

Board of Education Regular Meeting

December 7, 2020 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:30 PM.

Mr. Tom Cloud: Present
Mr. Charlie Cogdill: Present
Ms. Carolyn Ingram: Present
Ms. Krista McKay: Present
Ms. Peggy Pesterfield: Present
Ms. Dawn Robinson: Present
Mr. Nate Tucker: Present

1. Pledge of Allegiance

Our student representative, Skyler Stone, led us in a moment of silence and the pledge of allegiance.

Mr. Cogdill stated Mr. Jerry Frazier is in the hospital with COVID and wants everyone to keep him in their thoughts and prayers.

2. *Consent Agenda

Mrs. Robinson ask if anyone would like to remove anything from the Consent Agenda. Mr. Tucker states he would like to remove 2.C. Approval of Overnight Field Trips from the Consent Agenda and move it to the Regular Agenda. Mr. Cogdill would like to add to the regular agenda "Christmas Bonuses".

Motion to approve the consent agenda after removing 2.C. Approval of Overnight Field Trips and adding 3.A. Christmas Bonus to the regular Agenda Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes
Mr. Charlie Cogdill: Yes
Ms. Carolyn Ingram: Yes
Ms. Krista McKay: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Mr. Nate Tucker: Yes
Yes: 7, No: 0

A. *Approval of Regular Agenda

B. *Approval of Minutes from October 29 Facilities and November Regular Board Meeting

C. *Approval of Second Reading of Policies 2.805 and 2.8051, and Procedure 2.8051.1.

D. *Approval of 2020 Local Education Agency Compliance Report

3. **Regular Agenda**

A. *Christmas Bonus

Mr. Cogdill states he would like to make a motion to allow Christmas bonuses as a budgeted expense to net all permanent certified and support employees \$100 in recognition for all of their hard work for this first semester.

-The Board agrees that our most valuable asset are our employees, and this small token of appreciation will show our gratitude. The Board wishes they could do more, but they are glad we are able to do something.

-Dr. Dyer explains the total bill is around \$150,000 adding in our child nutrition staff. Everyone has said "thank you" a lot to our staff, but this is a tangible way to show gratitude. As a reminder, taxes have to come out so the gross amount is higher than \$100, but they will net \$100.

-Mrs. Geren states when you pay a gross salary to an employee, the employee has to pay their part of their taxes. Since this is a bonus we will take 25% federal income taxes out and they will still pay Medicare and Social Security taxes. From the employer side we have to match the Medicare and Social Security taxes as well as pay the retirement amount for the employer. For certified employees the retirement amount is 10.27% and support staff the retirement amount is 17.18%. If you add these amounts on top of what the school system would pay to the employees, the total bill is \$187,025. The certified staff also pay in 5% into TCRS as a contribution.

-The Board confirms after all of the taxes and contributions are taken out each employee will take home \$100? Mrs. Geren confirms yes, they have all of the calculations figured out so they will take home \$100.

-The Board asks how this will be paid? Mrs. Geren states it will be direct deposited on December 18 as a separate deposit from their payroll.

Motion to approve a \$100 Christmas Bonus Passed with a motion by Mr. Charlie Cogdill and a second by Ms. Peggy Pesterfield.

Mr. Tom
Cloud: Yes

Mr. Charlie
Cogdill: Yes

Ms. Carolyn
Ingram: Yes

Ms. Krista
McKay: Yes

Ms. Peggy
Pesterfield: Yes

Ms. Dawn
Robinson: Yes

Mr. Nate
Tucker: Yes

Yes: 7, No: 0

B. *Approval of Overnight Field Trips

Dr. Dyer states the overnight wrestling trip originally on the consent agenda is no longer needed. That trip has been scaled down to a one day tournament.

-Mrs. McKay asks about the structure of the new form. She would like to see some items that were missing from the new form that were on the old form. Example: Names of chaperones, cost to parents, cost to school, where they will be staying, etc. Dr. Dyer suggests that Julie email Mrs. McKay tomorrow and they can discuss more in detail about how to get this updated with the correct information showing.

C. Director's Update

Dr. Dyer wants to say thank you to our teachers, administrators, nurses, and all CCS Employees! The middle school has been getting good feedback on our At Home Learning day. Our Portrait of a Graduate and Student Success Task Force have had many meetings with NIET and now this week we are meeting with them and our staff from all levels on how to bring our strategic plan to life. Cleveland Middle School is announcing their new Assistant Principal Kimberly Bradford. Dr. Dyer knows she is going to do a great job at CMS, even though Stephanie Pirkle will be missed in retirement. Some professional development Dr. Dyer has attended since the last meeting is transformational leadership consortium with AASA, and leading and learning at the top of the K-12 grade structure with TOSS. Tomorrow, Tuesday, December 8 will be a rotary presentation on literacy with Dr. Elliott and Mrs. Bender. As a reminder, the final day of classes and schools being open is Friday, December 18. Students return on Tuesday, January 5.

D. *First Reading of Policies 4.209, 4.400, 4.603, 6.3041

*First and Final Reading of Policy 4.700

-Dr. Dyer invites Dr. Elliott up to discuss these policies.

-Policy 4.209, Alternative Credit Options. This is a new policy. Dr. Elliott states the main reason for this policy is for our high school students to be able to do post secondary course work while they are in high school, and some 8th graders. We would bring any post secondary agreements to the board to approve before we offer them to the students. So, if a student would like to take a class that we don't offer we can come to the board and get approval for this class. Dr. Dyer states we were already doing this on a case by case basis, but this policy would allow us to have a structure to get this passed.

-Skyler Stone states this has effected her personally because she wanted to take more German classes and could not do so.

-The Board asks if a student fails a class first semester could they retake it online during the second semester? Dr. Dyer states we could speak with Mrs. O'Bryan and her team to see.

-Policy 4.400, Textbooks and Instructional Materials. The old policy is being taken out and a longer new policy will be put in. Most of this policy are things we have been doing for a long time. We have a textbook committee already, and we post which books we are considering for the curriculum so the parents can give us feedback. Something new in this policy is a parent agreement that is to be signed at the beginning of the school year when we assign textbooks. It says the parents understand the book is property of the school system and it is to be returned to the school in good condition.

-The Board asks if the laptops are considered part of this policy as instructional curriculum? Dr. Dyer and Dr. Elliott state the

laptops do not fall under this policy, it is more resources that are paper driven, manipulatives for math, etc.

-The Board asks if the paper that the parents sign says they have to pay for the book if not returned? Yes, they will have to pay for any books not returned/replaced.

-Policy 4.603, Promotion and Retention. The school should identify any students that need retention by February 1 of the school year. Once again, this policy states items we are already doing. K-3 reading intervention, retention strategies, etc.

-The Board asks if we are seeing a lot of retention? Dr. Dyer states its not often, but there are certain situations where it is needed.

-Policy 6.3041, Title IX and Sexual Harassment. We have looked at this policy already, but after speaking with Mr. Chuck Cagle and the wording needs to be updated on page 5. We added "or the Director of Schools Designee" because this is time consuming, so we need the option to bring in someone else to be on the case.

-Policy 4.700, Testing Programs. This policy deals with EOC testing, which is happening right now. Our staff went through this policy and they are recommending on line 14 "that TN Ready and EOC scores should not be counted on their final grade for the 2020-2021 school year". With isolation, quarantine, etc. it seems like the fair thing to do this term. Dr. Dyer recommends we revisit this policy next school year.

-The Board asks what if taking the final test will improve their final grade? Mr. Kahrs states there is a problem with getting the grades back in time. Mrs. O'Bryan has been working on an alternative plan for students to do work to help their grade out and not to penalize them.

Motion to approve the first readings of Policies 4.209, 4.400, 4.603, and 6.3041 Passed with a motion by Mr. Tom Cloud and a second by Mr. Nate Tucker.

Mr. Tom
Cloud: Yes

Mr. Charlie
Cogdill: Yes

Ms. Carolyn
Ingram: Yes

Ms. Krista
McKay: Yes

Ms. Peggy
Pesterfield: Yes

Ms. Dawn
Robinson: Yes

Mr. Nate
Tucker: Yes

Yes: 7, No: 0

Motion to approve the first and final reading of policy 4.700 Passed with a motion by Ms. Peggy Pesterfield and a second by Ms. Carolyn Ingram.

Mr. Tom
Cloud: Yes

Mr. Charlie
Cogdill: Yes

Ms. Carolyn
Ingram: Yes
Ms. Krista
McKay: Yes
Ms. Peggy
Pesterfield: Yes
Ms. Dawn
Robinson: Yes
Mr. Nate
Tucker: Yes
Yes: 7, No: 0

E. Strategic Plan Focus

Dr. Dyer is speaking about the communication section of the Strategic Plan. A Style Guide is now used by schools and the AOB for our general communications. We have updated and changed our communication technology to Thrillshare. This allows us to text/call/email in 24 different languages for our families. Our new website through Apptegy is now viewable in 18 different languages. We have a new Cleveland City Schools App in the Apple and Android App Stores. Each school has a list of interpreters to call on for translation services and we have purchased an app called Talking Points so teachers and administrators may contact parents in any language through text.

-The Board asks how we are promoting these different communication styles? Dr. Dyer states we had a communication audit and it is helping us look at our modes of communication. We know we need to focus more on the app. Mr. Raper states Thrillshare is more of a district level of communication, and Talking Points is more of a personal teacher to student messaging system.

-The Board asks when they did the audit what did it say was the best form of communication to our families? Dr. Dyer believes social media was the main communication avenue. Also, when they did the audit we did not have a facebook page for the district.

F. COVID-19 Task Force Update

-Dr. Elliott states the Task Force continues to meet on a regular basis. Last week CMS went to at home learning and he spoke with the CMS teachers and its encouraging to hear all the great ways our teachers are adapting and succeeding. The CDC has updated their guidelines and the amount of days you have to quarantine is now 10 days instead of 14 days. One of the aspects of the elementary team is to use the Cares Act Fund for intervention in the summer. We met with some of the summer intervention program teachers and we have begun deciding on what curriculum we would like to use and started planning this program. The high school has been using their after school program for credit recovery programs. The Middle School is also planning a summer intervention program. Virtual Choice numbers: CHS currently we have 77 who are virtual, but it could cap out at 100 students. CMS currently we have 190 returning to traditional and around 65 staying virtual. At the elementary level 184 returning to traditional, and 232 will remain in virtual.

-We had some feedback from the virtual learning day on November 2 from our staff and families. He appreciates the honesty on this

survey from everyone. This will help us plan for future days.

-Dr. Elliott states the administration and reopening task force have been reviewing the COVID numbers daily. This morning we had 36 positive cases and then this afternoon we added 11 more COVID positive cases. Since these numbers are increasing we will have all of Cleveland City Schools be at home learning next week, December 14-18. This will allow all students time to get paper packets if needed this week. The high school students do have laptops already. If a student would like to pick up breakfast/lunch options we will have bus stops with meal pickup and pickup at BB, Mayfield, CCCE, CHS, and Yates on Monday and Wednesday of next week. There will not be Y care at the schools, but the parents should contact the YMCA for details on their plan to accommodate working families. Dr. Dyer states don't forget the program allows food pickup from children 0-18 years old.

-The Board asks of the feedback given on at home learning was there any information on internet access? Dr. Raper states they have sent out surveys asking if students had internet access, but those surveys are unreliable because the students we are trying to reach may not be able to answer the survey because they don't have internet. Dr. Raper states the district has purchased hot spots for students to check out and use at home. The district now has 50-60 hot spots. Dr. Dyer states many systems across the state are having the same problems with connectivity.

-The Board asks if we have parking lot WiFi access at the schools? Dr. Raper states CMS and BB currently have WiFi in their parking lots now. Currently they are working on getting WIFI in all of our parking lots this week.

-The Board asks if they do not have internet access do they get paper packets? Dr. Elliott states yes, the teachers have a list of which students need packets.

-The Board asks if anyone in the community wants to find out more information about parking lot WiFi, etc. where can they go to get this information? Mrs. Smith and Dr. Raper state it is on the Cleveland City Schools website under Back To School. Dr. Dyer said we can create a one page flyer to send out/hand out to students with WiFi information on it.

-The Board asks if the classes will be recorded? Dr. Raper states they are not recorded because of FERPA issues.

-The Board asks if we have tried to partner with other businesses in town to allow our laptops to be able to use their WiFi? Dr. Dyer states at the beginning of the Blade project they tried to go to businesses and ask them to put our BLADE sticker on their door so families knew they could connect there. We found out most businesses did not want to do that because their company policy won't allow it.

-The Board asks why we are not going to At Home Learning today instead of next week? Dr. Elliott states according to our numbers we are trending upwards and feel the trend next week will be much higher. We wanted to give our teachers, students and families enough time to be ready for At Home Learning.

-The Board asks if the vaccine comes out and the number of COVID cases goes down drastically would our virtual students have the options to come back to traditional? Dr. Elliott states our plan is to keep them virtual through the end of this semester. But, we do want to give them the option to participate in the summer intervention programs in person.

G. *Calendar Options

-The 2021-2022 Calendar Updates- Since we had a positive feedback from our staff about the reconnection week we chose to reschedule this calendar. There will be a reconnection week with 3 days of reconnection, August 3-5, with 1/3 of the students present on these days.

-The 2022-2023 Calendar. We have sent our Draft A and Draft B calendars to get feedback from our staff, teachers, and community on which calendar they prefer. Most of our survey takers chose Draft B. He is recommending we go with the Draft B Calendar.

-The Board asks if our spring/fall break are the same as Bradley County? Dr. Elliott states he has reached out to Bradley and Polk Counties but he doesn't know where they are in their calendar options.

Motion to approve the Calendar B option Passed with a motion by Ms. Krista McKay and a second by Mr. Nate Tucker.

Mr. Tom
Cloud: Yes

Mr. Charlie
Cogdill: Yes

Ms. Carolyn
Ingram: Yes

Ms. Krista
McKay: Yes

Ms. Peggy
Pesterfield: Yes

Ms. Dawn
Robinson: Yes

Mr. Nate
Tucker: Yes

Yes: 7, No: 0

H. Student Representative's Update

-Our student representative, Skyler Stone, states she has 2 months worth of information to cover so shes sorry if its lengthy. She helped open and establish the stimulation lab at CHS. It has 3-D printers, VR headsets, etc. We introduced it to the teachers first and then the students will be using it soon hopefully.

-The art classes finished a butterfly mural, and the students find it to be an uplifting positivity mural.

-The swim team won over Boyd, and the Cross Country teams went to the state championships this year.

-Our Theater did Juliet Ghosts and 12 Angry Jurors.

-They had 2 induction ceremonies recently. National Honor Society, inducting 26 new members and Science National Honor Society, inducting 13 new members.

-She would like to recognize the people who won the winners of the Daughters of the American Revolution Youth Citizenship Award. Leah Hargis, Angela Davis, and Noah Harrel.

-Capstones class is a new class this year. She would like to recognize our yearbook committee and Abigail Madena for working so closely with the special education department.

-She had a good fancy lunch today in the cafeteria, Lo Mein with teriyaki beef.

I. *Site Committee

- Canopy Projects at CCCE, CHS, Stuart Elementary, and Mayfield Elementary

- Approval of an outdoor basketball court at Blythe Bower

-Mr. Charlie Cogdill opens up discussion about the site committee meeting last week. The committee recommends we approve canopies at CCCE, CHS, Stuart, and Mayfield. Does anyone have any questions about the canopies? No questions.

-The second approval was the outdoor basketball court at BB. The committee recommends we approve the outdoor Basketball court at BB.

-Mr. Taylor states the cost estimates were sent to the Board today to look at the Sewer at CHS, and TDC evaluation. Motion to move forward with the services with a total of \$35,000.

Motion to approve canopies at CCCE, CHS, Stuart, and Mayfield Passed with a motion by Ms. Krista McKay and a second by Ms. Carolyn Ingram.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Ms. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

Motion to approve the outdoor basketball court at Blythe Bower Passed with a motion by Ms. Carolyn Ingram and a second by Ms. Krista McKay.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Ms. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

Motion to move forward with the services for CHS and TDC for \$35,000 Passed with a motion by Mr. Nate Tucker and a second by Mr. Charlie Cogdill.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes
Yes: 7, No: 0	

4. **"B" Agenda**

Mrs. Robinson adjourned the meeting by general consent.

A. Financial Report

B. Personnel Report

C. School Highlights

D. Dates to Remember

Chairperson

Superintendent

Board of Education Annual Facilities Meeting

October 29, 2020 9:00 AM

F. I. Denning Center of Technology and Careers

Attendance Taken at 9:00 AM.

Mr. Tom Cloud: Present
Mr. Charlie Cogdill: Present
Ms. Carolyn Ingram: Present
Ms. Krista McKay: Present
Ms. Peggy Pesterfield: Present
Ms. Dawn Robinson: Present
Mr. Nate Tucker: Present

Attendance Update Taken at 11:00 AM.

Mr. Nate Tucker: Absent

1. Pledge of Allegiance

Before the meeting started our chairman, Dawn Robinson, led us in a moment of silence for the Meigs County community. There was a bus wreck there last week that killed one bus driver, and one student while leaving others injured. Mrs. Robinson then ask Hal Taylor to speak on the bus driver that lost her life. Mr. Taylor states Lisa Dillard worked for CCS 5 years ago and worked for us for 1 year before she transferred to Meigs County. Mr. Taylor states most of the CCS bus drivers knew her and it did effect them. He states his bus drivers will be praying for them, and on Friday, October 30 our bus drivers will be wearing our grey t-shirts in honor of Lisa. Mrs. Robinson asks if there is a way that CCS can donate/help Meigs County. Dr. Dyer states he has been in contact with their superintendent and let them know if we can help in any way we are here for them. Mr. Taylor states we have a good connection with Salvation Army so we could maybe connect with them to help with donations.

Mrs. Robinson starts the meeting by welcoming Mr. Brian Templeton, and Mr. Joe Fivas. She then states the first item on the agenda is the consent agenda. She asks for a vote on this consent agenda. Peggy made the motion and Carolyn made the second and the rest of the board were in favor. Mrs. Robinson then realized she was looking at the wrong agenda. This vote will be reflected in the regular agenda meeting on Thursday, October 29. Mrs. Robinson then started the meeting by leading us with the Pledge of Allegiance.

2. Regular Agenda

2.A. *TDOT Easement Contracts

-Hal Taylor said TDOT came back and has increased both offers. CMS is \$190,653, and CCCE is \$81,694. Part of the increase is for asphalt and add to the driveway, sign, fencing at the middle school and sidewalk for the safety of our children.

-Dr. Dyer said we have worked with the city and TDOT and the city did approve these contracts at their last meeting.

-The Board asked if we are talking about the property at Hwy 60 and will it affect traffic? Mr. Taylor states yes, at CMS they are also paying for storage so this will go almost down to the middle school. Yes it will affect traffic eventually but TDOT states they will work with us. TDOT will be giving us their managers phone number so we can be in direct contact with

them during this construction

-Dr. Dyer states during discussions with TDOT they are suppose to help with traffic at the road with a crossing guard if needed.

-The Board ask if their staging area will be in the grass area at the road? Mr. Taylor states yes it will be.

-The Board asks if the fenced in area will be around the staging area? Mr. Taylor states no, the fenced area will be in the field where some students come in and out of the building.

-The Board ask if we will get a date when it will start so we can let our families know? Dr. Dyer says yes we let them know ahead of time.

Motion to approve the TDOT Easement Contracts Passed with a motion by Mr. Charlie Cogdill and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Ms. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

2.B. Energy Management

-Hal Taylor states Paul Ramsey completely retired this year, and Cliff Eason has taken over for him. Unfortunately, Mr. Eason cannot be with us today. Mr. Taylor speaks about page 20 (Energy Management) of the comprehensive plan. He speaks about the total savings. Since the program started we have a cost avoidance of \$7,324,111. Since the school buildings were closed last spring it makes our numbers look very good, so we are not using this year as a basis. On page 21 and 22 you can look at the graphs and see how much each building is per square foot. The average cost per square foot in a school building is \$1.39/sq. ft. We have buildings in our system that were \$.99/sq. ft (Arnold 2018-2019). The decisions the board made back in the early 2000's are paying off now in energy management. Dr. Dyer states the more money we save in energy we are able to put back into the classroom.

2.C. Sales Tax and Completed Projects

-Mr. Taylor states on page 27 of the comprehensive plan, you can see where the money has been spent through the years. The total spent since 2009 is \$13,007,132. On page 23, you can see the recent projects. We had some unexpected expenses, and total we spent \$28,180,173 on projects since 2017.

-Dr. Dyer states he speaks with other superintendents across the country and he doesn't know another system that works as well with their city so they can use this money for the systems every day needs, such as roofs, etc. It's a great benefit for Cleveland City Schools.

2.D. Updates from the 2017 Comprehensive Capital Plan

-Dr. Dyer would like to first thank Mr. Taylor for all of his work on this Capital Plan document.

-Mr. Taylor states on page 64, Proposed Capital Project by Location. We speak with all the principals and they let us know what they need. The items in red for each location are the more immediate need for each school

to maintain safety and stay in code.

-Dr. Dyer reminds everyone if a change is \$5,000 or below it will be taken care of with the maintenance budget and is not on this document.

-Mr. Taylor states they just finished working on the alarm system at CMS. At one time they thought it was going to cost \$100,000, but with technology advancements it looks like it will be closer to \$10,000 with the maintenance budget.

-The Board asks about the condition of the basement/cafeteria at Arnold? Mr. Taylor states it is in the same condition as it has been and it is good condition although it is older. They inspect the tiles and the HVAC and they are in good condition for their age.

-The Board asks about the replacement of the dishwashers for sanitary reasons. Are they working now? Mr. Taylor states they are working, but it's getting hard to find parts to fix them so they are looking to replace them before they break. The difference in the pricing of the dishwashers depends on the size of the dishwasher at each school. The price also differs because of the location of the dishwasher in each cafeteria.

-The Board asks if we price out the equipment to save money, or use a pricing alliance? Mr. Taylor states we have used the alliance and purchased them our selves. Dr. Dyer asks Cindy Geren to explain what an alliance is? Mrs. Geren states multiple systems go together and bid items. Then the vendors come back and the bidders can purchase from the list of items at the same price. Or we belong to TIPS, which is a purchasing consortium and we can go online to purchase from their contracts, as well as state contracts.

-The Board asks if you purchase an item through an alliance will the equipment come from Bradley county or a local business? Mrs. Geren states yes, it usually comes from a local vendor.

-The Board asks if somewhere in the future if they can plan for a new cafeteria for Arnold Elementary School. They would like Arnold's cafeteria to match the criteria of the other schools. We have talked about this for over 10 years, and would like it to be thought about again.

-The Board ask about the age of the Denning Center? Mr. Taylor states the building was built in 1961. Mr. Taylor would like to speak about the roof at TDC. On page 51 of the comprehensive plan, there is a section of the drawing of the roof of the TDC that says "2001 EPDM", (green and white) The white section is the part of the roof that needs the most attention. Because this section of the roof (white 2001 EPDM) started failing we can not use the locker rooms under this section of the roof. The locker rooms are on the second floor and we can not use them because of ADA and fire requirements. The roof started failing, the surface was going bad and we found out the decking was gone as well as the steel roof joists. This will be very costly to repair to remain status quo. We took what would have been a \$30,000 repair and it turned into a \$200,000 repair.

-The Board asks what we use this building for. The pool and the offices? Dr. Dyer states if we didn't use this facility could we add onto the AOB for the office space. Dr. Dyer states this building use to be the YMCA so its a big building that needs a lot energy to run.

-The Board asks what the value of this property is? Mr. Taylor states they have an old number, and it has not been appraised lately so they would think the number has changed.

-Dr. Dyer asks the Board what does the Board want to do? Renovate TDC, add onto the AOB with more offices, tear down part of TDC and add space for more pool viewing area, etc? He states it would be nice to have all of the district staff under one roof, and have a bigger board room for meetings/PD.

-The Board asks if we do not have the pool here could we use the YMCA

pool? Mr. Taylor states the YMCA pool stays booked, so it would not be an option. Also, our pool is used every afternoon during swim season. The pool was open in 1961 so its time to do repairs to keep the pool open as well.

-The Board states the decision on the roof will determine the pools decision. Is there a time restraint on when it has to be done to keep us legal and in code? Mr. Taylor states we can do the bare minimum to keep us in code until we decide what to do with the building. Mr. Taylor states the condition of the roof is deteriorating and the decision on the roof needs to be made within 6 months. If we want to sell this building we would have to make improvements before it could be sold.

-The board asks is there a specific plan on what project to start with first? Dr. Dyer states today is a discussion of all the needs and to start prioritizing what projects should be started first. Mr. Templeton is also here to help us decide on what our plan could look like on which projects to start with first.

-The Board states fixing this building for \$300,000 is still cheaper than building a new building.

-The Board wants to remind everyone if we close this pool it will effect every school in the county because we are the only pool in the county that has an inside pool.

-Dr. Dyer asks if the board if they would like to take a tour of the building. They did want to tour it.

-The tour started with the pool. Mr. Taylor states they have changed out some of the concrete tiles, but the pool has not had many updates since 1961. Some of the tiles are starting to get cracks and water is leaking, so eventually all the tile will need to be replaced. There is a cover on the pool when it's not in use, which saves energy. Also, there are many different groups in the community who use the pool, not just CCS.

-The tour then moved to the boys locker room on the first floor. Hal reminds everyone as of now the plumbing runs up and that would need to be addressed. There are asbestos issues that need to be fixed. One possibility is to change this space into the viewing section for the pool. The girls locker room is on the other side of the boys, so they would turn the girls locker room into 2 locker rooms. The boys and girls locker rooms would be smaller, but the pool would gain a viewing area for spectators.

-The tour then moved to the gym. The gym is now used as storage (there is furniture in there currently). One possibility for a remodel is to turn half of the gym into 2 stories so it connects the upstairs on each side of the building. During this remodel you could install an elevator. The other half of the gym could be a big board room/PD room for the district. The Board states this is a great location in the middle of down town.

-The tour then moved upstairs over the pool to see the roof damage. Mr. Taylor states it is a plaster ceiling. We will need to replace the gurters.

-The tour finished viewing the classrooms. Mr. Taylor states we would like to make one classroom an archive room for documents so they will be in a climate controlled environment. To do that they need to redo the floor so it can withstand the weight of the files.

2.E. *Capital Plan: 2020-2025

- A. School Buses
- B. Roofs
- C. Stuart Elementary Floor Tile
- D. CHS Track Renovation

- E. CHS and CMS Scoreboards
- F. Mayfield Playground
- G. Painting Schedule
- H. Classroom Carpet at Blythe Bower
- I. Renovations

-After the tour, Mrs. Robinson asks the board to look at page 69 the recommended capital projects and five year schedule since this does require a vote from the Board. Mr. Taylor discusses all of the items on this page. This is how we are proposing to use the sales tax money for each school year: Purchasing school buses, cafeteria tables at Mayfield, scoreboards at CMS and CHS, school buses, paint at Stuart, replace carpet at BB, etc.

-The Board asks when we buy new buses will they be new and have seatbelts? Mr. Taylor states we will buy them new with air conditioning, and there will be a discussion about the seat belts. Whether to buy a bus with seat belts or try to get a grant for the seatbelts.

-In the 2021/2022 school year it says we will "replace athletic field and grounds equipment." Mr. Taylor states he has ask Mrs. O'Bryan and Dr. Laing to move the athletic equipment to the operations department so they can purchase and maintain them. Mr. Taylor would like to "control the equipment". We don't need 3 tractors as a system, we need 1 tractor that the whole system can use.

-The Board asks if we can move the score boards to a more important issue. Have the baseball score board fixed before baseball season this year since you can not read any of the numbers on the board. Then have the football scoreboard fixed in the summer on the next school years budget. Mrs. Geren states moving the scoreboards up in date of completion will not effect the rest of the list considering completion dates.

-The Board asks about the baseball section of the wrestling facility. Is this still in good condition? Mr. Taylor states the interior of the baseball facility has been a great addition with lockers and cages to use.

-The Board asks Mr. Taylor is he considering just one tractor for CMS and CHS? Mr. Taylor says he is looking at one tractor. They would each have their own mower, and this would be a tractor with a front end loader.

-The Board asks what the revenue is from sales tax? Mrs. Geren states its 1.1 million and we earn interest on our bonds.

-The Board asks about the track? Mr. Taylor states they would need \$350,000 to rip it up from the bottom up. This plan, \$70,000 to \$100,000, would replace the black surface with a new surface without tearing up the concrete to the dirt. We have already taken care of the drainage issue that caused the track to sink.

Motion to approve the Capital Plan: 2020-2025 with the change to move the baseball athletic scoreboards to the 2020-2021 school year schedule Passed with a motion by Mr. Charlie Cogdill and a second by Ms. Peggy Pesterfield.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

2.F. Growth Forecast for CCS & School Zones

2.G. Planning Ahead

- A. Bond money from county capital planning
- B. The Denning Center and future use:

- 1. Roof
- 2. ADA, Elevator
- 3. Pool Tile and Mechanicals
- 4. Locker Rooms
- 5. Unusable Space

- C. CHS- West Wing Plumbing, CTE Wing, Cafeteria, HVAC, Roof, etc.
- D. School Planning
- E. AOB/Operations
- F. CAPS Office
- G. Professional Long Term Facilities Planning

-Mr. Taylor would like to discuss Stuart Elementary School. He states the school is safe and it has been checked out by the appropriate people. The system has run into a problem with the tile deteriorating in the hallway. The new tile, not the old tile, is deteriorating. In the main hallway, the tiles are deteriorating. Mr. Brian Templeton states geosurfaces thought the surface might be wet from the wet spring coming up through the floor slab. They wanted to see if there was moisture in the building coming up from the ground. They conducted a moisture test, and the results revealed moisture is not an issue. All of the tests were well below the moisture levels, except one spot by a drinking fountain. The next step is to bring in a technical expert from some flooring companies to see if there is an issue with the adhesive on the new tiles. In the end, we would like to tear up all the tiles in the hallways and take care of the asbestos and the deteriorating tiles to fix this issue correctly so this doesn't happen again.

-The Board asks when the work would be done and how it would be paid for? Mrs. Geren states it would have to happen in the summer, and we could use the sales tax money, money from the pie center bonds, or the funds balance. There are options.

-The Board asks if we can get this done this summer? Mr. Taylor states it does need to be done this summer.

-The Board asks if we are taking up all of the tiles, and if we don't do the whole hallway can we match the tiles? Mr. Taylor states it would only be in the affected area in the hallway. Mr. Taylor states he will ask Mr. Templeton to help with the design of the floor to make it eye pleasing.

-Mrs. Robinson ask Mr. Dyer to bring this updated information to the site committee and then to the board for a vote.

-Dr. Dyer states 2.F and 2.G. on the agenda go together. The City of Cleveland is doing a study to see who is moving into the city since it is growing. These items are what the board can consider on what we need to do in the future. What do we do with TDC and AOB...sell/remodel? CHS plumbing issues? CTE renovations? School buildings and capacity? Dr. Dyer turns it over to Mr. Taylor and Mr. Templeton to discuss future needs and plans.

-Mr. Taylor discusses these plans for the future as stated on page 71. The West Wing of CHS and the plumbing, that is 2 issues. There is ground water that is getting into the sewer in the commons area in the back. This is what caused flooding in the arena, but we have taken some precautions to

help stop this from happening again. We have done all we can now, but we will need to get more professional help to find all of the problems. The West Wing itself is having major plumbing issues. Most of the sinks in the west wing are un useable. (Mr. Tucker left at 11:00). We are ran cameras into these drains, since they are cast iron they are deteriorating and rusting out so they will always be a maintenance expense. Eventually these pipes will burst. Repairing these pipes will be extremely difficult because the lines go through the middle of the building/school at around 10 feet deep. To make a repair of this nature we would need to run heavy equipment, and it will take several phases to fix. We will need to plan how and when to fix this. Mr. Templeton states the CHS building has some age so we need to have an overall master plan for any expenses. He states they will need to gather all of the information to see how each update will happen and in what sequence. He knows the system has used a study to see what the system needs for the future and this would be good to use as well as the cities study. He suggests you have an overall long range plan, and a localized plan on CHS.

-The Board states CHS was built for an older version of the school and would like to see the study and get the information on how to proceed with CHS and the plumbing.

-The Board asks when you talk about an overall projection of cost would that include all changes in all buildings? Mr. Templeton states that is correct.

-Mrs. Robinson says this kind of study was done 25 years ago, and we need to do this again. She also asks if Upland Design does these kind of studies? Mr. Templeton states they do but they are not as verse as other companies. He would suggest we look into other companies who are specialized in managing all the factors in identifying in projected growth and how to proceed. (FYI: Mr. Taylor gets a phone call and states the power is out at CMS, Yates, Ross and AOB. This is not a CCS issue, but a Cleveland Utilities issue). She also ask if we would contract Upland Designs to find this contractor or would we find our own contractor? Mr. Templeton states Upland Designs would find the contractor, and he would use them in conjunction with Upland Designs. Mr. Templeton states he will reach out to Community Techtonics since they have a good working relationship and they know our school system.

-The Board states in the past the buildings were built with a pad and all the sewer were under the pad. Are all the buildings like this? Mr. Templeton states in the older building they could be, but like at a new building such as CCCE they are in the walls and are accessed easier.

-Dr. Dyer recommends letting Mr. Taylor and Mr. Templeton discuss this and bring back a scope of work. Have a site committee meeting and bring this to the Board for a vote on any future plans.

-Mrs. Robinson asks for a motion to allow Mr. Taylor and Mr. Templeton create a cost estimate and scope of work to the site committee to review, then move to the board.

-Dr. Dyer asks if they would have this plan back by January? Mr. Taylor states we need to have TDC as a priority then CHS during the summer. Mr. Templeton states we could have a site committee meeting before Christmas break to see the cost involved in this.

(Dr. Dyer states there is a tree across a line and CCCE is out of power now as well.)

-The Board wants to thank Mr. Taylor for all of his hard work.

-Mrs. Robinson states we are going to take a quick break and we will be covering the regular November Meeting Agenda when we come back.

Motion to allow Mr. Taylor and Mr. Templeton create a cost estimate and scope of work to the site committee to review, then move to the board
Passed with a motion by Ms. Krista McKay and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes
Mr. Charlie Cogdill: Yes
Ms. Carolyn Ingram: Yes
Ms. Krista McKay: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Yes: 6, No: 0

Chairperson

DATE

Superintendent

DATE

Board of Education Regular November Meeting

October 29, 2020 After 9:00 AM Facilities Meeting
F. I. Denning Center of Technology and Careers

Attendance Taken at 11:00 AM.

Mr. Tom Cloud: Present
Mr. Charlie Cogdill: Present
Ms. Carolyn Ingram: Present
Ms. Krista McKay: Present
Ms. Peggy Pesterfield: Present
Ms. Dawn Robinson: Present
Mr. Nate Tucker: Absent

Attendance Update Taken at 12:30 PM.

Mr. Charlie Cogdill: Absent

1. *Consent Agenda

(Consent Agenda was voted on at the beginning of the Facilities Meeting at 9:00 am by mistake. Mrs. Robinson ask for that vote to stand)

Motion to approve the Consent Agenda Passed with a motion by Ms. Peggy Pesterfield and a second by Ms. Carolyn Ingram.

Mr. Tom Cloud: Yes
Mr. Charlie Cogdill: Yes
Ms. Carolyn Ingram: Yes
Ms. Krista McKay: Yes
Ms. Peggy Pesterfield: Yes
Ms. Dawn Robinson: Yes
Mr. Nate Tucker: Yes

Yes: 7, No: 0

1.A. *Approval of Regular Agenda

1.B. *Approval of Minutes from October 12 Board Meeting

1.C. *Approval of CHS Girls Wrestling Program

1.D. *Approval of Cancellation of PO to Central Tech./Approval for Apple Lease

2. Regular Agenda

2.A. Director's Update

-Dr. Dyer wants to recognize the Meigs County bus accident and wants to thank Mrs. Robinson for having a moment of silence at the beginning of the facilities meeting. The governor is coming to CHS this afternoon to visit the jobs for TN Graduates program. Its a program to help the students that face barriers to graduate. It is a program to offer counseling, and whatever they need to help them graduate high school and get into a post secondary program of their choice. We are glad to offer this program at CCS. Student advisory council met at CHS yesterday. They love the new food services at CHS. They also talked a lot about COVID-19 and had some great questions. They stated they do not want to close down and be in the red

phase. They want to be in the classroom. We will be closed on Tuesday, November 3 because of a voting day. The teachers will be working from home doing the virtual parent conferences. The admin will have training on this day.

-The board asks what our enrollment numbers are? Mr. Kahrs states we are at 5,550 total and its down 40-50 from last year. He states nationally the enrollment numbers are down, especially in kindergarten. We are down 1% since last year.

-The board asks about the COVID-19 numbers in the schools? Dr. Dyer states the numbers are higher at CMS and CHS because they change classes. As of this morning, there are 22 in isolation and around 227 in Quarantine. We are monitoring this situation and we have plans in place.

2.B. Spotlight - Dr. Laing receives TDOE Principal of the Year

-Dr. Dyer reads part of the Banner article about Dr. Dyer: "The TN Principal of the Year award is awarded annually to a school leader for outstanding service in education and exceptional leadership that drives overall improvements in his or her school. To qualify, candidates must have a minimum of three years' experience as a principal and a minimum of five years' experience in public schools. In addition, all nominees must have a proven track record of exceptional gains in student learning. Lain was chosen among nine finalists for the state award, which was announced Tuesday evening. Laing has served as a classroom teacher, math coordinator and assistant principal before becoming principal of Cleveland Middle School. She was also awarded the Presidential Award for Excellence in Teaching mathematics." Dr. Laing is not only an outstanding administrator but also a teacher and the voting delegates saw this as well. He knows they will have a banquet and huge celebration once the COVID restrictions have been lifted.

-Dr. Laing states we can't lead schools well without amazing people leading us. You all are an amazing school board and CCS is an amazing place to be.

-The Board gives Dr. Laing congratulations and states she is well deserving of this award.

2.C. Special Education Update

-Mr. David Stone wanted to talk about the first page of his presentation. It shows how his special ed population are by school. On this chart it shows per school how many students have disabilities, how many of these students are participating virtually, how many teachers and assistants are employed at each school with the student to adult ratio for each school. CCS has about 200 students who are participating virtually. He talks about the 16 categories of disabilities in the district. Our system is close to the national trend on our different categories.

-The Board states they were surprised with how many autistic children our system had. Mr. Stone states we are learning so much about autism so that maybe why more students are identifying as autistic which would explain the trend. This is also a national trend as well.

-The Board states we don't see as many students being identified as being gifted because they have so many other outlets in the curriculum, is this correct? Mr. Stone says that is correct. The state of Tennessee is one of the few states that serves the gifted through special education.

-The Board asks what it means on the school profile chart at Mayfield when it says "# of Assistants" " 2+1" what that means? Mr. Stone states they added an extra position during the school year on top of what they started the school year with.

-Mr. Stone talks about the budget. The special education GP, \$4,656,161, is from the district (buses, diesel fuel, etc.), the IDEA part B,

\$1,318,225.86, is federal funds, the IDEA PS , \$71,808.71, (preschool funds) is federal funds. We received additional federal funds, around \$27,000, in anticipation of students in virtual school and for students who missed instruction during the spring.

-The Board says they haven't increased the budget for special education in a long time.

-Mr. Stone states they received some grants. Received a grant for a behavior support specialist for \$77,985.90. Received a grant for a preschool position for \$77,985.90. Received a grant for technology, remote learning, for \$5,510. Total funds received from grants: \$161,481.80.

-The board states they have used inclusion in recent years. How has that went? Dr. Stone states COVID mitigating strategies has made it more challenging to move students from a contained setting to a whole group setting. It has been a logistical challenge but the teachers have been very supportive.

-The Board ask if students at CHS can still be aides to the special education population? Dr. Stone states we have been limited on doing this with COVID -19 restrictions, but the students are still interested and want to be a part of this program when they are allowed.

-The board asks since we moved the students back to their "home" schools have the enrollment numbers went down? Dr. Stone states at the beginning of the school year our numbers were down, but as the school year has went along our enrollment numbers have went back up and we are only 10 students below last year.

-The board thanks Dr. Stone for how great he leads this department.

-The board asks how are you doing IEP meetings? Dr. Stone states in the spring they had a quick learning curve. They now have Google meets for IEP meetings, and they sign documents electronically.

2.D. *First Reading of Policies. Policy 2.805-Purchasing and Policy 2.8051-Credit Cards/Credit Lines.

-Policy 2.805 Purchasing: Dr. Dyer reads over some highlights of this policy and asks if there are any questions. Mrs. Robinson suggests on line 33: we put "approved purchasing alliances". Dr. Dyer states we can get with TSBA on the language on this.

-Policy 2.8051 Credit Cards and Credit Lines: Dr. Dyer talks about this new policy. The board asks are we setting any limits on credit card purchases? Mrs. Geren states we do not have a limit set on credit cards because you have to submit a PO, which will need to be approved (which includes the limit).

Motion to approve the first readings of policies #2.805 and #2.8051
Passed with a motion by Ms. Peggy Pesterfield and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Ms. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Yes: 5, No: 0

2.E. *Approval of CHS Credit Card

-The Board asks why you are calling it a "new credit card"? Dr. Dyer states CHS does not have a credit card at all, so this would be their first CC. They really need it for athletics.

-The Board asks if it will be the same credit card policy as the rest of the

system? Mrs. Geren states they will follow the same rules as the rest of the system.

-Dr. Dyer recommends to approve the request to obtain a new credit card at CHS.

Motion to approve a CHS credit card Passed with a motion by Mr. Tom Cloud and a second by Ms. Krista McKay.

Mr. Tom Cloud: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Ms. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Yes: 5, No: 0

2.F. COVID-19 Task Force Update

-Dr. Jeff Elliott states the task force continues to meet regularly. We look at the case count numbers at every meeting. Before fall break, the numbers had gone down, but during fall break and since then the numbers have went back up. By looking at this number, positivity rate, etc. we decided we needed to move back into the yellow phase starting yesterday October 28. We have 22 isolations as of this morning, and 227 students in quarantined. This is the highest it has been on a weekly count. Dr. Dyer wants everyone to know CCS does not set the requirements for isolation or quarantine. This is a health department procedure that we follow through with.

-The Board asks if more people are being tested? Dr. Elliott states if you look at the TN Dept. of Health reports then yes, more are being tested.

-Dr. Elliott talks about Virtual School of Cleveland. We have 1,002 enrolled in virtual school. In the plan, we stated during the semester change the families can come back from virtual to traditional. We are proposing Monday, November 2 through Friday November 13 we will be asking each virtual student if they plan to stay virtual or if they are going to transition back to traditional. We need to know by November 13 so our teachers, and the transportation department, can make adjustments on staffing. There is criteria to remain in virtual school. They can not have any F's during the first semester, if they have received 1 F during the first semester they will need to attend an afterschool intervention program at the high school. Attendance: If they have 8 or fewer absences during the first semester they can remain in Virtual for second semester, but if they have more than 8 they can not attend virtual school during the second semester. If students breach the academic digital integrity (such as plagiarism) they will need to come back to traditional school.

-The Board asks if there have been inquiries made from these virtual families to come back to traditional? Dr. Elliott states there have been quite a few inquiries over the past few weeks.

-The Board states they have received complaints about virtual school from families, and don't know how to respond to them? Dr. Elliott states he has heard complaints and has spoken with families as well. He knows the teachers are doing a great job, and specifically at the secondary level its hard to teach the class in person along with the virtual students.

-The Board asks if a student is quarantined can they watch the class from home? Dr. Elliott states yes. As laid out in the plan the quarantined students are watching online while the class is live.

-The board asks if during the Christmas break will you be looking at the procedures for virtual school and making changes? Dr. Elliott states yes, that is part of our planning during this time for a normal year, but even

more this year.

-The board asks if he thinks students will be behind coming from virtual to traditional? Dr. Elliott thinks some will be. There are intervention programs available during the summer that will be taking place. Dr. Dyer states virtual learning is great, but nothing can replace being in person in the classroom.

-The Board asks if state testing will be taking place? Dr. Dyer says the state testing is waiting on legislative approval.

-The Board wants to thank all of the teachers, because they know it is hard work right now.

-The Board states they miss being able to visit the schools.

-Dr. Elliott says our students are out Tuesday, November 3 for election day. We will be having the P-EBT cards distribution on this day at CMS. Dr. Dyer recommends Monday, November 2 be an At-Home Learning Day to clean the buildings over 4 days (Saturday through Tuesday). This would help with cleaning, and quarantining issues. Teachers and admin will still report to school on Monday to teach. The Board states they would like the parents to have more time to find babysitting or to take off of work, but they understand the timing of the days to be effective. The board states we are coming into the winter with flu, strep, etc. so this would be nice to "try" now. On Monday, the students would still be provided meals at the pick up locations. Mr. Taylor would like to get the cleaning crews at the schools all 4 days to make sure the cleaning service can be very thorough. They clean every day already, but this would be a more deep cleaning. The board states it will be Dr. Dyer's decision.

3. "B" Agenda

-Mrs. Robinson reminds everyone they have a leadership meeting at 9:00 am on November 20 to go over the TSBA modules. Also, the TSBA awards ceremony is November 12 online. She also enjoys the school highlights and appreciates the time and effort put toward them.

-Mrs. Robinson adjourned the meeting by general consent.

3.A. Financial Report

3.B. Personnel Report

3.C. School Highlights

3.D. Dates to Remember

Chairperson

DATE

Superintendent

DATE

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 10/29/20
		Rescinds: 2.805	Issued: 07/09/01

1 *General*

2 ~~The Board~~ The school system will purchase competitively and seek maximum educational value for
3 every dollar expended. ~~The Director of Schools shall serve as the purchasing agent for the Board.~~
4 Authorizations to purchase shall be provided by the Board. ~~and shall fall into the following three (3)~~
5 ~~categories:~~ The Director of Schools shall serve as purchasing agent for system-wide purchasing.¹
6 Principals shall serve as purchasing agents for individual schools.

7 Purchases made by anyone not authorized by the appropriate officials shall become the personal
8 responsibility of the persons making the purchase agreement. The Board will not, under any
9 circumstances, be responsible for payment for any material or supplies purchased by unauthorized
10 individuals or in an unprescribed manner.

11 No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other
12 employee unless he/she first receives a written purchase order from the proper office or unless prior
13 written permission or arrangements are made with the principal.

14 The Board will purchase locally whenever other conditions are comparable or when it is most practical
15 under the circumstances.

16 *Individual Schools*

17 The Director of Schools shall approve the following purchases:

- 18 1. A single piece of equipment costing more than five thousand dollars (\$5,000.00);
- 19 2. One that is to be attached to or one that requires alteration of the building; or
- 20 3. One that will become a permanent fixture.

21 *Central Office*²

22 **ROUTINE PURCHASES**

23 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required
24 for the operation of the school ~~system~~ district. These expenditures shall be anticipated and provided for
25 in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The
26 Director of Schools/~~designee~~ shall make all routine purchases without further Board authorization;
27 however, the Board shall be promptly informed if any substantial variation from budgeted estimates
28 becomes necessary.

29 **SPECIAL PURCHASES**

1 Special purchases are those which are not routine and which may or may not be specifically identified
 2 by line item in the budget. Examples of special purchases are all capital expenditures such as for
 3 vehicles, buildings, major contracts, purchases of major equipment, items for long-term use, and
 4 supplies of an unusual quantity or nature. All purchases in this category shall require specific prior
 5 Board approval on an item-by-item basis. In its approval, the Board may place constraints on the
 6 Director of Schools requiring Board evaluation and/or approval at various steps in the procurement
 7 process. This will be determined by the Board on an individual basis depending on the nature of the
 8 procurement action.

9 **EMERGENCY PURCHASES**

10 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
 11 protect property from damage or to avoid major disruption of educational activities. If within
 12 budgetary limits and deemed essential, emergency purchases may be made by the Director of Schools.
 13 However, if the purchase is of such significant magnitude as to impact on the integrity of the budget,
 14 the ~~chairman~~ Chair shall call a special or emergency meeting of the Board to deal with the matter. In
 15 any event, the Board shall be advised promptly of all emergency purchases.

16 ~~Purchases made by anyone not authorized by the appropriate officials shall become the personal~~
 17 ~~responsibility of the persons making the purchase agreement. The Board will not, under any~~
 18 ~~circumstances, be responsible for payment for any material or supplies purchased by unauthorized~~
 19 ~~individuals or in an unprescribed manner.~~

20 ~~No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other~~
 21 ~~employee unless he/she first receives a written purchase order from the proper office or unless prior~~
 22 ~~written permission or arrangements are made with the principal.~~

23 **PURCHASING ~~AUTHORITY~~ SURPLUS PROPERTY**

24 The Director of Schools and other employees designated by the Board shall be authorized to act for the
 25 Board in acquiring federal surplus property through the Tennessee General Services Department and to
 26 enter into agreements, certifications and covenants of compliance concerning the use of federal surplus
 27 property.

28 Further, the Director of Schools is authorized to purchase any needed items through suppliers approved
 29 on the state bid list.

30 ~~**LOCAL PURCHASING**~~

31 ~~The Board will purchase locally whenever other conditions are comparable.~~

32 **COOPERATIVE PURCHASING³**

33 The Board, at its option, will join in cooperative purchasing with other school ~~systems districts~~ to take
 34 advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever
 35 such buying appears to be to the benefit of the ~~system district~~.

36 **ONLINE PURCHASING**

1 The Board recognizes that online purchasing may provide opportunities for savings, but extra
2 precaution shall be used to ensure that accounting procedures are followed. Online purchasing shall be
3 permitted with the following requirements:

- 4 1. Prior authorization shall be obtained from the Director of Schools before setting up new online
5 accounts, and schools shall maintain a list of accounts;
- 6 2. Online purchases shall be for school purposes and made in accordance with established policies
7 and procedures. School employees are prohibited from making personal purchases even with
8 the intent of reimbursing the school district. School employees are prohibited from using a
9 school's tax exempt status for personal purchases of any kind;⁴
- 10 3. The availability of money for the fund/account in question shall be determined before purchase
11 orders are approved;
- 12 4. All purchase orders shall be properly filled out and approved prior to a purchase; and
- 13 5. Price quotes shall be obtained where possible and/or practical and retained with other purchase
14 documentation.

15 **PURCHASING WITH FEDERAL GRANT FUNDS**

16 Before grant funds are obligated or expended, the Director of Schools/designee shall review the cost of
17 a proposed expenditure and determine if it is an allowable use of federal grant funds.⁵ The Director of
18 Schools will minimize the time that elapses between the transfer and disbursement of funds once an
19 expenditure is approved.

20 No person officially connected with or employed by the school district may participate in the selection,
21 award, or administration of a contract supported by a federal award if he/she has a real or apparent
22 conflict of interest. A real or apparent conflict of interest arises when the employee, officer or agent,
23 any member of his/her immediate family, his/her partner, or an organization which employs or is about
24 to employ any of the parties indicated, has a financial or other interest in or a tangible personal benefit
25 from a firm considered for a contract. Upon discovery of any potential conflict, the Director of Schools
26 shall disclose the potential conflict to the federal awarding agency in writing.⁶

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual, Section 4-8*
3. TCA 12-3-1205
4. TCA 49-2-608(1)
5. 2 CFR § 200.403
6. 2 CFR § 200.112

Cross References

- Executive Committee 1.301
- Credit Cards/Credit Lines 2.8051
- Purchase Orders and Contracts 2.808
- Conflict of Interest 5.601

- 1
- 2
- 3

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Credit Cards/Credit Lines	Descriptor Code: 2.8051	Issued Date: 10-29-2020
		Rescinds:	Issued:

District and individual school credit cards shall be maintained by the Director of Schools/designee through procedures developed and maintained in the district office for the purchase of appropriate goods and services for district or school related purposes only.¹ The credit card will be kept in a secure location, and the account number will remain confidential.

The Director of Schools/designee shall review and approve card transactions. Purchases which are not approved by the Director of Schools/designee or the Director of Finance/designee will be reimbursed to the district within ten (10) days of notification.

Card users shall be held accountable for appropriate use of credit cards/credit lines. Unauthorized use of a credit card/credit line shall be grounds for disciplinary action, including termination of employment. Cash advances using district credit cards are prohibited.

Any school employee that purchases items with the credit card or any approved credit line shall follow the guidelines outlined below:

1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working days of purchase;
2. If the credit card is used to pay for a conference or training, a copy of the registration form shall be turned in;
3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory that is purchased;
4. All purchases shall be district or school related purchases;
5. If there is any incurred finance or late charges, the responsibility will belong to the person or program associated with said charges; and
6. Under no circumstances will the credit card/credit line be used to make personal purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-13 through 4-15

Cross References

- Executive Committee 1.301
- Purchasing 2.805
- Purchase Orders and Contracts 2.808

Cleveland City Schools

Credit Card Purchases

2.8051.1

1 In addition to the guidelines set forth in board policy, the procedures below shall be followed when
2 using the district's credit card or individual school's credit card:

- 3 1. The credit card will be maintained in the office of the Director of Business Operations/office of
4 the Principal.
- 5 2. The use of the credit card as well as ensuring compliance with procedures shall be monitored
6 by the Director of Business Operations/designee or Principal/designee.
7
- 8 3. Employees who wish to use the district credit card or school credit card shall obtain permission
9 through the office of the Director of Schools or office of the Principal.
10
- 11 4. A card usage log will be maintained in the office of the Director of Business Operations or the
12 individual school's bookkeeper's office and will include the following information:
13
 - 14 a. The signature of the employee;
 - 15 b. The purpose for which the card is to be used;
 - 16 c. The date the employee takes possession of the credit card; and
 - 17 d. The date the employee returns the credit card.
18
- 19 5. Purchases with the credit card are only to be made by the employee noted on the card usage
20 log.
21
- 22 6. When returning the credit card, an itemized receipt shall also be submitted to the Director of
23 Business Operations/designee or Principal/designee. Summary receipts are not accepted as
24 documentation for any transaction.
25



2020 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

LEAs must complete this report and, if applicable, the corrective action form, and submit it to the department by **November 30, 2020**. During completion, each LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System, internal program managers), and will consider those sources when making final decisions regarding an LEA's compliance status. Beginning school year 2020-21, the department is formally reinstating LEA approval classifications as outlined in SBE Rule [0520-01-02-.01](#). Annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the attached corrective action plan, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA Name: Cleveland City Schools

Director of Schools/Superintendent Name: Russell Dyer

Director of Schools/Superintendent Signature:

School Board Chair Name: Dawn Robinson

School Board Chair Signature:

Date of School Board Approval: 12/7/20

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2020
(including the corresponding corrective action plan if applicable)
Upload instructions are accessible [here](#).

20201 LEA Compliance Report

Noncompliance Corrective Action Plan

Instructions: Using the template below, report all areas of noncompliance and include corrective action details. Examples are included in the template but may be deleted. If necessary, add additional rows.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	The district has 232 individuals that need to meet compliance requirements. 69 individuals that were hired prior to background checks being required. The remainder need to be checked to get into five year compliance. This has been a budgetary issue as the district pays for background checks. The district is currently working on reducing the number of individuals that need initial checks.	<ul style="list-style-type: none"> ▪ Coordinate fingerprinting scheduling, results processing, and related communications. ▪ Notify the TDOE director of LEA approval of compliance plan. 	Human Resources Director	Ongoing
			Human Resources Director (with director of schools copied)	Ongoing
T.C.A. § 49-3-359 - Duty Free Lunch	Schools have reduced the capacity of lunchroom seating during the 2020-2021 school year due to COVID-19. Teachers are on a rotation to watch students within their own classroom on days the class cannot eat in the lunchroom.	<ul style="list-style-type: none"> • Received a State Board of Education waiver approval in August 2020 regarding the duty-free lunch. • As COVID-19 mitigating factors are no longer needed, schools will return to a duty free lunch schedule. 	Chief Academic Officer - COVID-19 Task Force Chair School Principals	June 2021



Department of

Education

T.C.A. § 49-1-104 - Average Class Size	Some class averages have exceeded the BEP averages this year because of personnel adjustments to cover distance learning classes.	<ul style="list-style-type: none">Received a State Board of Education waiver approval in August 2020 regarding average class size for the 2020-2021 school year.	Student Information Systems Director Human Resources Director Chief Academic Officer	June 2021
--	---	--	--	-----------

Travel Request Form

Welcome to Cleveland City Schools Travel Tracker, your one-stop travel center. Within this software you can submit student field trip requests, reserve a school bus for a field trip or athletic event, and reserve a van for staff travel. If you have any questions or comments please email Valerie Mack at vmack@clevelandschools.org or call 472-9576.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

Cleveland City Schools are responsible First to the daily transporting of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.25 per mile and \$17.33 per hour for the driver. There will be an additional \$100.00 per day "On Call" fee for weekends and holidays.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:45 PM so the bus and driver can be back to the bus barn by 2:00 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.

13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.

14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

An updated list of charter buses will be kept on file at the Operations Department Office. Teachers/sponsors are responsible to verify the approved charter bus before scheduling a trip with vehicles owned by an agency other than Cleveland City Schools.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

Field Trip Bus Transportation Procedures

The Cleveland City Schools Transportation Department's primary responsibility is the daily transportation of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

Transportation Department Contacts

Hal Taylor, Director of Operations: (716-7119)

Scotty Dye, Operation Supervisor: (593-2864)

Valerie Mack, Assistant Manager of Transportation: (593-2867)

*After hours emergency or cancellation: (593-2867)

*After hours emergency or equipment: (716-7119) or (593-2864)

Field Trip Request Procedure

The School Administrator (SA) receives, reviews and approves the field trip request from the teacher/coach. The SA submits the approved request to the District Designee who forwards the approved trip to the Transportation Department. Field trip transportation requests MUST be received no later than two weeks before the field trip. The Operations Department will acknowledge receipt of your request when it arrives. Once a field trip has been assigned to a driver, a confirmation will be sent back to the individual that submitted the field trip request.

School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.

Field Trip Hours

School Days: 8:40 a.m. to 1:45 p.m. Exceptions may apply. Weekends & Holiday: No time table. If request is on a Holiday, contact the Operations Department for possible rate increase.

Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.25 per mile and \$17.33 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays. Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **158**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Wrestling

Trip Leave

* Date 1/8/21 **Friday**

* Time 3:00 PM

Trip Return

* Date 1/9/21 **Saturday**

* Time 8:00 PM

Trip Year/Week 2021-02

Buses are not available before 4:30 PM and must be returned by 12:00 AM.

* Is this an overnight trip? Yes

Comments

Enter any comments about this trip that is important for the driver to know such as drop off location. Also, indicate the group, club or organization that is traveling, and any information about parking at the destination. This information will print on the trip ticket for the driver.

Father Ryan Invitational

* Your School/Dept ⓘ 020 Cleveland High School
850 Raider Drive, Cleveland, TN 37312

* Main Destination ⓘ Other (Type Below)
Father Ryan High School, Norwood Drive, Nashville, TN, USA

Destination Not Listed Father Ryan High School, Norwood Drive, Nashville, TN, USA * Destination Name Father Ryan High School

Stops on the Way There

Stops on the Return trip

* Approximate Nbr of Miles Round Trip 342.71

* Funding Source #1 School Budget Code 0

Funding Source Desc Budget Code Desc

Funding Approver

- * Teacher / Advisor / Staff Name Joey Knox
- * Teacher / Advisor / Staff Phone # 4235981118
- Teacher / Advisor / Staff Email jknox@clevelandschools.org
- Note: This email will receive the requester emails if different from requester**
- Emergency Contact Info **Same as Teacher / Advisor / Staff**
- * Emergency Contact Name Joey Knox
- * Emergency Contact Phone # 4235981118

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	0	Total Adult/Chaperone	4
* Male Students	15	* Female Students	0	Total Students	15

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

Parent Carpool

Vehicles Needed

* Do you need a school bus, staff van or charter bus? No

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Nov 10, 2020, 8:57:27 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Nov 11, 2020, 9:18:47 AM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Resources and Materials	Descriptor Code: 4.400	Issued Date: 06/09/14
		Rescinds: 4.400	Issued: 07/09/01

1 ~~All classrooms and learning centers shall be equipped with an evenly proportioned, wide assortment of~~
2 ~~teaching tools, textbooks, workbooks, audio-visual equipment selected to meet the students' needs.~~
3 ~~Textbooks and instructional materials should provide quality learning experiences for students.~~

4 ~~A list of textbooks and instructional materials used by the schools shall be revised annually by building~~
5 ~~administrators under the direction of the Director of Schools and shall be made available to the Board~~
6 ~~and professional staff as a reference. Textbooks and/or instructional materials including teaching~~
7 ~~materials, teaching aides, handouts, and tests that are developed by and graded by their child's teacher~~
8 ~~shall be available for inspection by parents/guardians upon request.[†] The Director of Schools shall~~
9 ~~develop procedures for inspection of materials and distribute these procedures to each principal.~~

Legal References

1. ~~20 USCA § 1232h(a); TCA 49-6-7003~~

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 01/04/21
		Rescinds:	Issued:

1 **ONLINE COURSES**

2 High school students may earn credit to be applied toward graduation requirements by completing online
3 courses offered through agencies or institutions approved by the Board. Credit from these online courses
4 may be earned only in the following circumstances:

- 5 1. The course is not offered at the high school, or although the course is offered at the high school,
6 the student has an unavoidable scheduling conflict;
- 7 2. The course will serve as a supplement to homebound instruction;
- 8 3. The student has been expelled from a regular school setting, but educational services are to be
9 continued; or
- 10 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines
11 the student requires a differentiated or accelerated learning environment.

12 The express approval of the principal/designee shall be obtained before a student enrolls in an online
13 course. The school shall receive an official record of the final grade before credit toward graduation will
14 be recognized.

15 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
16 monitoring of students taking online courses.

17 **COURSE ACCESS PROGRAM**

18 Students in grades seven through twelve (7-12) may participate in the statewide course access
19 program. To become eligible to participate, students shall:

- 20 1. Meet all prerequisite requirements for the course access course; and
- 21 2. Be unable to enroll in a comparable course at the student's school because:
 - 22 a. A comparable course is not offered; or
 - 23 b. A legitimate situation exists that prevents the student from enrolling in a comparable
24 course.¹

25
26 The Director of Schools shall develop administrative procedures to ensure that students and
27 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access
28 course enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within
29 ten (10) days of a denial.

- 1 After a timely appeal is made, the Board will provide written notification to the student and
- 2 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
- 3 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
- 4 an error in denying the student the ability to participate in the course access program.³

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date: 01/04/21
		Rescinds:	Issued:

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

11 The Director of Schools shall establish a procedure for providing citizens of the community with an
12 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
13 including public notice of the time and location at which textbooks and instructional materials may be
14 examined. Once approved by the Board, the Director of Schools shall post the list of all approved
15 textbooks and instructional materials on the school district's website and send a copy of the list to the
16 Commissioner of Education.²

17 **DISTRIBUTION**

18 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
19 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

20 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

21 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
22 school year, upon completion of the course, or upon withdrawal from a course or school.
23 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
24 instructional materials received and used by their children. The Director of Schools shall be responsible
25 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
26 instructional materials.

27 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

28 A list of textbooks and instructional materials shall be revised annually by principals under the direction
29 of the Director of Schools.

- 1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
- 2 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
- 3 and graded by their child's teacher.

- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

- Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Cleveland City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 01/04/21
		Rescinds: 4.603	Issued: 01/09/12

1 **PROMOTION¹**

2 The Director of Schools/designee shall promote students to the next grade level based on the
3 successful completion of required academic work and on the satisfactory progress in each of the
4 relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the
5 student has shown a basic understanding of curriculum and the ability to perform the skills required in
6 the subject of reading as demonstrated by the student's grades or standardized test results. This
7 requirement shall not apply to students who are participating in a board-approved, research-based
8 intervention prior to the beginning of the next school year or to students who have an individualized
9 education program (IEP).²

10 Students who have difficulty in achieving the requirements for promotion may be considered for
11 retention. **Schools shall identify these students by February 1st.** Factors used to identify students for
12 retention shall include:²

- 13 1. The student's ability to perform at the current grade level;
- 14 2. The results of local or state assessments, if applicable;
- 15 3. The overall academic achievement of the student;
- 16 4. The student's chance for success with more difficult material if promoted to the next grade;
- 17 5. Attendance; and
- 18 6. Social and emotional maturity.

24 ~~In order to enhance the opportunity for remediation, students with problems shall be identified as early
25 as possible in the school year. When a student is considered for retention, the student's parent/guardian
26 shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be
27 developed to help the student avoid retention. This plan will be provided to the student's
28 parent/guardian.~~

29 ~~Before a student is retained, the parents shall be informed in writing and shall be requested to
30 participate in a conference at least nine (9) weeks before the end of the school year.~~

31
32 **Students may be identified for retention after the February 1st deadline if the delay in identifying a
33 student is due to:**

- 1 1. Date of enrollment; or
- 2 2. Additional information acquired after results of local assessment, screening, or monitoring are
- 3 released.

4
5 When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within
6 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
7 avoid retention. The plan shall be developed in coordination with the student's teachers and may also
8 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school
9 personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

10 The Director shall develop procedures governing how decisions on retention will be made after the
11 student begins work on his/her individualized promotion plan.

12 13 *K – 3 Reading Notification*

14
15 If it is determined through a student's overall performance or a state or local assessment that a student
16 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the
17 student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such
18 determination.

19 **RETENTION¹**

20 A student may be retained when, ~~in the judgment of the student's teacher and/or the student's IEP~~
21 ~~team,~~ such retention is in the best interest of the student. However, a student shall not be retained more
22 than once in any grade.

23 If a student is retained, the Director of Schools/designee shall develop an individualized academic
24 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the
25 student's parent/guardian within ten (10) **calendar** days of its development. This plan shall include at
26 least one of the following strategies:

- 27 1. Adjustment to the current instructional strategies or materials;
- 28
- 29 2. Additional instructional time;
- 30
- 31 3. Individual tutoring outside of school hours;
- 32
- 33 4. Modification to the student's classroom assignment to ensure the student receives
34 instruction from **a teacher with a level of overall effectiveness of above expectations (level**
35 **4) or significantly above expectations (level 5);** ~~a highly effective teacher;~~ or
- 36
- 37 5. Attendance or truancy interventions.

38 The Director of Schools shall develop procedures to ensure proper monitoring of students who are
39 retained and appropriate recordkeeping.

1 For the purpose of determining the effectiveness of retention toward improving student achievement,
2 the progress of retained students shall be **closely monitored and reported to parent(s)/guardian(s) at**
3 **least three (3) times during the school year in which the student is retained.** ~~for at least three (3) years.~~

4 **CLASSIFICATION OF STUDENTS GRADES 9-12**

5 In grades 9-12, students will be classified according to the number of credits they have earned. To be
6 classified as:

7 Sophomore 6 credits

8 Junior 12 credits

9 Senior 20 credits

Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.03(6)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 12/07/20
		Rescinds: 4.700	Issued: 12/03/18

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The Director of Schools shall be responsible for planning and implementing the program which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
33 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 5 1. Grades 3-5 – 0 %
- 6 2. Grades 6-8 – 10 %
- 7 3. Grades 9-12 – 20 %

8 Cleveland City Schools shall use the following methodology:

9 TNReady and EOC scores will be converted prior to inclusion into a student's final course
10 grade using the following state-recommended 'cube root' formula:

$$11 (21.5443)((100*(\text{Raw Score}/\text{Points Possible}))^{(1/3)})$$

12 The Director of Schools may exclude these scores from students' final grades if results are not received
13 by the district at least five (5) instructional days before the end of the course.^{4,5}

14 **TNReady and EOC scores shall not be included in students' final grades for the 2020-2021 school year.**

15 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

16 Interest inventories shall be made available to middle school or 9th graders. These will include
17 assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, YouScience, or
18 the College Board Career Finder.

19 Career aptitude assessments shall be administered to middle school students in order to inform the
20 student's high school plan of study.

21 **TESTING INFORMATION AND PARENTAL CONSENT**

22 Any test directly concerned with measuring student ability or achievement through individual or group
23 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
24 of the district without first obtaining written consent of the parent(s)/guardian(s).²

25 Results of all group tests shall be recorded on students' permanent records and shall be made available
26 to appropriate personnel in accordance with established board policies.⁷

27 No later than July 31st of each year, the Board shall publish on its website information related to state
28 and board mandated tests that will be administered during the school year. The information shall
29 include:⁸

- 30 1. The name of the test;
- 30
- 31 2. The purpose and use of the test;

- 1 3. The grade or class in which the test will be administered;
 - 2
 - 3 4. The tentative date or dates that the test will be administered;
 - 4
 - 5 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
 - 6 of the test;
 - 7
 - 8 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
 - 9 required tests; and
 - 10
 - 11 7. If a board mandated test, how the test complements and enhances student instruction and
 - 12 learning and how it serves a purpose distinct from state-required tests.
- 13 Testing information shall also be placed in student handbooks or other school publications that are
- 14 provided to parent(s)/guardian(s) on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 10/12/20
		Rescinds: 6.3041	Issued: 09/08/20

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:** Director of Student Services

18 **Mailing address:** 4300 Mouse Creek Road NW Cleveland, TN 37312

19 **Phone number:** (423) 472-9571

20 **Email:** dmoore@clevelandschools.org

21 **DEFINITIONS**⁴

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
24 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
25 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Title IX Coordinator or a Director of Schools Designee shall serve as the investigator and be
5 responsible for investigating complaints in an equitable manner that involves an objective evaluation of
6 all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding
7 responsibility rests on the school district and not the complainant or respondent.

8 Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
20 and present relevant evidence;
- 21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
- 25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
- 28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
31 for the party to prepare to participate;
- 32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
34 the allegations in the formal complaint; and
- 35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
37
- 38 a. Prior to the completion of the investigative report, the investigator shall send to each
39 party the evidence subject to inspection and review. All parties shall have at least ten
40 (10) days to submit a written response which shall be taken into consideration in
41 creating the final report.

1 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
3 process. At the close of the investigation, a written final report on the investigation will be delivered to
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
5 Director of Schools.

6 **Determination of Responsibility**¹⁹

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding
8 responsibility is made at the conclusion of the grievance process.²⁰ The “clear and convincing evidence
9 standard” shall be used in making this determination.²¹

10 The Director of Schools **or the Director of Schools Designee** shall act as the decision-maker. He/she
11 shall receive the final report of the investigation and allow each party the opportunity to submit written
12 questions that he/she wants asked of any party or witness prior to the determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written
14 determination to the parties simultaneously along with information about how to file an appeal.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and
16 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
17 and including termination.

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

21 **APPEALS**²²

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that
23 affected the outcome, new evidence that was not reasonably available at the time of the determination
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
26 Coordinator within ten (10) days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
32 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
33 the result of the appeal and the rationale for the result. The written decision shall be provided
34 simultaneously to both parties.

1 RETALIATION²³

- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
3 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Complaints and Grievances 5.501
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Student Concerns 6.305
 Reporting Child Abuse 6.409



2021-2022

School Calendar Updated 11.30.20

- Regular School Day
- Abbreviated Day
August 6, December 21, May 20
- School-Level Sessions (AM) and District Convocation (PM) (All Staff attend sessions/No Classes)
July 28
- Teacher In-Service (No Classes)
July 27 (Certified Staff - 6 FLEX hours)
July 29-30, August 2, and January 5
- Teacher Workday (No Classes)
July 26
(Two Work Days at Teacher's Discretion and documented with building administrator)
- Reconnection Days
August 3 (A-F), 4 (G-N), and 5 (O-Z)
- Parent Conferences (No Classes)
April 18
(After-school conferences can be scheduled in lieu of this date)
- Staff Development (No Classes)

October 11 (AM District; PM School)
November 22 (Safe Schools Online Exchange Day)
February 22 (AM: District; PM: School)
May 23
- Holiday (Schools and AOB Closed)
July 5 (Independence Day Holiday)
September 6 (Labor Day)
October 4-8 (Fall Break)
November 23-26 (Thanksgiving)
December 22-January 4 (Christmas/New Year)
January 17 (Martin Luther King Day)
February 21 (President's Day)
March 7-11 (Spring Break)
April 15 (Easter Break)
May 30 (Memorial Day)

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Report of Progress Information Periods

- Grading period 1: Aug 3 - Oct 1 (43 days)*
Paper Reports issued: October 15
- Grading period 2: Oct 11 - Dec 21 (48 days)*
Paper Reports issued: January 11
- Grading period 3: Jan 6 - Mar 18 (45 days)*
Paper Reports issued: March 25
- Grading Period 4: Mar 21 - May 20 (44 days)*
Paper Reports issued: May 20



2022-2023

School Calendar DRAFT A

- Regular School Day
- Abbreviated Day
August 5, December 16, May 19
- Reconnection Days
August 2, 3, 4
- School-Level Sessions (AM) and District Convocation (PM) (All Staff attend sessions/No Classes)
July 25
- Teacher In-Service (No Classes)
July 26, 27, 28, August 1, and
January 2 (Certified Staff - 6 FLEX hours)
- Teacher Workday (No Classes)
July 29
(Two Work Days at Teacher's Discretion and documented with building administrator)
- Parent Conferences (No Classes)
November 8
- Staff Development (No Classes)
November 21 (Safe Schools Online Exchange Day)
January 3 (AM District; PM School)
March 13
May 22 (Can be used in lieu of Spring Parent Conferences)
- Holiday (Schools and AOB Closed)
July 4 (Independence Day Holiday)
September 5 (Labor Day)
October 3-7 (Fall Break)
November 22-25 (Thanksgiving)
December 19-30 (Christmas/New Year)
January 16 (Martin Luther King Day)
February 20 (President's Day)
March 6-10 (Spring Break)
April 7 (Easter Break)
May 29 (Memorial Day)

Report of Progress Information Periods

- Grading period 1: Aug 2 - Sept 30 (43 days)*
Paper Reports issued: October 21
- Grading period 2: Oct 10 - Dec 16 (45 days)*
Paper Reports issued: January 13
- Grading period 3: Jan 3 - Mar 3 (42 days)*
Paper Reports issued: March 24
- Grading Period 4: Mar 13 - May 22 (50 days)*
Paper Reports issued: May 22

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MARCH 2023						
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2022-2023

School Calendar DRAFT B

- Regular School Day
- Abbreviated Day
August 11, December 21, May 25
- Reconnection Days
August 8, 9, 10
- School-Level Sessions (AM) and District Convocation (PM) (All Staff attend sessions/No Classes)
August 1
- Teacher In-Service (No Classes)
August 2, 3, 4, 5 and
January 5 (Certified Staff - 6 FLEX hours)
- Teacher Workday (No Classes)
July 29
(Two Work Days at Teacher's Discretion and documented with building administrator)
- Parent Conferences (No Classes)
November 8
- Staff Development (No Classes)
November 21 (Safe Schools Online Exchange Day)
January 6 (AM District; PM School)
March 13
May 26 (Can be used in lieu of Spring Parent Conferences)
- Holiday (Schools and AOB Closed)
July 4 (Independence Day Holiday)
September 5 (Labor Day)
October 3-7 (Fall Break)
November 22-25 (Thanksgiving)
December 22-January 4 (Christmas/New Year)
January 16 (Martin Luther King Day)
February 20 (President's Day)
March 6-10 (Spring Break)
April 7 (Easter Break)
May 29 (Memorial Day)

Report of Progress Information Periods

- Grading period 1: Aug 8 – Oct 14 (44 days)*
Paper Reports issued: October 28
- Grading period 2: Oct 17 - Dec 21 (43 days)*
Paper Reports issued: January 13
- Grading period 3: Jan 6 - Mar 17 (44 days)*
Paper Reports issued: March 31
- Grading Period 4: Mar 20 - May 25 (49 days)*
Paper Reports issued: May 25

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Cleveland High School West Wing Sewer Investigation

- The UDG Team will work with Cleveland City Schools (CCS) to determine a remedial solution to the underground sewer issues in the West Wing.
- Deliverables will include a descriptive narrative and sketch of solutions with estimates of cost and time to complete the work.
- Fee for services - lump sum of \$8,000.

Denning Center Evaluation and Future Use Study

Evaluation of the Existing Building

- The UDG Team will build off the CCS Comprehensive Capital Plan and further evaluate the existing building's mechanical/electrical systems, structural system, thermal and moisture envelope (roof, windows, etc.), current code compliance and general condition of finishes. A report will be prepared to document the findings and projected costs to remedy any issues.
- Fee for services – lump sum of \$12,000.

Future Use Study

- UDG would field measure and develop digital drawings of the existing building.
- UDG would meet with central office staff and stakeholders to determine and develop the programmatic requirements for an ideal Administrative Office Building (AOB).
- Upon approval of the AOB program, UDG would explore and develop preliminary design options to repurpose the existing Denning Center building into the new location for the CCS AOB. This effort would include site analysis and improvements as well.
- Deliverables will include a site plan, floor plans and estimates of cost.
- Fee for services – hourly basis as needed but not to exceed \$15,000. This fee would be credited toward an overall project fee if it moves forward.



Cleveland City Schools
 Canopy Additions

www.uplanddesigngroup.com

12/2/2020

Architectural SD Cost Estimate

<u>Candy's Creek Cherokee Elementary</u>	Material	Material Cost	Labor Unit	Total	Square Footage or per Unit	Total
	10'-0" x 5'-0" Wall Mounted Canopy		\$3,700.00	\$3,700.00	1.00	\$3,700.00
	Walkway Canopy (Car Drop-off)		\$45.00	\$45.00	2,300.00	\$103,500.00
	Walway Canopy Footings (2'-6" x 4'-0")		\$300.00	\$300.00	24.00	\$7,200.00
	Sidewalk/Earthwork Demo		\$150.00	\$150.00	24.00	\$3,600.00
	Walkway Canopy (Lighting/Electrical)		\$10,000.00	\$10,000.00	1.00	\$10,000.00
\$128,000.00						

<u>Stuart Elementary</u>	Material	Material Cost	Labor Unit	Total	Square Footage or per Unit	Total
	18'-0" x 6'-0" Wall Mounted Canopy		\$6,000.00	\$6,000.00	1	\$6,000.00
	Walkway Canopy		\$35.00	\$35.00	370	\$12,950.00
	Walkway Canopy Cantilever		\$45.00	\$45.00	390	\$17,550.00
	Canopy Footings		\$200.00	\$200.00	8	\$1,600.00
	Concrete Sidewalk/Ramp		\$10.00	\$10.00	120	\$1,200.00
	Concrete Sidewalk demolition		\$6.00	\$6.00	120	\$720.00
\$40,020.00						

<u>Mayfield Elementary</u>	Material	Material Cost	Labor Unit	Total	Square Footage or per Unit	Total
	Walkway Canopy (Car Drop-off 70'-0" x 6'-0")		\$20,000.00	\$20,000.00	1	\$20,000.00
	Concrete Sidewalk		\$8.00	\$8.00	300	\$2,400.00
	8" + 4" split face bench wall (126'-0")		\$5,000.00	\$5,000.00	1	\$5,000.00
	14" Bench precast concrete cap (Flat Coping)		\$3,000.00	\$3,000.00	1	\$3,000.00
	Storm Piping		\$10,000.00	\$10,000.00	1	\$10,000.00
	Site Prep.		\$3,000.00	\$3,000.00	1	\$3,000.00
	Canopy Footings		\$200.00	\$200.00	7	\$1,400.00
\$44,800.00						

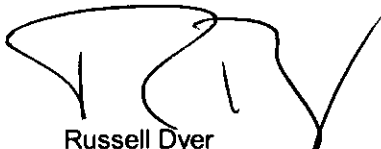
<u>Cleveland High School</u>	Material	Material Cost	Labor Unit	Total	Square Footage or per Unit	Total
	Walkway Canopy		\$35.00	\$35.00	707	\$24,745.00
	Walkway Canopy Cantilever (Bus Drop)		\$45.00	\$45.00	384	\$17,280.00
	Concrete Sidewalk		\$6.00	\$6.00	175	\$1,050.00
	Canopy Lighting		\$5,000.00	\$5,000.00	1	\$5,000.00
	Canopy Footings		\$200.00	\$200.00	20	\$4,000.00
\$52,075.00						

Totals	
Candy's Creek Cherokee Elementary	\$128,000.00
Stuart Elementary School	\$40,020.00
Mayfield Elemenetary	\$44,800.00
Cleveland High School	\$52,075.00
Sub-Total	\$264,895.00
Project Contingency 6%	\$15,893.70
Contractor's Profit & Overhead 15%	\$39,734.25
Construction Total	\$320,522.95
Architectural Fees	\$22,436.61
Project Total	\$342,959.56

**Cleveland City Schools
Financial Report
October 2020**

Balance on hand October 1, 2020	3,939,195.92
RECEIPTS	
City Clerk's Monthly Report	4,913,866.95
Retiree Ins #44160	(256.05)
Contributions & Gifts #44570	6,674.85
Interest Earned	<u>0.00</u>
	<u>8,859,481.67</u>
DISBURSEMENTS	
Instruction	2,311,106.72
Special Education	317,659.35
Vocational Education	120,248.05
Attendance	9,072.81
Health Services	44,644.48
Other Student Support	147,994.69
Regular Instruction Support	147,849.07
Special Education Support	11,055.19
Vocational Education Support	12,544.10
Technology Support	35,450.72
Board of Education	9,721.90
Office of the Superintendent	53,784.28
Office of the Principal	254,553.71
Fiscal Services	28,797.54
Operation of Plant	262,860.67
Maintenance of Plant	118,995.07
Transportation	114,257.04
Food Service	7,241.08
Community Services	0.00
Early Childhood Education	81,820.85
Regular Capital Outlay	240,548.87
Education Debt Service	<u>5,656.00</u>
	4,335,862.19
Retirement paid	350,003.22
Balance November 1, 2020	<u>4,173,616.26</u>
	<u>8,859,481.67</u>

Respectfully submitted,



Russell Dyer
Director of Schools

Personnel Items – November 2020

Assignments

Ruby, Sonya, BB (Assistant) Effective 11/2/2020

Fennell, Jacklyn, MA (Assistant) Effective 12/1/2020

Resignations

Crouch, Virginia, CHS (Teacher) Effective 12/31/2020

Monroe, Marisa, MA (Assistant) Effective 11/16/2020

Retirements

Creech, Debbie, AOB (Business Support Specialist) Effective 1/29/2021

Leave of Absence

Connolly, Mike, CMS (Teacher) November 30, 2020 (Sick Leave) Returning 1/4/2021

Campbell, Colin, CHS (Teacher) December 7, 2020 (Sick Leave) Returning 1/22/2021

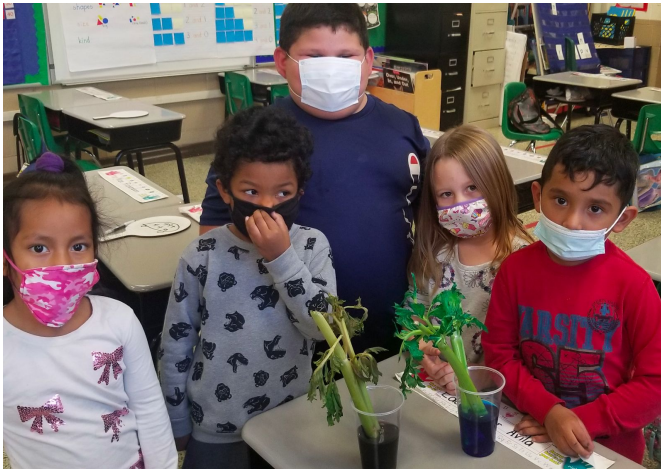
School Highlights

For

Arnold Memorial Elementary School

School

Arnold's kindergarten students were busy the last few weeks learning about plants as part of our current CKLA unit. The students gained an in-depth knowledge of the life cycle of a plant, parts of a plant, pollination, types of trees, and increased their knowledge and awareness of the different seasons. The students were eager to observe the changes of a celery stalk over a few days after it was placed in a cup of red or blue water. They were so excited the next morning when they noticed the leaves on top of the celery had changed colors overnight. The students were very engaged in this unit and are looking forward to the remainder of our CKLA units this year.



Staff Member

We would like to recognize Yolanda Ross this month. Mrs. Ross has been an integral part of the Arnold family for two years. Initially, she began as a part-time Reading Interventionist and was recently hired as a Para-professional in our building. She has had the opportunity to work with our kindergarten students this year during RTI groups. Mrs. Ross enjoys working with our babies, and she works hard to make sure they are making gains in her RTI groups. We are very blessed to have Ms. Ross instructing our students daily at Arnold!



Student of the Month

Josias Vazquez Santizo is being recognized this month for his academic progress this semester. Josias consistently applies himself academically, participates in small group instruction, and focuses during whole group lessons. His RTI and ESL teachers have all expressed his dedication to his education and his eagerness to learn new material. Josias' RTI scores have improved weekly during the past few months, and he recently benchmarked in ELA on our EasyCBM assessments. We are very proud of his progress!



Student of the Month

Easton Jump is being recognized this month because he demonstrates responsibility in the classroom. He loves to help and is willing to do anything that is asked of him. Everyday Easton comes into the room with a smile on his face and he is ready to start his day. He has worked very hard and is making great gains in reading and math. He is very inquisitive and eager to learn. We are very proud of him.



Email to Andrea Byerly by 25th of each month.

Email to Andrea Byerly by 25th of each month.

Cleveland High School Teachers of the Month

E



Engage

Scott Campbell

JROTC

Raider Corps Sponsor

"I love Cleveland and I'm blessed to be a teacher at CHS where I'm able to live out my passion of helping others succeed. I have an incredible group of cadets and the privilege of seeing them grow as individuals, as young leaders, as a corps of cadets, and as a family. Plus, I'm on a great team of professionals here at CHS who support each other and our JROTC program. #BlueRaiderCorpsPride!"

X



eXplore

Anne Person

Computer Applications/Business

Raider Trader Sponsor/Assistant Girls Basketball Coach

"I love being a teacher at CHS because I want to impact the lives of my students and have them look back years from now and say I made a difference."

C



Communicate

Marty Wheeler

Leadworthy/FX/CMS Wellness

Head Football Coach

"CHS is the best working environment that I have had the opportunity to work in! My students motivate me to give them my best every single day and to be able to build relationships!"

E



Empower

David Gluckner

Engineering

FIRST Robotics Sponsor

"I love being a teacher at the BEST HIGH SCHOOL AROUND because it gives me the life changing ability to get students excited about college and career opportunities in Engineering!"

L



Launch

Miles Christian

Wellness/PE/Personal Finance

Boys and Girls Head Soccer Coach

"I really enjoy working at CHS because of the relationships I am able to build with my players, students, and fellow faculty members. I truly feel CHS is a place that cares about everyone and is trying to bring the best of them on a day to day basis. The opportunity to teach and coach is a privilege, so I am thankful I get to enjoy a profession that is embedded with so many rewarding things!"

CLEVELAND MIDDLE SCHOOL

November
2020

Kindness Coin Competition

During a typical school year in November, the CMS student council holds a canned food drive. They use the food to provide Thanksgiving baskets to CMS families who need a little help over the holiday. As with most things, Covid-19 changed that. Instead, the student council sponsors came up with the idea to do a coin competition to raise money. The idea evolved to be a “kindness coin competition”

where student could also earn “kindness coins” from teachers to participate in the festivities as well.

“We knew that not all CMS students can contribute financially, so earning kindness coins allows all children to be a part in helping their team earn points,” said Andrea

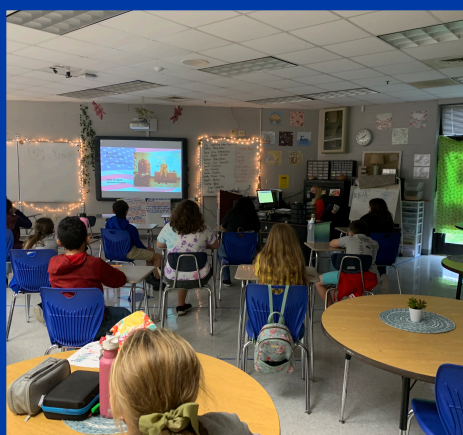
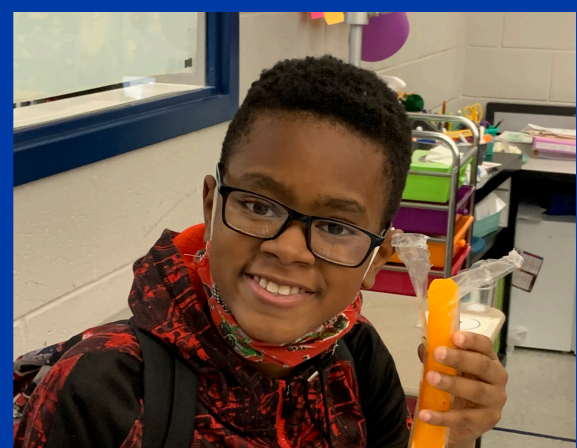
Johnson, student council sponsor. The money was used to purchase baskets of thanksgiving meals (turkey and sides) that were distributed to CMS families before the holiday break.

Student Council representatives counted the coins each day, and they helped distribute the baskets. Mrs. Bunch’s ERC class rolled the coins for deposit at the bank. Hannah White, 6th grade sponsor, said, “my favorite part of this competition had to be watching the students be cheered on by their teammates when they would earn a kindness coin or bring in a small bag of change.” She continued that students were excited no matter how big or small a contribution was. The winner of each grade level earned money for a party!



Student Spotlight Sahithi Rajuladevi

Sahithi Rajuladevi is a 7th grade virtual student at CMS on the 7 white team. She is enjoying her time in virtual school and she likes that it is self-paced so she can work on her own time. Last year, Sahithi participated in the mathletes math team and she was a student council representative for her 6 orange team. She was also on the CMS soccer team and the track and field team. Sahithi’s favorite teacher is Mrs. Early, her 6th grade science and social studies teacher, and Sahithi said, “It was in-person last year so I could know her a bit more and she is very friendly and funny.” Her favorite thing about CMS is the caring teachers.



Here's What's Happening at CMS

Students received popsicles to show that our staff is "thankful" for our CMS students!

CMS welcomes Jonathan Bovee as a new teacher. He teaches medical science and is our athletic trainer.

CMS Basketball opened their season strong. Fans and players are observing COVID procedures.

The CMS Annual Veterans Day Program was done virtually and was featured on News Channel 9!

Students celebrated "Raider Way Day" with a candy bar and Coke for having no F's and no unexcused absences!

Meet our Teacher of the Month: Christina Melton

Christina Melton is our November CMS Educator of the Month. She is originally from Clarksville, TN. Christina is married to David Melton, a Cleveland City Schools alumni, who brought her back to this great community! They have one daughter, Anna, who is in the eighth grade at CMS.

Christina has a bachelor's degree from Austin Peay State University and a master's degree in Educational Leadership from the University of Tennessee at Chattanooga. She began her career with Cleveland City Schools right here at CMS in 2001-2002, the year our building opened. She taught 6th grade math and social studies. Christina then transferred to Stuart Elementary where she taught eight years of kindergarten, eight years of fourth grade and two years of fifth grade. Christina returned to CMS this year as a sixth grade science teacher working with the green and orange teams.

Christina has served our school system in the past as a teacher leader, PLC leader, school improvement chair, benchmark test creator and mentor teacher. She has conducted professional development sessions and updated system-wide pacing guides. Christina also served the state of Tennessee as a facilitator of state standards, a TCAP item reviewer and on the Tennessee Educator Recognition Advisory Council.

Christina says she is thrilled to be at CMS and surrounded by so many exceptional educators! She is happy that as a 20-year veteran she can still grow, change and learn from new experiences.



School Highlights

For

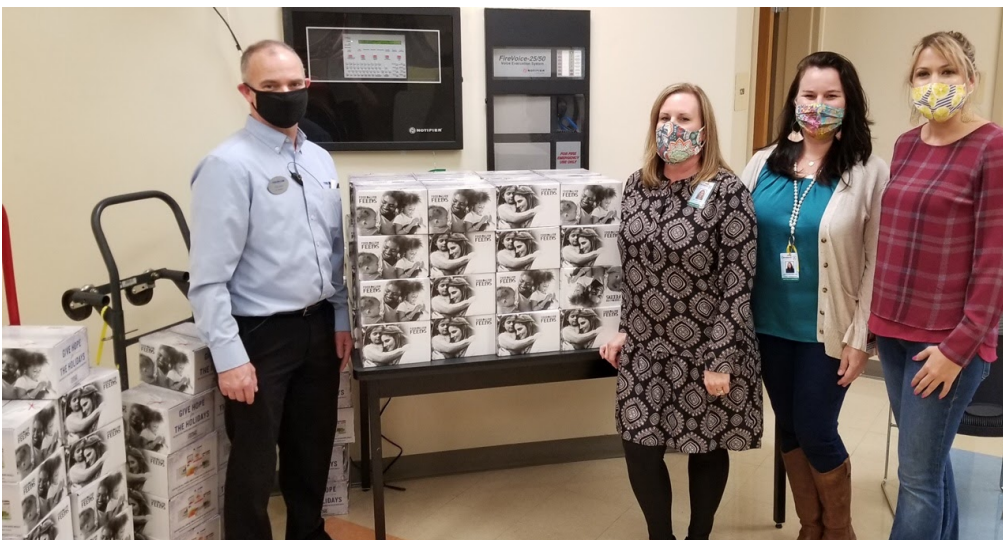
Mayfield Elementary – December 2020

THANKSGIVING ARTWORK

Mayfield students created many beautiful pieces of artwork related to Thanksgiving. Some of the projects were pencil/crayon and one dimensional while others contained textures and natural objects to create the image.



FOOD LION FEEDS

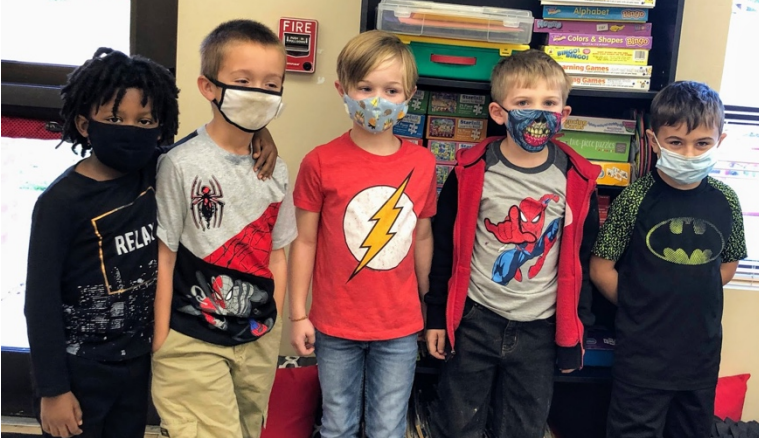


A representative from Food Lion blessed a number of our families this week with the delivery of 45 of their “Food Lion Feeds” meals. These inclusive meals will be shared with our families just in time for the holidays. Thank you Food Lion!

RED RIBBON WEEK

Mayfield Elementary recently participated in Red Ribbon Week to encourage students to say no to drug abuse. Each day brought a different altered dress theme to remind students of the cause.

Themes included: “Wear Red Day”, “Put a Cap on Drugs”, “Jam Out on Life”, and “Super Heros Don’t Do Drugs.”



MAYFIELD HERO

Mrs. Shirley Wilson was recently honored with flowers and ‘thank yous’ from fifth grader Noah McCleary. While at lunch earlier this week, Noah began to choke on a food particle. He approached Ms. Shirley pointing at his throat. Ms. Shirley sprang into action and immediately performed the Heimlich maneuver, dislodging the food. Ms. Shirley states that after many years working health care, she knew exactly what to do. “Thank You” for taking such good care of our students and for your responsiveness. Ms. Shirley is a Mayfield Hero.



HAPPY RETIREMENT, MRS. STUART



Mrs. Lynn Stuart has been a member of Cleveland City Schools for 28 years with the majority of those years served at Mayfield. In that time, Mrs. Stuart has touched the lives of countless students and colleagues. She is a friend to all and a gentle soul. Mrs. Stuart will be missed but we wish her health and much happiness in her retirement. Mrs. Stuart plans to travel and spend more time with her family (grandchildren). A retirement reception will be held in her honor and she received a visit from a former student.





STUART ELEMENTARY

Love • Learn • Lead



School Highlight

On November 19th, the faculty and staff wore purple for World Pancreatic Cancer Day. Many of our Stuart family members have been affected by this disease and we love showing our support.



Staff Highlight

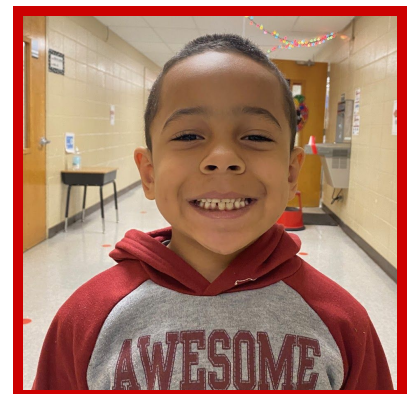
This month, we would like to show our appreciation for our Administrative Assistant, Jennifer Higgins. This school year has brought new and unexpected challenges, many of which Mrs. Higgins has met with flexibility and grace. We realize that she has many responsibilities on her shoulders and we would not be the same without her. Our school would like to thank her for all that she has done and continues to do each and every day.



Student Highlights

Second grade would like to recognize Students of the Month for November, Karolyn Hetyback and Tisun Richardson. These students were nominated by their teachers Ms. Donaldson and Ms. Laudermilk for the word gratitude. We appreciate that we

can look to these students to continuously show gratitude through their words and actions. In the midst of many changes this year, both students have been appreciative and willing to return kindness to others. We are **THANKFUL** for you!



Cleveland High School

**Work
hard.**



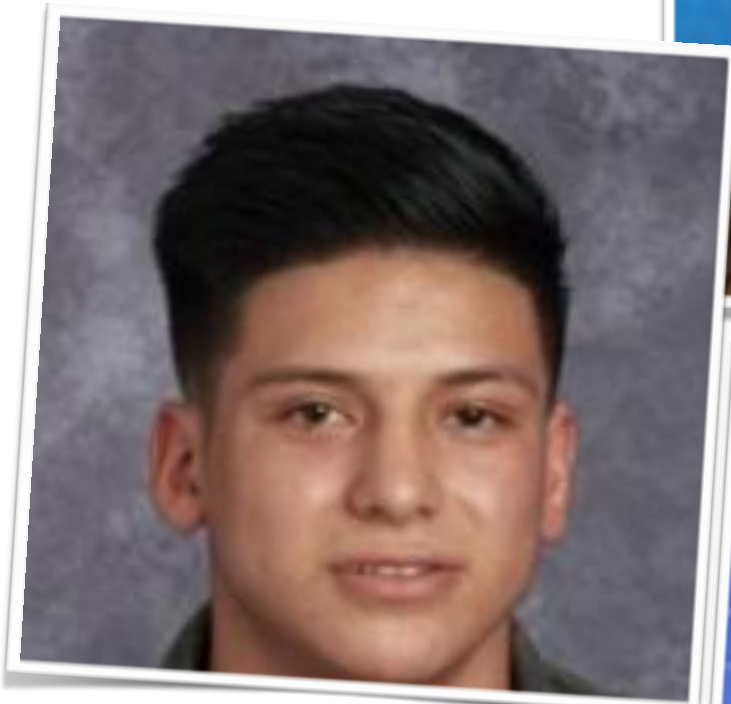
Senior: Logan Cook

Junior: Parker Ellis

Sophomore: Ella Lipscomb

Freshman: Garrison Rodgers

Get smart.



Senior: Jaylee Ingle
Junior: Senedin Mazariegos
Sophomore: Edilmar Salas
Freshman: Emma Cooley

Be nice.



Senior: Kristen Hamilton
Junior: Madilyn Kidd
Sophomore: Matthew Adkins
Freshman: Luke Born



February 2021

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 BOE Meeting 5:30 @ AOB	2	3	4	5	6
7	8	9	10	11	12	13
14	15 President's Day No School	16	17	18	19	20
21	22	23	24	25	26	27
28						



January 2021

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
					1 Christmas Break (Schools Closed)	2
3	4 Teacher In-Service (No Classes)	5	6	7	8	9
10	11 BOE Meeting 5:30 @ AOB	12	13	14	15	16
17	18 Martin Luther King Day Schools Closed	19	20	21	22	23
24	25	26	27	28	29	30



March 2021

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 BOE Meeting 5:30 @ AOB	2	3	4	5	6
7	8 Spring Break Schools Closed	9 Spring Break Schools Closed	10 Spring Break Schools Closed	11 Spring Break Schools Closed	12 Spring Break Schools Closed	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			