



2019.2020 DIVISION IMPROVEMENT PLAN

Division Name: Information and Technology
Director: Mike Roberts
Date of School Board Approval:

GOAL ONE

Goal:

To increase training and cross-functionality among IT staff.

Objective:

To provide access to ongoing online training to District level staff through Stormwinds online training and provide cross-functional department training.

Strategies:

1. Identify specific areas of need for individual IT staff through monitoring and observation.
2. Provide access to professional development courses through Stormwinds.

Evaluation:

- The Director will monitor the employee's progress through training modules and cross-training exercises.
- Employees will complete a minimum of two professional development courses during the year.
- Employees will demonstrate skills learned through training during daily job performance.

Professional Development Aligned with this Objective:

1. Stormwinds online courses

Budget:

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
			Total:\$
Technology			
Description of Resources	Funding Source	Available Amount	
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
Stormwinds	Digital Classroom	\$6460.00	
			Total:\$6460.00
			Final Total: \$6460.00

GOAL TWO

Goal:

To increase efficiencies in the online student enrollment process.

Objective 1:

To process 100% of new student enrollment through online enrollment software (NSOE).

Strategies:

1. Communicate with staff and community about processing enrollment online using social media, websites, and local advertising sources.
2. Work with School Administration to increase communication regarding new student enrollments.
3. Work with Student Services to ensure VPK procedures include online registration.

Evaluation:

- Collect data to determine if any registrations were processed through a method other than NSOE.
- Include a survey question during registration to collect data on how parents learned about online registration.

Professional Development Aligned with this Objective:

Provide Data Clerks with ongoing coaching on professionalism and customer service.

Objective 2:

Increase the number of families accessing Skyward Family Access by 25%.

Strategies:

1. Develop processes that ensure families are receiving education on Skyward Family Access.
2. Use a school-based app to promote awareness of Skyward Family Access through mobile devices.

Evaluation:

- Collect data on the number of families registered for Skyward Family Access in October 2019 and May 2020 to determine percentage increase.

Professional Development Aligned with this Objective:

NA

Budget:

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
			Total:\$0
			Final Total: \$0

GOAL THREE

Goal:

To improve departmental processes involving IT, HR and Finance.

Objective 1:

Increase the efficiency of the current online forms process

Strategies:

1. Identifying and removing processes that are redundant or extraneous.
2. Determine if Skyward has functions that allow for better informational processing.

Evaluation:

- Collect feedback from all user on the efficiency of the new forms process.

Professional Development Aligned with this Objective:

Objective 2:

Complete the process of transitioning IT related functions from HR/Finance back to the IT department.

Strategies:

1. Collaborate with the Directors of HR and Finance to identify processes that are solely IT in function.
2. Current staff from IT will cross-train with HR/Finance staff on IT processes identified.

Evaluation:

- Obtain feedback from HR and Finance Directors on the completeness and effectiveness of the transition.

Professional Development Aligned with this Objective:

The possible need for Skyward to provide additional training of HR/Finance modules.

Budget:

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
			Total:\$0
			Final Total: \$0

FINAL BUDGET (Insert Rows as Needed)

Evidence-based Program(s)/Material(s)			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Technology			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Professional Development			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Other			
Goal	Description of Resources	Funding Source	Available Amount
	Stormwinds	Digital Classroom	-
			Total: \$0
			Final Total:\$6460.00

IMPLEMENTATION EVALUATION

Describe plans for ongoing and final evaluation on the extent of successful implementation of the division improvement plan and other division improvement efforts.

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