

SCORECARD									
Strategic Alignment	Action Steps	Monitoring (Fixed)	Measures	Timeline	Baseline Data	GOAL	BEG/OCT	MID/FEB	END/MAY
Equity	We recognize that the Business Office, as a key operational arm of the district, should reflect and support the diversity of our students and community. To strengthen our understanding and commitment to inclusion, our team will engage in a collective viewing and discussion of an educational film focused on race and equity. This effort, aligned with our Instructional Framework element Culture of Care and Disrupting Inequity, is intended to broaden our awareness and deepen our understanding of diverse perspectives so that we can foster a more inclusive workplace and ensure our decisions and actions equitably support all students and staff.	Develop a progress tracker and add to the BS quarterly meeting agenda or monthly as well as quarterly roundings with DSEI.	Measures of progress will include pre- and post surveys developed in partnership with the Department of Student Equity and Inclusion (DSEI) to assess growth in staff awareness, understanding, and application of culturally responsive practices.	Fall to Spring	Baseline data will be collected through a pre-survey administered in collaboration with DSEI to assess current levels of staff awareness, confidence, and understanding related to equity, inclusion, and the district's Culture of Care and Disrupting Inequity framework.	By the end of the timeline, Business Office staff will demonstrate increased awareness and understanding of cultural responsiveness and equity, shown through improved post-survey results and more inclusive practices that strengthen our departmental Culture of Care.	Collaborate with DSEI to develop the pre-survey and establish a timeline for implementing the documentary viewing and discussion. Pre survey to be completed by 12/31/25 and Post survey to be completed by 4/30/26	Pre survey sent out to staff. Documentary viewing and discussion will begin in March.	All Business Office staff participated in the educational film and discussion process. Post-survey results reflected increased awareness of equity and inclusion practices and demonstrated progress toward the department's Culture of Care.
Exceptional Staff	We will collaboratively implement recognition and feedback structures as defined by Human Resources that include elements of care, behavior, impact, and curiosity so that employees feel they can utilize the feedback they receive from colleagues and supervisors to improve their ability to successfully fulfill their role.	Feedback Inventory Feedback Professional Development Planning Documents	Employee Engagement survey item "I receive meaningful feedback from colleagues and direct supervisors that challenges me to grow as a professional."	Spring to Spring	Spring 2025: 79.7% Administrators: 100% Admin Support: 88% Professional Educators: 80% Support Staff: 73%	In the 2025-2026 school year, the percentage of employees agreeing to the survey statement, "I receive meaningful feedback from colleagues and direct supervisors that challenges me to grow as a professional." will be the following (focus on Prof Educators and Support Staff as they are lower than the overall goal of 85%): Overall: 85% Professional Educators: 85% Support Staff: 80%	In Progress	Overall: 83% (+3.3%) Prof Ed: 84% (+4%) Support Staff: 78% (+5%)	Districtwide: 78% (yellow)
Communications and Community Engagement	Departments will select a department scorecard initiative and utilize the Engagement Framework so that that there is an opportunity for input.	2025-2026 Business Services Participation and Communication Rubric	Effective implementation of the Engagement Framework.	Fall to Spring	Communication Plan Developed Workers Compensation	Communication Plan Completed	In Progress	In Progress	Communication Plan Completed
Operational Excellence	We will implement an accident reduction action plan so that workers compensation incidents are reduced and staff feel that their school is well maintained.	Implementation of accident reduction program, including districtwide strategies and site-specific strategies tied to incident history	The district's Experience Modification Rating (EMR or MOD raiting) will decrease each year until it is below 1.05 and then maintained below 1.05.	Spring to Spring	1.41	Mod rating will decrease each year until it is below 1.05	41 claims districtwide as of 10/17/25	Projected Mod Rating as of 01/02/26: 1.23	1.23
	Identify and implement at least one operational efficiency within Payroll, Accounts Payable, Busing, or the Budget Process during the 2025-26 fiscal year, so that so that district resources are used more effectively and staff time is optimized.	Evaluate current processes across key business operations to identify potential efficiencies by collaborating monthly with Business Services Managers to discuss progress and conducting quarterly check-ins to review progress, address barriers, and make adjustments as needed.	Demonstrated implementation of at least one improved process that results in measurable time savings, reduced redundancy, or enhanced accuracy within the identified area.	25-26 Fiscal Year	Currently, no formal process exists for systematically identifying and tracking operational efficiencies within Payroll, Accounts Payable, Busing, or the Budget Process. Each area operates using established procedures that have evolved over time, but opportunities for improved automation, workflow alignment, and cost/time savings have not yet been formally reviewed.	Identify and implement at least one process improvement to enhance operational efficiency by the end of the fiscal year.	Budget dashboards have been identified as a potential operational efficiency related to the budget process. Our Business Office team will meet to discuss concerns, questions, and the possibility of a pilot school. We have also identified the p card process as something we could look into as an accounting team. Will work with our team to identify our focus.	Operational efficiencies have been identified, and we are working toward each one within the various subsections of the Business Office (Payroll, Accounts Payable, Busing, Budgeting, etc.).	We have identified and implemented at least one process improvement to enhance operational efficiency this year.
	District-wide implementation of the electronic check process so that we create paperless and efficient payment processing.	Accounting Department Monthly Meetings	Percentage of paperless check prep usage in Skyward.	25-26 Fiscal Year	60% of employees are entering electronic check requests	100% of employees entering electronic check requests	Skyward has been set up for the electronic check process for 100% of employees who make purchases.	Skyward has been set up for the electronic check process for 100% of employees who make purchases.	Skyward has been set up for the electronic check process for 100% of employees who make purchases.