

The Cloverleaf Local School District Strategic Plan



Cloverleaf Mission:

The Mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges by providing innovative instruction filled with engaging, experience-based learning opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.

Objectives

By the end of 4th grade 100% of students will be able to analyze and solve multi-step problems involving addition, subtraction, multiplication and division of whole numbers.

100% of our students will graduate

100% of our students will read at grade level by the end of 3rd grade

100% of our students will participate in extra-curricular activities

100% of our students pass the Ohio Achievement test + OGT

BELIEFS

We believe respect is vital to a thriving community.

We believe in ethical behavior.

We believe families are essential in the development of children.

We believe all people have a right to a safe environment.

We believe learning is a life-long process.

We believe all people have the right to an education.

We believe communication is vital for a well informed and progressive society.

We believe all people have potential and value.

We believe that honesty and respect are at the foundation of relationships.

STRATEGIES

We will develop and implement methods to ensure adequate funding to meet district needs.

Develop and implement methods to improve the health and wellness of all students and staff

Develop and implement a program that ensures high academic achievement for all students

Develop and implement a program that ensures all staff are highly qualified

Develop and implement a plan to meet the technology needs of the district.

Develop and implement a plan resulting in increased community support for our schools.

We will provide the facilities to meet our program needs.

PARAMETERS

We will never

Give up

Back down from what's right

Accept mediocrity

Put students or staff in harm's way

Become complacent

Waste Tax Dollars

Discriminate

We will always

Keep a positive attitude

Be Resourceful

Remain true to the Strategic Plan

Be Progressive

Strive to Excel

Make decisions based on what is best for students

Be ethical, honest and respectful

Be open minded

Accept positive change

Employ highly-qualified people who believe in the mission

Encourage community involvement

Keep pace with technical improvements

Strategy #1: *We will develop and implement methods to ensure adequate funding to meet district needs.*

Specific Result #1- Establish an endowment fund program.

Action Steps

- A. Set up foundation - determine make up of foundation committee, will they work with foundation expert, and/or Cloverleaf Education Foundation.
- B. Define foundation goals, objectives and how to use funds.
- C. Write governing rules and regulations.
- D. Develop programs to fund Foundation/increase public awareness.
- E. Evaluate progress.

Year recommended for implementation: 3-5

Specific Result #2- Ensure efficiency of existing funds.

Action Steps

- A. Create committee of school employees, both certified and classified, for a grassroots review of our operations.
- B. Survey employees for cost saving ideas (purchasing, staffing, efficient ways to handle tasks, energy savings, etc.).

Year recommended for implementation: 1-2

Specific Result #3- Expand acquisition of grants.

Action Steps

- A. Create grant committee
 - A. Identify needs with district.
 - B. Identify sources of grants.
 - C. Select person to be responsible for writing and submitting grants.
 - D. Implementation of grant.
 - E. Assign person to monitor grant requirements.
- B. Increase public Awareness of grant program.
- C. Evaluate effectiveness of grant program, measure quantitative results.

Year recommended for implementation: 1-2

Strategy #2: *We will develop and implement a program that ensures high academic achievement for all students.*

Specific Result #1 – Implement “Literacy Across the Curriculum” K-12

Action Steps

- A. Schedule professional development for all faculty, staff, and administration throughout the calendar year.

Year recommended for implementation: 1-2

Specific Result #2 – Optimize Instructional Time K-12

Action Steps

- A. Schedule professional development for all faculty, staff, and administration throughout the calendar year.
- B. Evaluate Trimester scheduling system for effectiveness for all students.
- C. Ensure that there is sufficient study time allotted during the school day for all students.
- D. Audit classes to ensure sufficient ratios of instructional and Q/A periods exist for all students.
- E. Coordinate schedules for an easier transition from semesters to trimesters for all students.
- F. Address instructor concerns over knowledge retention between trimesters for all students currently, or expected to be engaged in trimesters.

Year recommended for implementation: 1-2

Specific Result #3 – Differentiated Instruction will be Common Practice PK-12

Action Steps

- A. Schedule professional development for all faculty, staff, and administration throughout the calendar year.
- B. Conduct in school and after school tutorial/enrichment opportunities for all students.
- C. Encourage the relationship between Cloverleaf Alumni who are in college and Cloverleaf High School students who may need tutoring.
- D. Include Differentiated Learning techniques in all classes inclusive of working computers w/updated software.
- E. Allocate funding for instructional materials to support hands-on learning throughout the Cloverleaf District and emphasize various innovative techniques at all levels.

Year recommended for implementation: 1-2

Specific Result #4 – Implement Math Across the Curriculum K-12

Action Steps

- A. Schedule professional development for all faculty, staff, and administration throughout the calendar year.
- B. Meet routinely to discuss progress of students and how math can be further implemented across the curriculum to enhance programming.
- C. Establish school sponsored and/or volunteer operated help-lines to aid all students, parents of students, tutors, or faculty, staff and administration throughout the calendar year.
- D. Provide workbooks at anytime throughout the calendar year, making them available to all students, parents of students, tutors, or faculty, staff, and administration.
- E. Establish methods for all students, parents of students, tutors, or faculty, staff, and administration to interface throughout the calendar year regarding math instruction.
- F. Identify methods of pre/post assessment for all students to be used as a barometer regarding the effectiveness of the math curriculum and material retention.
- G. Emphasize a Cloverleaf High School math “cross curriculum” that will be evaluated and updated as necessary to meet the changing needs of all students and will identify instructional guidelines.

Year recommended for implementation 3-5

Strategy #3: *We will develop and implement a program that ensures all staff are highly qualified.*

Specific Result #1 – Provide mandatory crisis training for all staff.

Action Steps

- A. Survey staff to determine crisis training needs.
- B. Design acute/crisis situations for mock crisis trainings.
- C. Schedule mock crisis for a day that all staff is in attendance.
 - A. Include local professionals and community volunteers to assist in training.
- D. Stage mock crisis
- E. Repeat every five years.

Year recommended for implementation 1-2

Specific Result #2 – Keep up with changing certification requirements.

Action Plans

- A. Identify job classifications where certification requirements are mandatory.
- B. Identify what the certification requirements are.
- C. Inform administration and employees of certification requirements.
- D. Identify employees not meeting certification requirements.
- E. Monitor identified employees to ensure they come into compliance.
- F. Repeat yearly or on other pre-determined time frame.

Year recommended for implementation 1-2

Specific Result #3 – Evaluate all job descriptions every five years and get them reapproved by the Board of Education if necessary. Tailor classified evaluation forms to specific job descriptions.

Action Plans

- A. Inventory all job descriptions. If descriptions are not available for every job, create them.
- B. Compare and contrast the duties listed for each job description against the duties actually performed; update if necessary.
- C. Compare and contrast the duties listed for each job description against what is being reviewed on the current evaluation form; update evaluation form as necessary.
- D. Review new descriptions with appropriate department supervisors.
- E. Make changes as recommended.
- F. Submit to Board of Education for approval.
- G. Distribute copy to each employee.
- H. Repeat every five years.

Year recommended for implementation 3-5

Specific Result #4 – Develop and incorporate performance based and written tests into interviews which are applicable to the job. Assign a mentor to new and internal hires.

Action Plans

- A. Review current hiring practices/procedures/policies used for every job classification.
- B. Identify and get approval of performance based and written tests applicable for each job classification.
- C. Review hiring protocols every 3-5 years.
- D. Assign a mentor to every hire new to the district and/or the position.

Year recommended for implementation 3-5

Specific Result #5 – Provide all employees with a method of tracking their own professional development/continuing education.

Action Plans

- A. Determine if the district will track professional development/continuing education internally or will utilize an outside source.
- B. If tracking internally, acquire personnel to develop and document a database for the tracking concept.
- C. If tracking using an external source, obtain procedures and directions from source.
- D. Review tracking method with administration; make recommended changes.
- E. After having tracking method approved by administration, communicate procedures and directions to all staff remembering that all staff may not have access to online information.

Year recommended for implementation 3-5

Strategy #4: *We will develop and implement a plan resulting in increased community support for our schools.*

Specific Result # 1 – Create and maintain a Cloverleaf Alumni Association

Action Plans

- A. Create and maintain an Alumni Association to develop and maintain a comprehensive alumni database.
- B. Create an Alumni Information Bulletin Board at the Rec Center.
- C. Expand Alumni web page to include interactive information.
- D. Sponsor fundraisers to support alumni events. Make sure to engage the community when making plans.
- E. The Cloverleaf Alumni Association may assign a liaison between the association and school. Elections can be done in order to have a Board of trustees in order to develop regulations and establish regulations for disbursement of money.
- F. Host a “Senior” Prom for older alumni annually and basketball games.

Year recommended for implementation 3-5

Specific Result #2 – Show increased Pride in the Cloverleaf Schools and Community.

Action Plans

- A. Display “Welcome to Cloverleaf” signs at Cloverleaf borders within each community.
- B. Promote “Green Day” where staff, students, community members and local businesses wear green on a specified day every week to show Cloverleaf spirit.
- C. Play the fight song or alma mater at the beginning of the day at all schools at least one time a week and all school related events.
- D. Hold pep rallies for all grade levels on the same day and time throughout the district at least twice a year.
- E. Ask local businesses to display signs in windows to show support of the school district, staff and students. Feature Student of the Week, Teacher of the Week, Game of the Week and the Cloverleaf logo. Artwork with easy to display signs can be submitted and delivered by our students.
- F. Make the entire Cloverleaf community involved with the “Dedication of our New School”. Have expanded publication relations including building tours and naming of the school ceremony.
- G. Develop a unified district logo reflecting school pride and include adding “We are Proud” section of the district website.

Year recommended for implementation 1-2

Specific Result #3 – Increase Support through Service Organization Interaction.

Action Plans

- A. Form Advisory Committees (Curriculum, Financial) and include representatives from key organizations.
- B. Encourage Support Groups (PTO, Music) to be more involved with school activities.
- C. Increase opportunities for Community Service Organizations and Local Businesses to come into the schools, interact with staff and students, for example, Leadership Breakfast, Coffee with the Superintendent, Career Day, and Be a Teacher Day.
- D. Develop community outreach programs, such as, assisting the elderly and cemetery and park cleanup.

Year recommended for implementation 3-5

Specific Result #4 – Increase Positive Communications from the District to the Residents.

Action Plans

- A. Increase positive coverage of student and staff activities in district and county publications going out to the community.
- B. Promote opportunities for senior citizens to volunteer at school programs and events.
- C. Provide professional workshops for staff to create a more inviting atmosphere for parent and community members.
- D. Use school resource professionals to help community recognition.
- E. Expand website to include daily events and student recognition.
- F. Investigate a School Motto, for example, Moving Forward.
- G. Increase recognition of students, for example, athletes, academics, VOFT, arts, music clubs and student of the week.

Year recommended for implementation 1-2

Specific Result #5 – Create and Implement Community Outreach Programs.

Action Plans

- A. Sponsor a National Make a Difference Day in the district.
- B. Encourage all students in Grades 3 through 12 to volunteer. Create a list of opportunities.
- C. Make High School courses available for senior citizens in the district to take part in on a room available basis. This would help promote our distance learning lab.
- D. Host community luncheons or receptions and include realtors, senior citizens, community groups and local businesses.
- E. Coffee with the superintendent at various planned locations with set days and times. Have sandwich board outside location to help get the word out.
- F. Have older athletes increase involvement with youth programs.
- G. Workshops including bully proofing for students and parents.
- H. Offer senior citizens passes and get into all events free.
- I. Partner with local service organizations to offer workshops and training seminars for school and community members.

Year recommended for implementation 1-2

Strategy #5: *We will develop and implement methods to improve the health and wellness of all students and staff.*

Specific Result #1 – Implement current “Student Wellness Plan” as adopted by the Cloverleaf Board of Education.

Action Plans

- A. Establish and maintain a School Health Council to develop, implement, monitor, review and as necessary revise school nutrition and physical activity policies.
- B. Establish and maintain a Staff Wellness committee to develop, promote and oversee a multi-faceted plan to promote staff health and wellness.
- C. Enforce a no smoking / tobacco free campus.

Year recommended for implementation 3-5

Specific Result #2 – Provide healthier nutrition options for staff and students.

Action Plans

- A. Establish healthy food standards to use in lunches, vending machines and snack opportunities.
- B. Establish healthier fundraising options, chosen by the school organizations.
- C. Develop healthy reward incentives instead of offering candy incentives.
- D. Determine and schedule adequate breakfast and lunch time in a peaceful environment.
- E. Schedule recess before lunch in Elementary Schools.
- F. Work with local farmers and Food Service Authority for fresh produce options.
- G. Create a program to gather / utilize student input for healthy meals and healthy snacks to be offered.
- H. Create healthy “grab & go” opportunities such as wraps, parfaits and fruits.

Year recommended for implementation 1-2

Specific Result #3 – Promote communication of health, wellness, fitness and nutrition initiatives.

Action Plans

- A. Determine health, wellness, fitness and nutrition initiatives to communicate.
- B. Educate and create awareness with Board, Staff, Students and families of the Student Wellness Plan.
- C. Utilize school (s) newspapers, Principal’s letters, and teacher’s weekly newsletters.
- D. Develop a health website link; fitness page, healthy recipes, etc.
- E. Use symbol on menus to communicate healthier choices (healthy colt).
- F. Announce daily / weekly health tips brought in by the students.
- G. Post daily / weekly health tips in staff restrooms & lounges on bulletin boards and websites.
- H. Develop a health network or videos (like Food Network or Fit TV) so students could mentor / model / communicate positive choices and behavior.
- I. Utilize current groups such as HUDDLE, SHUDDLE and Media Class to help promote / communicate healthy activities and create fitness videos.

Year recommended for implementation 3-5

Specific Result # 4 – Provide and promote physical activity opportunities for students and staff throughout the day.

Action Plans

- A. Develop early morning activities such as walking, exercising and stretching during auditorium, gym, Latchkey and breakfast time while waiting to go to classrooms.
- B. Develop an opportunity to encourage students to get off the bus in the morning and get involved in a physical activity program.
- C. Incorporate mental brain breaks and physical activity into daily classroom activities.
- D. Establish intramural options during lunch, before, and / or after school.
- E. Create a walking / exercise club for staff and students during lunch or before and / or after school, encouraging personal goal setting between schools.
- F. Schedule open gym during lunchtime at the Middle and High Schools.
- G. Set up outside activities such as volleyball, activity stations with balls and hula hoops and Frisbee.
- H. Develop summer programs, enhance afterschool programs and incorporate physical activities and healthy lifestyle learning into the daily schedule.

Year recommended for implementation 1-2

Specific Result #5 – Utilize Community resources involving health, wellness, fitness and nutrition.

Action Plans

- A. Communicate to staff that the Rec Center is available to them during the 2:00-6:00pm time; as long as they are current members.
- B. Expand Rec Center policy to include High School students (not just athletes with passes) within the 2:00-6:00pm time; as long as they are well behaved and current members.
- C. Expand established programs in a cost effective way to encourage staff and students to exercise (aerobics after school, walking club, etc.).
- D. Hold a Rec Center membership drive twice a year, kicked off by a “Free Family Day”.
- E. Schedule a Rec Center staff member to the schools once a month to promote programs and fitness through a fun physical activity.
- F. Research, develop and communicate services available through School, County, Health Department, Hospitals, local Universities, physicians, dentists and support groups.
- G. Enable Guidance staff to be available for children in a less structured environment to provide support (Lunchtime and Free Periods).
- H. Provide screenings at each school to encourage staff to participate in health checks.
- I. Provide school nursing services to the District.

Year recommended for implementation 3-5

Strategy #6: *We will provide facilities to meet our program needs.*

Specific Result #1 – Build a new Pre K through Grade 4 facility.

Action Plans

- A. Include in the new facility
 - 1. Administrative office area with distance from check-in counter.
 - a. Visitor waiting area with distance from check-in counter.
- B. An exclusive entrance / school access once morning drop off is complete with a second set of multiple doors and a door on the side leading in to the office administrative area.
 - 1. Second set of doors leading to the school halls would be locked after bus drop off, requiring all individuals to enter through the office.
- C. A nurses area / sick clinic with beds.
- D. Create separate bus student drop off and parent student drop off locations.
- E. Build multi handicap rooms to include
 - 1. Computer lab.
 - 2. Full facility toilet / shower area.
 - 3. Multi sensory / sensory controlled areas.
- F. Incorporate a cafetorium.
- G. Create a dividable gym for game practice use by multiple grade levels.

Year recommended for implementation 1-2

Specific Result #2 – Renovate Cloverleaf Middle School

Action Plans

- A. Renovate existing structure to accommodate grades 5 & 6.
- B. Create and attach a new wing to accommodate grades 7 & 8.
- C. Expand gym to include bleacher seating for sporting events and school assemblies.
- D. Create separate bus student drop off and parent student drop off locations.
Build an adequate / appropriate art room.
- E. Expand administrative office area to include
 - 1. Visitor waiting area with distance from check-in counter.
 - 2. An exclusive entrance / school access once morning drop is complete with a set of multiple double doors and a door on the side leading in to the office administrative area.
 - 3. Second set of doors leading to the school halls would be locked after bus drop off, requiring all individuals to enter through the office.
 - 4. A nurse area / sick clinic with beds.
 - 5. Provide a student counseling room.
- F. Expand the kitchen / cafeteria area
 - 1. Allow for 4 grade level food preparation.
 - 2. Stationary lunch line.
 - 3. Incorporate a cafetorium.
 - 4. Additional seating
 - a. Round collapsible seating tables to promote interaction.
 - b. Separate food delivery vs. trash removal access locations.
- G. Build grades 5 & 6 playground (relocate from Westfield Elementary).

- H. Construct computer / tutor / resource combo labs for each team / department.
- I. Build a multi media library with reading labs.
- J. Expand Staff room to include area for planning, resources, computers and kitchenette with adequate restroom facilities.
- K. Build multi special needs room to include
 - 1. Computer lab.
 - 2. Full facility toilet / shower area.
 - 3. Multi sensory / sensory controlled areas.
 - 4. Dedicated special needs covered entrance area.
- L. Create hallways that are wide with comfortable colors.
- M. Build a Life Skills room.
- N. Expand the band and choral areas
 - 1. Create adequate instrumental storage area.
- O. Create adequate custodial facilities.

Year recommended for implementation 3-5

Specific Result #3 – Renovate Cloverleaf High School to include all teaching environments in one building.

Action Plans

- A. Remove District Administrative and Community Education Offices.
- B. Build additional classrooms to accommodate displaced Annex rooms.
- C. Expand gym area seating for home / visitors for sporting events and school assemblies.
 - 1. Renovate and enlarge locker room / shower facilities home and visitors.
- D. Build a concession / student supplies / spirit wear room with window to mall area.
- E. Expand the band choral areas.
- F. Allow for a flat or riser band floor.
 - A. Create adequate instrumental storage area.
- G. Build a dedicated robotics lab and classroom.
- H. Create separate bus student drop off and parent student drop off locations.
- I. Build industrial arts and graphic arts classrooms within the main building.
- J. Expand administration office area to include
 - 1. Visitor waiting area with distance from check-in counter.
 - 2. An exclusive entrance/school access once morning drop off is complete
 - a. Main entrance through multiple double doors into a vestibule area with a second set of multiple double doors and a door on the side leading in to the office administrative area after bus drop off, requiring all individuals to enter through the office.
 - 3. A nurses area / sick clinic with beds.
 - 4. Provide a student counseling room.
- K. Expand the kitchen / cafeteria area to
 - 1. Stationary lunch line.
 - 2. Incorporate a cafetorium.
 - 3. Additional seating
 - A. Round collapsible seating tables to promote interaction.
 - 4. Separate food delivery vs. trash removal access locations.
- L. Construct computer / tutor / resource combo labs for each department.

1. Situate labs between classrooms – students can use lab while others are in classroom.
- M. Build a multi media library with reading labs.
- O. Create adequate custodial facilities.
- P. Build multi special needs rooms to include
 1. Computer lab.
 2. Full toilet / shower facility.
 3. Multi sensory / sensory controlled areas.
 4. Dedicated special needs covered entrance.
- Q. Create hallways that are wide with comfortable colors.
- R. Build a Life Skills room.
- S. Build an adequate / appropriate art room.
- T. Create general computer labs.
- U. Construct 21st century video production facility.
- V. Expand Staff rooms to include area for planning, resources, computers and kitchenette with adequate restroom facilities.
- W. Facilities that meet the needs of all departments (based on staff input) Fine Arts, Science, History / Social Studies, Math, English, Foreign Language.

Year recommended for implementation 3-5

Specific Result # 4 – Renovate/Replace Cloverleaf High School Annex building.

Action Plans

- A. Remove academic classrooms.
- B. Repair structure leakage issues.
- C. Renovate existing structure to accommodate centralized District Administrative offices to include
 1. Superintendent's office
 - a. Secretary's office with reception / waiting area.
 - b. Conference / meeting room.
 - c. Copier / storage / document prep room.
 2. Treasurer's office
 - a. Assistant Treasurer's office.
 - b. Payroll / Booking office.
 3. Curriculum Director's Office
 4. Community Education Director's office
 - a. Secretary's office with reception / waiting area.
 5. Special Services Director's office
 - a. Secretary's office with reception / waiting area.
 6. Building & Grounds Director's Office
 - a. Secretary's office with reception / waiting area.
 7. Food Service Director's office.
 8. Athletic Director's Office
 - a. Secretary's office with reception / waiting area.
 9. District Prevention Coordinator's office.
 10. Transportation Director's office to remain located at the Transportation garage in Lodi.
- D. Encourage central printing and paper storage location.
- E. Maintain existing Akron Distance Learning Lab.

Year recommended for implementation 3-5

Specific Result # 5 – Raze Industrial Arts building.

Action Plans

- A. Raze existing building and extend parking area from High School to Stadium area.
 - A. Will provide additional sport event parking.
 - B. Will provide parking location for ‘Annex’ (relocated district Administration offices).

Year recommended for implementation 3-5

Specific Result #6 – Construct a District / Community Performing Arts Auditorium

Action Plans

- A. Build a Performing Arts auditorium (providing a venue for student performances after the Intermediate and Upper Elementaries are closed) to include
 - A. Band and Choral practice rooms.
 - B. Drama equipment storage.
 - C. Band, choral and drama Performance area.
 - D. Adequate audience seating.

Year recommended for implementation 3-5

Specific Result #7 – Improve facilities to accommodate all sports adequately.

Action Plans

- A. Relocate stadium concession stand.
- B. Add 2 lanes to the track to enable invitational hosting.
- C. Construct new home and guest stands (which will allow hosting of post season events) with enclosed bases to house.
 - A. An ALL outdoor sports locker room facilities for both home and guest.
 - B. Adequate mens and womens restroom facilities.
- D. Develop softball fields.
- E. Create a dedicated wrestling practice / work out room.
 - A. Build new baseball field, by soccer fields, for displaced field behind current Middle School with small bleachers.
 - B. Build new practice football field, by the soccer fields, for displaced field behind current Middle School.
 - C. Construct a new concession stand by relocated baseball field / soccer fields / softball fields.
- F. Install a District / Community pool adequate to accommodate swim team competitions.

Year recommended for implementation 1-2