

## **Charlevoix Public Schools Long Range Plan 2011-2013**

### **Introduction**

The Charlevoix Public Schools Long Range Plan was written by a committee of school and community personnel between September and April, 2010-2011.

The purpose of the plan is to provide a data based approach to the planning process and expand the process to include community personnel and staff members.

The plan was based on the previous strategic plan written in 2008. An analysis of the goals that had been completed and those still to be completed was done by the committee.

In addition, the committee used focus groups of community residents, school personnel, and students to gather data for the plan. Research on topics related to the goals was consulted, shared, and used in decision making.

The proposed plan is intended to be an umbrella plan that includes the individual building school improvement plans. It is intended to be a guiding document for decision making by the Board of Education and the administration.

Members of the Long Range Planning Committee include:

Chet Janik, Superintendent

Doug Drenth

Travis Garrett

Suzanne Klinger

Kristen Beach

Deb Devitt

Jane Garver

Keith Carey

Tom Milke

Mike Pearsall

Bo Boss

Karen Peterson

Dr. Sherrel Bergmann – facilitator

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## CPS Mission Statement

It is the mission of the Charlevoix Public Schools, in partnership with the community, to prepare students to think, learn, and positively contribute to a diverse global community.

## Guiding Principles

As the Charlevoix Public Schools, we are committed to focusing on students and their learning. We believe in:

- Relevant learning experiences and preparation for life and work
- Learning environments where relationships are built
- Meeting high academic standards
- Using best practices in teaching
- Preparing students to compete in a global economy
- Providing a goal-oriented, district-wide coordinated curriculum
- Active teaching to engage students in learning
- Advanced technology opportunities

As the Charlevoix Public Schools, we are committed to community and parental involvement in school. We believe in:

- Increasing the connections between parents, business, community
- Using all the strengths in our community to improve student learning
- Communication that keeps all community members informed
- Respecting diverse opinions
- Working together and sharing responsibilities
- Family participation in the educational process
- Encouraging volunteerism

As the Charlevoix Public Schools, we are committed to integrity and respect. We believe in:

- Equality and respect for each student
- Promoting confidence in students
- Treating all students, teachers and staff with dignity
- Nurturing the development of each individual
- Encouraging responsibility and self-discipline
- Setting high standards and clear expectations for all

As the Charlevoix Public Schools, we are committed to excellence. We believe in:

- High moral standards for students and staff
- Providing a safe environment – respect between students
- Teacher, student and parent accountability
- Professional and ethical behavior by employees
- Decisive administrative leadership
- Encouraging each student to achieve maximum potential
- Passionate, effective and engaged teachers

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## Indicators of Success

- Student, Community and Parental Involvement
- Graduation / Drop-out Rates
- Standard Student Test Results
- Academic / Curriculum Offerings
- Student / School Safety



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District Long-term Goals	Timeline	Cost	Who
1. To become economically stable beginning with the 2011-2012 school year by:			
<ul style="list-style-type: none"> <li>Developing a marketing and communication plan that will educate the community about the excellence of the Charlevoix school system and why it should be the first choice for parents</li> </ul>	March 2012		Superintendent
<ul style="list-style-type: none"> <li>Gathering data from parents in the district who have children attending other schools to determine what would make those individuals choose this district as their school of choice.</li> </ul>	Immediately		Administration
<ul style="list-style-type: none"> <li>Continuing to form partnerships with the Char-Em Intermediate District and other local districts to share and /or contract for administrative and support staff positions</li> </ul>			Superintendent
<ul style="list-style-type: none"> <li>Focusing on finding alternative funding sources such as grants by providing “release or comp” time to current employees to write grants.</li> </ul>	Winter 2012		Superintendent
<ul style="list-style-type: none"> <li>Hiring an independent contractor to research and apply for grants that would be compensated on a percentage basis of grants received.</li> </ul>			
<ul style="list-style-type: none"> <li>Exploring options to increase the value received of funds allocated. Reviewing all school expenses.</li> </ul>	On-going		Superintendent/ Finance Committee
<ul style="list-style-type: none"> <li>Promoting funding equity for all schools from the State of Michigan by meeting regularly with the district’s state representative and senator.</li> </ul>	On-going		Superintendent
2. Improve instructional techniques and collaboration between special education and general education teachers. Professional development will focus on differentiated instruction training and implementing an effective district –wide RTI model.	2011-2013	PD \$5000. est.	DSC
3. Investigate and improve the special education referral process. A committee will review various processes such that efficiency and proper placement, and diagnosis of labels and services will meet student’s disabilities and needs. Committee will include: Char-Em, general education teacher, special education teacher, and special education director.	2011-2012	Sub fees	Special Ed Director
4. To reduce class sizes and improve efficiency of the staff by forming as a committee of administrators and two teachers from each conveners building who will meet for one day with the following tasks: <ul style="list-style-type: none"> <li>Determine cost effectiveness of shared staff</li> <li>Prioritize the grades where smallest classes should be</li> </ul>	March 2012	Sub fees	Counselors

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District Long-term Goals	Timeline	Cost	Who
<ul style="list-style-type: none"> <li>• Assess current building schedules and determine if it is offering the smallest class sizes and most offerings to students.</li> <li>• Assess the demands on teachers of larger classes and more classes</li> <li>• Determine a long term staffing plan that includes:               <ul style="list-style-type: none"> <li>○ A counselor in each building</li> <li>○ Smaller class sizes</li> <li>○ Efficient use of certified staff</li> <li>○ Assistant principal at high school</li> <li>○ PE teacher at elementary school</li> </ul> </li> </ul>			
<p>5. Explore having a licensed professional counselor in each building by the start of the 2011 school year who can address the full range of needs of all students and provide the most support to teachers in the classroom. The schools have four licensed professional counselors on the staff who should be utilized to meet this goal.</p>	Immediately		Administration
<p>6. Design and implement a K-12 wellness program that addresses nutritional, exercise and mental health issues.. To implement this the following would have to occur:</p> <ul style="list-style-type: none"> <li>• Research grants available</li> <li>• Teach this program as a part of the physical education program</li> <li>• Seek community resources to support this.</li> </ul>	2011-2012		School nurse, Food service director, PE teachers
<p>7. Maintain the academic standards for all students and teachers by reinstating the District Steering Committee which oversees curriculum, assessment, and instruction under the realm of school improvement. DSC follows agreed upon operating procedures which includes membership, committee functions, meeting dates/times, and advises/plans professional development. (see attached materials)</p>	In place/on-going	Stipends per contract 4 summer days Materials	DSC
<p>8. To improve school climate and communication between the schools, as well as home and school by:</p>			
<ul style="list-style-type: none"> <li>• Establishing a committee composed of a technology rep, administrator, parent, teacher from each building, school board member, and student representative from the high school whose task will be to create a formal plan which will look at the survey gathered by this task force, in addition to other</li> </ul>	Winter 2012		Mrs. Peterson

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District Long-term Goals	Timeline	Cost	Who
information they deem necessary. Implementation will be in 2011-2012. This is not an on-going committee.			
<ul style="list-style-type: none"> <li>Gathering parent input at the parent conferences. Survey will also be available to parents online.</li> </ul>	Winter 2012		Mr. Garrett
<ul style="list-style-type: none"> <li>Reinstating the PR person in each building for the purpose of coordinating with the technology staff and the newspapers to increase exposure.</li> </ul>			Administration
<ul style="list-style-type: none"> <li>Re-creating the “adopt a board member” program to increase communication and understanding between the board and staff.</li> </ul>	Immediately		Board Members
<ul style="list-style-type: none"> <li>Using two Professional Development days during the year, in addition to the opening of school day, where the entire k-12 staff is together for at least part of the day for creating unity and discussion of curriculum issues.</li> </ul>			Principals/DSC
<ul style="list-style-type: none"> <li>Developing a leadership team that meets on a regular basis to address climate issues for every membership in every school. This team should include a parent representative, a student representative, a teacher from each building, a counselor, and administrator, a custodian, a secretary, an aide, and a board member.</li> </ul>	Immediately		Superintendent and PSC
9. Original goal: Formulate a facilities plan for academic and extra-curricular needs and explore the potential of consolidating from three buildings to two. ( see attached data sheet)	Completed		
10. Formulate a facilities plan for academic and extra-curricular needs that includes alternative building usage either by the school district or by an external organization.	2011-2012		Superintendent
11. Explore the current extra-curricular offerings and determine what should be added, dropped, or adapted.	2011-2012		Mr. Garrett and Athletic Director