

**Board of Education Regular Meeting**

September 7, 2021 2:30 PM

F. I. Denning Center of Technology and Careers

Attendance Taken at 2:30 PM.

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

1. **Welcome/Moment of Silence**

Leah Hargis led us in a moment of silence.

2. **Pledge of Allegiance**

Leah Hargis led us in the Pledge of Allegiance.

3. **\*Consent Agenda**

Motion to approve the consent agenda Passed with a motion by Mr. Tom Cloud and a second by Mrs. Peggy Pesterfield.

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

Yes: 7, No: 0

3.A. \*Approval of Regular Agenda

3.B. \*Approval of Minutes from August 2, 2021 Board Meeting

3.C. \*Approval of Overnight Field Trips

3.D. \*Approval of Second Reading of Policies: Policies 3.205, 4.101, 4.205, 4.206, 4.212, 4.213, 4.409, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 5.802, and 6.319.

3.E. \*Approval of Child Nutrition Amendment #1

3.F. \*Approval of Special Populations Assistant Positions

3.G. \*Approval of CCCE Position Request

3.H. \*Approval of Additional ELC Grant Nurse Support

3.I. \*Approval of FY22 ESSER 3.0 Application

#### 4. Regular Agenda

##### 4.A. Director's Update

- Dr. Dyer states we have been back to school for one month into this 2021-2022 school year. He is very happy with the progress into the school year.
- We hosted the Southeast Superintendent Study Council with TDOE Commissioner Penny Schwinn and TOSS Executive Director Dale Lynch in attendance.
- Dr. Dyer attended the Cleveland Chamber LeaderCast with Senior District Administration.
- Doug Moore, Cliff Eason, and Dr. Dyer met with Judge Painter with the Juvenile Court to discuss our partnership and future goals.
- Last Friday, Dr. Dyer was a part of Mix 104's Football Friday, then he went to lead a leadership discussion with Mr. Marino's Leadership class.
- On Friday, TOSS announced an "adopt a teacher" in Humphreys County. We are looking into this and will pass this information on once we have it.
- TOSS/TDOE Fall Superintendent Study Council will be September 12-15 and Dr. Dyer will be in attendance.
- House Summer Education Committee Meeting will be September 22-23 and Dr. Dyer will be in attendance.

##### 4.B. School Attendance and Enrollment

- Mr. Michael Kahrs talks about enrollment for this 2021-2022 school year. Our current enrollment total is 5,522, which is 40 more students than where we ended last May. This year's 9th grade group is the highest number in attendance in the district.
- Mr. Kahrs shows charts and discusses how we had a steady growth in enrollment up until COVID-19 happened. He shows the year over year comparison of each school's enrollment. He discusses our race/ethnicity breakdown and that we are 35% economically disadvantaged. The breakdown of the Special Education and ESL population is equal and growing each year.

-The board asks in regard to enrollment numbers are we in range for capacity numbers? Dr. Dyer states that as of right now, facility wise, we are in good shape, but keep in mind we are doing the long-range study and these numbers will be shared for that study.

-The board asks if the economically disadvantaged was 50% in years past, as it is this year? Mr. Kahrs states they used to take the numbers from students who received free and reduced lunch. Now that the districts do CLP, now we calculate this off direct certified kids. The state sends us a list of which students are assisted by food assistance/government assistance programs then we enter it into our data.

##### 4.C. Strategic Plan Focus

###### 4.C.1. Data and Intervention Update

- Mr. Michael Kahrs discusses Student Success. We received our TVAAS District Growth Scores and we are a 5 overall, with a 3 in literacy, 5 in numeracy and 5 in Literacy/numeracy. This is something to be celebrated!
- The Board asks why there is not a Science and Social Studies score? Mr. Kahrs states the state had a science test last year so this year we will receive a TVAAS score.

-In the student success strategic plan we are monitoring the data points in student data and Mr. Kahrs shows the website to view.

-Dr. Jeff Elliott discusses the 2020-2021 Key strategies for student success. They implemented a new K-5 ELA curriculum across the district. We introduced a new ELA curriculum to Grades 6-12. We implemented a new math curriculum at CHS. We conducted intensive ELA professional development session through the year with elementary staff. We began grades 6-12 ELA professional development session during the 2nd semester as materials were purchased and delivered. We conducted I-Ready diagnostic assessments in grades K-8 and SchoolNet assessments in grades 9-12. We provided leadership training, conducted walkthroughs, and reviewed data key components of ELA Instructional Practice Guide and Math Instructional Practice Guide Walkthrough Observation Tool. We expanded the role of technology teachers to focus on STEAM education in schools. We delivered instruction in an ongoing virtual environment for 1,100 students. We coordinated STEAM implementation throughout CMS for STEM Designation application. We provided STEAM professional development for leadership and teachers. We purchased Chromebooks and distributed devices at elementary schools to become 1:1 district. Introduced two CAPS business partnerships with Cleveland Utilities and Tennova. We conducted virtual special education IEP meetings throughout the year. We added an ESL family engagement position to assist families with enrollment and translation services. We offered summer intervention programs for elementary, middle, and high school students.

-Summer Camps: Camp Raider was our elementary camp. We had 3 sites: Blythe-Bower, Mayfield and Ross. We had over 300 students in grades K-4 participating. This six-week program focused on Reading, Math and STEAM. We had over 100 staff members working the camp. We had nurses on site, transportation and meals were provided. 4 C's Camp was located at CMS. The four-week program focused on Reading, Math and STEAM. Over 150 students in grades 5-7 participated, with 39 staff members worked the camp (including Nurses, Transportation team, and meals). The Credit Recovery program took place at the high school which continued to offer summer recovery programs.

-Dr. Elliott shared some stories from the summer camps and shared the statement from the LIFT Network on our success in the first year of joining LIFT.

-Dr. Elliott discusses what they want to focus on this school year. Focus on our 5 C's so they are ready to be successful when they graduate. We are partnering with LIFT Network, Core Knowledge Language Arts, Instruction Partners, Capturing Kids Hearts, Tennessee STEM Innovation Network, National Institute for Excellence in Teaching, Tennessee Department of Education, Center for Advanced Professional Studies Network, and Curriculum PD Specialists.

-The 2021-2022 Key Strategies for Student Success: To continue to provide professional learning support for K-12 ELA teachers. Create math task force for elementary and secondary levels in preparation for standards updates and 2023 math adoption. Increase walkthrough observations in ELA and math. Expand the usage of Schoolnet Assessments in tested

subjects at the elementary, middle and high school levels, Create after-school tutoring program for students in need of an extra dose of ELA and math instruction. Implement STREAM Camp opportunities. Expand CAPS Network partnerships. Add Teaching As a Profession, Pharmaceuticals, Welding, and Web Design to CTE programs. Analyze schedules including the impact on intervention, ESL, and special education programs.

-TN ALL (Accelerated Literacy and Learning Corps). This will be our after school tutoring that will be implemented starting next week. This will be funded by State and ESSER 3.0. The focus will be on 15% of 1st-5th grade students and 10% of middle school students. We will call this program Raiders XD (Extra Dose) which will begin on September 13 and will run for 12 weeks each semester. The goal is to tutor 430 1st-8th grade students in Reading Math for 24 weeks during the 2021-2022 school year. We would like to have 130 small groups. We have over 110 staff to work in the program.

-The board asks if there will be transportation available to these Raider XD students? Dr. Elliott states Hal Taylor and his team have made this happen for our students and there will be transportation available if needed.

-The board asks if there is any plan to provide snacks for the students? Dr. Elliott states this is part of the planning meeting we will have tomorrow.

-The board asks how many students will there be in a group? Dr. Elliott states it will be 1 teacher to every 3 students. OR 2 adults to 6 children in one class. Dr. Dyer states when you keep the numbers 1 to 3 it brings maximum effectiveness.

-The board would like Dr. Elliott to expand on the ELA CMS program. Dr. Elliott states Amplify is the parent company to CKLA. It is a follow through from CKLA for 6th-8th grade.

-Leah Hargis asks if Camp Raider will be happening in the future summers. She states some educators expressed concern over our younger students not having enough brain breaks. Dr. Elliott thanks Leah for this feedback, and he believes this is something they can look into for next summers schedule.

-Dr. Dyer thanks Mr. Kahrs for creating the dashboards and making it simple for us to understand the data. He thanks Dr. Elliott for his work in student success.

#### 4.C.2. \*Chief of Staff Position

-Dr. Dyer discusses the proposal for a new position Chief of Staff. We are at a point where items, i.e. COVID-19, can knock us off of our path. We need someone who will not be derailed in driving the train of our strategic plan. He discusses some components of the job description. The job goal is to assist the Director of Schools with the day-to-day operations of the school district as well as providing leadership/management to support the attainment of the goals and objectives of the District's Strategic Plan. He discusses some essential functions of this position. Dr. Dyer discusses the Organizational Structure chart that is on the screen and how this new role would fit into our flow chart.

-The Board asks how many people report to Dr. Dyer right

now? Dr. Dyer states he has 7 directors, his assistant, and 8 principals.

-The Board asks if Dr. Dyer would still be making the final decisions for the system? Dr. Dyer states he would be the final decision maker to bring recommendations to the board.

-The Board asks what the financial impact will be on the budget? Dr. Dyer states our budget is in good shape for this year and future years.

Motion to approve the Chief of Staff Position Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Charlie Cogdill.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

-Dr. Dyer announces that Dr. Jeff Elliott will be filling this role as Chief of Staff. The Director of Academics position will be posted soon for interior and exterior applicants.

#### 4.D. \*StaffEZ Substitute Staffing Contract

-Mr. Kelly Kiser is here to ask the board to go into contract with StaffEZ to take over our substitute staffing. The biggest issue I hear from our staff is the lack of substitute teachers. In August of 2021 our substitute fill rate was 60% and in August of 2020 our fill rate was 88%. In August of 2020 we had 248 openings and August of 2021 we had 548 openings. It will help take some time off of the business department with payroll, and take some time off of the Human Resources department for on boarding. It will take the training of the substitutes off the district as well.

-The board asks how will the existing substitutes be handled? They will get all information of our current substitutes and give them the first opportunity to continue subbing and become StaffEZ employees.

-The board asks will we send money to StaffEZ to pay the substitutes? Mr. Kiser states we would reconcile the statement from StaffEZ each month then we will pay StaffEZ their fee and StaffEZ will pay the substitutes.

-The Board asks what the pay rate is right now for substitutes? \$65 if the substitute meets the regular requirements, \$70 if you have a college degree, and \$80 if you are certified.

-The board asks if there will be an impact on teachers to use this service? Dr. Dyer states he has used a service like this before,

and it will be easier. The service company will be making some of those calls to obtain substitutes. The system will use the same AESOP program as we use now.

-The board asks where the StaffEZ company is located? Mr. Kiser states they are located in Tennessee, and he received great recommendations from other TN school districts.

-The board asks if a principal is not happy with the substitute, how do they handle that? Mr. Kiser states there is a procedure for the teacher/principal to walk through with the company.

-The board asks if substitutes are covered under insurance? Mr. Kiser states they are covered under our liability insurance.

-Dr. Dyer states this contract will not begin unless we get the funding from ESSER 3.0.

-The Board asks how this service will find substitutes that we can not? Dr. Dyer states this company can recruit solely for us when CCS does not have the time and manpower to do this.

-The board asks if the company will give us feedback from the substitutes? Mr. Kiser states they will.

-Dr. Dyer recommends you approve moving forward with the StaffEZ substitute staffing contract.

Motion to approve the StaffEZ substitute staffing contract Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Nate Tucker.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

#### 4.E. Student Representative's Update

-Leah Hargis states:

We had a great start to the new school year.

Fall Sports: We have started a bowling team this year with Seth LaManga as the coach. They're excited for their season to officially start on September 30. They have 18 members currently, and they are both male and female students. The football team is currently 2-1. They went 2-0 for the first time since 2017, and we went 1-0 for the first time since I've been in high school. This past weekend, #2 Destun Thomas, our starting wide receiver and defensive back, committed to Memphis University. #67 Nick Nicodemous, our starting left tackle, recently committed to Tennessee Tech University as well. Our new Jumbotron was also up and running for the Bradley game this past Friday, and we are very excited about that improvement to Benny Monroe. Our volleyball team

is currently in 8th place in the state with a record of 13-6, and they have defeated several teams that are currently ranked above them, such as 8x in a row defending state champs, Brentwood. Last Thursday, the freshman, jv, and varsity teams all swept their cross-town rivals, the Bradley Bearettes. We are very proud of them and can't wait to see how the rest of their season is going to go. Girls soccer currently has a winning record of 3-2. They have won against Polk County, McMinn Central and The Chattanooga school of arts and sciences. Our cross-country team has had a great start to the season with Ryan Lovelace winning the overall this past weekend in Rome Georgia at berry college against tough competition. Also, this past weekend, several runners posted personal best times. Girls golf has had two matches where they shot 5 under par, which is a school record. For boy's golf, Tripp Hall tied for first in the Cookeville invitational.

Parking: Our VIP parkers were able to paint their parking spots on August 29 and had a great time. This is the first year that the lower and middle lots have been open for VIP spots, with it normally being just the middle lot. There is a makeup day on September 19 for students who either didn't finish painting their spot or weren't able to start painting.

Masks: Our mask requirement began today and about half of the students are wearing them.

Marching Band and color guard: The marching band and color guard are putting the finishing touches on their competition routine. Their first competition is coming up on September 18th, and they are performing time after time, hazy shade of winter, too much time on my hands, time warp, time in a bottle, and sign of the times. We can't wait to see all of their hard work put on the field.

Upcoming events: Hall of Fame is this Friday, and we're so excited to welcome our esteemed alumni back to Cleveland High School to celebrate their successes. Homecoming is the week of September 24 and our students are getting ready for several fun dress-up days and the possibility of a dance depending on COVID regulations. We will play walker valley for the first time since 2018, my freshman year, so we're very excited about meeting our other cross-town rivals the week after next. The Cleveland High School Theater Department's Fall play is titled "The Fall of the House of Usher", which was adapted by Tim Kelly from the classic tale by Edgar Allen Poe. The shows will be held on September 23, 26, 27, and 28 with the show times being 7:00 on the 23, 27, and 28 and 2:30 on the 26. Admission for adults will be \$10 and students will get in for \$7. 5th Block: Extended learning 5th block (or EL5) begins on September 13. EL5 will be on every Monday, Tuesday, and Thursday from 3-5. Picture retakes: Lifetouch will be at the high school on September 27 for makeup pictures for all students.

- 4.F. \*Appoint Delegates to TSBA Annual Conference  
Peggy Pesterfield, Carolyn Ingram, Krista McKay, and Charlie Cogdill were appointed Delegates to the TSBA Annual Conference.

5. **"B" Agenda**

5.A. Financial Report

5.B. Personnel Report

5.C. School Highlights

5.D. Dates to Remember

-Mrs. Robinson adjourned by general consent.

**Board of Education Regular Meeting**

August 2, 2021 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:32 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. Welcome/Moment of Silence**

Dawn Robinson led us in a moment of silence.

**2. Pledge of Allegiance**

Tom Cloud led us in the Pledge of Allegiance.

**3. \*Consent Agenda**

Motion to approve the Consent Agenda Passed with a motion by Mr. Charlie Cogdill 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

3.A. \*Approval of Regular Agenda

3.B. \*Approval of Minutes from June 3, 2021 Board Meeting

3.C. \*Approval of 2021-2022 volunteer/non-faculty coaches for CMS and CHS

3.D. \*Approval of Coordinated School Health position request for 2021-2022 school year

3.E. \*Approval of 2021-2022 Agreement to administer the school nutrition program

3.F. \*Approval of Special Populations Position Request for 2021-2022 School Year

**4. Regular Agenda**

4.A. Director's Update

-Dr. Dyer states we had fantastic summer camps this year. It was a huge success.

-We had a great professional development week that wrapped up today.

-Earlier this summer Dr. Dyer attended the AASA Governance and advocacy Conference. We talked about what we needed as superintendents and as school systems.

-CCS Annual Report has been published and it is available in print and on the website this week.

-#CCSRowtheBoat (#CCSRTB). We will be using this hashtag throughout this school year. It is based on a book called Row the Boat. It is based on 1-the Oar (Paddle) - Energy-which way are you going to paddle? 2- The Boat - Sacrifice- The more you give, serve, and make your life about helping others, the better and more fulfilled your boat will be, and the bigger your boat gets. We must work to be in the same boat! 3-The Compass - Direction- In our case, this is our strategic plan. This is our guide and we must all paddle together to accomplish our end goal!

We also have a logo that will be used on social media as well with #CCSRTB. This is a cute logo but if we don't put the work behind it then it doesn't work!

#### 4.B. Retiree Recognition

-Mr. Kelly Kiser recognizes our Retiring Teachers with a PowerPoint slide show and quotes from their principals. The retiring teachers that were recognized are: Leigh Ann Sprouse from Arnold Memorial Elementary School. Anita Brown from CHS. Delisa Dismukes from CHS. Jacqueline Lane from CHS. Mark "Steve" Stephenson from CHS. Stephanie Pirkle from CMS. Gwen Turpin from Ross Elementary. Sandra McClintock from Stuart Elementary. Cheryl Gilbert from Mayfield Elementary.

#### 4.C. New Teacher Recognition

-Mr. Kelly Kiser recognizes the New Teachers on a PowerPoint slide show. Kathy Barry - Supervisor of School Nutrition. Melissa Calandrillo - Speech Pathologist. Haleigh Thomas - Speech Pathologist. Callie Baggett - Arnold Elementary. Josh Cofer - Blythe-Bower Elementary. Jami Thomason - Blythe Bower Elementary. Chelsey Williams - Blythe - Bower Elementary. Eden Wilbanks - Candy's Creek Cherokee Elementary. Chris Alvarez - E. L. Ross Elementary. Mariah Ellis - Stuart Elementary. Cicely Barker - Mayfield Elementary. Samantha Eason - Mayfield Elementary. Lindsay Miller - Mayfield Elementary. Donald Benton - CHS. Jeffrey Bise - CHS. Abigale Dye - CHS. Delano Halfacre - CHS. Leanne Shurette - CHS. Alexandra Squires - CHS. Josiah Vacheresse - CHS. Nat Akiona - CMS. Ron Markel - CMS. Kelly Owens - CMS.

#### 4.D. Back to School update

-Dr. Elliott states that tomorrow we start to bring back our students. We went through summer school not requiring staff or students to wear masks, but it is an option if they choose to. We will not be taking temperatures this year as well, but parents are encouraged to monitor their child's temperature at home. We are going back to our regular procedures that were in place before COVID happened. Mr. Taylor and the operations department will have masks, sanitizer, and gloves on the bus if students would like to use them. We will still use the foggers to clean as well. We are going to follow the CDC guidelines and watch the ongoing guidelines.

-Laura Hudson discussed the ELC Grant CCS received. This Grant is funded through the Department of Education, and CCS was awarded \$1.5 million. This grant will provide COVID testing if needed, and clinic nurses will have rapid testing available. It will update clinic supplies throughout the district. We will have a mobile unit for a COVID nurse to travel to different schools. This could be achieved by purchasing an ambulance that later can be used by our CTE department. The COVID nurse could provide preventative education to our staff and students. The grant can provide new water refill stations and order more equipment for PE departments. This grant will provide a LCSW (Licensed Clinical Social Worker) that is available for both staff and students.

-The Board asks if a student has been vaccinated would they have to be quarantined? Mrs. Hudson states they do not have to be quarantined if they

have been vaccinated.

-The Board asks if a student has already had COVID would they have to be quarantined? Mrs. Hudson states they would have to look at the current guidance from the CDC. As of now, the student would have to be quarantined.

-The Board asks how long is this grant for? This is a 1-year grant.

-The Board asks how will CCS keep an eye on COVID and where the system will go with our guidance? Dr. Dyer states himself and Dr. Elliott follow the CDC website daily for new updates, and they are a part of a Wednesday meeting that discusses this. Whatever choice our task force makes going forward we encourage our parents to make the decision that works for their family.

-The Board asks if the system will be providing normal school lunches or if it will be bagged lunches? Kathy Barry states it will be normal school lunches, except for a couple of schools with maintenance projects wrapping up these first few weeks. Those schools will then go to normal school lunches as well.

-The Board asks if TSSAA has made any updates for sporting events at CMS and CHS? Mr. Doug Moore states TSSAA states you should follow your local guidelines. Dr Dyer states we are following the CDC Guidelines.

-Mrs. Robinson states we would like to remind the Task Force to communicate with our families if there is a change in the COVID protocols for each school.

#### 4.E. \*General Fund Amendment #1

-Dr. Dyer states previously you approved a 2.5% raise for the 2021-2022 school year. Cindy Geren has crunched more numbers as the 2020-2021 school year closed to find another 1% raise for our employees. This is a total raise of 3.5%. Dr. Dyer recommends the Board approves the raise.

Motion to approve the general fund amendment #1 Passed with a motion by Mr. Tom Cloud 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

#### 4.F. \*Approval of CMS course addition: Spanish 1 and Health Science Education

-Dr. Leneda Laing would like for the board to approve Spanish 1 and Health Science Education at CMS for a high school credit.

-The Board would like for Spanish to be offered at the elementary level, in the future, so the students could be fluent by the time they graduate.

Motion to approve the CMS course additions of Spanish 1 and Health Science Education to the CMS curriculum as a high school credit Passed with a motion by Ms. Peggy Pesterfield 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

#### 4.G. Student Representative's Update

-Mrs. Autumn O'Bryan introduces Leah Hargis. She is a senior, a cheerleader and has been an All American Cheerleader for 4 years. She has a 4.0 GPA, and is a star in the digital media department at CHS. During the interview process she stood out by thinking through problems. Her parents are here tonight with her. The board welcomes Leah to the board.

#### 4.H. Site Committee

\*Bill Talley Statue

-Facilities Update

-Mr. Charlie Cogdill announces Toby Pendergrass and Josh Coleman. They are excited about putting a Bill Talley statue on the CHS campus. They presented the drawing of what the statue could look like. The statue of Mr. Talley would be leaned up against a podium with the story of Bill Talley on it, so anyone could read his story.

-Dr. Dyer makes the motion to approve the statue to move forward with this concept. The Board thanks the foundation for this donation, it is appreciated.

-Mr. Cogdill asks when the completion of the statue will be? It should be completed in the fall with hopes of a spring dedication for baseball season.

-The Board wants to make sure this statue is placed where it is not vulnerable to vandalism. They would like it to be placed inside the fence for protection.

Motion to approve the statue to move forward with this concept Passed with a motion by Ms. Dawn Robinson 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

-Mr. Hal Taylor gives us an Operations update. CHS- as mentioned in previous meetings we thought we would have delays. Our hoods caused us to have some delays. The fire marshall is supposed to be here on Thursday to approve the fire hoods. Our commercial dishwashers didn't ship until July 16, but they are in now. The sewer and waterline went extremely well, it stayed on task the whole project. We had to dig up 4 different spots in CHS. Wilson Construction is who worked on the sewer/waterline and they also put up the canopies. Everything is up and working as it should. CHS had a new crosswalk put in at the high school. CMS-the fence is there for TDOT construction. The posts are repainted (54 posts) and they pressure washed the building. The dish table was replaced in the cafeteria. Arnold Memorial Elementary - At the end of summer school we lost a fire panel. We are safe to start school with a temporary replacement panel while we wait for the permanent replacement

panel. Arnold is also in the process of getting a hood and dishwasher. Blythe-Bower - all the rooms that had carpet now have tile. There is a natural shortage of the glue that is used for the carpet on the steps in the theater. We should receive the glue in October, and we can finish that project then. Mayfield- we painted some of the interior of the building. Ross/Yates - repair of the hoods and update the fire protection. Stuart Elementary - We have had a tough time with the tile shortage, but we are up to date with this project except for the rubber flooring that is out of stock now.

-Mr. Cogdill states we are unsure if the score board will be here by the first home football game.

-The board asks since the canopy at CHS is slanted will the water run back into the grass and will that cause drainage issues? Mr. Taylor states the water drains into the posts and out.

-The board asks if the purchase of the lot in front of CCCE is complete? Mr. Taylor states it is complete.

4.I. \*First Reading of Policies: Policies 3.205, 4.101, 4.205, 4.206, 4.212, 4.213, 4.409, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 5.802, and 6.319.

-Dr. Dyer reads all the policies and states he recommends we adopt all of these as first readings.

-For Policy 4.213 the board would like to make the motion to change the wording to remove any ambiguity and state it is definite. When this is approved, change the color of the word changes to show the changes after discussing with TSBA.

Motion to approve the first readings of all of the policies and make the change to policy 4.213 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	

4.J. \*Remove Policy 5.3051 COVID-19 Leave

-Dr. Dyer states this law is no longer in the books since it did end on June 30, 2021. He recommends removing this policy.

Motion to approve the removal of Policy 5.3051 COVID-19 Leave Passed with a motion by Mr. Nate Tucker 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

4.K. Strategic Plan Focus-Communication

-Dr. Raper discusses the new website that was unveiled this summer.  
-The board asks what is the plan to encourage schools to have updated information on their websites? Julie Smith states she will be meeting with the principals or web masters of each school monthly to make sure each school is up to date with their website information.  
-Leah Hargis asks if we have looked into having a work based credit for high school students to help with the website and social media content? Dr. Dyer states that is in the works so stay tuned.

The new app has been released, and we will be communicating more out about this soon. If anyone has any questions about communications email Julie at pr@clevelandschools.org.

**5. "B" Agenda**

- 5.A. Financial Report
  - 5.B. Personnel Report
  - 5.C. School Highlights
  - 5.D. Dates to Remember
- Mrs. Robinson adjourned by general consent.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
DATE

## 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](mailto: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.

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#### 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

# 423

- \* Category Travel With Students
- \* Type of Trip Athletic
- \* Athletic Event (you may check more than one)  
Volleyball

## Trip Leave

- \* Date 8/27/21 Friday
- \* Time 3:00 PM

## Trip Return

- \* Date 8/28/21 Saturday
- \* Time 8:00 PM

Trip Year/Week 2021-35

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

- \* Please list all chaperones for this overnight trip including non-staff. Chaperones will be: Daniel Millsaps, AMY McGowan, Brandi Eslinger, Autumn Obryan, Michael Brock, Traci Whitcraft, Bubba and Cortney Smith, Brandi Ownby
- \* Indicate cost per person and how the trip is being funded (parent or district?) Girls will stay with Parents if Parents are going. IF some parents are not going those players will stay in a player room paid for by the school. Parents that are going will pay for their own rooms.

Comments

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

- \* Main Destination ⓘ Other (Type Below)  
TOA Sports Performance Center, Gothic Court, Franklin, TN, USA

Destination Not Listed TOA Sports Performance Center, Gothic Court, Franklin, TN, USA \* Destination Name TOA Sports Performance Centr

- \* Approximate Nbr of Miles Round Trip

- \* Funding Source #1 School Budget Code
- Funding Source Desc Budget Code Desc
- Funding Approver

- \* Teacher / Advisor / Staff Name Amy McGowan
- \* Teacher / Advisor / Staff Phone # 4236505784
- Teacher / Advisor / Staff Email amcgowan@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 Amy McGowan  
\* Emergency Contact Phone # 4236505784

### Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	4	Total Adult/Chaperone	8
* Male Students	0	* Female Students	15	Total Students	15

### Additional Information

\* 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.

Car pool with parents.  
Hotel:Hilton Garden Inn Murfreesboro  
1335 Conference Center Boulevard  
Murfreesboro, Tennessee 37129  
United States  
6152252345

### Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org  
Date Submitted

### Level 01 Approval - Location Approval

Comment  
Decision Approved  
Name aobryan@clevelandschools.org  
Decision Date Aug 10, 2021, 1:10:18 PM

### Level 07 Approval - Overnight Trip Approval

Comment  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Aug 12, 2021, 9:34:42 PM

### Level 10 Approval - School Board Approval

Comment  
Decision  
Designated Approver jusmith@clevelandschools.org  
Name  
Decision Date

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May 2019 7

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### 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.

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May 2019 9

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#### Field Trip Rates

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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

# 430

- \* Category Travel With Students
- \* Type of Trip Athletic
- \* Athletic Event (you may check more than one)  
Volleyball

## Trip Leave

- \* Date 9/17/21 Friday
- \* Time 3:00 PM

## Trip Return

- \* Date 9/18/21 Saturday
- \* Time 9:00 PM

Trip Year/Week 2021-38

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

- \* Please list all chaperones for this overnight trip including non-staff. Daniel Milsaps, Amy McGowan, Michael Brock, Amelia Brock, Cortney Smith, Brandy Ownby, Traci Whitcraft
- \* Indicate cost per person and how the trip is being funded (parent or district?) Girls will stay with parents. Girls whose parents are not going will stay in a player room. Player room will be paid by Volleyball account.

Comments

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

- \* Main Destination ⓘ Other (Type Below)  
Siegel Middle School, West Thompson Lane, Murfreesboro, TN, USA

Destination Not Listed Siegel Middle School, West Thompson Lane, Murfreesboro, TN, USA \* Destination Name Siegel High School

- \* Approximate Nbr of Miles Round Trip

- \* Funding Source #1 School Budget Code
- Funding Source Desc Budget Code Desc
- Funding Approver

- \* Teacher / Advisor / Staff Name Amy McGowan
- \* Teacher / Advisor / Staff Phone # 4236505784
- Teacher / Advisor / Staff Email amcgowan@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 Amy McGowan  
\* Emergency Contact Phone # 4236505784

### Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	3	Total Adult/Chaperone	7
* Male Students	0	* Female Students	15	Total Students	15

### Additional Information

\* 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.

Carpool with parents.  
Courtyard Franklin Cool Springs  
2001 Meridian Blvd.  
Franklin, Tennessee 37067  
United States

847-306-0934

### Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org  
Date Submitted

### Level 01 Approval - Location Approval

Comment  
Decision Approved  
Name aobryan@clevelandschools.org  
Decision Date Aug 10, 2021, 10:21:04 PM

### Level 07 Approval - Overnight Trip Approval

Comment Please make sure you have a copy of each parents' updated auto insurance and current driver's license.  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Aug 12, 2021, 10:04:11 PM

### Level 10 Approval - School Board Approval

Comment  
Decision  
Designated Approver jusmith@clevelandschools.org  
Name  
Decision Date

## Travel Request Form

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### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

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May 2019 9

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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

# 437

- \* Category Travel With Students
- \* Type of Trip Athletic
- \* Athletic Event (you may check more than one)  
Volleyball

## Trip Leave

- \* Date 10/18/21 **Monday**
- \* Time 1:30 PM

## Trip Return

- \* Date 10/21/21 **Thursday**
- \* Time 9:00 PM

Trip Year/Week 2021-43

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

- \* Please list all chaperones for this overnight trip including non-staff. Daniel Milsaps, Amy McGowan, Bubba Smith, Autumn Obryan, Karen Hall, Traci Whitcraft, Heath Eslinger, Michael Brock, Amelia Brock
- \* Indicate cost per person and how the trip is being funded (parent or district?) Girls will stay with parents. Those that parents do not go the Volleyball Account will pay for player room.

Comments State Tournament

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

- \* Main Destination ⓘ MTSU  
1301 E Main St., Murfreesboro, TN 37132
- \* Approximate Nbr of Miles Round Trip

- \* **Funding Source #1** School Budget Code
- Funding Source Budget Code Desc
- Desc
- Funding Approver

- \* Teacher / Advisor / Staff Name Amy McGowan
- \* Teacher / Advisor / Staff Phone # 4236505784
- Teacher / Advisor / Staff Email amcgowan@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 Amy McGowan
- \* Emergency Contact Phone # 4236505784

### Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	4	Total Adult/Chaperone	8
* Male Students	0	* Female Students	15	Total Students	15

### Additional Information

- \* 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.

Carpool with parents.  
Hilton Garden Inn Murfreesboro  
1335 Conference Center Boulevard  
Murfreesboro, Tennessee 37129  
United States  
615-225-2345

### Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org  
Date Submitted

### Level 01 Approval - Location Approval

Comment  
Decision Approved  
Name aobryan@clevelandschools.org  
Decision Date Aug 10, 2021, 10:18:56 PM

### Level 07 Approval - Overnight Trip Approval

Comment  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Aug 12, 2021, 10:05:44 PM

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Decision  
Designated Approver jusmith@clevelandschools.org  
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May 2019 7

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\*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 \$17.94 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

# 475

- \* Category Travel With Students
- \* Type of Trip Field Trip
- \* Field Trip Event Standard Field Trip

### Trip Leave

- \* Date 3/5/22 Saturday
- \* Time 6:00 AM

### Trip Return

- \* Date 3/9/22 Wednesday
- \* Time 7:00 PM

Trip Year/Week 2022-10

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information


- \* Please list all chaperones for this overnight trip including non-staff.
  - Ed Fickley - Staff
  - Ali Creel - staff
  - Dauphinais, Crystal - staff
  - Weiss, John - staff
  - Bolanos, Caleb - staff
  - Beard, Lillian (P)
  - Vazquez, Anthony (P)
  - Ronca Sr., Jonathan (P)
  - Arnett, Eleanor (P)
  - Navas, Paola (P)
  - Fetherngill, Jean (P)
  - Sookal, Alisa (P)
  - Blazer, Arlynn (P)
  - Bates, Thomas (P)
  - Herrero, Maria (P)
  - Brantley, Heather (P)
  - West, Chris (P)
  - Morrow, Steve (P)
  - Tippit, Christa (P)
  - McClain, Kelli (P)
  - Pesterfield, Leigh Ann (P)
  - Taylor, Cameron (P)
  - Thompson, Courtney (P)
  - Nelson, Kristin (P)
  - Goforth, Michele (P)
  - Robbins, Courtney (P)
  - Shelton, Rachel (P)
  - Jones, Violet (P)
  - Schaefer, Amanda (P)

\* Indicate cost per person and how the trip is being funded (parent or district?) \$600 - parent funded

Comments This is trip was scheduled for Fall break, October 2-6, 2021. We are rescheduling it for Spring break in March.

\* Your School/Dept ⓘ 018 Cleveland Middle School  
3635 Georgetown Rd., Cleveland, TN 37312

\* Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to FERPA/HIPPA. No

\* Main Destination  Other (Type Below)  
 SpringHill Suites by Marriott Alexandria, Richmond Highway, Alexandria, VA, USA

Destination Not Listed      SpringHill Suites by Marriott Alexandria, Richmond Highway, Alexandria, VA, USA      \* Destination Name      Capitol and Various other sites

\* Approximate Nbr of Miles Round Trip     

\* Funding Source #1      Other      Budget Code      Self-Pay

Funding Source Desc      Please indicate the funding information in the Budget Code Field to the right.      Budget Code Desc

Funding Approver

Are funds payable to a third party?      Yes  
 (Does venue require payment prior to trip?)

Amount of Payment      varies

Payment Option      Mail Check

Purchase Order/Requisition Nbr

Payment Due To

Comments Concerning Payment      We pay a number of venues: hotel, bus company, Mount Vernon, etc.

\* Teacher / Advisor / Staff Name      Ed Fickley

\* Teacher / Advisor / Staff Phone #      423- 240-8304

Teacher / Advisor / Staff Email      efickley@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      Ed Fickley

\* Emergency Contact Phone #      423- 240-8304

\* Grade Level(s) Making Trip      8

\* Educational Objective for Field Trip      To visit the Capitol and other historic sites in and around Washington, D.C. Learn about the role of government and the history of the founders of the United States.

**Number of Individuals Making Trip**

* Male Adult/Chaperone	10	* Female Adult/Chaperone	20	Total Adult/Chaperone	30
* Male Students	27	* Female Students	42	Total Students	69

\* Will the students be away from school during lunch?      No

**Additional Information**

\* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)?      No

**Vehicles Needed**

\* Do you need a school bus, staff van or charter bus? Yes

Check here to indicate trip is drop-off only Location Cleveland Middle School parking lot

Vehicle Pickup		
* Date	3/5/22	
* Time	6:00 AM	

Arrive at Venue (Info Only)		
* Date	3/5/22	
* Time	8:00 PM	

Vehicle Return		
* Date	3/9/22	
* Time	7:00 PM	

Total Trip Hours 109.00

\* Type of vehicles needed to reserve Approved Charter 

\* Approved Charter Eagle Christian Tours

**Email**

**Phone** 706-314-8684

**Contact**

**Address** PO Box 512  
Rome GA

\* How many vehicles do you need? 2

**Vehicle Guidelines:** School Bus Capacity:  
Elementary School Students=78 max  
Middle/High School Students=52 max

\* Do you need a wheelchair lift? No

Nbr Wheelchair Slots 0 Nbr Seatbelts 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Person Submitting Request efickley@clevelandschools.org

Date Submitted

### Field Trip Acceptance of Responsibility

My signature indicates I have read and will adhere to all School Board Policies that apply to field or athletic trips.

\* I have read and understand the information above.

Yes

### Level 01 Approval - Location Approval

Comment

Decision Approved

Name nakiona@clevelandschools.org

Decision Date Aug 25, 2021, 10:56:41 AM

**Level 02 Approval - Curriculum Admin Approval**

Comment	
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Aug 26, 2021, 6:50:26 AM

**Level 07 Approval - Overnight Trip Approval**

Comment	This trip was originally scheduled and approved for Fall Break 2021. It is now being rescheduled for Spring Break 2022.
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Aug 26, 2021, 6:51:23 AM

**Level 10 Approval - School Board Approval**

Comment	
Decision	
Designated Approver	jusmith@clevelandschools.org
Name	
Decision Date	

## 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](mailto: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 \$17.94 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 \$17.94 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

478

- \* Category Travel With Students
- \* Type of Trip Field Trip
- \* Field Trip Event CTE/Fine Arts Trip

**Trip Leave**

- \* Date 10/22/21 Friday
- \* Time 12:00 PM

**Trip Return**

- \* Date 10/23/21 Saturday
- \* Time 11:00 PM

Trip Year/Week 2021-43

No buses available before 8:30 AM and must return to school no later than 1:45 PM.

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Don Markham  
Tricia Cox  
Carrie Porter  
Carla Lagase

\* Indicate cost per person and how the trip is being funded (parent or district?) \$100 - theater money

Comments Theater 3/4 (total of 15) is traveling to Stewarts Creek High School in Smyrna, TN for the annual TTA One-Act competition. We will load at CHS. Stay in Murfreesboro. Drive home after competition on Saturday.

At this moment, it has been an overnight trip. However, depending on the number of schools, it might just be a Saturday. We will have to wait till final sign ups but field trip are due by September. I am uncertain on a few aspects of the trip. I have locked in drivers. I will book hotel when it becomes necessary. We are anticipating the festival organization to send out a list of hotels that will give discounts and are close to competition for schools. At this time, we have not received that hotel list.

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

\* Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to FERPA/HIPPA. No

\* Main Destination ⓘ Other (Type Below)  
Stewarts Creek High School, Red Hawk Parkway, Smyrna, TN, USA

Destination Not Listed Stewarts Creek High School, Red Hawk Parkway, Smyrna, TN, USA \* Destination Name Stewarts Creek High School

\* Approximate Nbr of Miles Round Trip 288.46

\* Funding Source #1 Other Budget Code 420 Thespians

Funding Source  
Desc

Please indicate the funding information in the Budget  
Code Field to the right.

Budget Code Desc

Funding Approver

Are funds payable to a third party? No  
(Does venue require payment prior to trip?)

\* Teacher / Advisor / Staff Name Don Markham  
\* Teacher / Advisor / Staff Phone # 4234796975  
Teacher / Advisor / Staff Email dmarkham@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 Don Markham  
\* Emergency Contact Phone # 4234796975

\* Grade Level(s) Making Trip 11  
12  
\* Educational Objective for Field Trip to compete in One Act Festival

### Number of Individuals Making Trip

* Male Adult/Chaperone	1	* Female Adult/Chaperone	3	Total Adult/Chaperone	4
* Male Students	7	* Female Students	8	Total Students	15

\* Will the students be away from school during lunch? No

### Additional Information

\* 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.  
Caravan with approved license and insurance.

Markham Van  
Porter SUV  
Lagase Car  
Cox Car

### Vehicles Needed

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

Person Submitting Request dmarkham@clevelandschools.org  
Date Submitted

### Field Trip Acceptance of Responsibility

My signature indicates I have read and will adhere to all School Board Policies that apply to field or athletic trips.

\* I have read and understand the information above.

Yes

## Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

aobryan@clevelandschools.org

Decision Date

Aug 30, 2021, 10:55:31 AM

## Level 07 Approval - Overnight Trip Approval

Comment

This trip is being approved with the understanding that a trip like this may be canceled due to a rise in Covid-19 cases.

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Sep 1, 2021, 8:27:40 AM

## Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver

jusmith@clevelandschools.org

Name

Decision Date

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>TBD</b>
		Rescinds: <b>3.205</b>	Issued: <b>12/07/15</b>

1 The Director of Schools shall work with the principal to establish procedures as required to adequately  
2 protect school property which shall include, but not be limited to:

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
5 facilities or equipment without appropriate faculty supervision;
- 6 3. Controlling the issuance of building keys and master keys in consultation with the supervisor of  
7 maintenance;
- 8 4. Developing programs which contribute to the proper care and use of school facilities and equip-  
9 ment' and
- 10 5. Equipment purchased with federal funds shall be managed as directed by federal and state  
11 law.<sup>1</sup>

12 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

13 The principal shall notify the Director of Schools immediately after each case of vandalism, theft, build-  
14 ing damage and illegal entry.

15 The Director of Schools, or his/her representative, is authorized to sign a criminal complaint and to press  
16 charges against perpetrators of vandalism against school property.

## 17 SCHOOL POLICING

18 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency to  
19 provide school policing. Any memorandum of understanding shall address, at a minimum, the fol-  
20 lowing issues:<sup>2</sup>

- 21 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with  
22 all laws, regulations and rules of the Peace Officer Standards and Training Commission at the  
23 time of assignment and remain compliant throughout the tenure of his or her assignment;
- 24 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
25 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall  
26 participate in a minimum of sixteen (16) hours of training specific to school policing. All train-  
27 ing programs shall be approved by the Peace Officers Standards and Training Commission.

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- 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency’s direction, control, supervision and discipline, though the Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.
- 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Director.
- 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
  - a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
  - b. To supervise the SROs in the performance of their duties;
  - c. To consult with the Director regarding the best use of the available resources for school policing; and
  - d. To resolve disputes between the SROs and students or faculty members.
- 6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Director to suspend the active participation of the SROs in the event that the Director certifies that the health, safety or wellbeing of the students or faculty members require the immediate suspension.

**CYBERSECURITY<sup>3</sup>**

The Director of Schools/designee shall develop an administrative procedure regarding the district’s cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal Reference:

- 1. EDGAR 43 Subtitle A Part 80.32
- 2. Tenn. Code Ann. § 49-6-4217
- 2. Public Acts of 2021, Chapter No. 335

Cross References:

- Visitors to the Schools 1.501
- Care of School Property 6.311

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Website Accessibility</b>	Descriptor Code: <b>4.409</b>	Issued Date: <b>TBD</b>
		Rescinds:	Issued:

All web content produced and maintained by the district or provided by a third-party vendor shall conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques, or the updated equivalents of these guidelines, to ensure accessibility for all individuals with disabilities.<sup>1</sup>

The Director of Schools/designee shall ensure that all employees who are responsible for producing and maintaining web content receive website accessibility training.

Annually, all web content produced and maintained by the district or provided by a third-party vendor shall be reviewed and evaluated for its accessibility, and any non-conforming content shall be corrected in a timely manner.

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#### Legal References

1. 34 CFR § 104.4(a); 42 USCA §12112(a)

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#### Cross References

Section 504 and ADA Grievance Procedures 1.802  
School and System Websites 4.407



# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>09/04/18</b>
		Rescinds: <b>5.106</b>	Issued: <b>02/10/14</b>

## APPLICATION

An individual desiring a position with the Board shall make application to the Director of Schools on forms developed by his/her office.<sup>1</sup> In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions who has proximity to children. If applying for a teaching position, the Director of Schools shall also check the applicant’s license status in the State Board of Education’s database to determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.<sup>2</sup>

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.<sup>3</sup>

Any costs incurred shall be paid by Cleveland City Schools for regular professional and support staff positions hired by the Director of Schools.<sup>4</sup>

Any employee terminated due to the findings of the background investigation will have the cost of the background check deducted from their final check.

Substitute teachers and substitute cafeteria workers shall be reimbursed for the costs of the background check after a completion of a minimum of four (4) teaching days.

### *Professional Employees*

The application must include a transcript of credits earned at the colleges or universities attended along with reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system.<sup>5</sup> If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.<sup>1</sup>

No person shall be employed:

1. Who does not hold a valid license to teach **or a temporary permit to teach** from the State Board of Education;<sup>6</sup>

2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children.<sup>7</sup>
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;<sup>7</sup>
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;<sup>8</sup>
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;<sup>9</sup>
6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;<sup>1</sup> or
7. Who does not receive a satisfactory background check;<sup>10</sup>

### ***Support Employees***

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;<sup>8</sup>
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children.<sup>7</sup>
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;<sup>7</sup>
4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.<sup>10</sup>

## **EMPLOYMENT**

### ***Professional Employees***

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

### ***Initial Employment***

Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall **respond within the timeline established by state law** ~~have fourteen (14) days to accept or reject, in writing, the offered employment.~~<sup>+12</sup> From the date of the written acceptance, such person is considered to be under employment with the Board and is subject to all rights, privileges and duties.

### ***Support Employees***

After checking references and receiving written recommendations from principals and/or supervisors, the Director of Schools shall hire and assign qualified applicants.

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#### Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. ~~TCA 49-2-131~~ Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101; **Public Acts of 2021, Chapter No. 211**

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#### Cross References

Orientation and Probation 5.107  
 Compensation Guides & Contracts 5.110  
 Background Investigations 5.118  
 Recommendations and File Transfers 5.203  
**Interim Employees 5.700**  
 Qualifications and Duties of the Director of Schools 5.802

7. TCA 49-5-413(e)
8. TCA 49-5-404; ~~FRR/MS 0520-01-03-08(2)(f)~~
9. TCA 49-5-405
- ~~10. TCA 49-5-413 (a), (f) Public Acts of 2018, Chapter No. 1006~~
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, **8 USCA § 1101** *et seq.*
12. **TCA 49-5-406(b)**

# Cleveland City Board of Education

Monitoring: <b>Review: Annually in January</b>	Descriptor Term:  <b>Teacher Tenure</b>	Descriptor Code: <b>5.117</b>	Issued Date: <del>11/06/17</del>
		Rescinds: <b>5.117</b>	Issued: <b>10/01/15</b>

## *General*

To attain tenure status, a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and recommended by the Director of Schools;<sup>1</sup> and (3) receive a majority vote of the board.

## **TENURE ELIGIBILITY<sup>2</sup>**

Teachers that meet the following requirements are eligible for tenure:

1. Has a degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and is licensed by the State Board of Education;
2. Holds a valid teacher license issued by the State Board of Education, based on training covering the subjects or grades taught;
3. Has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position; and
4. Has received evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations” as provided in the evaluation guidelines adopted by the State Board of Education, during the last two (2) years of the probationary period.

If a teacher has met all other requirements for tenure eligibility but has not acquired an official evaluation score during the last one (1) or two (2) years of the probationary period due to allowable circumstances outlines in state law, he/she may utilize the most recent two (2) years of available evaluation scores achieved during the probationary period to become eligible for tenure.<sup>3</sup>

## **ACQUISITION OF TENURE STATUS**

Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.<sup>34</sup>

The following additional guidelines shall apply:

1. The Director of Schools will recommend persons eligible for tenure at a board meeting in ample time to provide notice of non-renewal to each teacher not recommended for tenure within five (5) business days following the last instructional day for the school year.<sup>4,5</sup>
2. The decision to grant tenure is solely within the discretion of the board.<sup>5,6</sup> Only those teachers who receive a majority vote of the membership of the board will be granted tenure.<sup>6,7</sup>
3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond the current contract year.<sup>7,4</sup>

### **TEACHER RETURNING TO EMPLOYMENT**

A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year probationary period upon reemployment, unless the probationary period is waived by the board upon request of the Director of Schools. Upon completion of the two-year period, the teacher shall either be recommended by the Director of Schools for tenure or non-renewed. If tenure is denied by the board, the teacher shall be dismissed.<sup>7,8</sup>

### **TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM<sup>8</sup>**

A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another school system to begin employment in the Cleveland City School System shall serve the regular probationary period. The board, upon the recommendation of the Director of Schools, may waive the probationary period and grant tenure status or shorten the probationary period.

If a non-tenured teacher with fewer than five (5) years of service transfers from another school system, such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years. Service from outside school systems may only be counted if the Director of Schools recommends waiving the five (5) year probationary period within the Cleveland City Schools System, and the board approves the recommendation.

All tenure decisions made under this section are subject to the requirements concerning overall teacher performance effectiveness levels.

### **TEACHER RETURNING TO PROBATIONARY STATUS<sup>9</sup>**

Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “below expectations” or “significantly below expectations” shall be returned to probationary status by the Director of Schools until the teacher has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations.”

When a teacher who has returned to probationary status has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations,” the teacher is again eligible for tenure and shall be either

recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher shall be dismissed if tenure is denied by the board.<sup>4</sup>

This section does not apply to teachers who acquired tenure prior to July 1, 2011.

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Legal References

1. TCA 49-5-~~503~~501 (11) (A); ~~TCA 49-5-504(b)~~
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session  
Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409 (b); Public Acts of 2021, Chapter No.  
378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

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Cross References

1. Separation Practices for Tenured  
Teachers 5.200
2. Separation Practices for  
Non-Tenured Teachers 5.201

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>09/03/19</b>
		Rescinds: <b>5.200</b>	Issued: <b>09/05/17</b>

## **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

## **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

The Director of Schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

## **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS<sup>4</sup>**

When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

## **RESIGNATION**

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board;
2. The drafting of the teacher in to military service by selective service board; or
3. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.<sup>6</sup>

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>7</sup>

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the ~~Commissioner~~ **State Board** of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.<sup>8</sup>

## RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.<sup>9</sup>

The Director of Schools may employ teachers retired for at least one (1) year for full-time employment as a Kindergarten through twelfth grade (K-12) teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:<sup>10</sup>

1. The Director of Schools of the employing system shall certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education shall certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by Board for teachers with comparable training and years of experience filling similar positions.

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Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of ~~2019~~ 2021, Chapter No. ~~248~~ 493
9. TCA 8-36-805
10. TCA 8-36-821

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Cross References

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>09/03/19</b>
		Rescinds: <b>5.201</b>	Issued: <b>09/05/17</b>

## SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

## SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>

A Director of Schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

## DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>

The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher **during the contract year** for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case and the teacher shall have the right to:

1. be represented by counsel;

2. call and subpoena witnesses;
3. examine all witnesses; and
4. require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, **including all transcripts and evidence, documentary or otherwise**, and other evidence presented and provide the Board a copy of the same.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. sustain the decision;
2. send the record back if additional evidence is necessary; or
3. revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school system is located. The Board shall provide the entire record of the hearing to the court.

## **NONRENEWAL**

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,<sup>1</sup> the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be ~~hand-delivered or~~ sent to the teacher by ~~registered certified mail or overnight carrier or by email~~ so that it will be received by the teacher within five (5) business days following the last instructional day for the school year.<sup>3</sup>

## RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.<sup>4</sup> The Board may waive the thirty (30) days-notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows<sup>5</sup>:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board;
2. The drafting of a teacher into military service by a selective service board; and
3. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>5,6</sup>

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the ~~Commissioner~~ **State Board** of Education may suspend the certificate for no less than thirty (30) days and no more than three hundred sixty-five (365) days.<sup>6,7</sup>

## RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or social security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.<sup>7,8</sup>

The Director of Schools may employ teachers retired for at least one (1) year for full-time employment as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits

will not be lost or suspended under certain conditions, which include but are not limited to the following:<sup>8 9</sup>

1. The Director of Schools of the employing system shall certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education shall certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by **the** Board for teachers with comparable training and years of experience filling similar positions.

*(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy.)*

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1) ~~(GG)~~ **(EE)**; TCA 49-5-512 ~~(d)~~
3. TCA 49-5-409; **Public Acts of 2021, Chapter No. 378**
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4); Public Acts of ~~2019~~ **2021**, Chapter No. ~~248~~ **493**
8. TCA 8-36-805
9. TCA 8-36-821

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#### Cross References

Public Hearings 1.401  
**Teacher Tenure 5.117**  
 Recommendations and File Transfers 5.203

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>09/04/18</b>
		Rescinds: <b>5.802</b>	Issued: <b>05/07/18</b>

## QUALIFICATIONS

1. A professional educator's license
2. A master's degree in education with a preference for a doctorate degree
3. Three (3) years of successful experience in school administration
4. Such other qualifications as the Board deems desirable

**REPORTS TO:** The Board of Education

**SUPERVISES:** All administrative and supervisory personnel in the district

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services

**SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all facility management, and to the conduct of such other duties as may be assigned by the Board. The Director of Schools may delegate these duties together with appropriate authority but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## ESSENTIAL FUNCTIONS

### General Administrative

1. Provides leadership in identification of priorities and assures that all activities reflect those Board-established priorities.
2. Prepares and recommends short and long-range plans for Board approval and implements those plans when approved.
3. Prepares, in conjunction with the Board chair, agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.
4. Attends all regular and special meetings of the Board and keeps a complete and accurate record of the proceedings of all meetings of the Board and of its official acts.

5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems. Recommends policies or courses of staff action.
6. Develops administrative procedures to implement Board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state, and federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board of Education.<sup>1</sup>

### **Financial Management**

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the public school funds and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

### **Personnel Administration**

1. Establishes lines of authority which shall be approved by the Board and shown on the system organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.

5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.
7. Evaluates principals annually.
8. Informs the Office of Educator Licensing of licensed educators **or educators who have a temporary teaching permit** who have been suspended or dismissed, or who have resigned, following allegations of conduct, **including sexual misconduct**, which, if substantiated, would warrant consideration for license suspension, ~~or~~ **revocation, or formal reprimand or who have been convicted of a felony**. The report shall be submitted within thirty (30) days of the suspension, dismissal, resignation or of receiving knowledge of a felony conviction.<sup>2</sup>

### **Instructional Leadership**

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.
3. Oversees the timely revisions of all curriculum guides and courses of study.
4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

### **Community/Public Relations**

1. Promotes community support of the schools. Interprets district programs and services, reports, plans, events, and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.

3. Develops strategies to promote parental involvement in their student's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Represents the school system and its interests in community organizations, activities, and projects.

**TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board and the Director of Schools. Salary to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law and the Board's policy on evaluation of the Director of Schools.

**GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417 (c);  
Public Acts of 2021, Chapter 211

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Cross References

Executive Committee 1.301  
Board Meeting News Coverage 1.502  
Administrative Rules 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106

Evaluation of the Director of Schools 5.803

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Instructional Standards</b>	Descriptor Code: <b>4.101</b>	Issued Date: <b>08/02/21</b>
		Rescinds:	Issued:

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or  
3 federal law shall be taught.<sup>1</sup> The Director of Schools shall develop administrative procedures to  
4 implement this policy.

5 **STATE STANDARDS<sup>2</sup>**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with  
8 Common Core; or

9  
10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise  
11 identified as Common Core textbooks or instructional materials.

12 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

13 All curriculum and instructional programming implemented in the school district shall adhere to state  
14 and federal laws. District employees shall not include or promote any concepts that would violate state  
15 law when providing instruction, using instructional or supplemental materials, or when implementing  
16 the instructional program and curriculum.<sup>1</sup>

17 The Director shall develop procedures to ensure that the district's instructional program complies with  
18 state law.

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Legal References

1. Public Acts of 2021, Chapter No. 205; Public Acts of 2021, Chapter No. 281; Public Acts of 2021, Chapter No. 471; Public Acts of 2021, Chapter No. 493
2. TCA 49-1-302(a)(8); TCA 49-1-314

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Cross References

Controversial Issues 4.800  
Controversial Materials 4.801

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Enrollment in Advanced Courses</b>	Descriptor Code: <b>4.205</b>	Issued Date: <b>08/02/21</b>
		Rescinds:	Issued:

## *General*

~~Students who successfully complete college level courses aligned to a graduation requirement course shall receive high school credit.<sup>†</sup>~~

~~These courses may be offered at the high school,<sup>‡</sup> postsecondary institution, or online. If not offered on the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).~~

~~Grades earned in such college level courses shall be used to determine class rank, grade point average, and other class designations/distinctions.~~

## **DUAL ENROLLMENT**

~~Students may earn credit by enrolling in a postsecondary institution and taking college level courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have their postsecondary credits accepted for high school credit as a substitution for an aligned graduation requirement course.<sup>‡</sup>~~

~~Such courses must be taught by a licensed high school teacher or credentialed postsecondary faculty member approved by the local school system or partnering postsecondary institution.~~

## *General*

~~Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.<sup>1</sup>~~

~~To enroll in these courses, students shall meet the following standards:~~

- ~~1. Honors Courses:
  - ~~a. TCAP/EOC scores at 80<sup>th</sup> percentile or higher~~
  - ~~b. Minimum of 3.0 GPA~~~~
  
- ~~2. Dual Enrollment:
  - ~~a. TCAP/EOC scores at 80<sup>th</sup> percentile or higher~~
  - ~~b. Minimum of 3.0 GPA~~~~

c. Minimum ACT score required by post-secondary institution

3. Advanced Placement:

- a. TCAP/EOC scores at 80<sup>th</sup> percentile or higher
- b. Minimum of 3.0 GPA

The principal of each school shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school.

### NOTIFICATION<sup>1</sup>

Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in advanced courses. The notification shall state that a student will remain enrolled in the course unless the parent/guardian timely submits a written request for removal. The Director of Schools shall determine the deadline to submit the request for removal.

Students may also be removed from an advanced course if the student's teacher determines that the student should be removed based on performance after thirty (30) days of instruction and the principal approves the request to remove the student.

### COLLEGE LEVEL COURSES<sup>2</sup>

Students may earn credit by enrolling in a postsecondary institution and taking college level courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have their postsecondary credits accepted for high school credit as a substitution for an aligned graduation requirement course.

These courses may be offered at the high school, postsecondary institution, or online. If not offered on the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

Grades earned in such college level courses shall be used to determine class rank, grade point average, and other class designations/distinctions.

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#### Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Special Programs</b> <b>Homebound Instruction</b>	Descriptor Code: <b>4.206</b>	Issued Date: <b>08/02/21</b>
		Rescinds:	Issued:

## 1 **REMEDIAL INSTRUCTION**

2 ~~The remedial program shall concentrate mainly on improvement of reading and math skills for the most~~  
3 ~~educationally needy students. Various materials will be used to supplement the work being done in the~~  
4 ~~classroom.~~

## 5 **HOMEBOUND INSTRUCTION**

6 ~~The Homebound Instruction Program is for students who, because of illness or injury are unable to attend~~  
7 ~~the regular instructional program.<sup>1</sup>~~

8 ~~To qualify for the Homebound Program, a student must have an illness or injury of sufficient~~  
9 ~~seriousness as to anticipate that the student will be absent for a minimum of five (5) consecutive school~~  
10 ~~days. The student must be certified by a physician as being health impaired and unable to attend the~~  
11 ~~regular instructional program. The services provided the homebound student should reflect capabilities~~  
12 ~~and be determined by the homebound instructor, after consultation with appropriate professional staff~~  
13 ~~of the student's assigned school.~~

## 14 **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS<sup>1,2</sup>**

15 ~~The Homebound Instruction Program for pregnant students shall consist~~  
16 ~~of three (3) hours of instruction per week for a period of six (6)~~  
17 ~~weeks. The student's physician shall recommend, in writing, the six (6) week period for which the~~  
18 ~~student shall be eligible for homebound instruction.~~

19 ~~A homebound instruction program for longer than the six (6) week period shall only be provided to a~~  
20 ~~student who is certified in writing by her physician as having health complications arising from the~~  
21 ~~pregnancy that prevent her from returning to regular classes.~~

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Legal References

- ~~1. TN Department of Education, Student Membership and Attendance Procedures Manual (2017)~~
- ~~2. TCA 49-10-1101; TRR/MS 0520-01-02-.10~~

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Cross References

- ~~Student Communicable Diseases 6.403~~  
~~Acquired Immune Deficiency Syndrome 6.404~~

1

2 The homebound instruction program is for students who because of a medical condition are unable to  
3 attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of three (3)  
4 hours of instruction per week while school is in session for a period of time determined, on a case-by-  
5 case basis, by the district.

6 To qualify for this program, a student shall have a medical condition that will require the student to be  
7 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)  
8 instructional days for a student who has a chronic medical condition. The student shall be certified by  
9 his/her treating physician as having a medical condition that prevents him/her from attending regular  
10 classes. The services provided to the homebound student shall reflect the student's capabilities and be  
11 determined by the homebound instructor, after consultation with appropriate professional staff of the  
12 student's assigned school.

13 Recertification shall be obtained after the expiration of each period of homebound instruction if the  
14 student's treating physician certifies, in writing, that the student has a medical condition that prevents  
15 him/her from returning to regular classes.

16 **COVID-19 QUARANTINE<sup>2</sup>**

17 Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test  
18 result or possible exposure to COVID-19 may participate in remote instruction during the period of  
19 quarantine only.

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Legal References

3. TCA 49-10-1101; TRR/MS 0520-01-02-.10
4. TRR/MS 0520-01-13-.01 (d) (1)

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Cross References

- Alternative Credit Options 4.209  
Virtual Education Program 4.212  
Student Communicable Diseases 6.403  
Acquired Immune Deficiency Syndrome 6.404



# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date: <b>08/02/21</b>
		Rescinds:	Issued:

1 *General*

2 The Cleveland City Schools virtual education program is a course or series of courses offered by a  
3 school district to provide students a broader range of educational opportunities through the use of  
4 technology. Utilizing this program is temporary and shall not replace a student’s regular instructional  
5 program.<sup>1</sup>

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
7 state law.<sup>2</sup>

8 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10 11 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 12 13 3. Continuity of educational service for students who are quarantining;<sup>5</sup> and
- 14 15 4. Continuity of educational service for students enrolled in an alternative school.<sup>6</sup>

16 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

17 Students shall be eligible to utilize a virtual education program if participating in one of the above  
18 educational opportunities. The following factors shall also be taken into consideration when  
19 determining eligibility:

- 20 1. Attendance;
- 21 22 2. Grades;
- 23 24 3. Technology survey; and
- 25 26 4. Discipline.

27 **ATTENDANCE**

1 Student attendance in the virtual education program shall adhere to the general requirements of board  
2 policy 6.200 and any relevant administrative procedures.

3 Methods of confirming student attendance shall include two or more of the following:

- 4 1. Students participating in a phone call with a teacher, with parent/guardian support as  
5 appropriate for the age of the student;
- 6  
7 2. Students participating in synchronous virtual instruction;
- 8  
9 3. Students completing work in a learning management system; or
- 10  
11 4. Students submitting work via hard-copy or virtual formats.

## 12 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

13 A student may be removed from the virtual education program or denied future enrollment in a virtual  
14 education program based on disciplinary issues, attendance issues, or poor academic performance.

15 Before a student is removed based on poor academic performance, the following interventions shall  
16 occur:

- 17 1. Notification of parent/guardian; and
- 18  
19 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and  
20 academic performance; and

## 21 **ENROLLMENT AGREEMENT**

22 When a district creates its own separate virtual school, the Director of Schools shall work with the  
23 Board's attorney to draft an enrollment agreement for students from other school districts that want  
24 access to the school's virtual education program courses.

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09

Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date: <b>08/02/21</b>
		Rescinds:	Issued:

## *General*

A family life education program shall be implemented within the school district in compliance with state law.<sup>1</sup>

A parent/guardian who chooses not to have a student participate in the family life education program shall submit such request in writing to the principal and **that request shall be accepted**. A student who is excused from the program shall be assigned alternative health activities and shall not be penalized academically.

## **FAMILY LIFE INSTRUCTION**

The curriculum for the family life education program shall, in a manner that is age-appropriate and factually and medically accurate, include the following:<sup>2</sup>

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;
3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;
4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;
5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;

6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, and human trafficking in which a victim is the child;
7. Provide instruction on the prevention of dating violence;
8. Encourage communication between parent(s)/guardian(s) and students; and
9. Address the legal aspects of sexual activity with emphasis on the rights of the student.

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,<sup>3</sup> are not included in the curriculum.

### **TRAINING ON INSTRUCTION**

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

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Legal References

1. TCA 49-6-1302; Public Acts of 2021, Chapter No. 290
2. TCA 49-6-1304
3. TCA 49-6-1304(b)

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>4.605</b>	Issued: <b>09/29/16</b>

## 1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before graduation, every student shall:<sup>1</sup>

- 4 1. Achieve the specified twenty-two (22) units of credit;
- 5 2. Take the required end-of course exams;
- 6 3. Have satisfactory records of attendance and conduct,
- 7 4. Take the ACT or SAT prior to graduation;<sup>2</sup> and
- 8 5. Pass a United States civics test.<sup>3</sup>

9

10 Students who have completed all graduation requirements including a minimum of 28 credits will  
11 be awarded a Cleveland High School diploma. Students who have completed all state graduation  
12 requirements but have less than 28 will be awarded a State of Tennessee diploma.

## 13 **Tennessee Valley Early College (TVEC)**

14 Students who have [1] completed at least 22 state credit requirements, [2] completed all applicable state  
15 tests, and [3] who have completed or are actively enrolled in TVEC will be awarded a Cleveland High  
16 School diploma.

## 17 **Special Education Students<sup>4</sup>**

18 Special education students who earn the prescribed twenty-two (22) credits minimum shall be awarded  
19 a regular high school diploma. Students who have received the below diplomas shall continue to make  
20 progress towards a regular high school diploma until the end of the school year in which they turn twenty-  
21 two (22) years old.<sup>5</sup>

## 22 *Special Education Diploma*

23 A special education diploma shall be awarded to students who have not met the requirements for a regular  
24 high school diploma<sup>5</sup> but have:

- 25 1. Completed four (4) years of high school;
- 26 2. Made satisfactory progress on their IEP; and
- 27 3. Maintained satisfactory records of attendance and conduct.

### 1 *Occupational Diploma*

2 Special education students who do not meet the requirements for a regular high school diploma may be  
3 awarded an occupational diploma if the student has:<sup>1,4</sup>

- 4 1. Completed at least four (4) years of high school;
- 5 2. Made satisfactory progress on their IEP;
- 6 3. Maintained satisfactory records of attendance and conduct;
- 7 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment  
8 (SKEMA); and
- 9 5. Has two (2) years of paid or non-paid work experience.

10 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
11 year or two (2) academic years prior to the expected graduation date.

### 12 *Alternate Academic Diploma*

13 Special education students who do not meet the requirements for a regular high school diploma may be  
14 awarded an alternate academic diploma if the student has:<sup>4</sup>

- 15 1. Completed at least four (4) years of high school;
- 16 2. Participated in the high school alternate assessment;
- 17 3. Earned the prescribed twenty-two (22) credit minimum;
- 18 4. Made satisfactory progress on their IEP;
- 19 5. Maintained satisfactory records of attendance and conduct; and
- 20 6. Completed a transition assessment that measures postsecondary education and training,  
21 employment, independent living, and community involvement.

## 22 **STUDENT LOAD**

23 All full time students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects  
24 that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and  
25 gifted students may appeal this requirement to the Director of Schools and then to the Board.<sup>6</sup>

## 26 **EARLY GRADUATION<sup>7</sup>**

27 High school students shall be permitted to complete an early graduation program. Students intending to  
28 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade, or as  
29 soon thereafter as the intent is known.

30 In order to graduate early, students must meet the following requirements:

- 31 1. Earn the required ~~eighteen (18)~~ **seventeen (17)** credits;
- 32 2. Achieve a benchmark score for each required end-of-course exam;
- 33 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 34 4. Meet the minimum ACT or SAT benchmark score;
- 35 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 36 6. Complete at least two (2) types of the following courses

- 1 a. AP;
  - 2 b. IB;
  - 3 c. Dual enrollment; or
  - 4 d. Dual credit.
- 5 The Director of Schools shall develop administrative procedures to ensure that the early graduation  
6 program is conducted in accordance with state law.

---

 Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103;  
TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; ~~Public Acts of 2019, Chapter No. 442;~~  
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education  
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103;  
Public Acts of 2021, Chapter No. 493

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 Cross References

~~Basic Curriculum Program~~ Class Size Ratios 4.201  
 Alternative Credit Options 4.209  
 Honor Roll, Awards, & Class Ranking 4.602

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>4.700</b>	Issued: <b>12/03/18</b>

## 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;<sup>1</sup>
- 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.<sup>2</sup>

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.<sup>3</sup>

### 3 **WEIGHTING TCAP SCORES**

4 TNReady<sup>4</sup> and EOC<sup>5</sup> 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.<sup>4,5</sup>

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

### 15 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

16 Interest inventories shall be made available to middle school or 9<sup>th</sup> 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).<sup>2</sup>

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.<sup>7</sup>

27 No later than July 31<sup>st</sup> 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:<sup>8</sup>

- 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: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative Education</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>6.319</b>	Issued: <b>05/07/18</b>

## 1 *General*<sup>1</sup>

2 The Board shall operate an alternative school and/or program for students in grades seven through  
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 An alternative school is a short-term intervention program designed to provide educational services  
5 outside the regular school program for students who have been suspended or expelled. The alternative  
6 school is located in a separate facility from the regular school program.

7 An alternative program is a short-term intervention program designed to provide educational services  
8 outside the regular school program for students who have been suspended or expelled. Alternative  
9 programs may be located within the regular school or be a self-contained program within a school.  
10 Alternative programs shall include, but are not limited to, the following: a small learning community  
11 known as Raider Blue Academy, virtual school, or after-school day sessions.

12 The alternative school and/or program shall be operated in accordance with state laws and the rules of  
13 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with  
14 the instructional program at the student's regular school. The Director of Schools shall develop  
15 procedures that provide appropriate educational opportunities for all students assigned to the  
16 alternative school or program. These educational opportunities shall adhere to Tennessee's academic  
17 standards.<sup>2</sup>

## 18 **ASSIGNMENT**

19 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the  
20 alternative school or program if there is staff and space available.<sup>3</sup> Availability of staff and space shall  
21 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall  
22 make this determination by evaluating factors including, but not limited to, the following:

- 23 1. Level of supervision available;
- 24
- 25 2. Safety considerations; and
- 26
- 27 3. Type of infraction.

28 ~~Students who have committed zero tolerance offenses are not required to be assigned to alternative~~  
29 ~~schools or programs.~~<sup>4</sup>

~~1 Prior to the assignment of the student to the alternative school or program, the Director of  
2 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the  
3 student's placement.<sup>5</sup>~~

4 **The Director of Schools/designee is not required to assign a student to the alternative school or program  
5 if the student committed one of the following:**

6 1. **A zero tolerance offense;<sup>4</sup> or**  
7

8 2. **An offense of violence or threatened violence, or an offense that threatened the safety of other  
9 students at the school, if the location of the alternative school or program is on the same grounds  
10 as the school from which the student was disciplined.<sup>5</sup>**

11 **Consideration to assign these students to the alternative school or program will be determined by the  
12 Director of Schools/designee on a case-by-case basis.**

13 ~~14 **Prior to the assignment of the student to the alternative school or program, the Director of  
15 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the  
16 student's placement.<sup>6</sup>**~~

16 Placement in an alternative education setting shall be reserved for students who significantly disrupt  
17 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
18 suspected of having a disability, all state and federal laws and rules and regulations related to special  
19 education shall be followed. The Director of Schools/designee shall develop procedures regarding  
20 placement of students in the program, taking into consideration the impact of exclusionary discipline  
21 practices.<sup>67</sup>

22 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each  
23 student enrolled in the alternative school.

#### 24 **REMOVAL<sup>78</sup>**

25 A student may be removed from the alternative school or program if:

26 1. He/she violates the rules of the alternative school or program; or  
27

28 2. He/she is not benefitting from the assignment and all interventions have been exhausted  
29 unsuccessfully.

#### 30 **ADDITIONAL OFFENSES<sup>89</sup>**

31 Any new disciplinary offense committed during a student's original suspension or expulsion period  
32 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the  
33 original suspension or expulsion.

#### 34 **TRANSITION PLAN<sup>910</sup>**

- 1 The Director of Schools/designee shall develop procedures regarding the implementation of transition
- 2 plans for the integration of students assigned to the alternative school.

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Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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Cross References

Special Education 4.202  
Suspension 6.316  
Student Disciplinary Hearing Authority  
6.317  
Special Education Students 6.500

**Cleveland City Schools  
Nutrition Department  
Budget Amendment #1 2021-2022**

OBJECT CODE		2021-2022 Original	2021-2022 Amended	2021-2022 Inc/(Dec)
43521	STUDENT LUNCHES	0	0	0
43522	ADULT LUNCHES	18,000	18,000	0
43523	BREAKFAST	0	0	0
43525	ALA CARTE	49,000	49,000	0
44110	INTEREST EARNED	500	500	0
44170	MISCELLANEOUS REFUNDS & REIMBURSEMENTS (CARES ACT FUNDS)	0	0	0
47111	USDA LUNCH	2,013,450	2,013,450	0
47112	USDA COMMODITIES	236,262	236,262	0
47113	USDA BREAKFAST	1,070,830	1,070,830	0
47114	USDA - OTHER (FRESH FRUIT/VEG GRANT & SUPPER PROGRAM)	160,391	160,391	0
39000	FUND BALANCE	405,000	0	(405,000)
	<b>TOTAL REVENUES</b>	<b>3,953,433</b>	<b>3,548,433</b>	<b>(405,000)</b>
OBJECT CODE		2021-2022 Original	2021-2022 Amended	2021-2022 Inc/(Dec)
162	CLERICAL PERSONNEL	60,475	60,475	0
165	CAFETERIA PERSONNEL	1,204,375	1,100,000	(104,375)
196	IN-SERVICE TRAINING	2,000	500	(1,500)
201	SOCIAL SECURITY	75,850	72,000	(3,850)
204	STATE RETIREMENT	169,638	145,000	(24,638)
206	LIFE INSURANCE	3,700	2,300	(1,400)
207	MEDICAL INSURANCE	266,760	250,000	(16,760)
210	UNEMPLOYMENT COMPENSATION	500	0	(500)
212	EMPLOYER MEDICARE LIABILITY	17,707	17,275	(432)
299	OTHER FRINGE BENEFITS	46,000	42,000	(4,000)
307	COMMUNICATION	1,300	1,000	(300)
320	DUES AND MEMBERSHIPS	1,200	1,000	(200)
336	MAINTENANCE REPAIR / SERVICE	40,000	30,000	(10,000)
354	TRANSPORTATION: non-student	3,000	2,000	(1,000)
355	TRAVEL	2,500	1,000	(1,500)
399	OTHER CONTRACTED SERVICES	1,002,175	729,000	(273,175)
422	FOOD SUPPLIES	715,941	777,233	61,292
435	OFFICE SUPPLIES	1,500	1,500	0
451	UNIFORMS	850	850	0
452	UTILITIES	0	0	0
469	USDA COMMODITIES	236,262	224,000	(12,262)
499	OTHER SUPPLIES / MATERIALS	80,000	80,000	0

524	IN-SERVICE / STAFF DEV.	1,200	1,000	(200)
533	CRIMINAL INVESTIGATION / APPL.	500	300	(200)
710	FOOD SERVICE EQUIPMENT	20,000	10,000	(10,000)
	<b>TOTAL EXPENDITURES</b>	<b>3,953,433</b>	<b>3,548,433</b>	<b>(405,000)</b>

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**Russell Dyer, Ed.D. • Director of Schools**

4300 Mouse Creek Road NW, Cleveland, TN 37312 • p: 423.472.9571 • f: 423.472.3390 • [clevlandschools.org](http://clevlandschools.org)

## MEMO

Date: August 30, 2021

To: Dr. Dyer and Cleveland City Schools Board of Education

From: Kelly Kiser-Director of Human Resources *KK Stotel*

The Department of Special Populations seeks permission to use ARP IDEA and CFA IDEA funds to add 5 additional assistant positions to provide needed direct support for students with disabilities.

**Funding source: ARP IDEA funding for 2 years**

1 Elementary Sped Assistant  
1 MS Sped Assistant  
1 HS Sped Assistant

**Funding source: IDEA Partnership for Systemic Change (Preschool) for 1 year**

1 Pre-K Assistant to help grant funded Pre-K Teacher working with students with disabilities in community Pre-K programs

**Funding source: CFA IDEA Preschool**

1 Pre-K Assistant to help within the Discovery Preschool Program



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## MEMO

Date: August 31, 2021

To: Dr. Dyer and Cleveland City Schools Board of Education

From: Kelly Kiser-Director of Human Resources *KK 8/31/2021*

Candy's Creek Cherokee Elementary is requesting permission to use their school Title 1 budget to add 1 additional full time teacher assistant position for the 2021-2022 school year. This position will assist with needs across the school.

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**Russell Dyer, Ed.D. • Director of Schools**

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## MEMO

Date: August 31, 2021

To: Dr. Dyer and Cleveland City Schools Board of Education

From: Kelly Kiser-Director of Human Resources *KK 8/31/2021*

Through funds provided by the ELC (Epidemiology and Laboratory Capacity) grant, Coordinated School Health would like to request an additional grant funded position for the 2021-2022 school year only. The position would assist our district in meeting the requirements of the grant.

### School Nurse

This position will be a 181-day contract and be funded through the ELC grant. This nurse will assist the existing school nurses with COVID related tasks and patient care in district clinics, assist the ELC Nurse with organizing mass testing events, if advised, and be available to provide COVID prevention education to students and staff throughout the district. This nurse will be available 100 percent of the time to provide COVID testing.

**FY22 ESSER 3.0 Application Approval  
School Year 2021-22**

LEA # 00061 LEA Name (Legal Name of Agency): Cleveland City Schools

<i>LEA #</i>  <u>00061</u>	<i>LEA Name (Legal Name of Agency):</i>  <u>Cleveland City Schools</u>
<i>LEA Legal Making Address</i>	
Street Address <u>4300 Mouse Creek Rd.</u>	
City <u>Cleveland</u> State <u>Tennessee</u> Zip <u>37312</u>	

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.  
This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

September 7, 2021  
Board Meeting Date

\_\_\_\_\_  
Director of Schools (Signature)  
  
Dr. Russell Dyer  
\_\_\_\_\_  
Director of Schools (Print Name)

\_\_\_\_\_  
Board of Education Official (Signature)  
  
Dawn Robinson  
\_\_\_\_\_  
Board of Education Official (Print Name)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Cover Page

**Cleveland (061) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant**

**LEA ID#**

00061

**LEA Name**

Cleveland City Schools

**LEA Official Address**

Street	City	Zip Code
4300 Mouse Creek Rd.	Cleveland	37323
Phone	LEA Website	
423-504-4952	www.clevelandschools.org	

**Director of Schools**

Name	Email	Phone
Russell Dyer	rdyer@clevelandschools.org	423-472-9571

**ESSER 3.0 Point of Contact**

Name	Email	Phone
Joel Barnes	jbarnes@clevelandschools.org	423-472-9571

**\* Anticipated Health and Safety Plan URL/Link**

<https://www.clevelandschools.org/page/protocols>

The American Rescue Plan Act (ARPA) Act funds available through this grant are one-time grant funds made available through the U.S. Department of Education. All funds should be used for the unique needs identified by LEAs during the COVID-19 pandemic. American Rescue Plan Act (ARPA) funds are intended to support the academic and non-academic needs of students and to help LEAs and schools prepare for re-entry and continuous learning for the upcoming 2021-22 school year.

Budget Overview

Cleveland (061) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

**Indirect Cost**

Total Contributing to Indirect Cost \$11,230,517.39

Indirect Cost Rate 12.25%

Maximum Allowed for Indirect Cost \$1,225,602.12

Filter by Location: All - \$12,177,478.39 ▼

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72250 - Education Technology	72610 - Operation of Plant	72710 - Transportation	76100 - Regular Capital Outlay	Total
<b>105 - Supervisor / Director</b>			384,848.00	0.00	0.00	0.00		384,848.00
<b>130 - Social Workers</b>		557,172.00						557,172.00
<b>162 - Clerical Personnel</b>	0.00	70,339.50	0.00	0.00		0.00		70,339.50
<b>189 - Other Salaries &amp; Wages</b>	1,399,770.00	286,632.00	0.00	110,760.00	0.00	0.00		1,797,162.00
<b>201 - Social Security</b>	86,785.74	56,676.90	23,860.59	6,868.20	0.00	0.00		174,191.43

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72250 - Education Technology	72610 - Operation of Plant	72710 - Transportation	76100 - Regular Capital Outlay	Total
<b>Line Item Number</b>								
<b>204 - State Retirement</b>	240,480.49	103,640.78	39,639.33	19,881.42	0.00	0.00		403,642.02
<b>206 - Life Insurance</b>	0.00	1,596.00	260.00	228.00	0.00	0.00		2,084.00
<b>207 - Medical Insurance</b>	0.00	252,000.00	32,895.00	36,000.00	0.00	0.00		320,895.00
<b>212 - Employer Medicare</b>	20,296.67	13,255.06	5,580.31	1,606.02	0.00	0.00		40,738.06
<b>308 - Consultants</b>			415,400.00	0.00			0.00	415,400.00
<b>328 - Janitorial Services</b>					110,015.68			110,015.68
<b>399 - Other Contracted Services</b>	225,000.00	36,000.00	0.00	0.00	0.00	0.00	0.00	261,000.00
<b>412 - Diesel Fuel</b>						180,000.00		180,000.00
<b>429 - Instructional Supplies &amp; Materials</b>	1,304,698.50							1,304,698.50
<b>453 - Vehicle Parts</b>						20,000.00		20,000.00
<b>471 - Software</b>	178,331.20	0.00	0.00	0.00	0.00	0.00		178,331.20
<b>707 - Building Improvements</b>							5,010,000.00	5,010,000.00

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72250 - Education Technology	72610 - Operation of Plant	72710 - Transportation	76100 - Regular Capital Outlay	Total
<b>Line Item Number</b>								
722 - Regular Instruction Equipment	566,961.00							566,961.00
729 - Transportation Equipment						380,000.00		380,000.00
<b>Total</b>	4,022,323.60	1,377,312.24	902,483.23	175,343.64	110,015.68	580,000.00	5,010,000.00	12,177,478.39
							<b>Adjusted Allocation</b>	12,177,478.39
							<b>Remaining</b>	0.00

Spending Plan

**Cleveland (061) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant**

After analyzing and repurposing other funding sources, justify the spending plan for the American Rescue Plan Act (ARPA) funds aligned with the needs and the comprehensive LEA-level plan. For each of the applicable focus areas below, verify the amount, and explain how each focus area addresses the needs. The amounts should not exceed the LEA's allocation.

**1. Addressing Learning Loss: Coordinators, Summer, Supplemental After School, and Tutoring**

LEAs must spend a minimum of 20% of the grant funds on **Addressing Learning Loss**.

\$ 2,435,495.68 The minimum amount required based on the LEA allocation.

\$ 3,777,295.54 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**After-School Tutoring Stipends** - These funds will be used for small group tutoring sessions after-school for the 21-22, 22-23, & 23-24 school years. Funds will be used in conjunction with other state funds to provide a 1 to 3 ratio at the elementary schools and a 1 to 4 ratio at Cleveland Middle School. The effectiveness of the assessment will be determined by pre and post test data as well as with benchmark assessments given periodically during each 12 week tutoring session in the Fall & Spring.

**Summer Learning Loss Camp Stipends** - Cleveland City Schools will utilize the majority of the Summer Learning Loss funds issued from the state to compensate certified personnel at the elementary and middle school level. The Summer Learning Camps and Summer Bridge camps will need additional staff to support smaller classrooms and specialized interventions. This portion of the ESSER 3.0 budget will be utilized to pay hourly rates to non-certified staff and weekly rates to other certified staff members as needed above and beyond the

allotted state amount.

**mClass with Amplify Reading and Intervention Materials and Support** - With the amount of learning loss that occurred over the last year and a half students are functioning on many different levels even within classrooms of students. Programs like mClass allow us to use technology to provide intervention services on an individualized basis within each classroom. While students work on the technology intervention teachers will utilize the intervention materials to pull small groups of students who are showing skill deficits in common areas. Benchmark test scores will help us to determine if this approach is producing the desired result.

**Math Curriculum Resources for MS** - These will allow us to provide each student with a workbook of their own in the event of a shutdown or quarantine situation. Students can take the workbooks home and complete assignments that are being done at school. These are consumable. Effectiveness is measured by student math grades, Math TCAP/EOC scores, and work completion percentage.

**ELA/Math iReady Assessment/Instruction & iReady Reading Diagnostic & Math Digital Instruction** - an online learning and assessment platform for ELA & Math for K-8 students. It offers a diagnostic assessment that is given three times a year to assess student progress and to design an individualized learning path for each student. Students can work independently on skills they are identified as deficient or needing more support in. The diagnostic and standards reports allow teachers to see student needs, to group students accordingly, and to provide instruction based off of identified needs. In the event of a future shutdown students will receive online instruction through this platform.

**Books for K-5 At-Home Libraries** - When the COVID shutdown happened it was very obvious that students did not have access to high-quality texts within their homes. This fund allows the district to send home one grade-level appropriate book with each elementary kid before each break (Fall, Christmas, Spring, & Summer Break) over the next three years. This will allow parents a jump start to increasing student access to texts on a regular basis and not just at school.

**Classroom Notepads and Supplies for Summer Camps** - Additional supplies for summer programming will be purchased for each summer site using these funds. Supplies could include chart paper for anchor charts, math manipulatives, additional intervention kits depending on need, and just general classroom supplies to stock classrooms for the extra five weeks of instruction above and beyond the regular school year.

**Learning Acceleration Specialist** - This position is a new position created for the duration of ESSER 3.0 to

coordinate and manage all after-school tutoring and summer learning camp efforts. This person will work as a liaison between building sites to the transportation department, food services, and district data team members. This person will assist building leaders in identifying students, will maintain and process summer and after-school time sheets, and will work with site coordinators to hire staff to fill budgeted positions.

**Additional Time for ESL Supervisor** - These funds are being utilized to provide extra time for our ESL supervisor to be available during the summer learning camps to help coordinate efforts for our ESL community, teachers, and students.

**Secondary Curriculum Supervisor** - With learning loss, acceleration, and student remediation that has become necessary due to the COVID-19 pandemic it is imperative that we have a district person who is solely focused on secondary curriculum. The current secondary curriculum supervisor is also the federal programs supervisor and needs to be focused fully on federal programming, budgets, applications, and spending over the next year. The Secondary Curriculum supervisor will coordinate efforts between the middle and high school and act as a liaison between the middle school and all seven elementary schools as students transition. This position will work in conjunction with the Learning Acceleration Specialist to ensure continuity between after-school programming, student identification, and graduation rate at the high school level. They will also adapt pacing guides to incorporate GAP lessons that will address standards that may have been missed or need to be reinforced during COVID closures or students being at home for extended periods of time for medical isolation purposes.

**Fuel and Maintenance for Summer Transportation** - This will help ensure attendance at our summer and after-school programming for some of our most at-risk population who may not otherwise be able to attend without transportation to and from school. This will allow the schools to reach a broader population of students and will allow parents the flexibility to make sure their children are able to attend if they qualify.

## 2. Addressing Learning Acceleration: Summer, Supplemental After School, and Tutoring

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**Elementary STEAM Lab Instructional Supplies** - Part of the Cleveland City Schools five year plan is to establish state-of-the-art STEAM labs in all schools K-12. These funds allow schools to expedite that process and to furnish, stock, and supply STEAM labs for in-school and after-school STEAM programming. These STEAM labs can be used in conjunction with after-school tutoring programs to offer acceleration to students on or above grade level as an enrichment type activity. STEAM labs will also be utilized during the school day to support STEAM standards as they are identified and woven throughout each core subject area. Technology teachers (transitioning to STEAM teachers) will coordinate efforts across the district to make sure that each school has access to materials and supplies that are consistent from building to building. They will also work with classroom teachers to plan and implement project based learning experiences throughout the regular school year as appropriate.

### 3. Addressing Facility Needs and Deferred Maintenance/Infrastructure

\$ 4,880,000.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

**NOTE:** Items in this category will require more extensive rationale/support.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**HVAC at CMS and Blythe-Bower** - Replacing the aging HVAC systems at Cleveland Middle School and Blythe-Bower Elementary School will improve air quality and air flow to all areas of the building and will allow for better filtering systems to be put in place.

**Front Entrance at CHS** - The front entrance at CHS has outgrown the student capacity. The lobby and waiting area in which parents and students sometimes have to wait is extremely small and close quarters and makes social distancing virtually impossible. Improving and expanding the front entrance will allow for more space, will add additional entrances for students to enter in the mornings and afternoons, and will improve air quality for our front desk staff and School Resource Officer.

**CTE Hallway Renovation** - The CTE Hallway renovation will open up hallways and classrooms for better airflow and better student flow of traffic during times where social distancing and one-way hallways have become a priority in keeping students safe. This will also add an additional entrance to the high school in which community, business, and industry partners can enter without having to go through the main entrance and increasing traffic in an already hectic area.

**Canopy at CHS between Science Wing & Arena** - Adding a canopy between the Science Wing and the Arena at Cleveland High School will essentially be like adding a new hallway to the school. It will improve student traffic flow and allow for better social distancing and will enhance one-way hallways when they become necessary. A canopy will allow this area to be used no matter the weather and will keep students safe from the elements.

#### **4. Purchasing Education Technology (including hardware, software, and connectivity)**

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**CANVAS Learning Management System** - Allows teachers to manage their classroom in an in-person or virtual environment. The LMS allows teachers to post videos, PowerPoints, and interactive lessons online in the event of another closure or that a student is quarantined. Assignments can be turned in and graded via Canvas which in turn cuts out on the transmission of papers from person to person and therefore decreasing the likelihood of spreading viruses. Students can access the LMS from any computer or their school-issued device in middle and high school.

**Screenbeam-** The ScreenBeam product will allow for easy sharing of information in meetings by teachers and district staff by allowing any device to project to a screen(s). This can facilitate social distancing since people don't need to gather around a tiny monitor or share dongles/spaces since it's wireless. Among other things, this technology can be used for data meetings to look at trends among our student body. The effectiveness of the implementation of Screenbeams will be conducted by survey to district principals and admin regarding their availability of reliable connectivity in conference spaces.

**MyOn Online Library** - This will provide three years of access for students to an online digital library that is accessible via computer, iPad, mobile phone, and many other devices. This will allow students access to rich texts even if school were to be shutdown. This also prevents the need for students to visit the library as frequently as they can access texts online and via e-reader devices instead of having to physically check out a book. Checkout numbers and students reading time will be monitored to gage the effectiveness of this expenditure.

## 5. Addressing the Unique Needs of Special Populations

\$ 738,857.22 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**CTE Equipment (CHS & CMS Live, Medical Science, Aviation)** - The requested funding for CTE equipment will be beneficial for students, faculty, and staff. Equipment can be utilized in the classroom as well as virtual learning. The flexibility of the use of the requested equipment will allow for in-house use while social distancing due to COVID guidelines, thus reducing in potential COVID exposure and/or learning loss. As for at-home students, learning can continue due to networking abilities of the equipment where they can link-up to the equipment and virtually engage in lessons/activities with their school furnished laptop, thus not jeopardizing others with potential exposure, or learning loss. Examples of equipment to be purchased are: Digital cameras, autopsy tables, and flight simulators.

**ESL Support and District Translator** - Family communication became even more vital during the COVID-19 pandemic. While it has always been a priority it has shown that direct contact with our non-English speaking families has increased student and family engagement in our summer camps and after-school tutoring programs. These funds will allow us to have a full-time person dedicated to our ESL families and to making sure they are adequately informed about learning loss opportunities as well as learning enhancements offered. Effectiveness will be measured using call logs, WIDA Test scores, and ESL student participation in summer and after-school programming.

**Stipends for Translation for ESL families during registration and ESL After-school interventions** - Funds will be used to provide stipends for personnel providing registration and enrollment assistance, summer and after-school programming, and other areas of support for Non-English Language Background families.

## 6. School Facility Repairs

\$ 130,000.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**Windows at CHS and Stuart** - Replacing out-dated windows at both Cleveland High School and Stuart Elementary School will allow for teachers to open windows if necessary to increase and improve air-flow and ventilation when needed. Replacing these windows will also help reduce HVAC and other utility costs to open up more funding for necessary purchases.

## 7. Providing Mental Health Supports

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**Social Workers** - Cleveland City Schools is looking to add 3 elementary and 1 secondary social worker to our staff for the next three years. These positions will be used as a liaison between the school and families during these unprecedented times. Social Workers will work with families to connect them with community resources available should another shutdown become evident. Should another shutdown not be necessary these social workers will work with the school and family to make sure that each student who struggled to recoup from the time lost has the proper resources to be successful both at school and at home. Social Workers will be distributed based off of need and priority will be given to schools with higher economically disadvantaged populations.

**Capturing Kids Hearts** - This district initiative provides training to all staff members on the importance of educating the whole child. This training focuses on the social-emotional aspect of learning and the importance to "knowing" your students before you can educate them properly. CKH will act as consultants for Cleveland City Schools over the next three years and will assist building level leaders in identifying areas of improvement across their building.

## 8. High Quality Instructional Materials for Math Adoption

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

**NOTE:** Items in this category will require more extensive rationale/support.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**Instruction Partners** - As our new math adoption rolls around we want to make sure that our teachers in grades 6-12 are aligned and using the IPD model to teach grade level standards to the level of rigor that is expected. Instruction partners will work with our teachers for three years on understanding the IPG, incorporating math tasks throughout their pacing guide, and on improving student achievement in math. They will also work alongside of us as we adopt a new curriculum. Effectiveness will be measured by TCAP and EOC scores at Cleveland Middle School and Cleveland High School.

### 9. High Quality Instructional Materials for Early Literacy

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 10. Public Health Coordination and Protocols

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**Janitorial Services** - With the increased need for proper sanitization of facilities, cleaning of classrooms, and extra time to clean for summer school janitorial contracts will need to be amended and adjusted. These funds will help supplement the additional costs of cleaning during the summer months for three years.

### 11. Conducting Other Necessary Activities

\$ 1,080,776.42 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

**Substitute Staffing Service** - Cleveland City Schools needs an expanded number of substitutes to allow for additional sick days needed for COVID-19. This allows for instruction to continue while maintaining the safety and health of everyone in the school system. These funds will be used to hire a staffing service that is better equipped to find, train, and ensure substitutes are in place when teachers are out. This will also relieve some stress from building level admin. as they focus on many other issues that have arise as a result of the pandemic. Effectiveness will be measured by the ability of the district to maintain in-person instruction despite staffing vacancies.

**Student Information Specialist** - The CMS Data Operator position will serve as a school clearinghouse for the collection, verification, and reporting of attendance, grades, and scheduling. The accuracy and reporting of this information will be used to identify students for after-school tutoring opportunities, creating at-risk lists for learning loss, and disaggregation of data for special populations/english learners. A yearly audit by the principal will assess each area's success and impact toward the stated goals.

**Staff Insurance for Macbooks** - Cleveland City Schools provides each teacher with a MacBook to utilize for teaching and learning. This device goes home with the teacher to ensure availability of the technology and this sometimes results in damage to the device. Cleveland City Schools will utilize this money to replace devices that are broken by self-insurance to ensure teachers always have access to a device. The effectiveness of the implementation will be assessed by ensuring that 100% of teachers had access to a mobile device 100% of the time.

**Glimpse K-12** - Glimpse K-12 is a software program that will be used to assess the progress and effectiveness of purchases made during the ESSER spending period. This program will allow for our district to analyze the usage of technology and purchases made to implement distance learning. We will be able to see what return it is getting on our investments made. This program will prioritize needs according to district goals established through strategic planning and community input. Cleveland City Schools business, academic, and innovation teams will be able to take the data generated from this software to assess the use of resources, including human resources. This information will help drive next steps and priorities for future goal setting.

**Three Year Marketing Campaign** - Cleveland City Schools' inability to operate on a consistent schedule due to the COVID-19 pandemic has negatively impacted the district's traditional image within the local community and surrounding area. COVID-19 has also negatively impacted the district's ability to share our school system's stories and events with the community because visitors have been kept out of buildings due to COVID-19 concerns. As a result, the district has seen a decrease in the number of teaching candidates, substitute teaching candidates, paraprofessional candidates, and new student enrollees over the past year. The three year marketing campaign would allow the district to better share the positive story of Cleveland City Schools and to rebuild the pool of staff candidates available. The campaign would also allow Cleveland City Schools to better take our story to our community and aid the district in returning new student enrollment to previous levels. The effectiveness of the campaign would be measured by comparing the number of staff candidates available for selection pre campaign and post campaign. Additionally, a survey would be given at the beginning of the campaign and at the end of the campaign to determine the impact of the campaign on public perception of Cleveland City Schools. Finally, the number of new student enrollees at the beginning of the campaign will be compared to the number at the end to determine the effectiveness of the campaign in this particular area.

**Elementary Education Technician** - Cleveland City Schools has doubled its fleet of student 1:1 devices. With this comes greater management and trouble needs on the district. This position will help facilitate the management and maintenance of the new devices that have been added to Cleveland City Schools because of COVID. The effectiveness of the implementation will be assessed by seeing a 25% reduction in time to response to tickets.

**School Busses-** By the end of the school year last May our school buses were running at or near capacity on all of our bus routes. Because we are running such full school buses, the elementary students are sitting three to a seat on most routes and we are three to a seat in a number of our middle school and highschool bus routes. Because our buses are full, social distancing to help prevent the spread of COVID-19 isn't even a possibility at this time. If we could add four school buses to our fleet then we could at least get our high school buses to a point where the students are not shoulder to shoulder and right in each other's faces. The additional buses would also help with spacing children away from the bus drivers, since most of the drivers are older and more susceptible to the detrimental effects of COVID.

## 12. Indirect Cost

\$ \_\_\_\_\_ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

### 13. Administrative Cost (5% limit)

\$ 205,105.95 Amount

The amount box auto-populates based on inputs from the Budget Page.

### Resources

[Click here to open the application guide.](#)

LEA Program Details

Cleveland (061) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

ERROR: rangecheck  
OFFENDING COMMAND: fill  
ISTACK:

Administration Cost

Program Administration: The reasonable and necessary costs to manage the federal grant in a compliant and effective manner.

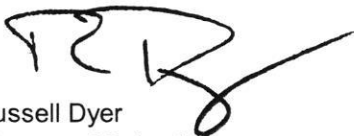
**American Rescue Plan Act of 2021 (ARP)**  
**Elementary and Secondary School Emergency Relief Fund (ESSER 3.0)**  
**Cleveland City Schools Total Allocation: \$12,177, 478.39**

- All ESSER 3.0 Funds have been allocated as attached
- ESSER 3.0 Funds are required to be obligated and spent by June 30, 2024
- A Minimum of 20% of funds MUST be obligated for Addressing Learning Loss
- Funds may be used for facility needs that are related to the COVID-19 Pandemic
- Cleveland City Schools exceeded the state minimum of 20% designated for learning loss with a total percentage of 31% of ESSER 3.0 funds designated for that purpose.
  - Learning Loss Allocations:
    - Summer Camp Assistants for Summer 23 & Summer 24 (ESSER 2.0 is covering Summer 22)
    - After-school Tutoring Stipends for All elementary and middle schools for the 21-22, 22-23, & 23-23 school years
    - A Learning Acceleration Specialist Position to Coordinate Tutoring and Summer Camps across campuses.
    - Transportation funds for Summer Camps and After-School Tutoring
    - Intervention Materials for after-school tutoring and summer camps
    - Digital Instruction tools for individualized interventions
- Positions Created with ESSER 3.0 Funds:
  - 4 Social Workers Across the District
  - Secondary Curriculum Supervisor (ESSER 2.0 & 3.0)
  - Learning Acceleration Specialist (described above)
  - District Interpreter/ESL Family Engagement Support
  - Elementary Education Technician
  - CMS Student Information Specialist
- Facility Improvements Included in ESSER 3.0:
  - Front Entrance of Cleveland High School
  - CTE Wing Renovation at CHS
  - Windows at CHS and Stuart Elementary
  - HVAC at CMS and Blythe-Bower Elementary
  - Canopy between Science Wing and Arena at CHS
- ESSER 3.0 expenditures are described in detail in the attached application

**Cleveland City Schools  
Financial Report  
July 2021**

Balance on hand July 1, 2021	6,813,695.74
<b>RECEIPTS</b>	
City Clerk's Monthly Report	1,979,173.13
Retiree Ins #44160	(292.80)
Reimb CCCES, PIE	(403,655.00)
Interest Earned	<u>1,219.00</u>
	<u>8,390,140.07</u>
<b>DISBURSEMENTS</b>	
Instruction	480,495.53
Special Education	40,673.80
Vocational Education	18,643.68
Attendance	10,080.52
Health Services	4,435.70
Other Student Support	37,558.11
Regular Instruction Support	88,266.25
Special Education Support	11,325.94
Vocational Education Support	10,411.54
Technology Support	103,371.58
Board of Education	322,139.01
Office of the Superintendent	62,302.18
Office of the Principal	160,073.49
Fiscal Services	71,640.08
Operation of Plant	394,785.79
Maintenance of Plant	81,111.06
Transportation	136,072.31
Food Service	5,917.95
Community Services	40,000.00
Early Childhood Education	92,489.00
Regular Capital Outlay	22,000.00
Education Debt Service	<u>5,656.00</u>
	2,199,449.52
Insurance withheld not paid	(127,217.02)
Retirement withheld not paid	(169,503.03)
Retirement paid	86,198.56
Insurance paid	254,434.04
Accrued Payroll-Summer Camps paid	491,283.89
Balance August 1, 2021	<u>5,655,494.11</u>
	<u>8,390,140.07</u>

Respectfully submitted,



Russell Dyer  
Director of Schools

## **Personnel Items – August 2021**

### **Assignments**

Heald, Abigail, BB (PT Interventionist), Effective August 26, 2021  
Dasher, Melissa, YA (PT Interventionist), Effective August 26, 2021  
Connell, Kathleen, BB (PT Interventionist), Effective August 26, 2021  
Miranda, Jennifer, AR (PT Assistant), Effective August 9, 2021  
Cross, Lillian, BB (PT Interventionist), Effective August 26, 2021  
Rose, Todd, CMS (SpEd Teacher), Effective August 9, 2021  
Orona, Lilly, CMS, (PT ESL Assistant), Effective August 11, 2021  
Cardin, Kimberly, CMS, (SpEd Assistant), Effective August 11, 2021  
Ernest, Justin, CHS (Teacher), Effective August 12, 2021  
Clark, Kelli, BB (Interim Teacher), Effective August 11, 2021  
Blough, Susan ST (PT Cafeteria Monitor), Effective August 18, 2021  
Murphy, Kathy CMS (PT Interventionist), Effective August 26, 2021  
Bohannon, Amy BB (Teacher), Effective September 1, 2021  
Clark, Tracy CHS (ELC Grant Nurse), Effective September 1, 2021  
Barton, Crystal BB (PT Interventionist), Effective August 26, 2021

### **Transfers**

Brown, Holli, CMS (PT Teacher) to CMS (FT Teacher), effective August 24, 2021  
Gentry, Hailey, BB (PT Interventionist) to ST (SpEd Assistant), effective August 24, 2021  
Parker, Abigail, AR (Assistant) to YA (Teacher), Effective August 10, 2021

### **Resignations**

Dykes, Jamie, CMS (Assistant), Effective July 28, 2021  
Rogers, Joel, M/T (Bus Driver), Effective August 2, 2021  
Collier, Angela, BB (PT Interventionist), Effective July 21, 2021  
Hicks, Patsy, CCC (PT Interventionist), Effective July 27, 2021  
Raleigh, Brandon, CMS (Teacher), Effective August 20, 2021  
Cox, Tasha, FS (Cafeteria Field Manager), Effective September 3, 2021  
Davis, Elizabeth, CCC (Teacher), Effective September 21, 2021  
Cagle, Caitlyn, AR (Teacher), Effective July 27, 2021

### **Leave of Absence**

Thomas, Chris, CMS August 6, 2021 through November 5, 2021



## ESL Graduates!

Our student highlight this month is dedicated to these amazing students who scored high enough on their WIDA assessments to be able to graduate from our ESL program at Arnold. We are so proud of these students and their hard work!

## New Staff Members

Our staff highlight this month is dedicated to our new staff members:

Ms. Callie Bagget - 2<sup>nd</sup> Grade

Mrs. Jennifer Miranda - Admin Assistant

We are very excited to have these ladies join the Arnold family this school year and we are thankful for the wonderful addition that they are to our school!



## Kindergarten Breakfast 2021

Our school highlight this month is dedicated to our Kindergarten students and their families. We welcomed our K families at the beginning of the school year with a parent/family member breakfast in our school cafeteria. We are always happy to have our families in the building with us, and to see their smiling faces as they spend time with their students.

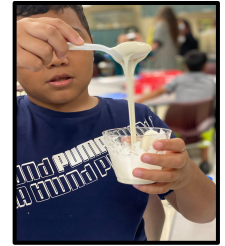
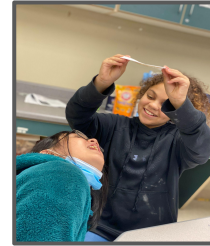


# BLYTHE-BOWER HIGHLIGHTS

WE ARE KICKING OFF THE 2021-2022  
SCHOOL YEAR WITH 

S

**SCIENCE:** Our 5th graders have been using mixtures and solutions to make an adhesive.



T

**TECHNOLOGY:** Thanks to our amazing BLADE Initiative and all of our students being 1:1 with Chromebooks, students are learning more about computer coding.



E

**ENGINEERING:** Kindergarten students have been building vertical and horizontal structures.



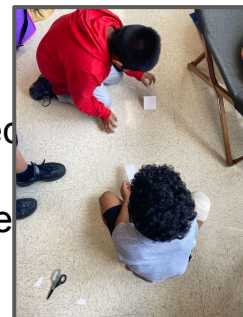
A

**ART:** 4th grade students made pinwheels to learn about energy and motion.



M

**MATH:** 5th grade students were challenged to build a ramp while studying force and motion. They were challenged to measure height, distance, and speed.



# Candy's Creek Cherokee Elementary School

Board Highlights  
September 2021



## CCCES Is Growing a Garden!

Caleb Shelton and Kelli Nekhela wrote a grant proposal to construct and plant a garden with our students, and the Whole Kids Foundation awarded the grant in the amount of \$3,000. The mission of the organization is to improve children's nutrition and wellness with the goal of ending the childhood obesity epidemic. The grant will be used to support an edible educational garden project that will help children engage with fresh fruits and vegetables. Their application was selected from over 1,400 applications received from across the U.S. and Canada



# STEM GRANT

Ann Collins received the exciting news that her grant proposal, "Plan, Create, Learn.... MAKERSPACE!" has been awarded from the Tennessee STEM Innovation Network. The \$5,000 grant will provide many opportunities for all our students to engage in STEM activities.



Mrs. Collins works with some students using Makerspace equipment similar to what will be purchased with the grant. Students love imagining, designing, and building !



# ESL "Graduates"

Lisa Eason and Brenda Martin recently hosted a celebration for their students who have "graduated" from the ESL program. The ESL teachers, classroom teachers, and support staff are to be congratulated for all their hard work to support these students. We are so proud of these students and all their accomplishments!



# More Cheers Than Tears

## Kindergarten Parent Breakfast

We welcomed our newest Thunderbird parents in August with a teacher reveal and breakfast event. Parents had the opportunity to walk their kindergarteners to their classrooms and drop in for breakfast with other kindergarten parents.



# School Highlights

For

## Mayfield Elementary – September 2021

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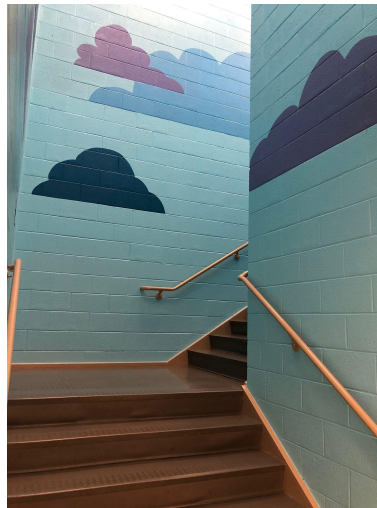
### CAPITAL IMPROVEMENTS



We are SO excited about the capital improvement projects that were completed at Mayfield during the summer! Our new retaining wall keeps playground gravel at bay and the awning has proven immensely helpful during hot and/or rainy drop-off and pick-up.



The fresh coat of paint in the hallways, main stairwell, and cafeteria makes our beautiful building sparkle.



# THEY'RE BACK!!

It is so great to have our students back in the classroom. After a well attended 'Welcome Back' event and reconnection week, our teachers and 375 students are getting back into a school routine quite nicely.



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## WELCOME OUR NEW FACULTY MEMBERS

We are happy to welcome our newest faculty members: Cicely Barker - Resource, Samantha Eason - 2nd Grade, Lindsay Miller - Music. These ladies have hit the ground running and are already endearing themselves to the students and staff with their kindness and their desire to help children.

### New Faculty Members



Cicely Barker  
Resource



Samantha Eason  
2nd grade



Lindsay Miller  
Music

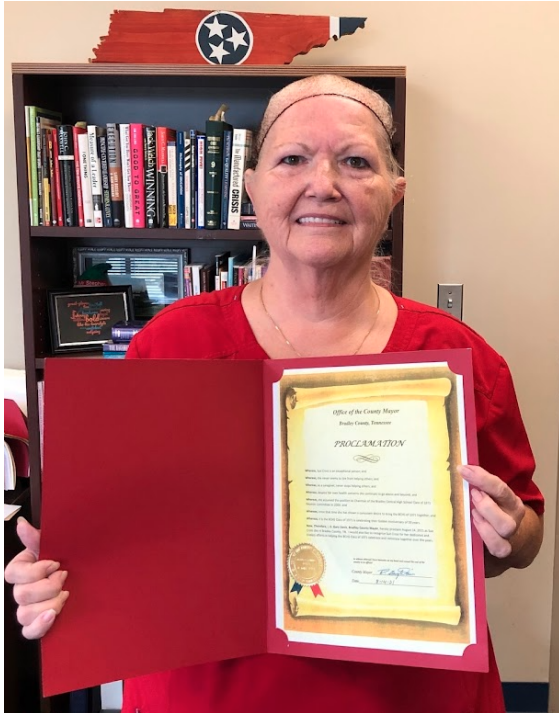
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## HELPERS FROM HEADQUARTERS



Big THANKS to Kathy Barry (school nutrition director) and Doug Moore (director of student services) for their help disinfecting our building on Thursday, Aug. 26. Together we cleaned every classroom desk as well as the computer labs, library, theater, and cafeteria.

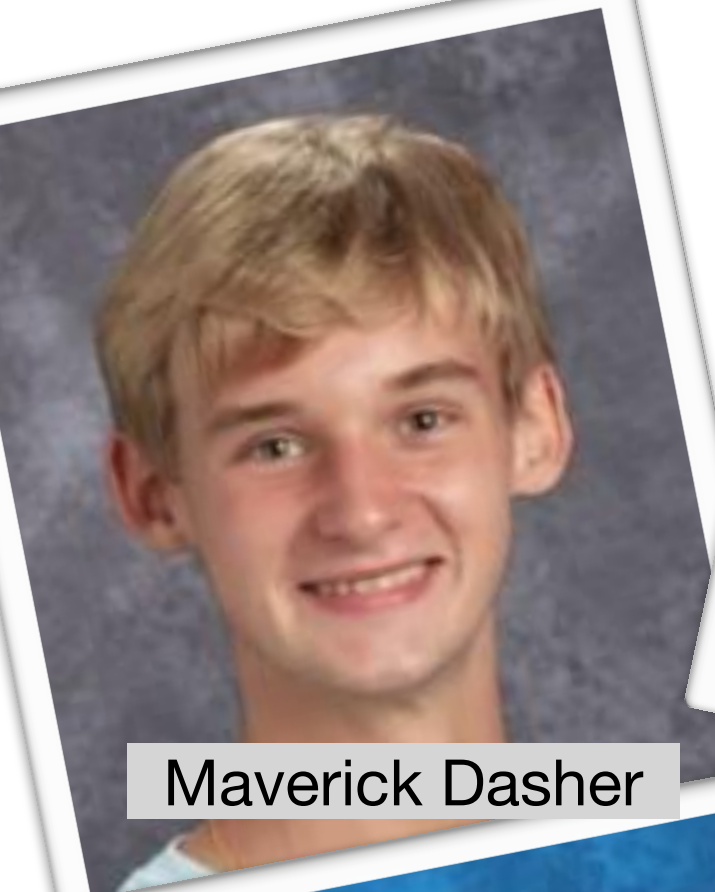
## Sue Cross Day



Congratulations to Sue Cross who has been honored by Mayor Davis with her very own day! Ms. Sue was presented with this proclamation for her dedicated work with her high school reunion committee for so many years. This award was presented to her at their recent 50th high school reunion. Congrats Ms. Sue. We are proud of you.



Be Nice.



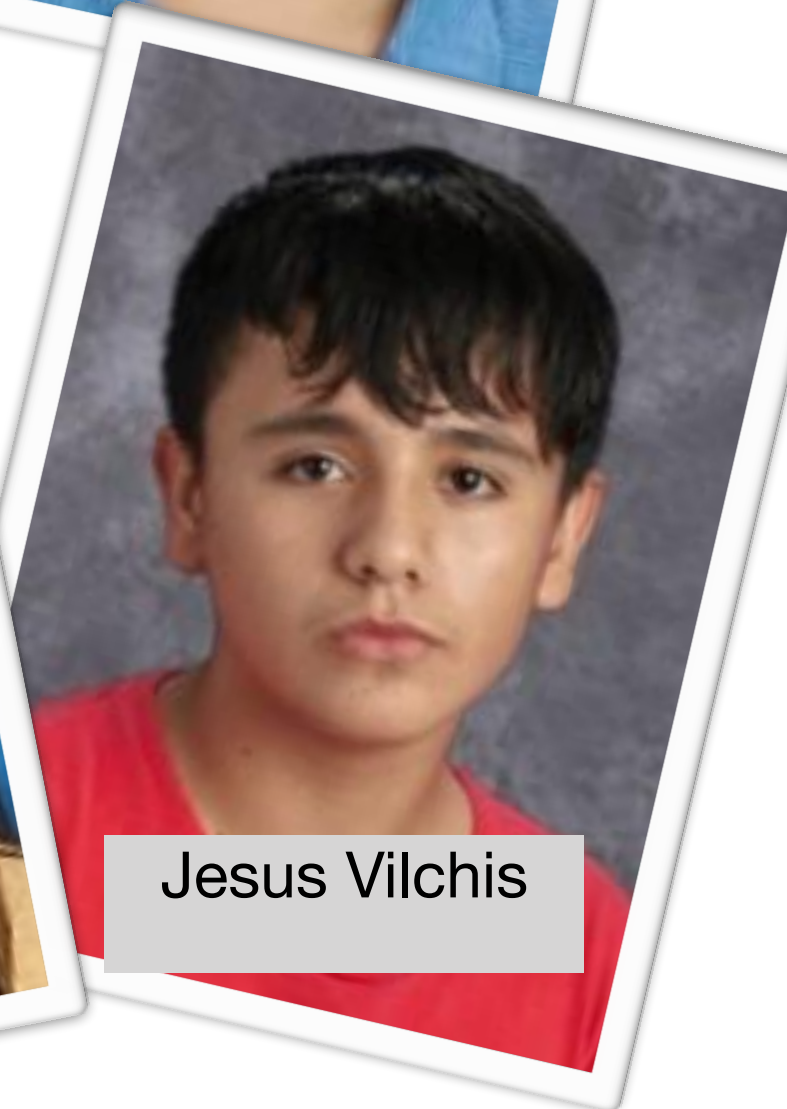
Maverick Dasher



Nick Nicodemus

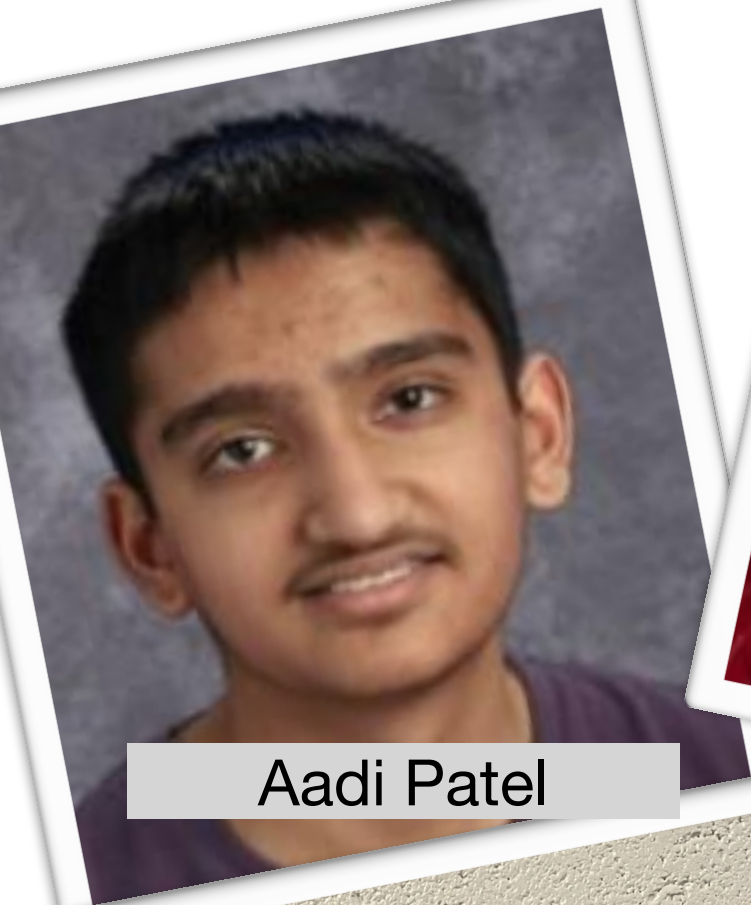


Sarah Hallenberg



Jesus Vilchis

Get Smart.



Aadi Patel



Yatri Patel



Edgar Laro Mora



Lexi Gash

# Cleveland High School School Highlights

E



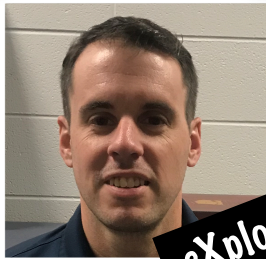
Engage

**Josiah Vacheresse**

**U.S History**

"I love teaching at Cleveland because of the people. The administration is incredibly supportive, the teachers I work with are amazing, and the kids make my job easy. It's a blessing to teach them."

X



eXplore

**Seth LeMagna**

**World History and Geography**

"I love teaching at CHS because I love learning about my students and hearing their stories. History is all about the journey and realizing that we are all creating it everyday!"

C



Communicate

**Bella Krecklow**

**Chemistry**

"The thing I like most about teaching at CHS is my students. I love interacting with them, I love learning from them, I love helping them understand chemistry content, and I love when they see the connection between what they are learning and their lives."

E



Empower

**Abi Dye**

**Health Science - EMS**

"I love teaching at CHS because I love getting to use the skills that I have used in the medical field. I love to watch the students learn and retain what I love, it warms my heart."

L



Launch

**Jeremy Smith**

**Spanish**

"I love teaching at CHS because of the people that I get to work with and watching students learn what I love to teach."



Work Hard.



Aubree Tullier



Trinity Coleman



Piper Fowler



Andrew Wenger

# November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 5:30 BOE Meeting	2	3	4	5	6
7	8	9	10	11	12 11:30 Lunch & Learn @ CMS	13
14	15	16	17	18 TSBA Annual Convention	19 TSBA Annual Convention	20 TSBA Annual Convention
21	22 Staff Develop. (No Classes)	23 Thanksgiving Break	24 Thanksgiving Break	25 Thanksgiving Break	26 Thanksgiving Break	27
28	29	30				



# October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Fall Beak	5 Fall Beak	6 Fall Beak	7 Fall Beak	8 Fall Beak	9
10	11 Staff Development (No Classes)	12 BOE Meeting - 5:30 pm	13	14	15	16
17	18	19	20	21 Lunch and Learn 11:30 - CHS	22	23
24	25	26	27	28	29	30
31						

# September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day (No classes)	7 2:30 Board Meeting 6:00 TSBA Fall Meeting	8 Lunch and Learn 11:30 - Mayfield	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

