each year until 80% utilization is reached and then maintained above 80%. -5% increase in the average participation in Wellness Activities	October Employee Wellness Clinic Report Current Utilization Rate: 59%	Utilization Rate: 61%	Current Utilization Rate: 61% (13.2% increase) Average of 145.8 participants in Wellness Activities (11.46% increase)
	By successfully implementing a Culture of Care through increasing collaboration within and across the employee groups providing a workgroup space for diverse representatives from each employee group to provide feedback concerning compensation, benefits, workplace issues, and handbook refinements/updates then there will be: -5% increase in agreement with the statement of "All things considered, the district is a good place to work," in the annual Employee Engagement Survey, and an increase in disaggregated employee groups and employees of color	Meeting at least bi-monthly with representative workgroups or committees: Administrative Engagement Workgroup, Administrator Support Engagement Workgroup, Professional Educator Engagement Workgroup, Wellness Committee, Support Staff Engagement Workgroup. School Perceptions Staff Survey results surrounding the question: "All things considered the district is a good place to work."	Sept-June	Sadler	Spring of 2023: "85.3% Overall Employee 82.9% Professional Educator 96.6% Administrators 88.6% Administrative Support 91.4% Support Staff 61.3% Staff of Color"	The percent of employees who answer "agree" or "strongly agree" with the Employee Engagement survey question "All things considered the District is a good place to work" will continue to increase each year until 80% is reached and then maintained above 80% for each employee group and employees of color.	All employee groups have had regular workgroup meetings	All employee groups have had regular workgroup meetings	Spring of 2024 Staff Survey Results 86.8% Overall Employee 84.1% Professional Educator 100% Administrators 98.3% Administrative Support 89.9% Support Staff 71.9% Staff of Color
	By successfully implementing a Culture of Care through increasing the amount of daily active substitutes in Absence Management by creating guidance in creating a welcoming environment at the school and district level. At the district level, the substitute coordinator will provide weekly check ins with substitutes including quarterly surveys focused on areas of strength in supporting substitutes and areas in need of improvement then there will be: -10% increase in each substitute employee group pool of substitutes(Professional Educators and Support Staff)	Document shared with all Welcome Center Secretaries: Welcoming Subs Number of active substitutes	August-June	Sadler, Bussler	Active substitutes: Support Staff: 101 Professional Educator: 197	-10% increase in each substitute employee group pool of substitutes(Professional Educators and Support Staff)			118 Support Staff Substitutes (16.8% increase) 223 Professional Educator Substitutes (13.2% increase)
	By successfully implementing a Culture of Care through the creation of an onboarding process for newly hired hourly staff that create s an environment of readiness, support, and inclusivity as new employees begin their career with Sun Prairie Area School District then: -80% of newly hired hourly employees will agree to the statement "I felt valued and cared through the onboarding process"	Onboarding process, videos, in person training Dates of onboarding sessions Results of Onboarding survey check ins	August-June	Bialkowski	No baseline as program and survey are new	-80% of newly hired hourly employees will agree to the statement "I felt valued and cared through the onboarding process" based on local survey	Currently 96.1% of newly hired employees agree to the statement "I felt valued and cared through the onboarding process"		96.6% of newly hired hourly employees agreed to the statement "I felt valued and cared through the onboarding process" based on local survey following district level onboarding. 80% of employees felt valued and cared for after 6 months of employment.

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	By successfully implementing strategies focused on providing a staff demographically matching our student demographics through actively participating in specific job fairs at HBCUs and colleges/universities we recognize as having a high percentage of education candidates of color then there will be a: -5% increase in applicants self-identifying as applicants of color for Professional Educator and Administrator positions	Percentage of applicants self-identifying as being applicants of color	August-June	Simonetti	17.7% of Administrator applicants self-identified as an applicant of color in the 2022-2023 School Year 21.5% of Professional Educator applicants self-identified as an applicant of color in the 2022-2023 School Year	-5% increase in applicants self-identifying as applicants of color for Professional Educator and Administrator positions	-23.6% of Administrator applicants self-identified as an applicant of color through November 1st -30.6% of Professional Educator applicants self-identified as an applicant of color through November 1st	-26% of Administrator applicants self-identified as an applicant of color through February 15 -31.3% of Professional Educator applicants self-identified as an applicant of color through February 15	-22.8% of Administrator applicants self-identified as an applicant of color -26.8% of Professional Educator applicants self-identified as an applicant of color
Communications and Community Engagement	Excel in how we collaborate and communicate with all staff and careholders and build relationships that promote positive outcomes for students. Pick an initiative in your department and run through the Practice Profile. Use an existing initiative from your 2023-24 scorecard, no need to create something new. Focus on engagement practices around this initiative. (flexed) -Collaboration Between HR and Communications to ensure high utilization a district solution focused on staff-to-staff recognition tied to our strategic priorities	23-24 Department Collaboration and Communication Practice Profile-Human Resources			No baseline for posts on Recognition Platform as it was not used in 2022-2023 90% Overall Retention Rate 91% Professional Educator 94% Administrators 94% Administrative Support 87% Support Staff 88% Staff of Color	The percent of employees who answer "agree" or "strongly agree" with the Employee Engagement survey question "All things considered the District is a good place to work" will continue to increase each year until 80% is reached and then maintained above 80% for each employee group and employees of color. -90% or higher retention rate of all employees and increase all subgroups to at least 90% retention	HR team and Communications continue to meet to engage employees.	HR team and Communications continue to meet to engage employees.	Spring of 2024 Staff Survey Results 85.8% Overall Employee 84.1% Professional Educator 100% Administrators 98.3% Administrative Support 89.9% Support Staff 71.9% Staff of Color Retention Data will be entered in August 2024
Operational Excellence	Fully implement Frontline Human Resources Management System (HRMS) to create more efficient and effective processes supporting our employees to successfully perform their role.	Project Task Tracker Completion of Implementation	Aug-December	Sadler	No action steps completed in project task tracker	All action steps completed in project task tracker	HRMS was used to implement "Open Enrollment"		
	Implement the ELEVATE Financial Wellness Program engaging employees in strategies to improve their own financial well being.	Project Task Tracker Completion of Implementation	Aug-December	Richmond	No action steps completed in project task tracker	All action steps completed in project task tracker	Elevate was implemented; Focus activities in January "Financial Wellness Month"		275 users